



Regular Board Meeting Minutes
September 29, 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 8:02 a.m.

Directors Present: Chad Taylor, City of Chehalis
Rebecca Staebler, City of Centralia
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.*
2. Staff Reports – Discussion
 - a. Administration
 - i. Mrs. Culletto shared an update regarding the recent grants Twin Transit is pursuing, which include the Regional Mobility Grant, Consolidated Grant Program Operating 2021-2023, Green Technologies for FY 2021-2023, and the Cascade Community Healthcare Grant Partnership.
 - ii. Mrs. Culletto provided an update regarding her recent marketing campaigns concerning “Ride with confidence” and “Stories from the Road”.
 - iii. Mrs. Shoemaker gave an update about the shelter clean-up project underway and reported that the team is in the final stages of finalizing the new routes. However, the roll-out timeline of the routes will depend on ridership numbers over the next few months.
 - iv. Mrs. Shoemaker explained that Twin Transit has offered an early retirement incentive to its senior drivers.
 - b. Policy Update
 - i. Mrs. Shoemaker presented POL 119- Moderating Social Media for first reading.

- c. Financial Update
 - i. Miss Towner explained that Twin Transit has been granted an extension to submit its Transit Development Plan, which is now due November 1st, 2020. The document must be available for public comment starting today. The final version of the TDP will be presented at the October board meeting.
- d. Construction updates
 - i. Mr. Clark provided an update regarding the various construction projects. The Locust St. remodel & renovation is expected to start end of October and the fuel tank will be installed on October 7th.
 - e. Mr. Clark explained that he and Miss Towner will reach out to the board members individually to schedule service area enhancement discussions and sales tax data.

B. Consent agenda

- a. Request to approve financial warrants #28500-28545 including Capital and Operating expenditures for August 1-31 of 2020.
 - i. Capital Warrants \$ 15,843.66
 - ii. Operating Warrants \$ 121,314.24
 - iii. ACH Disbursements \$ 8,380.74
 - iv. Payroll ACH \$ 126,321.92
 - Total \$ 271,860.56

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

C. Action Items

- 1. Approval of Board Minutes Action
 - a. Adoption of minutes from August 25, 2020 Board Meeting.
 - b. Adoption of minutes from September 15, 2020 Special Board Meeting.

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

- 2. Approval of Glaval Universal bus purchase order for \$101,189.64 from Creative Bus Sales for the purpose of procuring one Ford E-450 12-passenger bus to replace one paratransit bus that has reached the end of its useful life.

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

- 3. Approval of Centralia-Chehalis Pupil Transportation Co-op Inter-Local Agreement for the period of September 1, 2020 to August 31, 2021.

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

D. New Business

1. Request first reading of POL 119

a. POL 119- Moderating Social Media

- New policy, outlines the appropriate use and guidelines for Twin Transit social media use.
- Discusses Twin Transit's right to remove comments that may be inappropriate.
- Clarifies that we do not edit comments, solely remove them if inappropriate.
- Allows individuals over age 12 to post comments and provides an alternative for those under 12 (email questions and comments).

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

2. Request second reading and adoption of POL 117, POL 209, and POL 210.

b. POL 117- Cyber Security

- New policy, outlines cyber security practices for the organization
- Discussed importance and expectation for protecting agency information
- Outlines process for reporting a breach of company information

c. POL 209- Recruitment and Selection

- Outlines recruitment and interview process
- States we comply with ADA hiring practices
- Outlines job offer guidelines

d. POL 210- Employee Conduct

- Previous policy required office staff to wear "business casual". Changed to a "dress for your day" philosophy.
- Added gray shoes ok for Bus Operators.
- Added vaping restrictions to smoking/tobacco section of the policy.
- Added in fitness for duty section: "If Twin Transit management observes signs of an employee that may not be fit for duty, they may require a medical professional's authorization to return to work"

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

Adjournment

The Board recessed the regular meeting at 9:08 a.m. No action to follow.

Executive Session

At 9:09 a.m. the Board adjourned into Executive Session, Pursuant to RCW 42.31.10 (i)(f). The Board adjourned the Executive Session at 9:27 a.m. with no action to follow.

The next regular meeting is October 27th, 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