



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Lisa Alexander, Jeffrey McAllister,
Anthony Harris (Nonvoting), Nancy Malone (Alternate)
Arne Mortensen (Alternate), Mike Wallin,
MaryAlice Wallis (Alternate)*

Wednesday, February 12,
2020

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 Dennis Weber, Member Chet Makinster, Member Jeffrey McAllister, Member Mike Wallin, Member Anthony Harris

Absent: Member Lisa Alexander

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

3. **PUBLIC COMMENTS**

None at this time.

4. **ELECTION OF OFFICERS**

On a nomination made by McAllister, seconded by Makinster, Dennis Weber was unanimously re-elected as Chairman.

On a nomination made by Wallin, seconded by McAllister, Chet Makinster was unanimously re-elected as Vice-Chairman.

5. **CONSIDERATION OF MINUTES FOR DECEMBER 11, 2019 MEETING**

A motion was made by McAllister, seconded by Makinster, to approve the minutes of December 11, 2019. The motion carried with all members voting in favor.

20-00091 December 11, 2019 Minutes

20-000115 Letter to the Cowlitz County Ad Hoc Committee on Homelessness

Dennis Weber gave a brief report from the Ad Hoc Committee on Homelessness:

- Chair Weber reported on the history of homeless camps in the Kelso/Longview area;
- Explained the purpose of the Ad Hoc Committee on Homelessness: To determine, solicit, and review criteria and locations for a new homeless encampment site in the Kelso/Longview area. These criteria include access to public transit.
- The Ad Hoc Committee toured potential homeless encampment site locations on February 11th, 2020:

The Willow Grove Site - Potential Site Location

The Parking Lot South of the Hall of Justice - No longer being considered

Courthouse Square -Potential Site Location

Farmer's Market Site - No Longer being considered

Gearhart Gardens - Potential Site Location

Vehicle Parking - On top of dike just north of the Hall of Justice - Potential Site Location

6. CONSENT CALENDAR

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

20-00092 Invoice - Columbia Security - January \$698.00

20-00093 Invoice - City of Longview - February \$262,763.33

20-00094 Invoice - CWCOC 2019-146 Jul-Sep \$2,736.56

20-00095 Invoice - Walstead Mertsching \$776.00

20-00096 Invoice - Columbia Security - February \$698.00

20-00097 Invoice - City of Longview - March \$262,763.33

20-00098 Invoice - Walstead Mertsching \$369.00

20-000110 2019 November County Treasurer's Report

20-000111 2019 December County Treasurer's Report

20-000112 2019 November Fund Balance Report

20-000113 2019 December Fund Balance Report

7. REPORTS

20-000103 2020 Annual Fixed Route Ridership

20-000104 2019 12 Monthly Fixed Route Ridership

20-000105 2020 01 Monthly Fixed Route Ridership

20-000106 2019 December LIFT Ridership

20-000107 2020 January LIFT Ridership

20-000108 CTA Ridership Graph

20-000114 PTBA Sales Tax Data 2019 vs 2018

20-000109 PTBA Sales Tax Data 2020 vs 2019**8. MOBILITY MANAGER'S REPORT**

Tabitha Hayden gave a brief report on her role and work as the Mobility Supervisor at RiverCities Transit:

- Hayden oversees the Paratransit Contract;
- Reviews and determines the eligibility of RiverCities LIFT applicants;
- Oversees and implements the Travel Training program;
- The introduction of the new Free Annual Youth pass has allowed Hayden to present travel training to students in local classrooms. This has been an extremely positive experience and a great way to encourage student ridership;
- Hayden launched an email campaign in January regarding the new Annual Youth Pass which was sent to social workers, non-profit agencies, and local schools. Hayden also advertised the Annual Youth Pass to parents in both the Longview and Kelso school districts.
- As of February 12, 2020, 153 Annual Youth Passes have been issued. So far, this has resulted in 945 rides; 645 of which were in January 2020.

Member Wallin requested further information regarding how students are using the service. Hayden will provide this information at the next CTA Board meeting.

9. FACILITIES UPDATE

Asher provided a brief update on the downtown Transit Center Project and presented a slideshow of the new building:

- All Staff members have moved into the new building;
- All Fixed Route buses are now running out of the new Transit Center;
- Staff hosted a retirement dinner at the new Transit Center for Jeff Cameron. Staff toured and familiarized themselves with the new facility;
- A formal ribbon-cutting ceremony has been scheduled for March 16, 2020. Congresswoman Herrera Beutler will be in attendance. All invitations to the ribbon-cutting will be sent out shortly.

Asher extended an invitation to all board members to visit and take a tour of the new facility.

10. MANAGER'S REPORT

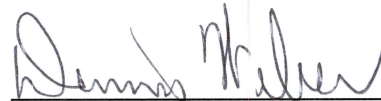
Asher reported the following:

- Asher recently traveled to Olympia to meet with the Washington State Transit Association, and to hear from the members of the House and Senate Transportation Committee regarding I-976. Asher reported that although it is unlikely that Paratransit Special Needs grant funding will be cut during this biennium, it is still a possibility. Transit is continuing to budget and bill for the receipt of \$373,000 in Paratransit Special Needs grant funding;
- The WSDOT Lexington Service Grant is tied to I-976 and a signed contract has not yet been received. This service project will require the purchase of a new bus that must be funded by the grant.;
- Transit took delivery of five new transit vehicles in January 2020: two Fixed Route Gillig buses; each with three wheelchair securement areas, and three Paratransit propane cutaways;
- Transit is continuing to work towards restoring service and is collecting data on the newly added Route 30;
- Transit is researching the possibility of bringing back Route 56 on a limited basis.

Member Wallin requested additional data regarding the frequency of passengers using mobility devices who are left on the roadside due to full securement areas in Fixed Route buses. Asher stated that she will provide this information at the next CTA Board meeting in March.

11. **ADJOURNMENT**

With no further business to discuss, Chairman Weber adjourned the meeting at 4:49 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman