



Regular Board Meeting Minutes
October 27, 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.

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

Directors Present: 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.*
2. Staff Reports – Discussion
 - a. Administration
 - i. Mrs. Culletto shared an update regarding the Consolidated Grant Program Operating 2021-2023 application. A formal application was not necessary this year because of a four-year appropriation. However, a narrative submission was required to discuss the effects of COVID-19 from an operational and financial perspective.
 - ii. Mrs. Culletto shared that Twin Transit will participate in Trick or Treat Transit this year, but to a limited extent based on the Governor’s guidance of limited riders on the bus.
 - iii. Mrs. Culletto and Mr. Clark explained about a new collaboration Twin Transit is participating in, called the Renewable Energy Coalition. This is a group of key players in green technology, such as TransAlta, Providence Hospital, and the Center for Excellence Clean Energy. An initial meeting will be held and Mr. Clark will invite the board members to a subsequent meeting the first of the new year after the group has had time to organize.
 - iv. Mrs. Shoemaker gave an update about the Dial-a-Ride pilot. This new program will start November 15th and extend to the end of February. Vans

will dispatch from either the Chehalis or Centralia office, and hours will be 8 am-5pm Monday through Friday.

- b. Policy Update
 - i. Mrs. Shoemaker presented POL 215- Drug and Alcohol Policy and POL 101 – Purchasing Policy for updated language only.
- c. Financial Update
 - i. Miss Towner explained that both the 2021 annual budget and final version of the 2019 Annual Report and 2020-2025 Transit Development Plan were included in the board packets for approval during the Action Items session.
- d. Construction updates
 - i. Mr. Clark provided an update regarding the various construction projects. The fuel tank was successfully installed at 212 E Locust Street, and a few finishing touches are being made to the compressor and barrel room.

B. Consent agenda

- a. Request to approve financial warrants #28546-28624 including Capital and Operating expenditures for September 1-30 of 2020.

i. Capital Warrants	\$ 293,718.23
ii. Operating Warrants	\$ 152,291.74
iii. ACH Disbursements	\$ 9,247.75
iv. Payroll ACH	\$ 121,103.57
Total	\$ 576,361.29

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

C. Action Items

- 1. Approval of Board Minutes Action
 - a. Adoption of minutes from September 29, 2020 Board Meeting.
 - b. Adoption of minutes from October 12, 2020 Special Board Meeting.

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

- 2. Approval of Charge Northwest LLC purchase order of \$70,429 for the purpose of procuring electric charging units to be installed at the Mellen Street e-Transit Station, Centralia.

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

- 3. Approval of Dial-a-Ride pilot program, not to exceed \$50,000.

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

4. Approval of Resolution 2020-10 adopting the Twin Transit Budget for Fiscal Year 2021.

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

5. Approval of 2019 Annual Report and 2020-2025 Transit Development Plan.

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

6. Approval of Barcott Construction, LLC contract of \$681,029.19 for land clearing, minor demolition, earthwork, paving, concrete curbing, storm and electrical utilities, surface restoration and related work for the Mellen Street Park and Ride Expansion.

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

7. Agenda change: Approval of MDK contract of \$99,906.35 for the construction of a bus pullout located at 3rd & Market Street, Chehalis.

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

Adjournment

The Board recessed the regular meeting at 9:13 a.m. No action to follow.

The next regular meeting is November 24th, 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