



PUBLIC NOTICE
REGULAR BOARD MEETING
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba TWIN TRANSIT)

To be held virtually via Microsoft Teams audio conferencing. Please use credentials below to access the meeting:

1-509-824-1900, enter conference ID: 302 123 152#

MEETING AGENDA— August 25, 2020 @ 8:00 AM

Call to Order

A. Discussion Only Items

- Call to the Public – *Public discussion on any item not listed on the agenda.*
- Board Member Reports
- Staff Reports – Discussion
 - a. Administration
 - i. Grants – Mrs. Andrea Culletto
 - 1. Regional Mobility Grant 2021-2023
 - 2. Consolidated Grant Program Operating 2021-2023
 - 3. Green Technologies for FY 2021-2022
 - ii. Operations – Mrs. Melissa Shoemaker
 - 1. WSDOT Audit Preparation
 - b. Policy Update - Mrs. Melissa Shoemaker
 - i. POL 117 – Cyber Security
 - ii. POL 209 – Recruitment & Selection
 - iii. POL 210 – Employee Conduct
 - c. Financial Update – Miss Rebecca Towner
 - i. Budget vs. Actual 2020 update
 - ii. CARES Act 2nd Round of Funding
 - iii. 5339B Paratransit Bus Purchase
 - d. Construction updates – Mr. Joe Clark
 - i. Locust St. remodel & renovation
 - ii. Fuel Tank installation

- iii. Compressor and barrel room
- iv. Mellen St. E-Transit Station

- e. Procedural Change – Mr. Joe Clark
 - i. Extending Service Area

B. Consent agenda

- a. Request to approve financial warrants #28422-28499 including Capital and Operating expenditures for July 1-31 of 2020.
 - i. Capital Warrants \$ 16,795.67
 - ii. Operating Warrants \$ 151,684.58
 - iii. ACH Disbursements \$ 45,904.14
 - iv. Capital ACH \$ 19,228.61
 - v. Payroll ACH \$ 130,336.41
 - Total \$ 363,949.41

C. Action Items

- 1. Approval of Board Minutes Action
 - a. Adoption of minutes from July 28, 2020 Board Meeting.
 - i. Amendment of July 28, 2020 Board Meeting minutes to include the approval to surplus Bus 445 and Bus 446 for the purpose of electric bus remanufacturing.
- 2. Approval of WAVE induction purchase order for \$500,000 with Wireless Advanced Vehicle Electrification, Inc. (WAVE) for the purpose of procuring one 250kW charging unit and one 125kW charging pad to be installed at the Mellen Street e-Transit Station, Centralia. (This action item will be voted on if all necessary documentation is in place prior to August 25).

D. New Business

- 1. Request first reading of POL 117, POL 209, and POL 210.
 - a. **POL 117- Cyber Security**
 - New policy, outlines cyber security practices for the organization
 - Discussed importance and expectation for protecting agency information
 - Outlines process for reporting a breach of company information
 - b. **POL 209- Recruitment and Selection**
 - Outlines recruitment and interview process
 - States we comply with ADA hiring practices
 - Outlines job offer guidelines
 - c. **POL 210- Employee Conduct**
 - Previous policy required office staff to wear “business casual”. Changed to a “dress for your day” philosophy.
 - Added gray shoes ok for Bus Operators.
 - Added vaping restrictions to smoking/tobacco section of the policy.

- Added in fitness for duty section: “If Twin Transit management observes signs of an employee that may not be fit for duty, they may require a medical professional’s authorization to return to work”
2. Request second reading and adoption of POL 122 and POL 217.
- a. **POL 122- Credit Cards**
 - New policy, outlines the appropriate use and guidelines for Twin Transit credit cards.
 - Outlines who is authorized to use a company credit card.
 - Outlines security and protection obligations for card use.
 - b. **POL 217- Fraternization**
 - New policy outlining intimate friendships and relationships between employees.
 - Outlines expectation that employees will keep appropriate boundaries in the workplace.
 - Outlines influential positions have a greater obligation, required to report.
 - Outlines process for if a conflict of interest is discovered.
 - Applied not only with current employees, but also with hiring decisions.

Adjournment