



# 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)*

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Wednesday, August 14, 2019

4:00 PM

Longview Council Chambers  
1525 Broadway St, Longview

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1. **CALL TO ORDER**

Vice Chairman Makinster called the meeting to order at 4:00 p.m.

2. **ROLL CALL**

**Present:** Member Dennis Weber; Member Chet Makinster; Member Larry Alexander; Mayor Don Jensen; Member Jeffrey McAllister

**Absent:** None

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

3. **CONSTITUENT COMMENTS**

None at this time.

4. **APPROVAL OF MINUTES**

A motion was made by McAllister, seconded by Alexander, to approve the minutes of July 10, 2019. The motion passed unanimously.

**19-000294 July 10, 2019 Minutes**

5. **CONSENT CALENDAR**

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

**19-000295 Invoice - City of Kelso - August \$579.90**

**19-000296 Invoice - City of Longview - September \$315,928.33**

**19-000297 Invoice - Columbia Security - August \$621.00**

**19-000299 Invoice - CWCOCG April - June 2019 (Qtr) - Prj 020 - LKRATS \$1,848.84**

**19-000301 2019 June County Treasurer's Report**

**19-000302 2019 June Fund Balance Report**

**6. REPORTS**

**19-000300 2019 Annual Fixed Route Ridership**

**19-000303 2019 July Fixed Route Ridership**

**19-000304 2019 July LIFT Ridership**

**19-000305 CTA Ridership Graph**

**19-000306 PTBA Sales Tax Data**

7. **HOLD PUBLIC HEARING - RIVERCITIES TRANSIT 2019-2024 TRANSIT DEVELOPMENT PLAN AND 2018 ANNUAL REPORT**

Tabitha Hayden gave a brief statement regarding the RiverCities Transit 2019-2024 Transit Development Plan and 2018 annual report:

- The RiverCities Transit 2019-2014 Transit Development Plan and 2018 Annual report fulfill state laws. This is a collaborative effort from all transit systems across the state, building data used for future program strategies and funding goals.

Chairman Weber opened the public hearing to hear comments regarding the RiverCities Transit 2019-2024 Transit Development Plan and 2018 Annual report at 4:03 p.m.. There were no comments. The hearing was closed at 4:05 p.m.

On a motion from Jensen, seconded by Makinster, the RiverCities Transit 2019-2024 Transit Development Plan and 2018 Annual Report was approved. The motion carried unanimously.

**19-000307 Agenda Summary - RiverCities Transit Six-Year Transit Development Plan 2019-2024  
*Presented by Tabitha Hayden***

**19-000308 2018 Annual Report and 2019-2024 Transit Development Plan  
*Presented by Tabitha Hayden***

**RECOMMENDED ACTION:  
Hold public hearing**

**Then**

**Motion to approve the RiverCities Transit 2019-2024 Transit Development Plan and 2018 Annual Report.**

8. **FACILITIES UPDATE**

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

- Plumbing, HVAC, and electrical are currently being installed;
- Iron workers have installed the canopy over the front entryway;
- Mason workers have begun laying brick on the outside of the building;
- The concrete curbing for the drive aisle has been poured.

**9. MANAGER'S REPORT**

Asher gave an update on the status of the ATU Contract negotiations:

- The ATU Contract was approved by the Longview City Council in July and is now in effect.

Asher gave an update regarding the status of bus orders:

- Three small cutaway buses have been ordered and are expected to be delivered in early November. They will be used for Paratransit;
- Two fixed route buses have been ordered. Delivery and placement into service is anticipated by spring of 2020;

Asher proposed that the Board cancel the September, 2019 CTA Board Meeting:

- A motion was made by Alexander, seconded by Makinster, to cancel the September, 2019 CTA Board Meeting. The motion passed unanimously.

Asher give a brief update regarding upcoming agenda topics for the October 9, 2019 CTA Board Meeting:

- Review a potential bus route that will combine some of the peak bus routes;
- Review the Draft 2020 CTA Budget and set a public hearing;
- Present recommendations from the Bus Fares Committee.

Asher stated that she will attend the Washington State Public Transportation Conference during the week of August 19 and announced:

- Operator Tony Hays will be honored at the State Department of Transportation "Wall of Fame" banquet and awards ceremony in recognition of his excellent customer service skills, positive attitude, and willingness to always go the extra mile to help people.

**10. ADJOURNMENT**

With no further business to discuss, Chairman Weber adjourned the meeting at 4:17 p.m.

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Elizabeth Halili, Clerk of the Board

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Dennis Weber, Chairman

