



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, September 9, 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, September 9, 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/84661587587>

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

Webinar ID: 846 6158 7587

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 4:00 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister; Member Mike Wallin; Member (Alternate) MaryAlice Wallis

Absent: Member (Non-voting) Anthony Harris; Member (Alternate) Arne Mortensen; Member (Alternate) Nancy Malone

Staff Present: Transit Manager Amy Asher; Transit Supervisor Tabitha Hayden; Clerk of the Board Elizabeth Halili

Others Present: Paratransit Manager Betsy Despain

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR AUGUST 12, 2020 MEETING

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

20-000357 August 12, 2020 CTA Board Meeting Minutes

5. CONSENT CALENDAR

Chair Weber noted that the City of Longview invoice was not included in the Consent Calendar.

Asher stated that because the City of Longview has received \$3.5 million in Cares Act grant funding for transit purposes, the City will not bill the CTA for the remainder of 2020 as the grant will reimburse these funds. Asher discussed this with the CTA Budget Committee Members at their meeting on September 2, and the Committee agreed..

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.

20-000358 Invoice - Northwest Enforcement, Inc - August \$698.00

20-000359 Invoice - Northwest Enforcement, Inc - September \$698.00

20-000360 Invoice - Randolph Law Firm - August \$20.00

20-000361 2020 July County Treasurer's Report

20-000362 2020 July CTA Fund Balance Report**6. REPORTS**

Chair Weber noted that sales tax revenue has remained strong.

Asher stated that the combined sales tax revenue for the PTBA area, which includes the cities of Longview and Kelso, is up 4.2% over 2019.

20-000363 2020 Annual Fixed Route Ridership**20-000364 2020 August Monthly Fixed Route Ridership****20-000365 2020 August Monthly LIFT Ridership****20-000366 2020 August CTA Ridership Graph****20-000367 PTBA Sales Tax Data 2020 vs 2019****7. BUDGET MEETING RE-CAP**

Member McAllister gave a brief report on the CTA Budget Committee meeting.

- The CTA Budget Committee met on Wednesday, September 2;
- The Cares Grant is for transit purposes, so the City of Longview will not bill the CTA for the remainder of 2020;
- Sales tax revenue is improving;
- Transit is "on-budget" to make new equipment purchases.

8. BOARD SIGNATURE AUTHORIZATION FORM

Asher reviewed the purpose of Resolution 2017-03 and explained the need to amend Resolution 2017-03 Exhibit A:

- Exhibit A of Resolution 2017-03 must be amended to include the signatures of newly elected or appointed individuals serving in the following positions:
 - RiverCities Transit/City of Longview Transit Manager
 - City of Longview Public Works Director
 - Cowlitz Transit Authority Board Chair
 - Cowlitz Transit Authority Board Vice-Chair.

Asher noted that when the CTA Bylaws are updated, this will need to be included in the Bylaws and reviewed by the CTA Board attorney.

20-000376 SUMMARY STATEMENT Resolution 2017-03 Exhibit A - Amended 2020**RECOMMENDED ACTION:**

None. The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

20-000377 Resolution 2017-03 Authorizing Certain Individuals to Approve and Submit Claims for Payment**20-000378 Resolution 2017-03 Exhibit A - Amended 2020****9. LOWER COLUMBIA CAP LETTER OF SUPPORT**

A motion was made by Alexander, seconded by McAllister, to approve issuing a letter of support for Lower Columbia CAP with a signature from the CTA Board Chair. The motion carried with all members voting in favor.

20-000379 SUMMARY STATEMENT CAP Letter of Support**RECOMMENDED ACTION:**

Motion to approve issuing a letter of support for Lower Columbia CAP with a signature from the CTA Board Chair.

20-000380 Letter of Support for CAP 2021-23 Cons. Grant**10. MANAGER'S REPORT**

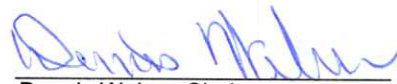
Amy Asher gave a brief report:

- Transit reinstated fares in August and has resumed full service to reduce vehicle loads and encourage riders to spread their trips out.
- Ridership in September is up over Ridership in August. We have had to run more supplemental buses because of increased Ridership.
- Overall, Fixed Route Ridership is down 40% compared to Pre-COVID 19 ridership data.
- Asher has been working with the Washington State Transit Association, the Washington State Department of Transportation, and other Washington Transit Agencies to request a waiver regarding buses' required social distancing. Oregon currently allows 3 feet of distance on buses, and Transit would like to request a similar waiver for our vehicles. It is unlikely that social distancing orders will change for Transit in Washington, which means that we will have to continue to run supplemental buses when loads reach 10-12 passengers. Transit agencies around the state are seeking creative solutions to bus shortage issues caused by social distancing.
- The Transit Center lobby has been re-opened, and passes are now sold five days prior to the first day of the month in an effort to reduce crowding in the lobby.
- We will keep an eye on Ridership and re-evaluate our service hours in the next month or two to see if we need to right-size our service to the conditions when people are most likely to travel. We are noticing that Ridership is low during the first and last hours of the day. Transit Supervisor, Jim Seeks, is tracking this information, and we plan to bring this to the Board next month to discuss a revised service plan.

- Transit Supervisor, Tabitha Hayden, is posting to social media and on our website to keep the public informed of our fare and service changes and encourage spreading trips out.
- We have done an informal check of mask compliance at our Transit Center and determined that 90% of passengers are wearing masks. Transit received a large shipment of 1,000 cloth masks from the FTA. These masks will be made available to the public.
- The CTA is undergoing a State Audit, and Commissioner Weber will be speaking with the Auditor for a Risk Assessment. Asher will keep the Board informed of the audit results.
- Asher requested feedback from the Board as to whether the members still wanted weekly updates on ridership reports and changes related to COVID-19. The Board stated that monthly reports are acceptable instead of weekly reports.

11. **ADJOURNMENT**

With no further business to discuss, Chairman Weber adjourned the meeting at 4:25 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman