



Regular Board Meeting Minutes
December 13th, 2022
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba TWIN TRANSIT)

Held at the Port of Chehalis Board Room located at 321 Maurin Rd. in Chehalis.

Chair Tony Ketchum called the meeting to order at 3:30 p.m.

Directors Present: Tony Ketchum, City of Chehalis
Mark Westley, City of Centralia
Scott Brummer, Lewis County
Kurt Eckerson, Twin Transit, on behalf of the represented maintenance staff

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Timi Johnson, Finance and HR Specialist
Maleah Kuzminsky, Community Relations Supervisor
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 public discussion at this time.
2. Board Member Reports
 - a. Scott Brummer introduced himself. He is the newest Lewis County Commissioner for district three and is on the board for Twin Transit.
3. Staff Reports – Discussion
 - a. Grants and Awards Update
 - i. Mr. Clark shared that last month there was a lot of grant writing. When he started at Twin Transit in 2019, the budget was \$2.9 million. In 2020, the budget went up to \$5.8 million. In 2021, the budget was set to \$9.3 million and then this year Twin Transit asked the board to approve at \$32.5 million budget due to there being for a lot of money being asked for from grants. Twin Transit won't be awarded every grant that was applied for, so once the final sales tax comes in and the final grant award announcements go out probably around February, the budget will be amended.
 - ii. Mr. Clark shared that Twin Transit had recently received some positive news. Within the last few weeks, Twin Transit had received or had been

awarded a significant amount of money. Regional Mobility and Green Transportation awarded \$1.6 million which is the operating cost to run routes between Centralia and Castle Rock for 4 years.

- iii. Mr. Clark provided an update for Scott Brummer regarding the different projects that Twin Transit has been actively working on throughout the community.
- iv. Mr. Clark stated that Twin Transit was awarded \$396,247 to put a transit station in Morton with some EV charging stations. Twin Transit was awarded \$2,017,000 to put in an e-Station at Main Street East at Exit 77 that is like the Mellen Street project.
- v. Mr. Clark said that in addition, Twin Transit received \$707,000 for EV charging stations at Lewis County Mall, Port of Chehalis, and a few more to be added at the Mellen Street e-Station.
- vi. Mr. Clark included that Twin Transit was awarded a Regional Mobility grant for \$2.7 million for two hydrogen fuel cell buses.
- vii. Mr. Clark added that Twin Transit is looking into options from a company that can build an electric bus that is just a little bit smaller. These buses have a 14 plus 1 capacity which doesn't require the driver to hold a CDL.
- viii. Mr. Clark stated that Twin Transit used the TransAlta Coal Transition grant to augment the Lewis County rural EV charging network. Chargers would be placed in areas such as Winlock, Toledo, Onalaska, Randal, and Packwood. Most of the state and federal funding around EV charging is for the I-5 and Highway 12 corridors. The total between all the funding would be around \$1.8 million. This is a capital investment and Twin Transit is charging a fee for each vehicle using the EV charging. This would allow approximately 20 chargers to be put in place and Twin Transit currently makes about \$1,000 a month per charger. That would be about \$20,000 a month and \$240,000 per year brought in by EV charging. Each unit is about \$75,000 each and they are disposable after about 5 to 7 years, so this money generated will go towards a refreshment cycle for those chargers and there won't be a need to go after more grant money to replace those units.
- ix. Mr. Clark announced that he and Rebecca Towner did a presentation for the Cowlitz-Wahkiakum Council of Governments (CWCOG) and the RTPO group. Twin Transit was rated an A in one category which is the highest you can get to move the project forward. In the next category, Twin Transit was awarded \$3.9 million in consolidated special needs. Then the next two categories, Twin Transit received C's, so it is unsure if they'll get pushed forward or not. Then there are a few other grants that have been applied for that Twin Transit has not heard about yet such as Bus and Bus Facilities.
- x. Mr. Clark shared that Twin Transit partnered with the superintendents at the Chehalis and Centralia School Districts on writing a grant for REVIT. They went on two tours, one in Oregon to the Oregon Manufacturing Innovation Center and one to Clark College where they have the Mechatronics Program and Mr. Clark explained what they did on their tour.

b. Finance Update

- i. Miss Towner shared that Twin Transit received \$1 million from TransAlta in December, which was the first payment on the electrolyzer for the hydrogen fueling station.

- ii. Miss Towner stated that Twin Transit is waiting on for the reimbursement from Commerce as well as WSDOT for the completion of the Mellen Street restrooms.
- iii. Miss Towner said that the Bost and Scheuber pull out was completed in the amount of \$111,005.13. That was right on budget with one change order.
- iv. Miss Towner shared that there wasn't much activity on the capital side like originally asked. That is primarily due to Exit 68. There is some design work that has already been initiated but permitting and construction will happen next year in Spring of 2023.
- v. Mr. Clark added that this project will be the first in the lineup to be completed. The dollars attached to that project is about \$2.1 million and it must be spent by June 30th because it was awarded in this biennium. The other projects will happen after July 1st because all that money is for the next biennium.
- vi. Miss Towner stated that the facility storage at 212 E Locust Street should be completed by the end of 2022. Twin Transit is adding an office upstairs and are extending the parts room. Then the driver's breakroom will be expanded as that is a cramped space. Those are the main expenditures for this year.
- vii. Miss Towner updated that the Mellen Street Restroom was delivered on December 6th. The water and electricity still need to be connected, but it was delivered and is well in progress.
- viii. Miss Towner stated that tentatively, Twin Transit is looking at an ending capital fund balance of \$1,145,000.00. The balance is well above the \$500,000 that Twin Transit is supposed to have at the end of the year.
- ix. Tony Ketchum asked, "How much money are we waiting to come back?"
- x. Miss Towner replied that Twin Transit is waiting for \$400,000 from green tech. If Twin Transit can spend \$74,000 as anticipated for the hydrogen fueling station, which probably won't happen, then we're looking at close to \$90,000 from Commerce.
- xi. Miss Towner shared that Twin Transit didn't have to make a transfer from operating that was anticipated at the end of the year either. There was more cash in the operating fund. In the next operating report provided was the January through November budget versus actual. There are quite a few highlighted categories that look overspent, but there are quite a few categories that are under spent. As was discussed over the last couple of meetings, there will be some year-end movement of budget categories, so that we balance those out. The major over-budget category is fuel, which unfortunately is out of Twin Transit's control. We were not anticipating such a high expenditure in Unemployment Compensation, but we were lower on the salary side so that makes up for it. The other large category was Other Services, including rent. We had a lease for the Bishop Road office. It's ending this year and we had to continue that contract to the end of the year. Then we also started the lease for Exit 77, which is \$5,000 a month for that property. So that was unbudgeted as well. Overall, we're looking at possibly being 5% over our budgeted expenses originally asked for. However, we feel like between sales tax and grant funds, we'll be able to make up for that difference. Right now, we're looking we need to make up about \$80,000. Between those two funding sources, we should be able to make up the funding difference and reach an ending funding balance of about \$800,000.

c. Human Resources Update

- i. Miss Towner stated that Twin Transit hired two operators, Price Bailey and Tim Brunton. They started on November 29th. They are making great progress. They've started on DARTT and love it. One has a CDL but needs his passenger endorsement, which requires another 14 hours of study. The other one needs to go through the whole CDL process. Twin Transit is still looking for about two more operators, just to be comfortable.
- ii. Mr. Clark shared that Twin Transit is in the process of talking through some policy change and things like that around hydrogen. It's new, so all of it isn't formalized yet, both in RCW and in our Twin Transit policies. Twin Transit is still on track for getting that facility open by about this time next year. Twin Transit received six Letters of Intent to bid and one of those has since dropped off. The other five are due on Thursday.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30528-30597 including Capital and Operating expenditures October 1-31 of 2022

i. Capital Warrants	\$	39,725.00
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	159,798.90
iv. Operating ACH	\$	126,368.63
v. Payroll ACH	\$	134,517.14
Total	\$	547,735.22

- b. Request to approve financial warrants #30598-30670 including Capital and Operating expenditures November 1-30 of 2022

i. Capital Warrants	\$	137,047.03
ii. Operating Warrants	\$	165,406.97
iii. Operating ACH	\$	109,051.06
iv. Payroll ACH	\$	137,755.88
Total	\$	549,260.94

Chair Ketchum moved, Vice-Chair Westley seconded; Motion passed 2-0.

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Amended Minutes from October 25th, 2022, Regular Board Meeting.

Chair Ketchum moved, Vice-Chair Westley seconded; Motion passed 2-0.

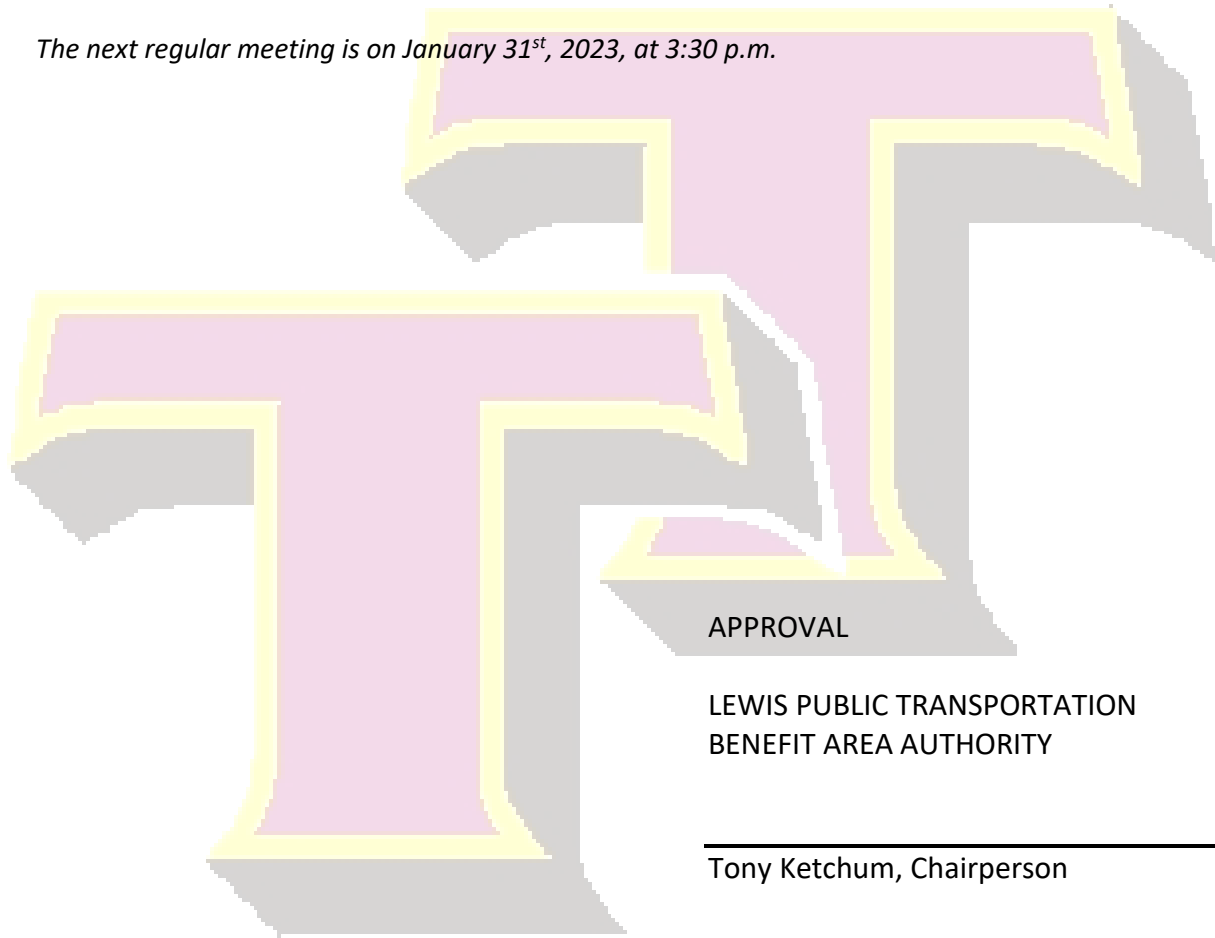
2. Approval to draft a lease agreement with the Port of Chehalis for the property near 1697 Bishop Road, Chehalis Exit 74. Twin Transit will use the property to build, develop, and operate a hydrogen fueling station.

Chair Ketchum moved, Vice-Chair Westley seconded; Motion passed 2-0.

Adjournment

The Board recessed the regular meeting at 4:17 p.m. No action to follow.

The next regular meeting is on January 31st, 2023, at 3:30 p.m.



APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Scott Brummer, Secretary

Respectfully prepared by:

Timi Johnson
Clerk of the Board