



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, October 14, 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, October 14, 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/84179141318>

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: 841 7914 1318

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

Vice-Chairman Makinster called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Vice-Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister; Member (Alternate) Nancy Malone

Absent: Chair Dennis Weber; Member Mike Wallin; Member (Alternate) MaryAlice Wallis; Member (Alternate) Arne Mortensen; Member (Non-Voting) Anthony Harris

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

Others Present: Betsy Despain; Paratransit Manager, Ken Pearrow; CWCOC

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE SEPTEMBER 9, 2020 MEETING

A motion was made by Alexander, seconded by McAllister, to approve the minutes of the September 9, 2020, CTA Board meeting. The motion carried with all members voting in favor.

20-000418 September 9, 2020 CTA Board Meeting Minutes

5. 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.

20-000419 Invoice #20-2708 - Northwest Enforcement, Inc. - October \$698.00

20-000420 Invoice - Randolph Law Firm - September \$200.00

20-000421 2020 August County Treasurer's Report

20-000422 2020 August CTA Fund Balance Report

6. REPORTS

20-000423 2020 Annual Fixed Route Ridership

20-000424 2020 September Monthly Fixed Route Ridership

20-000425 2020 September Monthly LIFT Ridership

20-000426 2020 September CTA Ridership Graph

20-000427 PTBA Sales Tax Data 2020 vs 2019

7. REQUEST TO MOVE NOVEMBER BOARD MEETING TO NOVEMBER 18, 2020

McAllister made a motion, seconded by Alexander, to move the November CTA Board Meeting to November 18, 2020. The motion carried with all members voting in favor.

8. ESTABLISH PUBLIC HEARING FOR 2021 CTA BUDGET

McAllister made a motion, seconded by Alexander, to establish a public hearing to be held at the November 18, 2020, CTA Board Meeting to receive comments on the CTA's 2021 Annual Budget. The motion carried with all members voting in favor.

20-000428 SUMMARY STATEMENT: Establish Public Hearing for 2021 CTA Budget

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 18, 2020 CTA Board Meeting to receive comments on the CTA's 2021 annual budget.

9. LCC RIDERSHIP AGREEMENT

Tabitha Hayden presented the LCC Ridership Agreement to the Board:

- RiverCities Transit Staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Transit Fixed Route service in exchange for a single lump-sum payment based on usage from the prior year;
- The term of this agreement is for one year starting September 1, 2020, continuing through August 30, 2021;
- This agreement will generate \$4,442 in fare revenue.

RiverCities Transit staff are recommending the renewal of this agreement for the 2020-2021 school year.

A motion was made by McAllister, seconded by Alexander, to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College. The motion carried with all members voting in favor.

20-000429 SUMMARY STATEMENT: Ridership Agreement Between the Cowlitz Transit Authority and Lower Columbia College

RECOMMENDED ACTION:

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

20-000430 2020 09 14 LCC Ridership Agreement

10. PUBLIC HEARING - PROPOSED NOVEMBER 2020 SERVICE CHANGES

Amy Asher gave a brief statement regarding the proposed November 2020 service changes:

- In response to COVID-19, RiverCities Transit reduced service levels at the end of March for April, May, June, and July;
- RiverCities Transit returned to full-service levels on August 3, 2020;
- The staff has been analyzing ridership data on an hour by hour basis for each route and day of service. The staff has seen very low ridership or none at all during certain times of the day;
- As stewards of taxpayer dollars, the staff has an obligation to recommend the right-sizing of service to the CTA Board so they can make decisions about service levels.

Jim Seeks gave a brief presentation on the proposed November 2020 service changes:

- Jim Seeks shared a spreadsheet showing the Passengers by Hour for August - September 2020. This spreadsheet showed low to zero ridership on specific early morning and evening routes;
- The combination of the lack of ridership on these trips while running at three-quarters of regular budgeted staffing levels has put pressure on the ability to meet service levels. Staff is recommending the Board trim unproductive trips;
- The staff proposes eliminating ten morning and three evening trips, Monday through Friday, and three morning and two late afternoon trips on Saturday. Staff estimates a cost savings of \$7,085 per week;
- Staff proposes minor timetable adjustments to Route 30 to promote better transfer connections;
- Service Changes would begin November 2, 2020

Vice-Chair Makinster opened the public hearing to hear comments regarding the November 2020 Proposed Fixed Route Service Changes at 4:21 p.m.

- Letter dated October 13, 2020, written by Kyle Grant of Longview, Washington, was read aloud by Member Alexander. See attachment Public Comment A;
- Kelso City Manager gave public comment; Andrew Hamilton of Longview, Washington;
- The Board members discussed the public comments.

Hearing no further public comments, Vice-Chair Makinster closed the public hearing at 4:29 p.m.

A motion was made by McAllister to approve the November 2020 Fixed Route Service Changes to eliminate unproductive trips. The motion was not taken up for lack of a second.

20-000431 SUMMARY STATEMENT: Public Hearing for November 2020 Proposed Fixed Route Service Changes

RECOMMENDED ACTION:

Hold public hearing for proposed November 2020 service changes;

THEN:

Motion to approve the November 2020 Fixed Route Service Change to eliminate unproductive trips.

20-000432 2020 Proposed Fixed Route Service Change

20-000433 Passengers per Trip Aug - Sep 2020

11. CONSOLIDATED TRANSIT GRANT - COUNCIL OF GOVERNMENTS MOBILITY MANAGEMENT MATCH REQUEST

Amy Asher gave a brief statement:

- The CWCOG is applying to the State Department of Transportation Transit Division for a grant to hire a mobility coordinator. This position has been identified in past Human Services Transportation Coordination Plans as an unmet need. This Coordinator position would complement the work done in the community by RiverCities Transit Mobility Supervisor Tabitha Hayden. The CWOG is asking for \$6,000 a year for two years as a match for this grant.

Ken Pearrow gave a brief presentation:

- The CWCOG is requesting assistance in funding a Regional Mobility Management Coordinator. In conjunction with RiverCities Transit, the coordinator will help fill gaps in travel training education, coordination of services, marketing, and other needs expressed by stakeholders and in the Coordinated Public Transportation - Human Services Transportation Plan. This position would be responsible for planning and coordinating resources to improve transportation services' availability and accessibility for persons with disabilities, youth, aging adults, rural populations, and lower-income individuals. This position will coordinate with transportation service providers and human service providers in the five-county RTPPO, including connections to adjacent counties;
- Mobility Management Grants under the Consolidated Grant Program require a 20 percent local match;
- The CWCOG is asking RiverCities Transit to provide \$6,000 per year as a local match during the 2-year grant cycle to help meet the match requirements for the grant;
- If funded, this project would begin in July of 2021 and end in June of 2023.

McAllister made a motion, seconded by Alexander, to approve matching funds not to exceed \$6,000 per year for two years for the Cowlitz-Wahkiakum Council of Government's Mobility Management Coordinator grant and approval of the CTA Board Chair to sign Letter of Support for the project. The motion carried with all members voting in favor.

20-000434 SUMMARY STATEMENT: Request for Matching Funds from the Cowlitz Wahkiakum Council of Governments

RECOMMENDED ACTION:

Motion to approve matching funds not to exceed \$6,000 per year for two years for the Cowlitz- Wahkiakum Council of Government's Mobility Management Coordinator grant and approval of the CTA Board Chair to sign Letter of Support for the project.

20-000435 CWCOG Draft Mobility Mgmt Position Description

20-000436 Mobility Management Memo Regarding Shared Cost - RC

20-000437 LOS and Match for CWCOG 2021-23 Cons. Grant

12. CONSOLIDATED TRANSIT GRANT LETTER OF SUPPORT - WAHKIAKUM ON THE MOVE

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

20-000438 SUMMARY STATEMENT: Request from Wahkiakum on the Move for Letter of Support.

RECOMMENDED ACTION:

Motion to approve issuing a letter of support for Wahkiakum on the Move with a signature from the CTA Board Chair.

20-000439 LOS for WOTM 2021-23 Cons. Grant

13. MANAGER'S REPORT

Amy Asher gave a brief report:

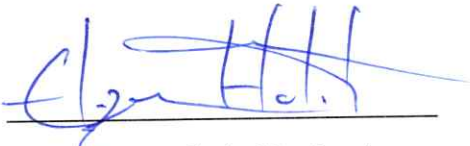
- Transit is in the process of hiring additional operators;
- The CTA is undergoing a State Audit. Amy Asher and Commissioner Weber participated in an Entrance Conference and Risk Assessment and will participate in the final exit interview scheduled for Thursday, October 22nd, at 9:00 a.m.

Betsy Despain gave a brief report on Paratransit Ridership:

- Paratransit ridership numbers were steady in August and September;
- Routes per weekday have steadily been increasing since August;
- Ridership numbers are still down fifty percent compared to pre-COVID numbers.

14. **ADJOURNMENT**

With no further business to discuss, Vice-Chair Makinster adjourned the meeting at 4:48 p.m.



Elizabeth Halili, Clerk of the Board



Dennis Weber, Chairman

