



**Regular Board Meeting Minutes**  
**November 24, 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.*

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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. Board Member Reports
  - a. Debbie Lytle shared that the drivers appreciate going back to having only ten people on buses and maintaining the 6 feet social distancing rule. Mr. Clark responded that the governor had temporarily granted transits the option to socially distance by 3 feet so that 16 passengers can board the bus. The operating costs to sustain running two buses on the same route are significant, which is why we were eager to make the change.
  - b. Gary Stamper stated that he had attended a recent Packwood business meeting where there was talk about electric vehicle charging stations and the work Twin Transit is doing. People are looking for ways to access appointments and the Centralia/Chehalis areas. Mr. Clark asked Debbie Lytle if she has seen Lewis Mountain Highway Transit buses on the road frequently. Debbie responded that she has seen very few passengers and that they seem to have limited trips per day to town.
3. Staff Reports – Discussion
  - a. Administration
    - i. Mrs. Culletto provided a quick update regarding grant applications pending next steps for approval. It was just announced that Twin Transit made the short list for Green Transportation capital grant for Twin Transit’s Phase 2 of the I-5 Electrification Initiative. We are still waiting to hear back on the

Consolidated Grant 2021-2023 add-on and the Regional Mobility grant for Dial-a-Ride services.

- ii. Mr. Clark suggested the idea of scheduling a board workshop in January or February of next year to further discuss county-wide expansion and what it will take to implement. Twin Transit will also ask for Board approval so that routes can be extended to the Tumwater area next spring.
  - iii. Mrs. Culletto and Mr. Clark shared that they have been in contact with the Bonneville Environmental Foundation, Sunline, and Link Transit to discuss the opportunities of hydrogen fueling. Twin Transit has drafted a letter of interest for locating a hydrogen fueling station at the Twin Transit Bishop Road location as a trial site for exploring bus powering technology beyond electrical charging. There is a demonstrated need for hydrogen fueling stations between Portland and Seattle, which makes the Bishop Rd. site a prime location.
  - iv. Mrs. Culletto and Mr. Clark explained that Twin Transit has been awarded an extension for the DERA grant administered by the Department of Ecology. Due to supply chain issues and other set backs attributable to the COVID-19 pandemic, construction is expected to begin in 2021. The electric buses are still on track for delivery in late December through January 2021.
  - v. Mrs. Shoemaker gave an update about the Dial-a-Ride pilot. The program, also known as DARTT, officially began November 15<sup>th</sup>. Vans will dispatch from either the Chehalis or Centralia office, and hours will be 8 am-5pm Monday through Friday.
  - vi. Mrs. Shoemaker shared that Twin Transit's existing paratransit bus service has been given a new name so as to avoid confusion with the transportation broker, Paratransit Services. This program will be known as LIFTT going forward, with no change to the actual service.
- b. Financial Update
- i. Miss Towner provided an update for the 2020 Budget v. Actual results through the end of October. Overall, Twin Transit has done a great job at controlling its spending and is only 2.78% over budgeted expenses, even considering the extra effects of COVID-19 purchases and operating double buses for social distancing purposes.
- c. Construction updates
- i. Mr. Clark provided an update regarding the various construction projects underway. Revised plans are being prepared at the suggestion of Twin Transit's architect and contractor, which means we will need to apply for a revised permit. The Market Street bus pullout construction is expected to start next week. A kick-off construction meeting is scheduled for November 24<sup>th</sup> at 11 am to discuss next steps for the construction of the Mellen St. e-Transit Station.

d. December/January Board Meetings

- i. Mr. Clark suggested that the Board postpone the December regular board meeting. If necessary, this meeting may be rescheduled to January 5<sup>th</sup>, and the Board can still meet at its regular scheduled time on January 26<sup>th</sup> as well. Rebecca Staebler and Gary Stamper agreed that a meeting would not be necessary until January 26<sup>th</sup>.

**B. Consent agenda**

- a. Request to approve financial warrants #28625-28728 including Capital and Operating expenditures for October 1-31 of 2020.

i. Capital Warrants	\$ 120,094.23
ii. Operating Warrants	\$ 149,059.47
iii. Capital Bond Payment	\$ 87,325.55
iv. ACH Disbursements	\$ 10,445.62
v. Payroll ACH	\$ 124,241.57
Total	\$ 491,166.44

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

**C. Action Items**

1. Approval of Board Minutes

Action

- a. Adoption of minutes from October 27, 2020 Board Meeting.

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

- 2. Approval of RB Engineering contract amendment for site demo and grading for the N. National Twin Transit Hub project. This request is to increase the original \$22,532.50 contract by \$3,900.00, for a total new contract amount of \$26,432.50.

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

**Adjournment**

The Board recessed the regular meeting at 9:21 a.m. No action to follow.

*The next regular meeting is January 26<sup>th</sup>, 2021 at 8:00 a.m.*

APPROVAL

LEWIS PUBLIC TRANSPORTATION  
BENEFIT AREA AUTHORITY

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Chad Taylor, Chairperson

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Rebecca Staebler, Vice Chairperson

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Gary Stamper, Secretary



Respectfully prepared by:

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Rebecca Towner  
Clerk of the Board