



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, March 11, 2020

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 Jeffrey McAllister, Member Mike Wallin, Member Lisa Alexander, Member Anthony Harris

Absent: Member Chet Makinster

Staff Present: Amy Asher, Transit Manager; Elizabeth Halili, Board Clerk

3. PUBLIC COMMENTS

None at this time.

4. CONSIDERATION OF MINUTES FOR FEBRUARY 12, 2020 MEETING

A motion was made by McAllister, seconded by Wallin, to approve the minutes of February 12, 2020. The motion carried with all members voting in favor.

20-000160 February 12, 2020 Minutes

5. CONSENT CALENDAR

A motion was made by Wallin, seconded by McAllister, to approve the Consent Calendar as amended in its entirety. The motion carried with all members voting in favor.

20-000142 Invoice - Columbia Security - March \$698.00

20-000143 Invoice - City of Longview - April \$262,763.33 - REVISED

20-000144 Invoice - CWCOG - 2019-161 \$2,739.56

20-000145 Invoice - CWCOG 2020-30 \$580.89

20-000146 Invoice - CWCOG 2020-37 \$250.00

20-000148 2020 January County Treasurer's Report

20-000149 2020 January Fund Balance Report

6. REPORTS

20-000150 2020 Annual Fixed Route Ridership

20-000151 2020 February Monthly Fixed Route Ridership Report

20-000152 2020 February LIFT Ridership

20-000153 CTA Ridership Graph

20-000154 PTBA Sales Tax Data 2020 vs 2019

7. AD HOC COMMITTEE ON HOMELESSNESS UPDATE

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

- No potential homeless encampment site locations have panned out;
- The Ad Hoc Committee has asked County staff to prepare a template for a model hosted encampment;
- Financial projections for a model hosted encampment without water, sewer, or electricity services are \$100,000.00 prior to fencing installation. These projections include:
 - An office for the encampment host that could be used additionally for triage and helping people connect with services;
 - Potential provision of rules for encampment inhabitants.
- The County has issued a request for proposals for additional transitional housing for the homeless;
- Homeless numbers in the current camp are growing rapidly due to publicity;
- The next Ad Hoc meeting will be held on Friday, March 13, 2020.

8. RCT'S CONTINUITY OF BUSINESS OPERATIONS PLAN DISCUSSION

Asher provided a brief report on the status of the work and preparations RiverCities Transit has taken to keep staff and the public healthy because of the Coronavirus:

- Staff has updated the RiverCities Transit Continuity of Business Plan:
 - Outlined prioritized work if we have to operate at reduced staffing levels;
 - Implemented cross-training of positions so that we have built-in redundancy if staffing levels are reduced due to illness;
 - Transit will start to be impacted if more than 30% of drivers are unable to work. In this event, administrative staff including dispatchers and supervisors who possess CDLs will fill driver and dispatcher positions for a short duration;
 - At a greater than 30% staffing loss, staff will look at reducing hours of operation or areas of service depending on bus operator availability. Service frequency on routes will be cut first, followed by routes with the lowest ridership that have alternative routes available. Hours of operation may also be reduced by running Saturday service hours.
 - Travel will be restricted when required;
 - Disposable sanitizing wipes and hand sanitizer will be provided in shared use areas and public areas for operators and the general public;
 - Signs have been posted in RiverCities Transit buses encouraging proper hand washing, covering cough, and staying home when ill;
 - Social distancing is being encouraged. Asher raised concern regarding the Operators' proximity to the public. Social distancing is difficult in a transit setting as people are exchanging transfers, paying fares, and lingering near the drivers.
 - Janitorial services are washing the outside of Fixed Route and Paratransit buses less frequently and focusing instead on cleaning and sanitizing bus interiors.
 - The CTA Board determines hours of service and Routes. Asher would like something on paper formally giving staff permission to reduce service based on set criteria.

Chairman Weber commented that if schools close, operators could be available from the school bus driver pool. Weber stated that an Emergency Memorandum of Understanding with the school bus districts could be drafted. Asher replied that this could be discussed.

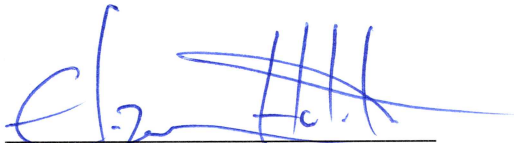
9. MANAGER'S REPORT

Asher reported the following:

- The CTA Board recently signed a contract with Walstead Mertching for legal services. CTA legal counsel representative, Frank Randolph, is retiring from Walstead Mertching and setting up his own practice. Mr. Randolph asked if the CTA would like to retain his services. Mr. Randolph stated that he has the blessing of Walstead Mertching to ask existing clients if they would wish to join his new firm. Rates would remain the same. Asher will bring a contract proposal for review to the next Board meeting.
- The Ribbon-Cutting Ceremony will be held on Monday, March 16 at 3:30 p.m. Congresswoman Jaimie Herrera Beutler will be attending as well as staff from Senator Patty Murray's office. Chairman Weber will be speaking as well. The Longview Chamber of Commerce will be on-site to host the official cutting. After the ribbon-cutting ceremony, the Transit Center will be open for facility tours until 5:00 p.m.

10. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:20 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman