



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, December 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, December 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/89959144413>

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: 899 5914 4413

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 4:01 p.m.

2. ROLL CALL

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

Absent: Chair Dennis Weber; 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, 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 NOVEMBER 18, 2020 MEETING

A motion was made by Alexander, seconded by McAllister, to approve the minutes of the November 18, 2020, CTA Board meeting. The motion carried with all members voting in favor.

20-000538 November 18, 2020 CTA Board Meeting Minutes

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.

20-000527 Invoice #20-3849 - Northwest Enforcement, Inc. \$698.00

20-000528 Invoice - Randolph Law Firm - November, 2020 \$80.00

20-000529 Invoice #2795 - City of Longview Finance Interlocal Agreement \$6,180.00

20-000530 2020 October County Treasurer's Report

20-000531 2020 October CTA Fund Balance Report**6. REPORTS****20-000532 2020 Annual Fixed Route Ridership****20-000533 2020 November Monthly Fixed Route Ridership****20-000534 2020 November LIFT Monthly Ridership****20-000535 2020 November CTA Ridership Graph****20-000536 PTBA Sales Tax Data 2020 vs 2019****20-000537 November 2020 Boardings per Hour****20-000539 Fixed Route Ridership per Trip Aug-Nov 2020****7. KLTV VIDEO TOUR OF DOWNTOWN TRANSIT CENTER**

Amy Asher presented the KLTV video tour of the new Downtown Transit Center to the board.

KLTV videotaped the grounds and facility on October 26, 2020. The new building is 4,300 square feet and includes the following improvements:

- Expanded breakroom;
- Additional office space;
- Training room;
- Full visibility of the Pedestrian Plaza from the customer service office.

Improvements outside the facility include:

- Reconfigured drive aisle;
- Improved Pedestrian Plaza;
- Upgraded bus shelters;
- Upgraded lighting;
- Perimeter fencing.

8. **MANAGER'S REPORT**

Amy Asher gave a brief report:

- RiverCities Transit is currently operating at full-service levels;
- Fixed Route ridership is at fifty percent of 2019 ridership levels;
- Staff is gathering information for the FTA Triennial Review. All paperwork for this review is due on December 18, 2020;
- Tabitha Hayden has updated the free Annual Youth Pass application for 2021;
- Staff is working with the County Health Department to plan for the upcoming free COVID-19 testing site. The staff has created a detour around the testing site so that buses can serve it without being impacted by potential traffic delays;
- The Longview City Council will meet Thursday, December 10, 2020, to consider the Interlocal Agreement approved by the Board at the November 18, 2020, CTA Board meeting.

Betsy Despain gave a brief report on Paratransit Ridership:

- Paratransit ridership numbers were down in November compared to October;
- Paratransit is retraining operators in blood borne pathogen safety, defensive driving, and other training requirements.

9. **ADJOURNMENT**

With no further business to discuss, Vice-Chair Makinster adjourned the meeting at 4:21 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman