



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, July 8, 2020

4:00 PM

Virtual Zoom Meeting

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, July 8, 2020 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 Clerk of the Board's Office at (360) 442-5664.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87839767424>

Dial any of the following numbers:

1 253 215 8782

1 408 638 0968

1 669 900 6833

1 346 248 7799

1 312 626 6799

1 646 876 9923

1 301 715 8592

Meeting ID: 878 3976 7424

In response to COVID-19 and public health concerns, and in concert with Governor Inslee's emergency proclamation, the meetings of the Cowlitz Transit Authority Board will be viewed as ZOOM virtual online webinars.

1. CALL TO ORDER

Chairman Weber called the meeting to order at 4:02 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Vice Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister; Member (Alternate) Nancy Malone; Member (Alternate) MaryAlice Wallis

Absent: Member Mike Wallin; Member (Alternate) Arne Mortensen; Member (Non-voting) Anthony Harris

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

Others Present: Paratransit Manager Betsy Despain; CWCOC Robert Stevens

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR MAY 13, 2020 MEETING

A motion was made by Makinster, seconded by Alexander to approve the minutes of May 13, 2020. The motion carried with all members voting in favor.

20-000281 May 13, 2020 Minutes

5. CONSIDERATION OF MINUTES FOR JUNE 10, 2020 MEETING

A motion was made by Makinster, seconded by Alexander, to approve the minutes of June 10, 2020. The motion carried with all members voting in favor.

20-000282 June 10, 2020 Minutes

6. CONSENT CALENDAR

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

20-000283 Invoice - City of Longview - August \$262,763.33

20-000286 Invoice - Columbia Security - July \$698.00

20-000287 2020 May County Treasurer's Report

20-000288 2020 May CTA Fund Balance Report

7. REPORTS

20-000284 2020 Annual Fixed Route Ridership

20-000285 2020 June Monthly Fixed Route Ridership - REVISED

20-000289 2020 June Monthly LIFT Ridership

20-000290 2020 June CTA Ridership Graph

20-000291 PTBA Sales Tax Data 2020 vs 2019

8. ESTABLISH PUBLIC HEARING - 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

A motion was made by McAllister, seconded by Makinster to establish a public hearing for the August 12, 2020 CTA Board meeting to receive citizen input on the 2020-2025 Transit Development Plan and 2019 Annual Report. The motion carried with all members voting in favor.

20-000292 SUMMARY STATEMENT - ESTABLISH PUBLIC HEARING - 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 12, 2020 CTA Board meeting to receive citizen input on the 2020-2025 Transit Development Plan and 2019 Annual Report

9. ESTABLISH BUDGET COMMITTEE

On a motion from Alexander, seconded by Makinster, the Cowlitz Transit Authority approved the appointment of not more than two Authority Members to the Budget Committee by the Board Chair and to approve those appointed by the Chair to the 2021 Budget Committee. Jeffrey McAllister and Chet Makinster were officially appointed to the committee by the Board Chair.

20-000293 SUMMARY STATEMENT - ESTABLISH A BUDGET COMMITTEE

RECOMMENDED ACTION:

Appointment of not more than two Authority Members to the Budget Committee by the Board Chair.

THEN:

Motion to approve those appointed by the Chair to the 2021 Budget Committee

10. MANAGER'S REPORT

Asher gave a brief report:

- No service changes have been made;
- Staff plan to re-open the Transit Center lobby for ticket sales and are preparing to start charging fares again in August;
- Plexiglas Barrier doors have been installed on all Fixed Route buses;
- Tabitha Hayden is working with the Finance Department on cashless transaction options and is working with staff to change our pass sales dates so that we don't have as much of a rush at the beginning of the month;
- Fares cover 3.8% of our total operating cost;
- Service has remained at a reduced level. We are looking at ways to add service back while maintaining some level of cushion to allow for sick staff and drivers;
- Charging a fare again may help reduce vehicle loads;
- Staff have submitted the 2019 National Transit Database federal report. This data will be in the 2019 Annual Report at the next CTA Board meeting on August 12, 2020;
- We are finishing a visit from the State Auditor's office. We should have the results next month.

11. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:18 p.m.



Elizabeth Halili, Clerk of the Board



Dennis Weber, Chairman