



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, November 18,
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, November 18, 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/82364522643>

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: 823 6452 2643

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 4:01 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Chet Makinster; Member Mike Wallin; Member Lisa Alexander; Member Jeffrey McAllister

Absent: Member (Alternate) Nancy Malone; Member (Alternate) MaryAlice Wallis; Member (Alternate) Arne Mortensen; Member (Non-Voting) Anthony Harris

Staff Present: Amy Asher, Transit Manager; Ken Hash, Public Works Director; Tabitha Hayden, Transit Supervisor; Jim Seeks, Transit Supervisor; 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 OCTOBER 14, 2020 MEETING

A motion was made by McAllister, seconded by Makinster and Alexander, to approve the minutes of the October 14, 2020, CTA Board meeting. The motion carried with all members voting in favor.

20-000454 October 14, 2020 CTA Board Meeting Minutes

20-000455 Public Comment A - Letter From Kyle Grant; Longview, Washington

5. CONSENT CALENDAR

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

20-000451 Invoice - CWCOC - Jul-Sep (Qtr1) - LKRATS \$2,135.31

20-000452 Invoice - Randolph Law Firm - October 1-31, 2020 \$100.00

20-000453 Invoice 203384 - Northwest Enforcement - November, 2020 \$698.00

20-000456 2020 September County Treasurer's Report

20-000457 2020 September CTA Fund Balance Report

6. REPORTS

20-000458 2020 Annual Fixed Route Ridership

20-000459 2020 October Monthly Fixed Route Ridership

20-000460 2020 October Monthly LIFT Ridership

20-000461 2020 October CTA Ridership Graph

20-000462 PTBA Sales Tax Data 2020 vs 2019

20-000486 Fixed Route Passengers per Trip Aug - Oct 2020

7. INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES

A motion was made by Makinster, seconded by McAllister, to approve the 2021-2024 Interlocal Agreement for Public Transportation Services with the City of Longview. The motion passed with all members voting in favor.

20-000491 SUMMARY STATEMENT: Interlocal Agreement with City of Longview for Public Transportation Services 2021-2024

RECOMMENDED ACTION:

Motion to approve the Interlocal Agreement for Public Transportation Services with the City of Longview

20-000492 Interlocal Agreement for Public Transportation Services 2021-2024

8. PUBLIC HEARING FOR 2021 CTA BUDGET

Amy Asher gave a brief presentation regarding the proposed 2021 CTA Budget:

- 2021 estimated revenues include approximately \$4.2M transferred in from reserves, \$4.4M in local sales tax collection, revenues from the LCC Ridership agreement, and interest for a total of \$8.5M;
- 2021 revenue estimates represent a 0% increase in sales tax over the estimated 2020 revenues;
- 2021 total estimated expenditures are approximately \$4M with an additional \$4.5M being transferred to reserves.

Chairman Weber opened the public hearing to hear comments on the 2021 Cowlitz Transit Authority Budget at 4:23 p.m. There were no comments. The hearing was closed at 4:24 p.m.

On a motion from McAllister, seconded by Alexander, The Cowlitz Transit Authority approved Resolution 2020-02 adopting the budget for the Cowlitz Transit Authority for the year 2021 and authorizing appropriations thereunder. The motion passed with all members voting in favor.

20-000487 SUMMARY STATEMENT: 2021 Estimated CTA Budget

RECOMMENDED ACTION:

Hold Public Hearing on the 2021 Cowlitz Transit Authority Budget

THEN:

Motion to adopt Resolution 2020-02

20-000488 Resolution 2020-02 2021 Cowlitz Transit Authority Budget

20-000489 2021 Cowlitz Transit Authority Estimated Budget Narrative

20-000490 CTA - 2021 Budget Presentation

9. MANAGER'S REPORT

Amy Asher gave a brief report:

- Tabitha Hayden recorded new announcements to play on the Fixed Route buses to remind people to practice good hygiene and wear a mask. These announcements are in addition to posters displayed on the buses and in the Transit Center;
- Public mask dispensers have been installed on the buses;
- The staff has hired three new Transit Operators. All are scheduled to start on November 30, 2020, and will be receiving CDL training;
- The CTA Audit Exit Conference took place on October 22, 2020. Chair Weber, Amy Asher, and Board Clerk Elizabeth Halili attended;
- On October 26, 2020, Staff hosted Congresswoman Jaime Herrera Beutler for a facility and bus tour. Congresswoman Herrera Beutler requested this tour through CFM Advocates, the City of Longview's lobbying firm. Due to the COVID-19 pandemic, the event was kept small at the Congresswoman's request. The tour was recorded by KLTV and Asher will present the video at the December 9, 2020, CTA Board meeting.

Betsy Despain gave a brief report on Paratransit Ridership:

- Paratransit ridership numbers were up in October over those in September;
- Ridership has decreased in November as a result of the recent Governor's mandate.

10. **ADJOURNMENT**

With no further business to discuss, Chairman Weber adjourned the meeting at 4:33 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman