



**Regular Board Meeting Minutes**  
**February 23, 2021**  
of the  
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA  
(LPTBA dba TWIN TRANSIT)

*Held via audio conference application (Microsoft Teams) due to COVID-19 pandemic. The board agreed that an audio conference was best to protect the health of those in attendance.*

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Chair Rebecca Staebler called the meeting to order at 8:00 a.m.

Directors Present: Rebecca Staebler, City of Centralia  
Gary Stamper, Lewis County  
Tony Ketchum, City of Chehalis  
Debbie Lytle, Twin Transit, on behalf of represented bus operators

Staff Present: Joseph Clark, Executive Director  
Melissa Shoemaker, Director of Operations  
Andrea Culletto, Director of Communications  
Rebecca Towner, Director of Finance

**A. Discussion Only Items**

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
  - a. No members of the public were present.
  
2. Board Member Reports
  - a. Rebecca Staebler welcomed Tony Ketchum to the board.
  - b. Gary Stamper mentioned that he had attended an East County Chamber meeting and a Packwood community meeting in the last two weeks during which he shared about Twin Transit’s involvement with Energy NW for installing electric vehicle chargers along Highway 12. Mr. Stamper said that these communities are very excited about this, and once they start in-person meetings again, it would be a great opportunity for Mr. Clark or Mrs. Culletto to attend and share more details with these communities.
  
3. Staff Reports – Discussion
  - a. Administration
    - i. Mrs. Culletto shared that Twin Transit has partnered with Lewis County Public Health & Social Services and Bird’s Eye Medical to form a call center to help those who wish to make an appointment for the COVID-19 vaccination. Mobile clinics will be held at fairgrounds, schools, fire stations, and senior centers to assist those in most need. Twin Transit will provide transportation to those who are unable to travel to the vaccination site.

Lewis County will reimburse Twin Transit for the cost of installing and operating the call center.

- ii. Mrs. Shoemaker explained that Twin Transit will be moving into Phase 2 of the DARTT program on March 1<sup>st</sup>. The operations team is finalizing adjustments to the pricing model and to the DARTT service area.
- iii. Mrs. Shoemaker provided an update regarding the new Spring fixed routes. The routes have an anticipated start date of May 3<sup>rd</sup> and will incorporate a Tumwater connecting route and will utilize the new electric buses.

b. Financial Update

- i. Miss Towner shared an update regarding the Budget vs. Actual for January 2021. There are a few categories to watch as the year progresses, but overall, Twin Transit remains under budget for operating expenditures.
- ii. Miss Towner explained that she and Mr. Clark have been communicating with WSDOT regarding the Green Transportation Grant funding timeline. When the grant agreement was first drafted, Twin Transit was asked to estimate how much of the total grant budget would be allocated to each funding year. Due to COVID-19, it has been difficult to predict the cash flow impacts of the project; it now is predicted that Twin Transit will exceed the initial estimate for the biennium ending June 30, 2021 by about \$400,000. WSDOT is confident that they will be able to cover at least \$250,000 of this difference with savings in the budget from other entity projects. They may have to make a request for belated claims to OFM, which means that Twin Transit may experience a delay of up to two months for the remaining \$150,000-\$200,000. However, Miss Towner and Mr. Clark are confident that Twin Transit's projected fund balances are enough to cover this difference if need be, so there is not a cause for concern. WSDOT also had extended the grant funding due date to June 30, 2023 due to impacts of COVID-19, which allows Twin Transit more time to finalize other aspects of the project.

c. Construction updates

- i. Mr. Clark gave a quick construction update regarding the Locust Street remodel progress and Mellen Street E-Transit Station.
- ii. The site clean-up has been completed at O National. An offer to purchase the property has been extended, but no board action will be requested until more details are known.
- iii. Mr. Clark shared that the Twin Transit grant team has submitted a request for \$2.5 million to the legislature for the construction of a hydrogen fueling station at the Bishop Road location. Dave Warren of the Hydrogen Alliance approached Mr. Clark and requested that Twin Transit fill out this request. Twin Transit is also researching grant funding opportunities for hydrogen fuel-cell buses to accompany this project. This would be an amazing opportunity for Twin Transit to compare financial and operational data between diesel-powered, electric, and hydrogen fuel-cell buses that are operated within the same environment and with the same operating parameters.

**B. Consent agenda**

- a. Request to approve financial warrants #28910-29003 including Capital and Operating expenditures for January 1-31 of 2021.
  - i. Capital Warrants       \$ 280,580.10
  - ii. Operating Warrants   \$ 243,953.62
  - iii. ACH Disbursements   \$ 29,169.05
  - iv. Payroll ACH           \$ 115,681.63
  - Total                       \$ 669,384.40

**Vice Chair Stamper moved, Chair Staebler seconded. Motion passed 2-0.**

**C. Action Items**

- 1. Approval of Board Minutes Action
  - a. Adoption of minutes from January 26, 2021 Board Meeting.

**Vice Chair Stamper moved, Chair Staebler seconded. Motion passed 2-0.**

- 2. Request approval to surplus and dispose of the following:
  - a. Diesel Pump

**Vice Chair Stamper moved, Chair Staebler seconded. Motion passed 2-0.**

**D. New Business**

- 1. Request second reading and adoption of POL 118.
  - a. **POL 118- ADA Policy**
    - Restructured policy to include general provisions, LIFTT specific, and Fixed Route Specific
    - Changed parameters for trespassing passengers.
      - In past, passengers were trespassed indefinitely or suspended for the day
      - Created more options, such as temporary suspensions for 30, 60, 90, 180 days.
      - Up to TT management discretion
      - Allows passengers who are trying to better themselves and get to resources, still be able to do so.
      - Does not trespass indefinitely for an act that is not extreme.
      - Still will allow for indefinite trespass for extreme circumstances (safety, threats, etc.)

**Vice Chair Stamper moved, Chair Staebler seconded. Motion passed 2-0.**

**Adjournment**

The Board recessed the regular meeting at 9:03 a.m. No action to follow.

*The next regular meeting is March 30<sup>th</sup>, 2021 at 8:00 a.m.*

APPROVAL

LEWIS PUBLIC TRANSPORTATION  
BENEFIT AREA AUTHORITY

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Rebecca Staebler, Chairperson

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Gary Stamper, Vice Chairperson

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Tony Ketchum, Secretary



Respectfully prepared by:

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Rebecca Towner  
Clerk of the Board