



Regular Board Meeting Minutes August 29th, 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 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 Services Supervisor
Maggie McCarthy, Operations Manager
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. Construction Update
 - i. Mr. Clark provided an update on the Exit 68 e-Transit Station project. Permitting and mobilization has been completed and construction has started.
 - ii. Mr. Clark shared that Twin Transit received the completed survey for the Lewis County Mall. There will be slight design changes due to the width of the area. On September 8th, all bids for the construction RFP are due. The goal is to have this project completed by the end of the year.

b. Operations Update

- i. Mr. Clark stated that Twin Transit has been working on route planning. There were 22 new stops added to 80 stops.
- ii. Tony Ketchum asked, "22 in addition to what we already had, or 20 that have been modified or changed?"
- iii. Mr. Clark replied, "Both. We had 80, now we have 85. The net change is 5, but there were some stops moved around so they're in better locations for safety or ADA reasons."
- iv. Mrs. McCarthy presented all the route updates. She explained that the routes run more smoothly and there are more frequent stops at select locations. There have been several stops to various medical services added as well as stops to anticipate the current population growth. There were 22 new stops added and we have removed the stops that were not useful or convenient for passengers. For instance, there will no longer be a stop at the Chehalis Safeway. The Centralia Safeway stop will now be located behind Safeway near the Borst Park entrance.
- v. Mrs. McCarthy added that Twin Transit has now implemented a new technology with QR codes added to the route stop signs. Passengers can scan the QR code, and it will tell them when the bus will arrive and where it is at. This can also be done from the website by clicking on the bus and the same information will be given.
- vi. Mrs. McCarthy shared that a new software program has been implemented by dispatch and the bus operators. She said it works well and there is a huge difference in comparison to the program that was being used prior. Tablet issues have also been dramatically reduced.
- vii. Mrs. McCarthy stated that rider guides are now digital. There will be few quantities of the rider guides printed and put on the buses or to hand out to store owners to give those who need a paper copy and don't have access to the digital format.

c. Communications Update

- i. Mrs. Kuzminsky shared that Twin Transit released radio ads announcing the new routes and changes. There will also be an article published with The Chronicle and Lewis Talk.
- ii. Mrs. Kuzminsky updated on the process of the rebranding. Moon Branding is currently working on a social media rollout plan for media packages such as social media and press releases. They will be presenting that next Tuesday.

d. Finance Update

- i. Miss Towner reviewed the budget vs. actual with the Board. Twin Transit is still 3% under budget and should end the year with approximately \$1 million- or two-months' worth of expenditure.
- ii. Miss Towner stated that she is going to start billing for grant reimbursement on a monthly basis to build up Twin Transit's cash flow; we are waiting for the new grant contracts to be executed so that we may begin to submit reimbursement requests.

- iii. Miss Towner updated that the capital balance is projected to be approximately \$1 million at the end of the year. This balance is also estimating that the 2 electric buses are delivered in December, although they are not expected to arrive until 2024. This estimate is just to err on the side of caution.
- iv. Miss Towner went over the 2024 operations and capital budgets that are submitted to WSDOT by September of each year as part of the Transit Development Plan forecast.
- v. Miss Towner provided a 60-page Transit Development Plan. This document provides a recap on what Twin Transit accomplished in 2022 and provides an outline of what Twin Transit plans to accomplish within the years of 2023-2028. This document is also updated and submitted to WSDOT by September of each year.
- vi. Miss Towner stated that she finished the financial and accountability audit. It started back in June and September 6th is the exit conference. There were only a few minor recommendations, one being keeping a credit card log. Overall, Twin Transit received a clean audit opinion.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #31132-31206 including Capital and Operating expenditures July 1-31 of 2023.

i. Capital Warrants	\$	314,522.62
ii. Operating Warrants	\$	176,188.19
iii. Operating ACH	\$	135,386.47
iv. Payroll ACH	\$	157,478.27
Total	\$	786,575.55

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

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of minutes from July 25th, 2023, Regular Board Meeting.

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

- b. Adoption of minutes from August 14th, 2023, Special Board Meeting.

Vice-Chair Westley moved, Chair seconded, Motion passed 2-0.

2. Approval of Resolution 2023-05, adopting the Twin Transit budget for fiscal year 2024.

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

3. Approval of 2022 Annual Report and 2023-2028 Transit Development Plan.

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

Adjournment

The Board recessed the regular meeting at 4:16 p.m.

The Chair announced that the Board, Mr. Clark, Miss Towner, Mr. Palmateer, and Mr. Unzelman will adjourn into Executive Session, Pursuant to RCW 42.30.110.1(i) for the purpose of discussion with legal counsel on a matter of legal risk. The session is expected to last no more than 10 minutes. No action to follow.

The Executive Session adjourned at 4:31 p.m.

The next regular meeting is on September 26th, 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