



Regular Board Meeting Minutes
May 26, 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 8:01 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
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 reports at this time.
2. Board Member Reports
 - a. Rebecca Staebler appreciates all that the Twin Transit staff has been doing, especially with for the efforts related to the Mellen St. Park & Ride clean-up.
 - b. Gary Stamper shared that he has received many positive comments about the East County routes Twin Transit provided when Mountain Highway was unable to serve that area. He thanked Twin Transit staff and all of the partnerships that were involved with that effort.
3. Staff Reports – Discussion
 - a. Administration
 - i. Administration
 1. To save time during this morning’s meeting so that Mr. Stamper could join a different conference call at 9 am, Mr. Clark suggested that he follow up with the board after the meeting to discuss construction updates or wait to present until the June board meeting.

ii. Community Relations

1. Mrs. Culetto shared that the East County routes were a success, and that Twin Transit was able to seamlessly hand back the service to Mountain Highway Transit this month.
2. Mrs. Culetto mentioned that the senior meal delivery program continues to be a success and that approximately 4,600 meals per week are being distributed.
3. The Lewis County Community Services Coalition (LCCSC) has continued to meet under Mrs. Culetto's leadership. Mrs. Culetto mentioned that her goal is to represent Twin Transit in this group and work to be a strong community partner during this time of crisis. She reminded the board that this group includes various local community organizations that have banded together to determine the community's needs and discuss how the organizations can work together to meet those needs.
4. Mrs. Culetto shared that the Behavioral Health Support Partnership has joined forces with the LCCSC to provide resources and outreach to uplift individuals and help manage their stress and hardship during this pandemic. They have established a call-in line for isolated seniors and others who may be in need of human interaction.
5. Members from the state government have seen the efforts demonstrated by the LCCSC and plan to replicate this structure across the state; this has led to the formation of the State Coordinated Response Action Team. Mrs. Culetto is very pleased that Lewis County is at last being recognized for its leadership.
6. Chad Taylor inquired whether there are transition plans in place for the LCCSC, senior meal delivery, and other services that Twin Transit has contributed to. After the crisis has ended and as Twin Transit reverts to regular service, are these organizations prepared to offer the same level of service as is offered now? Mrs. Culetto responded that a rough framework has been developed, and that the largest piece of this will be making sure that everyone is on the same page. Mr. Clark added that there is already a plan developed with the Senior Center; Twin Transit's active contribution to senior meal delivery will start to wind down on July 1st, as Twin Transit returns to normal routing. He is hopeful that the LCCSC will be allowed to blossom into something more permanent.

iii. Human Capital

1. Mr. Clark explained that the goal last year was to right-size Twin Transit's staff and make sure that the right people are in the right positions within the organization. He shared that this year staff will enter a new phase of collaboration, working across all departments and diversifying their role. The third phase, which is typically 18-24 months from now will be selflessness, during which the staff will learn to put the organization's needs and reputation before their own. Mr. Clark commented that Mrs. Shoemaker has done an outstanding job in finding great staff that fit in with our organization's culture.

2. Mrs. Shoemaker shared that the focus right now for hiring is in the maintenance department, as there has been a bit of turnover recently. She wants to find strong candidates to fill those much-needed gaps. The full-time mechanic position is still posted, but today Twin Transit has hired Kurt Eckerson for the bus washer, fueler, and part-time facilities tech position. Twin Transit has also hired a summer hire to help in the maintenance shop during this time of transition.

iv. Operations

1. Mrs. Shoemaker provided a brief update regarding route service planning, a process that has spanned over three months. Right now the key is trying to figure out the right time to roll out the new routes due to COVID-19. She stated that Twin Transit does not want to go back to full service too early, and the goal is to stay in line with the governor’s phasing plan.

v. Financial Update

1. Miss Towner presented the amended 2020 Operating and Capital Budgets, as provided in the board packet. She explained that this amendment was necessary to reflect the award of three significant capital grants (Green Technologies, DERA, and VW) and that the total Mellen St. Park & Ride project cost has also been added to the Capital budget.
2. Miss Towner presented the Budget vs. Actual reports as provided in the board packet and explained that Twin Transit has been limiting its spending and remains on track with the Operating budget. There have been significant sales tax revenue losses due to COVID-19, and an increased level of expenditures directly attributable to the pandemic; however, the \$600,000 in funds from the FTA CARES Act 5311 award and an estimated \$400,000 in reimbursement from FEMA will cover these losses. Mr. Clark added that a second round of FTA funding is expected later in the year, although it will probably be less than the first disbursement. Twin Transit is very fortunate in that it will still have healthy cash reserves at the end of the year.

B. Consent agenda

1. Request to approve financial warrants #28187-28267 including Capital and Operating expenditures for April 1-30 of 2020.
 - i. Capital Warrants \$ 43,990.65
 - ii. Operating Warrants \$ 199,489.03
 - iii. ACH Disbursements \$ 31,596.71
 - iv. Payroll ACH \$ 133,355.16
 - Total \$ 432,691.44

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

C. Action Items

1. Request approval to surplus and dispose of the following:
 1. Bus #225 – Mr. Clark explained that this bus was recently wrecked, but that Twin Transit had another bus with an engine problem; the plan is to take the engine out of Bus 225 before disposal, which will save approximately \$4,500 in repairs.
 2. Office furniture

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

2. Request to approve purchase of two electric buses for \$1,500,000 from Complete Coach Works, to be funded by the following grant revenue streams: DERA, Volkswagen, and Green Technologies.

Rebecca Staebler asked whether these will be brand new or refurbished buses. Mr. Clark responded that two 35-foot frames will be refurbished, and that Twin Transit will surplus two buses to Complete Coach Works for destruction. Mr. Clark mentioned that he will send photos of the process, and that these buses will be practically brand new by the time the work is complete.

Rebecca Staebler also asked whether these buses will be entirely funded by the above-mentioned grants. Mr. Clark explained that these types of grants typically require a 40% match, but because of Twin Transit's work with the Department of Transportation and the Governor's office, the plan is to utilize the Green Technologies grant funds to reduce Twin Transit's match to about \$497,000. He mentioned that another grant application is in process to cover the remaining match requirement; all in all, Twin Transit could be coming out ahead on grant revenues over project expenditures

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

New Business

- D. Request second reading and adoption of POL 106, POL 108, POL 109, POL 110, POL 111, POL 113, and POL 115.
 - a. Policy 108- Complaints of Unfair Competition
 - i. No major changes. A policy that applies to Twin Transit's relationship with private sector transportation providers.
 - ii. Outlines that Twin Transit provides essential transportation services within the PBTA and that we do not compete with private sector transportation providers.
 - b. Policy 109- Customer Service
 - i. Deleting this policy as it is information that should be in an employee handbook or training document.
 - c. Policy 110- Special Services
 - i. Outlines parameters around Twin Transit providing special bus service in response to community events.
 - ii. 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.

- iii. Policy outlines that we will comply with state and federal grant guidelines
- d. Policy 111- Employee Appreciation
 - i. Outlines annual amount allocated towards employee appreciation
 - ii. Outlines employee recognition types: anniversary award, safety and performance awards, retirement, and morale development.
- e. Policy 113- Public Information
 - i. Policy outlines the different methods we use to communicate information to the public
 - ii. Outlines our agency spokespersons for public, Community Relations Director (PIO) and CEO.
- f. Policy 115- Natural Resource Conservation
 - i. No major changes. A policy that we will conserve water and electricity, reduce consumption of petroleum-based fuels, and promote recycling.

Rebecca Staebler inquired whether under Policy 110 there should be a statement or understanding on insurance when someone uses Twin Transit's equipment. Mr. Clark answered that equipment such as passenger vans are covered by insurance agreements with Twin Transit's current provider, WSTIP. Mrs. Shoemaker added that this policy is focused on fixed route buses providing special services, such as shuttle services, in which case Twin Transit would still be using the buses and its own drivers; these services would still be covered by existing insurance policies.

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

- E. Resolution 2020-04: Approve Mutual Aid Agreements & Funding Measures
 - a. United Way of Lewis County
 - b. Centralia-Chehalis Chamber of Commerce
 - c. Chehalis Boys and Girls Club

Mr. Clark explained that Twin Transit donated funds to these three entities, and under Allen Unzelman's guidance have now crafted these agreements to document the intent and purpose of those dollars. Mr. Clark reminded the board that these funds were given to support transportation-related efforts in response to the COVID-19 pandemic. The Board had already supported that purpose in March by approving Twin Transit's emergency operations resolution; this current resolution 2020-04 is to ensure that these funds were given with the intent and purpose as described within each of the Mutual Aid Agreements.

Rebecca Staebler added that it is important to clarify that Twin Transit also contributed a lot of staff time and equipment for these efforts. Mr. Clark agreed, but explained that staff has been closely tracking those expenditures and will submit for reimbursement through FEMA. He reiterated that Twin Transit's involvement with these efforts has been entirely transportation-focused; the Chamber of Commerce has provided personal protective equipment, the United Way has provided funding for the Senior Center to prepare meals, and the Boys & Girls Club has provided childcare to essential workers. Mr. Clark stated that it would have been best if this resolution had been brought to the board for approval earlier, but that Twin Transit had acted quickly to address these issues. However, Chad Taylor commended Twin Transit staff, commenting that it was important for them to move as quickly as they did, because to wait for things like this may mean that more people could be left hurt and helpless. Mr.

Taylor feels that a sound decision on these matters had already been made through Twin Transit's emergency declaration.

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

F. Resolution 2020-05: Void Financial Warrant

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

G. Resolution 2020-06: 2020 Budget Amendment

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

Executive Session

H. The Board will adjourn into Executive Session, Pursuant to RCW 42.30.110 for the purpose of discussing the Director of Transit Service's annual performance review. The session is expected to last no more than 60 minutes.

Adjournment

The Board recessed the meeting at 8:26 a.m. No action to follow.

The next regular meeting is June 16th, 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