



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, December 11,
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: Member Chet Makinster, Member Jeffrey McAllister, Member Dennis Weber, Anthony Harris

Absent: Member Larry Alexander, Member Don Jensen

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

3. **PUBLIC COMMENTS**

None at this time.

4. **CONSIDERATION OF MINUTES FOR NOVEMBER 13, 2019 MEETING**

A motion was made by McAllister, seconded by Makinster, to approve the minutes of November 13, 2019. The motion carried with all members voting in favor.

19-000494 November 13, 2019 Minutes

5. **CONSENT CALENDAR**

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

19-000495 Invoice - City of Kelso - \$203.00

19-000496 Invoice - Columbia Security - December \$621.00

19-000497 Invoice - City of Longview - January \$262,763.33

19-000498 2019 October County Treasurer's Report

19-000499 2019 October Fund Balance Report

6. REPORTS

19-000500 2019 Annual Fixed Route Ridership

19-000501 2019 November Fixed Route Ridership

19-000502 2019 November LIFT Ridership

19-000503 CTA Ridership Graph

19-000504 PTBA Sales Tax Data

7. FACILITIES UPDATE

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

- The facility construction is running on schedule;
- Asphalt paving of the parking lot is complete;
- All sheetrocking has been completed and the interior has been painted;
- The concrete plaza has been poured;
- Flooring will be installed the week of December 16;
- The projected move-in date is the week of January 20.
- The Ribbon-cutting ceremony will likely be scheduled for the end of January. Senators Patty Murray and Jaime Herrera have expressed interest in attending the ceremony.

Jeff Cameron reported that when the parking lot was paved the contractor set the curb to an incorrect elevation. A portion of the parking lot may need to be repaved and new curbing poured in April or May of 2020.

Dennis Weber requested that the January 2020 Cowlitz Transit Authority Board Meeting be adjourned at the Ribbon Cutting ceremony. Asher will look into this as an option.

8. COMMITTEE ON HOMELESS CAMP SITES - DENNIS WEBER, CTA BOARD CHAIR

Weber provided an update regarding the Committee on Homeless Campsites:

- Public transit has been part of the discussion regarding finding a new location for homeless encampment rather than City Hall;
- The City Council of Longview sent a letter to the County Commissioners office requesting assistance with finding a new homeless encampment location. A special public meeting was held to address encampment locations at a Commissioner's Conference. Public support was shown for locating the encampment at the former transfer site at the Tennant Way landfill. As a part of the discussion, it was noted that public transit would need to be extended to service the new homeless encampment at the transfer site;
- An analysis regarding the cost of the proposed service extension must be done;
- A letter to the Ad Hoc Committee has been written by Amy Asher noting some of the cost factors related to extending the transit service area. The letter includes recommendations regarding specific encampment sites in relation to current bus routes;
- Dennis Weber is a member of the Ad Hoc Committee. The Ad Hoc Committee intends to make a recommendation by the end of January 2020.

Dennis Weber solicited comments from the Board:

- Member Makinster stated that he is in favor of extending transit service to the potential homeless encampment site at the Tennant Way landfill;
- Member McAllister stated that he is in favor of extending transit service to the potential homeless encampment site at the Tennant Way landfill;
- Amy Asher stated that it may be possible to find an alternative solution rather than altering the current public transit system. Transit may have a surplus vehicle available when the new Paratransit Cutaways arrive. Transit may be able to donate the surplus vehicle to the committee who could hire someone to operate and insure it;
- Amy Asher stated that if the board chooses to alter the current transit system to extend service to the potential Tennant Way homeless encampment, the board will need to determine which existing bus routes to cut. Paratransit services will need to be extended as well. This will be an expensive option. In addition, the board is required to go through a public process in order to make this change;
- Makinster and McAllister noted that bus ridership is more important than trying to draw a profit from fares;
- Amy Asher stated that, as noted in her letter to the Ad Hoc Committee, transportation is about providing service to those who actually use it. There are no businesses, shops, or schools along the way to the proposed Tennant Way landfill site that would increase ridership. Rerouting existing bus routes to serve the proposed Tennant Way landfill encampment will impact ridership;
- Asher noted that the City Shop staff parking lot at Oregon Way and Alabama Street is currently being prepared as a temporary homeless encampment site. Fencing will be installed the week of December 16. Other than the Tennant Way landfill site, all of the other proposed temporary homeless encampment sites have access to transit. The Tennant Way landfill site is outside of the transit service area.

19-000507 Letter to the Ad Hoc Committee on Homelessness

9. MANAGER'S REPORT

Asher reported the following:

- Transit will be taking delivery of 3 new propane paratransit vehicles this month;
- Asher will be inspecting two new Fixed Route coaches at the end of December. Delivery of the coaches is expected to occur in early 2020;
- Administrative staff is preparing for an upcoming FTA Audit. This triennial review is a very in-depth audit and documentation is due December 20. The FTA will be onsite in early spring to complete the audit;
- The new Route 30 has been launched and the public is being notified about the new route through Facebook, and flyers on buses;
- Transit is on track to launch the new Youth Pass pilot program. Legal Counsel and our insurance company have reviewed the required forms necessary to launch to program.

10. RECOGNITION OF SERVICE - DENNIS WEBER, CTA BOARD CHAIR

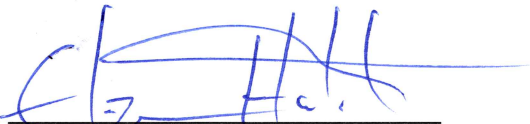
Dennis Weber intended to recognize Members Alexander and Jensen for their service to the Cowlitz Transit Authority Board. Weber noted that Members Alexander and Jensen were absent from the meeting.

Asher stated that Member Jensen has been on the board for the past 20 years. His years of service to the board are greatly appreciated.

Jeff Cameron noted that there will be an opportunity to present Member Jensen with his award on December 19 at the special Longview City Council meeting.

11. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:24 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman