



**PUBLIC NOTICE**  
REGULAR BOARD MEETING  
of the  
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA  
(LPTBA dba TWIN TRANSIT)

To be held at the Port of Chehalis board room located at 321 Maurin Road, Chehalis.

## MEETING AGENDA— December 21, 2023 @ 10:00 AM

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Call to Order 10:00 am

### A. Discussion Only Items

- Call to the Public – *Public discussion on any item not listed on the agenda.*
- Board Member Reports
- Staff Reports – Discussion
  - a. Construction Update Joe
    - i. Exit 68
    - ii. Lewis County Mall
    - iii. PNWH2 Update
    - iv. Hydrogen Fueling Station Contracts
      - 1. Ohmium – Electrolyzer
      - 2. Chart/Hyfluence – Dispensing, Compression & Storage
  - b. Fleet Update Tim
    - i. Cutaway Bus Procurement
    - ii. Hydrogen Bus Update
    - iii. Eco60 Lift
  - c. Communications Update Maleah
    - i. Rebranding
  - d. Finance Rebecca
    - i. Updated Revenue/Cash Flow Presentation
  - e. Board Officer Elections Joe

## B. Consent Agenda

- a. Request to approve financial warrants #31338-31381 including Capital and Operating expenditures for October 1-31, 2023.

i. Capital Warrants	\$	67,063.84
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	184,014.95
iv. Operating ACH	\$	153,970.77
v. Payroll ACH	\$	157,558.86
Total	\$	649,933.97

- b. Request to approve financial warrants #31382-31478 including Capital and Operating expenditures for November 1-30, 2023.

vi. Capital Warrants	\$	280,821.14
vii. Operating Warrants	\$	181,135.13
viii. Operating ACH	\$	132,841.42
ix. Payroll ACH	\$	167,967.10
Total	\$	762,764.79

## C. Action Items

1. Approval of Board Minutes Action
  - a. Adoption of minutes from October 24, 2023 Regular Board Meeting.
2. Authorization to change the DBA of Lewis Public Transportation Benefit Area from Twin Transit to Lewis County Transit effective January 1, 2024.
3. Authorization for the Executive Director to enter into a purchase agreement with Northwest Bus Sales in the amount of \$59,269 for the procurement of a used 2014 Chevy Goshen 15-passenger ADA Shuttle Bus.
4. Authorization for the Executive Director to enter into a purchase agreement with Schetky NW in the amount of \$344,998.10 for the procurement of two new 14-passenger ADA Shuttle Buses.
5. Authorization for the Executive Director to enter into a purchase agreement with Northwest Lift & Equipment LLC in the amount of \$370,880.66 for the procurement and installation of a bus/equipment Stertil-Koni Heavy-Duty ECO Lift.
6. Authorization for the Executive Director to enter into a purchase agreement with Ohmium in the amount of \$1,047,600 for the procurement of an electrolyzer system to be installed at the Port of Chehalis Hydrogen Fueling Station.
7. Authorization for the Executive Director to enter into a purchase agreement with Chart in the amount of \$3,300,000 for the procurement of compression, storage, and dispenser to be installed at the Port of Chehalis Hydrogen Fueling Station.

## **D. New Business**

### **1. Request second reading and adoption of POL 203 and 206.**

- a. POL-203: Attendance
  - Added section regarding non-operator employee rest breaks and meal periods in accordance with WA state law.
  - Revised language to allow employees to work offsite with the advance approval of the Executive Director.
  - An employee shall document their unplanned absence on their electronic timecard and complete a Return-to-Work questionnaire.
  - Added language from CBA regarding rest and meal periods and notification of short-notice absences.
  - Added section regarding employee confirmation of work schedule when there are adverse weather conditions.
- b. POL-206: Unpaid Leave
  - Removed statement about employees using general leave to compensate for time lost due to a holiday; Twin Transit now offers flex days or paid holiday hours for all employees.
  - Updated the expiration period for extended medical leave based on current CBA.
  - Updated language regarding pregnancy and parental leave, adding language directly from the WA PFML program guidelines.

## **Adjournment**