



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, March 10, 2021

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, February 10, 2021 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/87987161560>

Dial any of the following numbers:

1 253 215 8782

1 669 900 6833

1 346 248 7799

1 408 638 0968

1 646 876 9923

1 301 715 8592

1 312 626 6799

Webinar ID: 879 8716 1560

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; Member Lisa Alexander; Member Jeffrey McAllister; Member (Alternate) MaryAlice Wallis

Absent: Vice-Chair Chet Makinster; Member Mike Wallin; Member (Alternate) Nancy Malone; Member (Alternate) Arne Mortensen; Member (Non-Voting) Anthony Harris

Staff Present: Amy Asher; Transit Manager, Kurt Sacha; City Manager, Tabitha Hayden; Transit Supervisor, Jim Seeks; Transit Supervisor, Elizabeth Halili; Clerk of the Board

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

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE FEBRUARY 10, 2021 MEETING

A motion was made by McAllister, seconded by Alexander, to approve the minutes of the February 10, 2021, CTA Board Meeting. The motion carried with all members voting in favor.

21-000626 February 10, 2021 CTA Board Meeting Minutes - DRAFT

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.

21-000615 Invoice 20-5254 - NW Enforcement - Mar 2021 \$725.00

21-000616 Invoice 2021-35 - CWCOG EDA Grant Match - 2021 \$250.00

21-000617 Invoice 2021-18 - CWCOG Member Dues \$581.00

21-000618 Letter to CTA - 2021 CWCOG Membership Dues and Program Grant Match

21-000619 Invoice 2021-36 - CWCOG Oct-Dec 20 (Q2) - LKRATS \$2,135.31

21-000620 2021 January County Treasurer's Report

21-000627 2021 January CTA Fund Balance Report

6. **REPORTS**

21-000621 2021 Annual Fixed Route Ridership

21-000622 2021 February Monthly Fixed Route Ridership

21-000623 2021 February LIFT Monthly Ridership

21-000624 2021 February CTA Ridership Graph

21-000625 PTBA Sales Tax Data 2021 vs 2020

21-000630 2021 February Average Passengers per Trip

21-000631 2021 February Fixed Route Boardings per Hour

7. PARATRANSIT SERVICE PLAN

Tabitha Hayden gave an overview of the 2021 RCT Paratransit Service Plan:

- The 2021 RiverCities Paratransit Service Plan is a federally required document developed in accordance with the Code of Federal Regulations (CFR) Title 49 CFR Part 37 Subpart F, revised October 1, 2011;
- Each public entity operating a fixed route transportation service which is required to provide complementary paratransit service is required to develop a paratransit plan and hold a public hearing adopting the Plan;
- The most recent plan adoption was in 2015;
- The RiverCities Paratransit Plan is a living document that is certified annually with the FTA as a part of the Certs and assurances;
- RiverCities Transit operates a Fixed Route system and must provide paratransit service to individuals whose functional mobility doesn't allow them to use the Fixed Route service;
- The RiverCities paratransit service area extends 3/4 mile from the Fixed Route service area.

Plan modifications of note include:

- Establishing a Permanent Unconditional Eligibility for those applicants whose mobility is not evolving and the likelihood of new technologies will not change their eligibility;
- Expansion of Visitors Eligibility;
- Establishing a Pick Up Window;
- Defining a Suspension of Service Appeals Process;
- Defining an Inclement Weather Agency Practice.

Member (Alternate) Wallis requested that Hayden share this document with the City of Longview Accessory Advisory Committee, Brian Loos. Hayden stated that she would provide the Accessory Advisory Committee with the 2021 RCT Paratransit Service Plan at their next meeting.

21-000632 2021 ADA Paratransit Service Plan - DRAFT**8. ESTABLISH PUBLIC HEARING FOR 2021 RCT PARATRANSIT SERVICE PLAN**

A motion was made by Wallis, seconded by Alexander to Establish a public hearing to be held at the April 14, 2021, CTA Board Meeting to receive comments on the 2021 RiverCities Transit Paratransit Service Plan. The motion carried with all members voting in favor.

21-000629 SUMMARY STATEMENT:

Establish Public Hearing for Adoption of the 2021 RiverCities Transit ADA Paratransit Service Plan

RECOMMENDED ACTION:

Establish a public hearing to be held at the April 14, 2021 CTA Board Meeting to receive comments on the 2021 RiverCities Transit Paratransit Service Plan.

21-000633 Notice of Public Hearing - 2021 Paratransit Plan

9. 2019 RIVERCITIES TRANSIT AGENCY PROFILE

In response to a request for the cost per passenger mile to run the buses from Member Makinster at the February 10, 2021, CTA Board meeting, Amy Asher gave a brief presentation of the 2019 RiverCities Transit Agency Profile:

- The FTA compiles the RiverCities Transit Agency Profile as a result of the National Transit Database reporting data provided annually by RiverCities Transit;
- The Agency Profile provides a snapshot of RCT financial information to include sources of funds, operating funds, and capital funds. The Profile also gives an overview of RCT operating expenses;
- The Operation Characteristics section of the Profile shows Operating Expenses, Fare Revenues, Annual Passenger miles, Trips, and Hours for Demand Response and Fixed Route buses separated by Mode;
- The Performance Measures section shows Service Efficiency and Service Effectiveness divided by Mode.
- The cost to run Fixed Route buses is just over \$2.00 per passenger mile.
- The cost to run the Paratransit buses is just under \$10.00 per passenger mile.

21-000628 2019 RCT Transit Agency Profile

10. MANAGER'S REPORT

Amy Asher gave a brief report:

- Asher received notice on Monday, March 8, from the CWCOG that the Census Bureau is proposing a change in the criteria for defining urban areas based on the results of the 2020 census.
The proposed change may result in RiverCities Transit's reclassification as a rural transit agency, resulting in significant funding impacts. Asher has requested additional information from the CWCOG and WSDOT regarding any further analysis.
Asher stated that she will submit comments on the proposal and will keep the board informed.
- Transit resumed full service on March 1, 2021. Ridership on March 1, 2021 was the highest since the pandemic began with 799 trips on Fixed Route. Asher stated that she expects ridership to continue to increase this spring;
- Asher will be placing several bus orders this year for Fixed Route and Paratransit and plans to propose changing the RiverCities paint scheme as the current paint scheme is labor-intensive and costly. The board chose the current paint scheme in 2012/2013. Asher intends to make this request solely for new vehicles ordered and not for the entire fleet. Asher will work with the bus manufacturer to develop simpler designs for the board to consider in April or May.

Ken Pearrow of the CWCOG commented on the potential reclassification of RiverCities Transit :

- The CWCOG performed an initial housing analysis of the Longview, Kelso, Rainier urbanized area and determined the area would meet the new minimum 50,000 population requirement as defined by the new housing unit density criteria. RiverCities Transit would continue to be classified as a small urban transit agency.
- In response to Chair Weber's question regarding impacts to the Community Development Block Grant funds (CDBG) due to the potential reclassification, Pearrow stated that the CDBG is based on Metropolitan Statistical information designated by the Office of Management and Budget (OMB). Currently, there is a proposal to change the CDBG population designation from 50,000 to 100,000, and Cowlitz County would no longer meet the metropolitan area criteria. As a result, Cowlitz County would be downsized to a Micropolitan Statistical or rural area, which would affect CDBG funding. Pearrow stated that the CWOG has a map showing the locations that qualify for the new housing density threshold. Pearrow noted that he would forward the map to Asher.

11. **ADJOURNMENT**

With no further business to discuss, Chair Weber adjourned the meeting at 4:36 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman