



Regular Board Meeting Minutes
January 21, 2020
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba TWIN TRANSIT)

Held at Centralia College, TransAlta Building Room # 105c, 615 W. Pear Centralia, WA 98531

Chair Chad Taylor called the Regular Session to order at 8:00 a.m.

Directors Present: Chad Taylor, City of Chehalis
Rebecca Staebler, City of Centralia
Gary Stamper, Lewis County

Staff Present: Joseph Clark, Executive Director
Melissa Shoemaker, Director of Operations
Aaron Rollins, Planning & Grants
Andrea Culletto, Marketing Specialist
Rebecca Towner, Finance Director

A. Discussion Only Items

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
 - a. Curtis Engle, Twin Transit passenger, shared that he plans to proceed with a complaint against Twin Transit and again suggested his ideas for route improvements to extend access from Grand Mound to Napavine and back.
2. Staff Reports – Discussion
 - a. Administration Report
 - i. Mr. Clark summarized Twin Transit’s multiple accomplishments throughout the year 2019. Technology enhancements such as emails, electronic timesheets, and tablets for drivers have created many efficiencies in everyday processes and Mr. Clark is thrilled to see that all staff members have embraced these major changes and are overall becoming more comfortable with the use of technology. Other accomplishments included a restructuring of the annual budget and accounting processes, development of communications process and strategy, a comprehensive policy review, and improved employee evaluation models that are inclusive of every employee of Twin Transit. New service enhancements have also been introduced and are still under development, such as the Community Van and VanPool programs. All in all, 2019 was a year full of positive changes.
 - ii. With the success of 2019 fresh in mind, Mr. Clark went on to describe some of the activities that he is looking forward to in the 2020 year. The executive team is in the process of developing a strategic plan, a document that will be distributed to all staff and to certain external parties to outline the core values and goals of Twin Transit. Also, the Mellen St. Park & Ride project will soon be underway, and Twin Transit is currently working with WSDOT to

finalize a lease for the property. The 2020 year will be another busy one for Twin Transit.

b. Planning & Grants

- i. Mr. Rollins provided an update about the current construction and fleet projects underway. Twin Transit purchased four vans and a bus from Intercity Transit and are currently prepping them for service. VanPool is slated to begin in March or April. As Intercity Transit cycles out more of its bus inventory, it is Mr. Rollins' plan to purchase these vehicles and refurbish for service at a much more cost-effective rate than buying a new bus outright.
- ii. Mr. Rollins again reminded the board that Twin Transit is waiting to hear back on the award of the Green Technologies Grant until March when the legislature decides to fund these grant awards for transit agencies. He and Mrs. Culetto have received nothing but positive comments regarding their grant application and are very optimistic about the outcome. In the meantime, Mr. Rollins and Mrs. Culetto are researching further grant opportunities.

c. Community Relations

- i. Mrs. Culetto shared her excitement about the success of Twin Transit's increased community presence and beautification efforts during 2019. The new advertising fee structure is off to a great start; Red Wind Casino has signed on for two full bus wraps. Books on Buses has also been a huge success and all regular routes will soon be participating in the program. Plans are underway for the Interagency Summit on February 7th, where other transits and community leaders are welcome to join in a day of collaboration and education surrounding grants and data collection strategies.

d. Human Relations

- i. Mrs. Shoemaker shared her top goals for 2020 as well. Main areas of focus will be on improvement of organizational business practices, such as file retention and policy updates, and cultural changes within the organization. Mrs. Shoemaker wants to promote employee ownership in projects and improve upon communication across all departments to build upon our organizational trust in each other. She also wants to implement an employee wellness program during the year as an added benefit.

e. Policy Updates

- i. Mrs. Shoemaker presented four more policies for the board to review. These included POL-104 Assets and Controlled Items, Policy 105- Public Records, POL-106- Public Meetings, and POL-107- Ethics. Changes were made to two policies already adopted by the board; POL 103 Accounting added language to outline how nonregulated revenue can be used and POL 101 Purchasing added language regarding the ability to utilize the small works roster to piggy-back off of other public agencies up to \$100,000.
- ii. The Board members requested a minor change to POL 106 to remove the set restriction of 3 minute testimony from the public.

B. Consent agenda

1. Request to approve financial warrants #27775-27892 including Capital and Operating expenditures for December 1-31 of 2019.
 - i. Capital Warrants \$ 30,777.51
 - ii. Operating Warrants \$ 176,905.00
 - iii. Payroll ACH \$ 100,694.96
 - Total \$ 308,377.47

Secretary Stamper moved, Vice Chair Staebler seconded to approve warrants as listed above. Motion passed 3-0.

C. Action Items

1. Adoption of minutes from the December 23, 2019 Board meeting.

Vice Chair Staebler moved, Secretary Stamper seconded to approve minutes from the December 23, 2019 Board meeting. Motion passed 3-0.

New Business

- D.** Request first reading of POL 104, POL 105, and POL 107. POL 106 will be tabled for additional edits and will be brought forward at the next board meeting.

1. Policy 104- Assets and Controlled Items

- Added section regarding guidelines for Twin Transit to determine capital assets.
- Added more detail to the anticipated useful life “depreciation” for property and equipment. For example, a small (light duty) revenue vehicle’s useful life is 8-10 years.
- Updated language to general data systems vs specific as we are going to be changing software this year. For example, “Fleet and Facility software” versus RTA system.

2. Policy 105- Public Records

- Changed records retention files series numbers to match our new system.
- Updated location for documents based on prior years.

3. Policy 107- Ethics

- Updated “definitions” section of policy as much of it was repetitive and unnecessary.
- This policy summarizes standards for employees and board members in regard to “conflict of interest”.
- Removed “disclosed blind trust” language as this would fall under statute and would be a rare circumstance.
- Board Members may not serve in any capacity as an agency officer in the event the CEO is unavailable.

Secretary Stamper moved, Vice Chair Staebler seconded to approve first reading of the above policies. Motion passed 3-0.

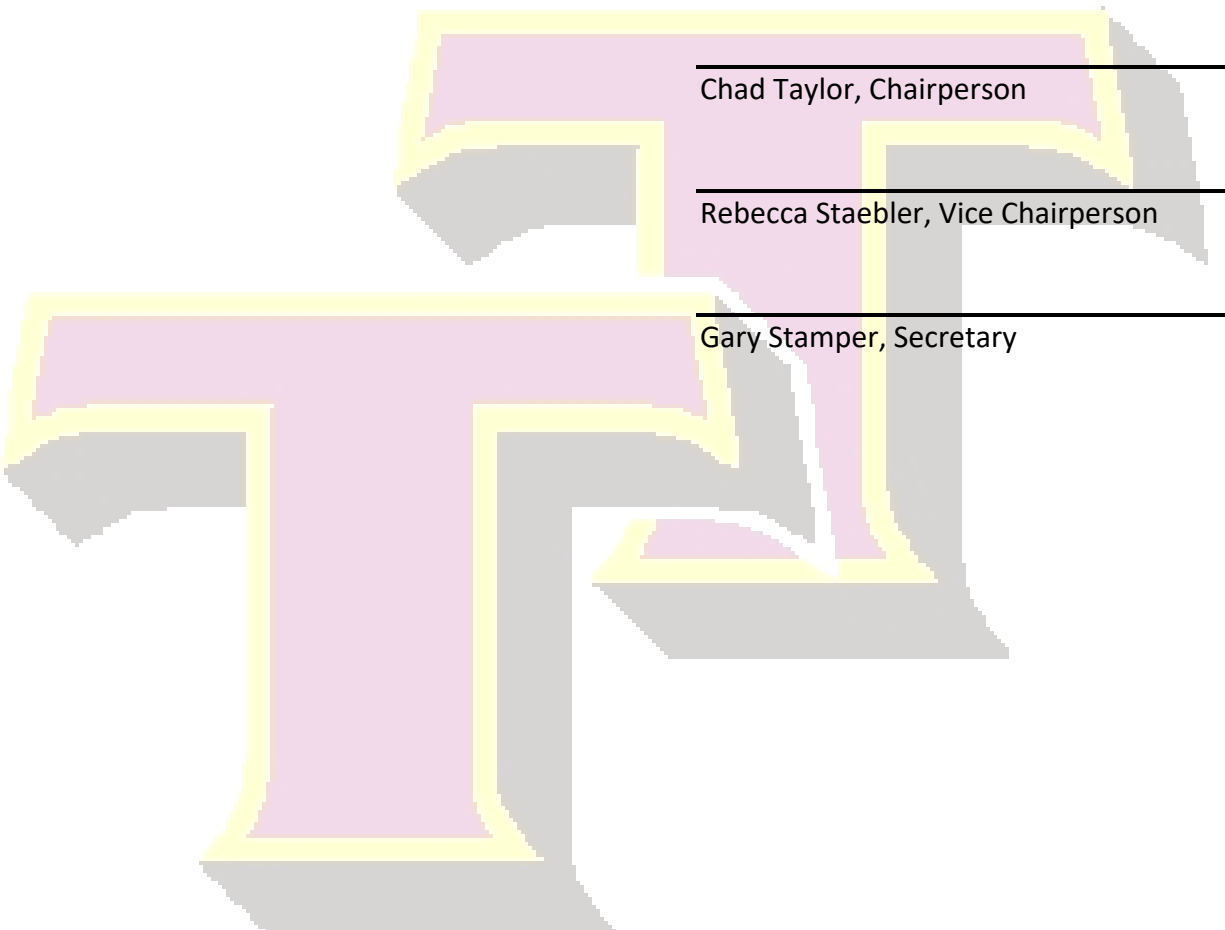
Adjournment

The Board recessed the regular meeting at 9:49 a.m. No action to follow.

The next regular meeting is February 18th at 8:00 a.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY



Chad Taylor, Chairperson

Rebecca Staebler, Vice Chairperson

Gary Stamper, Secretary

Respectfully prepared by:

Rebecca Towner
Finance Director