



Regular Board Meeting Minutes
April 21, 2020
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.

Chair Chad Taylor called the meeting to order at 8:18 a.m.

Directors Present: Chad Taylor, City of Chehalis
Rebecca Staebler, City of Centralia
Gary Stamper, Lewis County
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 reports at this time.
2. Board Member Reports
 - a. Rebecca Staebler appreciates all that the Twin Transit staff has been doing to connect with the community.
 - b. Gary Stamper is happy to see the vans delivering meals to the east end of Lewis County. He appreciates the effort the team has made during this crisis.
 - c. Chad Taylor echoes the above comments.
3. Staff Reports – Discussion
 - a. Administration
 - i. Administration
 1. Mr. Clark shared that he believes it is crucial for the organization to have a strategic plan in place, especially as major construction and planning decisions are made. Mr. Clark explained that the executive team has been developing a strategic plan with a bottom-up approach by first determining our cultural identity and what it is that we believe and want to accomplish as we move forward. Mr. Clark shared the strategic document draft which will be brought to the board with updates throughout the summer. Mr. Clark

requested that the board share their thoughts and input for this document and that he believes their ideas should be incorporated into this plan. This encourages the fact that the board is aware of what Twin Transit staff are doing, how they are doing it, and why.

2. Mr. Clark shared that very little has been done in the way of physical construction for the 212 E Locust remodel, due to the COVID-19 pandemic. Plans have been completed by our architects, and Twin Transit will start the permitting process with the City of Centralia in the next few weeks.
3. Mr. Clark led a discussion regarding the nominations and selections for 2020 board positions. Mr. Clark explained that the selection process will continue as normal this year, but that beginning in January 2021, positions will be elected for two-year terms rather than for one year.
4. Mr. Clark provided an update regarding capital grants both awarded and applied for. He explained the following:
 - a. The WSDOT Green Technologies Grant interfaces with the Department of Ecology DERA and VW Grants for the purpose of building infrastructure around electric buses. This project is estimated to cost nearly \$3.8 million, being one of the largest projects in the county. It is estimated that it will take 10-12 months to complete.
 - b. The Department of Ecology DERA Grant will fund WAVE induction units and one electric bus.
 - c. The Department of Ecology VW Grant will help fund the purchase of a second electric bus.
 - d. Rebecca Staebler inquired whether the aforementioned are matching grants. Mr. Clark replied that yes, match requirements are in place for these grants; however, the Green Technologies grant funds are being used to offset Twin Transit's total match down to approximately \$497,000; Twin Transit is actively applying for other grants to buy down that remaining match even further.
 - e. Twin Transit also applied for a 5339B Grant which would help fund the purchase of new Glaval paratransit buses. It was discovered that we are eligible to apply for the replacement of four buses rather than one as originally planned.
 - f. Twin Transit is waiting to receive the results of an application for a FTA 5339C grant. This grant will fund construction updates for the planned Market Street bus pull-outs, with an average cost of \$100,000.
 - g. The CARES Act 5311 funds of about \$600,000 were awarded by the Federal Transit Administration to help offset the increase in expenditures and loss of revenues in relation to COVID-19. A second round of FTA funding is expected, and Twin Transit also plans to apply for assistance from FEMA for COVID-19 related costs.
 - h. Rebecca Staebler asked whether the 5311 funds cover staffing costs and other personnel implications. Mr. Clark

replied that Twin Transit has been able to keep a majority of our employees working through current routes or meal delivery. Transit is considered an essential service, so our staff has continued to work. Twin Transit has hired temporary staff for meal delivery services but are only paid for hours worked (4-8 hours per day, 4 days per week) with no benefits. CARES Act 5311 and/or FEMA funds will cover these expenditures.

- i. Chad Taylor commented that staff has done a great job in procuring these grants and building relationships with those who administer the grants; he has never seen this kind of money coming in this fast and in this fashion. Chad Taylor also mentioned that he has received comments about the Park & Ride at Mellen St. and inquired whether Mr. Clark could share any updates. Mr. Clark shared that Twin Transit is waiting for a lease agreement from WSDOT and that the required approval from FTA can take up to two months. However, he is working on obtaining a temporary right-of-entry permit to start preliminary studies and site clean-up. There have been numerous concerns about hygiene and biohazard issues at Mellen St.; Mr. Clark emphasized that he doesn't want to just move the problem elsewhere, but that he is working with the County to discuss long-term solutions.

- ii. Community Relations

1. Mrs. Culletto provided an update regarding Twin Transit's involvement with senior meal delivery; the Senior Center is preparing the meals, the United Way is funding the efforts, and Twin Transit is providing transportation for the delivery of approximately 4,000 meals per week. Sorenson Trucking also donated a freezer truck for meal storage purposes as we begin to outstrip our capacity at Orin Smith Elementary.
2. Mrs. Culletto shared her experiences in organizing a group of local nonprofits and government agencies to form what is called the Lewis County Community Services Coalition. This group includes members from United Way, Lewis County Senior Center, Bethel Church, Gather Church, Lewis County Social and Health Services, Rural Senior Health Solutions, Visiting Nurses, Cascade Mental Health, Catholic Community Services, Salvation Army, and Twin Transit. Members share the work that their organization is doing and collaboratively brainstorm ideas for how they can help each other and stay connected during this time of crisis.
3. Mrs. Culletto also shared that Twin Transit is offering its talents as needed to assist with the Centralia-Chehalis Chamber's Business Recovery Center efforts.
4. Mrs. Culletto provided an update regarding the East County routes, which includes two routes per day. Twin Transit is named in the Lewis County emergency response plan, so when Mountain Highway Transit temporarily ceased operations due to COVID-19,

we were able to step up and fulfill that need. Mrs. Culletto emphasized that the goal is not to pack our buses with riders, but to transport any and all individuals in that area to points for essential services and/or commodities.

iii. Operations

1. Mrs. Shoemaker provided an update regarding the Van Pool program. She explained that Twin Transit was on track to roll out the new program this Spring but is now choosing to postpone these efforts during the COVID-19 pandemic.
2. Mrs. Shoemaker reported that Twin Transit owns a total of eight commuter vans; since these vehicles cannot be used for Van Pool yet, they are being utilized for senior meal delivery.
3. Mrs. Shoemaker shared that anticipated route service changes are on track for this summer. Twin Transit is on reduced service right now, so it makes sense to have these routes be the “new normal” rather than to revert to the old routes before announcing the changes. These new routes target key locations such as Walmart and Centralia College. The future goal is to run a bus from Lewis County to Olympia and eventually head south to complete the gap along the I-5 corridor.
4. Mrs. Shoemaker provided an update about new personnel. Maleah James has been hired to temporarily manage the meal delivery efforts, and five temporary employees have been hired for delivery. Currently Twin Transit is looking for a full-time mechanic and part-time facilities tech.

b. Policy Update

i. Mrs. Shoemaker presented the following policies for first reading:

1. Policy 108- Complaints of Unfair Competition
2. Policy 110- Special Services
3. Policy 111- Employee Appreciation
4. Policy 113- Public Information
5. Policy 115- Natural Resource Conservation
6. Policy 109- Customer Service (removal of policy)
7. Policy 101 Purchasing- Update Only (already adopted)
 - a. This policy was already adopted in 2019. We referred to adding a limit of \$100k to the small works roster to piggy-back off of other public agencies up to \$100k.
 - b. Twin Transit now has letters officially noting that we can use the small works rosters from the cities of Centralia and Chehalis.
8. Policy 106- Public Meetings
 - a. This policy was presented at the last board meeting. Language was adjusted to: “Each participant will be allowed a brief window of time for testimony as determined by the board based on circumstance.”

c. Financial Update

- i. Miss Towner provided an update of the 2020 Budget vs. Actual as presented in the board packet. She also explained that due to the award of several capital grants and the effects of COVID-19 on revenues and expenditures, it is likely that at least two budget amendments will be brought forward for approval by the board. The 2020 budget as originally approved did not include the capital grant revenues and total project expenditures as they relate to the Green Technologies, DERA, and VW grants. Next month, management plans to bring forward a resolution to approve this additional spending authority before submitting the order for the two electric buses as part of the Mellen St. Park & Ride project.
- ii. Miss Towner led a discussion of the 2019 Budget Resolution presented for approval later in this meeting's agenda. The 2019 fiscal year has been closed, so the amounts reflected in the budget resolution are the expected final revenues and expenditures for the period. Miss Towner noted that there were significant investments in personnel, technology, and professional services during the 2019 year, which resulted in a greater spend-down of operating funds in comparison with prior years.

B. Consent agenda

- 1. Request to approve financial warrants #27893-28023 including Capital and Operating expenditures for January 1-31 of 2020.

i. Capital Warrants	\$ 96,483.34
ii. Operating Warrants	\$ 256,358.12
iii. ACH Disbursements	\$ 19,899.75
iv. Payroll ACH	\$ 112,129.28
Total	\$ 484,870.49

Vice Chair Staebler moved, Secretary Stamper seconded. Motion passed 3-0.

- 2. Request to approve financial warrants #28024-28108 including Capital and Operating expenditures for February 1-29 of 2020.

i. Capital Warrants	\$ 19,467.91
ii. Operating Warrants	\$ 167,639.31
iii. Payroll ACH	\$ 137,206.45
Total	\$ 324,313.67

Vice Chair Staebler moved, Secretary Stamper seconded. Motion passed 3-0.

3. Request to approve financial warrants #28109-28186 including Capital and Operating expenditures for March 1-31 of 2020.
 - i. Capital Warrants \$ 24,390.27
 - ii. Operating Warrants \$ 266,784.28
 - iii. ACH Disbursements \$ 20,553.16
 - iv. Payroll ACH \$ 120,963.73
 - Total \$ 432,691.44

Secretary Stamper moved, Vice Chair Staebler seconded. Motion passed 3-0.

C. Action Items

1. Adoption of minutes from January 21, 2020 Board Meeting.
2. Adoption of minutes from March 17, 2020 Special Board Meeting.
3. Request approval to surplus and dispose of parts inventory as outlined in the RBA Surplus Parts Inventory document dated 03/17/2020.

Vice Chair Staebler moved to approve Action Items 1-3, Secretary Stamper seconded. Motion passed 3-0.

4. Nominations & Selections for 2020 board positions.
 - **Secretary Stamper nominated Chad Taylor as Chairman. Chad Taylor consented. Hearing no further nominations, Secretary Stamper motioned, Director Staebler seconded Chad Taylor to retain his position as the Chairman for 2020. Motion passed (3-0).**
 - **Director Taylor nominated Rebecca Staebler as Vice-Chairman. Rebecca Staebler consented. Hearing no further nominations Director Taylor motioned, Secretary Stamper seconded Director Staebler for Vice Chairman. Motion passed (3-0).**
 - **By default, Gary Stamper becomes the Secretary of the Twin Transit's three-member Board for 2020.**
 - **Vice Chair Staebler moved to approve Debbie Lytle as a non-voting member of the board and Rebecca Towner as clerk of the board. Secretary Stamper seconded. Motion passed (3-0).**

New Business

D. Request first reading of POL 106, POL 108, POL 109, POL 110, POL 111, POL 113, POL 115

5. Policy 108- Complaints of Unfair Competition
 - No major changes. A policy that applies to Twin Transit's relationship with private sector transportation providers.
 - Outlines that Twin Transit provides essential transportation services within the PBTA and that we do not compete with private sector transportation providers.
6. Policy 109- Customer Service
 - Deleting this policy as it is information that should o in an employee handbook or training document.

7. Policy 110- Special Services

- Outlines parameters around Twin Transit providing special bus service in response to community events.
- For example: providing a free parade shuttle, we must allow all passengers to board and use the service, and it must not interfere with our existing service.
- Policy outlines that we will comply with state and federal grant guidelines

8. Policy 111- Employee Appreciation

- Outlines annual amount allocated towards employee appreciation
- Outlines employee recognition types: anniversary award, safety and performance awards, retirement, and morale development.

9. Policy 113- Public Information

- Policy outlines the different methods we use to communicate information to the public
- Outlines our agency spokespersons for public, Community Relations Director (PIO) and CEO.

10. Policy 115- Natural Resource Conservation

- No major changes. A policy that we will conserve water and electricity, reduce consumption of petroleum-based fuels, and promote recycling.

Vice Chair Staebler moved, Secretary Stamper seconded. Motion passed 3-0.

E. Request second reading and adoption of POL 104, POL 105, and POL 107.

4. 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.

5. Policy 105- Public Records

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

6. 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.

Vice Chair Staebler moved, Secretary Stamper seconded. Motion passed 3-0.

F. Amending 2019 Final Budget

- a. Request approval of Resolution 2020-03 Amending Final Budget 2019.

Vice Chair Staebler moved, Secretary Stamper seconded. Motion passed 3-0.

Adjournment

The Board recessed the meeting at 9:59 a.m. No action to follow.

The next regular meeting is May 19th, 2020 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