Minutes

Agenda

Cowlitz Transit Authority

Dennis Weber (Chair), Chet Makinster (Vice Chair), Larry Alexander, Don Jensen, Jeffrey McAllister, Anthony Harris (Nonvoting), Jim Hill (Alternate), Arne Mortensen (Alternate), Mike Wallin (Alternate)

Wednesday, June 12, 2019	**4:00 PM**	**Longview Council Chambers** **1525 Broadway St, Longview**

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

Chairman Weber called the meeting to order at 4:02 p.m.

2. ROLL CALL

Present: Councilmember Chet Makinster, Member Jeffrey McAllister, Mayor Don Jensen, Member Dennis Weber
Absent: Member Larry Alexander

Staff Present:
Jeff Cameron, Public Works Director; Amy Asher, Transit Manager; Tabitha Hayden, Transit Supervisor; Betsy Despain; Paratransit, Elizabeth Halili, Board Clerk

3. CONSTITUENT COMMENTS

None at this time.

4. APPROVAL OF MINUTES

A motion was made by McAllister, seconded by Jensen, to approve the minutes of May 8, 2019. The motion passed unanimously.

19-000212 May 8, 2019 Minutes

5. CONSENT CALENDAR

A motion was made by McAllister, seconded by Makinster, to accept the consent calendar in its entirety. The motion passed unanimously.

19-000213 Invoice - City of Kelso - June $579.90

19-000214 Invoice - City of Longview - July $315,928.37

19-000215 Invoice - Columbia Security - June $621.00

19-000216 2019 April County Treasurer's Report

19-000217 2019 April Fund Balance Report

6. REPORTS

19-000218 2019 Annual Fixed Route Ridership

19-000219 2019 May Fixed Route Ridership

19-000220 2019 May LIFT Ridership

19-000221 CTA Ridership Graph

19-000222 PTBA Sales Tax Data

7. STATUS REPORT BUS FARE COMMITTEE

Asher provided a brief update on the Bus Fare Committee meeting held on Tuesday, June 11. The three objectives of the meeting were:

- Discuss whether or not to develop a free or reduced pass program;
- Review current practices regarding passes used for travel training;
- Review current Fare-Free Day policy.

Staff have been directed to:

- Devise a draft policy regarding a pilot program for offering free youth passes;
- Devise a draft program for offering reduced passes to non-profit agencies;
- Devise a draft policy to allow staff to issue passes used during travel training;
- Review ways to offer more community shuttles for community events.

Upon completion, the committee chair will present the policies to the full board for final review and approval.

8. FACILITIES UPDATE

Asher provided a brief update on the downtown Transit Center project and presented current photos of the work site:

- The building slab was placed on May 29 and wall framing has started;
- Curbs are currently being placed;
- The bus drive concrete will be fully placed by mid-week of June 17 - June 21.

9. MANAGER'S REPORT

- Asher reported that ATU negotiations are complete and the draft contract will go to the ATU membership for approval. If approved, the contract will go to the Longview City Council for approval prior to implementation.
- Operator staffing continues to be low. Staff trained and graduated one new driver. One driver has resigned;
- LAMAR advertising will no longer represent RiverCities Transit. As a result, all advertising on buses will be discontinued. All advertising contracts currently on file will be fulfilled without the option to renew. No new advertising sources are being sought at this time.
- The Letter of Support for the FY2019 FTA 5339 Bus and Bus Facilities Grant has been signed by the Board Chair. The Grant deadline is June 21.
- RiverCities Transit Dispatcher, Doreen Daggett, was a recipient of the 2018 City of Longview STARR Awards. Doreen Daggett was honored on June 12 at the STARR awards reception.

10. ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:14 p.m.

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Elizabeth Halili, Clerk of the Board Dennis Weber, Chairman