



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, November 13,
2019

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview

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1. **CALL TO ORDER**

Chairman Weber called the meeting to order at 4:01 p.m.

2. **ROLL CALL**

Present: Member Dennis Weber, Member Chet Makinster, Member Don Jensen, Member Jeffrey McAllister, Anthony Harris

Absent: Member Larry Alexander

Staff Present: Jeff Cameron, Public Works Director; Amy Asher, Transit Manager; Tabitha Hayden, Transit Supervisor; James Seek, Transit Supervisor; Elizabeth Halli, Board Clerk.

3. **PUBLIC COMMENTS**

None at this time.

4. **CONSIDERATION OF MINUTES FOR OCTOBER 9, 2019 MEETING**

A motion was made by Makinster, seconded by Jensen, to approve the minutes of October 9, 2019. The motion carried with all members voting in favor.

19-000452 October 9, 2019 Minutes

5. **CONSENT CALENDAR**

A motion was made by Makinster, seconded by Jensen, to accept the consent calendar in its entirety. The motion carried with all members voting in favor.

19-000441 Invoice - City of Kelso - November \$579.90

19-000442 Invoice - Columbia Security - November \$621.00

19-000443 2019 September County Treasurer's Report

19-000453 2019 September Fund Balance Report

6. REPORTS

19-000445 2019 Annual Fixed Route Ridership

19-000446 2019 October Fixed Route Ridership

19-000447 2019 October LIFT Ridership

19-000448 CTA Ridership Graph

19-000449 PTBA Sales Tax Data

7. CTA RESOLUTIONS AND BOARD MEMBER VOTING DISCUSSION

Asher presented a brief reminder to the Board of the following:

- Under CTA Bylaws, an abstention counts as a "No" vote.
- Three affirmative votes are required to pass any motion.

Member Jensen noted that the CTA Bylaws should be updated to reflect Robert's Rules of Order regarding Abstention votes wherein abstentions are counted and noted, but not as a "yes" or "no" vote.

Asher also requested that when the Board Chair calls for a vote, the board members raise their hands to signal their reply to the question; thus allowing the Board Clerk to easily verify the number of yes and no votes.

- Chair Weber stated that the Board Chair will announce the vote total in lieu of hand raising.

8. HOLD PUBLIC HEARING FOR 2020 CTA BUDGET AND ADOPT RESOLUTION NO. 2019-04

Asher provided handouts regarding the proposed 2020 Budget and gave a brief report:

- 2020 estimated revenues include approximately \$1.8M transferred in from reserves, \$4.1M in local sales tax collection, revenues from the LCC Ridership agreement, and interest for a total of \$6M;
- 2020 total estimated expenditures are \$3.3M with an additional \$2.7M being transferred to reserves.

Chairman Weber opened the public hearing to hear comments on the 2020 Cowlitz Transit Authority Budget and Adopt Resolution 2019-04 at 4:10 p.m. There were no comments. The hearing was closed at 4:11 p.m.

On a motion from Jensen, seconded by McAllister, the Cowlitz Transit Authority approved Resolution 2019-04 adopting the budget for the Cowlitz Transit Authority for the year 2020 and authorizing appropriations thereunder. The motion passed with all members voting in favor.

19-000454 RECOMMENDED ACTION:

Hold public hearing on the 2020 Cowlitz Transit Authority budget;

THEN:

Motion to adopt Resolution 2019-04

9. HOLD PUBLIC HEARING FOR PROPOSED SERVICE CHANGES

Jim Seeks gave a brief powerpoint presentation regarding the proposed new Route 30:

- Route 30 will provide service on the half-hour, Monday-Friday; first departure 10:30 a.m.; last departure 4:30 p.m.;
- The proposed route will provide more frequent service to popular Route 31 and Route 32 stops;
- Operating expenses remain within budget;
- The proposed route replaces two buses with one, increasing productivity;
- The proposed route would start Monday, November 18.

Chairman Weber opened the public hearing to hear comments on the proposed service changes at 4:20 p.m. There were no comments. The hearing was closed at 4:21 p.m.

On a motion from Jensen, seconded by McAllister, the Cowlitz Transit Authority approved the 2019 Fixed Route Service Change to add Route 30. The motion carried with all members voting in favor.

19-000456 RECOMMENDED ACTION:

Hold public hearing for proposed service changes;

THEN:

Motion to approve the 2019 Fixed Route Service Change to add Route 30

10. COWLITZ TRANSIT AUTHORITY CONSULTING/LEGAL FEE AGREEMENT

Asher gave a brief report regarding the CTA Board's legal services contract and presented drafts of two proposed contracts:

- The Legal Services contract with Jesse D. Conway PC, of Conway Law, expired on December 1, 2018. Mr. Conway has been the CTA's representative since 2010;
- Staff reviewed and compared rates of other local attorneys and recommends Frank Randolph with Walstead Mertsching as a local comparable as he has experience working with local governments and a comparable rate;
- The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, and legal interpretation of state and federal laws.

On a motion from Makinster, seconded by Jensen, the Cowlitz Transit Authority approved the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Frank Randolph of Walstead Mertsching. The motion carried with all members voting in favor.

19-000455 RECOMMENDED ACTION:

Review the two contracts and choose one to enter into an agreement with for legal services;

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and the chosen attorney.

11. FACILITIES UPDATE

Asher provided a brief update on the downtown Transit Center project:

- The facility construction is running on schedule and on budget;
- Sheetrock has been installed;
- Contractors are prepping for paint;
- Flooring will be installed the week of November 18 - 22
- The project is expected to be completed in December 2019 with the final walkthrough around the week of Christmas. Staff plans to move into the new Transit Center in January 2020.

12. MANAGER'S REPORT

Asher reported that she and Transit Mobility Supervisor, Tabitha Hayden, will attend an event sponsored by the Longview Chamber of Commerce on Thursday, November 14. This event will be attended by roughly 2500 High School students who are exploring different career opportunities in the community. This event will provide Asher and Hayden with the ability to share all of the job opportunities at RiverCities Transit.

Jeff Cameron stated that staff is looking to schedule the Ribbon Cutting Ceremony for the new Transit Center. Staff has been working with Joel Rubin and is waiting for Congress to come out with their 2020 schedule. Staff anticipates the Ribbon Cutting to be held sometime in mid-January 2020.

13. **ADJOURNMENT**

With no further business to discuss, Chairman Weber adjourned the meeting at 4:29 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman