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, May 13, 2020	**4:00 PM**	**Longview Council Chambers 1525 Broadway St, Longview**

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, May 13th, at 4:00 p.m.

All members of the public are encouraged to listen in to the meeting and participate via a moderator. For information about Zoom accessibility, please contact the City Clerk's Office at (360) 442-5041.

Please click the link below to join the webinar:
https://us02web.zoom.us/j/9816641531

Dial any of the following numbers:
1 346 248 7799
1 408 638 0968
1 646 876 9923
1 669 900 6833
1 253 215 8782
1 301 715 8592
1 312 626 6799
Meeting ID: 981 664 1531

1. **CALL TO ORDER**
   Chairman Weber called the meeting to order at 4:05.

2. **ROLL CALL**
   Present: Chair Dennis Weber; Vice-Chair Chet Makinster; Councilmember Mike Wallin; Councilmember Lisa Alexander
   Absent: Councilmember Jeffery McCallister; Councilmember (Non-voting) Anthony Harris

Staff Present: Public Works Director Ken Hash; Transit Manager Amy Asher; Clerk of the Board Elizabeth Halili; Staff Tabitha Hayden

Others Present: Paratransit Manager Elizabeth DeSpain, CWCOG Ken Pearrow

3. **PUBLIC COMMENTS**

None

4. **CONSIDERATION OF MINUTES FOR MARCH 11, 2020 MEETING**

A motion was made by Wallin, seconded by Makinster, to approve the minutes of March 11, 2020. The motion carried with all members voting in favor.

20-000205 March 11, 2020 Minutes

5. **CONSIDERATION OF MINUTES FOR MARCH 24, 2020 EMERGENCY MEETING**

A motion was made by Wallin, seconded by Makinster, to approve the minutes of March 24, 2020, Emergency Meeting. The motion carried with all members voting in favor.

20-000226 March 24, 2020 Emergency Meeting Minutes

6. **CONSENT CALENDAR**

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

20-000206 Invoice - Columbia Security - April $698.00

20-000207 Invoice - Columbia Security - May $698.00

20-000208 Invoice - City of Longview - May $262,763.33

20-000209 Invoice - City of Longview - June $262,763.33

20-000210 Invoice - CWCOG Jan-Mar 2020 (Qtr3) - LKRATS $2,739.56

20-000211 Invoice - Walstead Mertching $800.00

20-000212 2020 February County Treasurer's Report

20-000213 2020 March County Treasurer's Report

20-000214 2020 February Fund Balance Report

20-000215 2020 March Fund Balance Report

7. REPORTS

20-000216 2020 Annual Fixed Route Ridership

20-000217 2020 March Monthly Fixed Route Ridership

20-000218 2020 April Monthly Fixed Route Ridership

20-000219 2020 March LIFT Ridership

20-000220 2020 April LIFT Ridership

20-000221 CTA Ridership Graph

20-000222 PTBA Sales Tax Data 2020 vs 2019

8. COWLITZ TRANSIT AUTHORITY LEGAL SERVICES AGREEMENT

20-000224 SUMMARY STATEMENT:

The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, and legal interpretation of state and federal laws.
The CTA Board entered into a contract for legal services with Walstead Mertsching in November of 2019 to work specifically with Attorney, Frank Randolph. Mr. Randolph has retired from Walstead Mertsching and has set up his own firm. He would like to continue serving the CTA Board at the same $200 hourly rate as was adopted in November.

RECOMMENDED ACTION:

Review the contract for legal services.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Frank Randolph of Randolph Law.

A motion was made by Makinster, seconded by Alexander, to approve the Cowlitz Transit Authority Legal Services Agreement between the Cowlitz Transit Authority and Frank Randolph of Randolph Law. The motion carried with all members voting in favor.

20-000225 CTA-Randolph Legal Services Agreement

9. RCTS'S COVID-19 RESPONSE

Asher reported that operations have settled into a new normal, and the only recent change is limiting passenger loads to 10 persons. Currently, the staff is preparing for what the next stage may look like by meeting with other transit agencies, participating in conference calls with the American Public Transit Association, and the Federal Transit Administration. The Transit Center continues to remain closed until the Governor allows us to open.

RCT administrative staff is working from home. Only the dispatchers, drivers, and manager are reporting daily. Changes made to the driver's schedules allow them to drive the same bus all week. This schedule change helped reduce the amount of PPE, sanitizing supplies, and reduces their public exposure. All operators are still employed as RCT continues to meet our contractual minimum required hours per position.

RCT is still fare-free for several reasons. The transit center remains closed, and the earliest we would be able to open according to the Governor's directive is the middle of June. Another reason is half of our passes are issued through other agencies that are also closed. Our average monthly fares in 2019 were roughly $15,000. This loss in fare revenue will be helped by the FTA Grant we received as part of the CARES package.

There is a continued reduction in ridership of about 57%, with an average of 515 riders per week on Fixed Route. Our Paratransit ridership decreased by 77% but is starting to increase slightly, with an average of 40 passengers per day for the first week of May. Typically we have 180 trips.

The staff has begun searching for new technologies, such as Square, or mobile ticketing, that will allow for less cash handling and fewer in-person transactions to prepare for when we re-open. We have implemented safety measures and have made some purchases to help keep our staff and the public safe.

- Disposable masks are available, and staff has been handing those out to riders if they want them.
- We have purchased both cloth and N95 masks for our operators to use for when they are close to wheelchair passengers they need to secure.
- We have asked a local manufacturer to craft a plexiglass sneeze guard/door to place between our drivers and the farebox.

We clean and sanitize our buses nightly. An electrostatic sprayer will be here in early fall.

10. MANAGER'S REPORT

No additional topics to discuss.

11. ADJOURNMENT

The meeting was adjourned at 04:32 PM.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman