



Regular Board Meeting Minutes
July 28, 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 8:00 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. Gary Stamper mentioned that he has already heard news of the Mellen Street E-Transit Station and that talk is positive thus far.
3. Staff Reports – Discussion
 - a. Administration
 - i. Community Relations
 1. Mrs. Culletto explained that over the next couple of months more news about the Mellen Street E-Transit Station and the electric buses coming soon will be distributed across the community in an effort to boost excitement about green technologies.
 2. Mrs. Culletto shared that Twin Transit has removed trees, installed a rock boundary, and landscaped the area in front of Chehalis Manor, where a cutaway will go in the future. The owner of Chehalis Manor was extremely grateful.
 3. Mrs. Culletto discussed the E-Transit White Paper that she and Mr. Clark are currently drafting. This White Paper is essentially an elevator pitch of the E-Transit concept and a way to share Twin Transit’s vision with other transits and organizations. A final copy will be provided to the board.

4. Mrs. Culletto explained that the Twin Transit team is currently developing a plan to revamp the bus shelter and stop design to become more visually appealing and easier to use for riders. The design will incorporate colors, icons, and names for each route rather than numbers. The team will coordinate this new design with the route updates in the fall. Chad Taylor mentioned the idea of incorporating interactive boards like those found in hotels that have maps you can use to plan your route and print an itinerary. He thought that there may be certain spots in Centralia where these boards would be safer from vandalism. Mr. Clark shared that the team is researching kiosks to take payment for bus passes and that Twin Transit plans on simplifying its pricing model to a \$2 all-day pass only. Mrs. Culletto approved of Chad Taylor's idea, suggesting that these interactive boards could potentially be installed on the buses as well.

5. Mrs. Culletto shared that as a result of the successful Walk Run Ride campaign and employee step competition, Twin Transit has formed a wellness committee to continue these fun and healthy activities as a way to help ease stress and distract from the COVID-19 pandemic.

ii. Operations

1. Mrs. Shoemaker explained that the operations team is consistently monitoring the governor's orders regarding COVID-19 and that Twin Transit is prepared to alter its service level as appropriate.

2. Mrs. Shoemaker shared that Twin Transit is currently working on removing shelters for cleaning and updated design work. Larger maps will be printed and installed on the shelters, making them more user friendly. The operations team is using ridership data to evaluate whether all of the shelters are needed in their current location, so that the shelters can be reallocated to areas with more demand.

3. Rebecca Staebler asked whether staff has any thoughts about shelters and social distancing. She asked whether the shelters could be modified to remove the sides or to be made larger. Mr. Clark agreed that this is a question that the team has been wrestling with, and that they have considered the potential of limiting shelters to transit stations, installing only signage at bus stops, or taking glass out of shelters. However, Mr. Clark feels that it is too early to make a permanent decision for this subject until additional COVID-19 social distancing guidance is imposed.

b. Policy Update

i. Mrs. Shoemaker presented two policies for first review, POL 122 Credit Cards and POL 217 Fraternalization.

c. Financial Update

i. Miss Towner shared that Twin Transit remains on track with its 2020 budget, and that all departments collectively underspent by \$7,000 in total expenditures during June in comparison with May. She will continue to monitor spending in account categories that have seen higher than normal spending, which include office supplies, hardware and furniture, and professional services.

- ii. Miss Towner stated that the final amount for May sales tax revenue came to \$191,989, which is promising when compared with the budgeted amount of \$175,000 per month. Mr. Clark added that Twin Transit has seen a cumulative loss of \$156,000 so far this year, and if revenue levels remain stable for the rest of the year, this loss will only account for about 10% of the total budget.
- iii. Miss Towner shared that July has been a busy grant reporting month; the executive team has just finished the quarterly progress reports for the DERA capital grant, VW capital grant, and WSDOT Consolidated operating grant. Twin Transit has also submitted a request for reimbursement of COVID-19 related expenditures paid during January through June for nearly \$600,000, to be funded by the federal CARES Act 5311 grant.
- iv. Miss Towner provided an update regarding the Green Technologies capital grant. Twin Transit is still waiting for the final grant agreement; the draft has been through two internal reviews by WSDOT. Usually these types of grants are either construction or fleet related; in this case, the grant involves both, which has caused the review to take longer than usual. However, Twin Transit has been in communication with WSDOT to encourage a sense of urgency; Twin Transit's project manager has indicated that the grant agreement will be finalized within the week.
- v. Miss Towner mentioned that the small and attractive item inventory has been completed for both Twin Transit locations. A list of items no longer in use has been provided for the Board's approval to surplus and dispose.

d. Construction updates

- i. Mr. Clark provided a quick update regarding the diesel fuel tank installation. He and Miss Towner are currently working with the City of Centralia to obtain construction permits, and it has been discovered that a permit is needed to pour concrete pads before installing the fuel tank in September.

B. **Consent agenda**

1. Request to approve financial warrants #28350-28421 including Capital and Operating expenditures for June 1-30 of 2020.

| | |
|------------------------|----------------------|
| i. Capital Warrants | \$ 26,134.89 |
| ii. Operating Warrants | \$ 144,539.69 |
| iii. ACH Disbursements | \$ 14,697.66 |
| iv. Payroll ACH | <u>\$ 130,551.15</u> |
| Total | \$ 315,923.39 |

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

C. **Action Items**

- 1. Approval of Board Minutes Action
 - a. Adoption of minutes from June 30, 2020 Board Meeting.
 - b. Adoption of minutes from July 9, 2020 Board Work Session.

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

2. Request approval to surplus and dispose of the following:
 - a. Savin 816 Copy/Printer w/cabinet
 - b. Savin 9120 Copier
 - c. Office furniture
 - d. IT Equipment
 - e. Shop Tools
 - f. Gillig Bus 445
 - g. Gillig Bus 446

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

3. Discussion and possible action to authorize the Executive Director to enter into a public works contract with MDK Construction Inc. for the purpose of Phase 1 transit facility remodel and addition located at 212 E Locust St, Centralia.

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

4. Discussion and possible action to authorize the Executive Director to enter into a purchase contract 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.

Vice Chair Staebler moved, Secretary Stamper seconded to remove Action Item 4 from the agenda until the August board meeting when a complete contract is expected to be available. Motion passed 3-0.

D. New Business

1. Request first reading 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.

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

2. Establish new regular board meeting day and time
 - a. Request approval of Resolution 2020-08 Regular Meeting Time of The Lewis Public Transportation Benefit Area Authority.

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

E. Executive Session

At 9:07 a.m., the Board adjourned into Executive Session, Pursuant to RCW 42.30.110(1)(i)(iii). The session is expected to last no more than 30 minutes.

Adjournment

The Board recessed the meeting at 9:33 a.m. No action to follow.

The next regular meeting is August 25th, 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
Clerk of the Board