



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Lisa Alexander, Jeffrey McAllister, Mike Wallin,
Anthony Harris (Nonvoting), Nancy Malone (Alternate)
Arne Mortensen (Alternate), MaryAlice Wallis (Alternate)*

Wednesday, April 14, 2021

4:00 PM

Virtual Zoom Webinar

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, April 14, 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/83742139128>

Dial any of the following numbers:

1 253 215 8782

1 346 248 7799

1 408 638 0968

1 669 900 6833

1 301 715 8592

1 312 626 6799

1 646 876 9923

Webinar ID: 837 4213 9128

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

Chair Weber called the meeting to order at 4:01 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister
Absent: Member Mike Wallin; Member (Non-Voting) Anthony Harris; Member (Alternate) Nancy Malone; Member (Alternate) Arne Mortensen; Member (Alternate) MaryAlice Wallis

Staff Present: Amy Asher; Transit Manager, Ken Hash; City of Longview Public Works Director, Tabitha Hayden; Transit Supervisor, Jim Seek; 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 MARCH 10, 2021 MEETING

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

21-000670 March 10, 2021 CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

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

21-000674 Invoice 2021-05 - City of Longview - May, 2021 \$303,294.16

21-000675 2021 February County Treasurer's Report

21-000676 2021 February CTA Fund Balance Report

6. REPORTS

21-000677 2021 Annual Fixed Route Ridership

21-000678 2021 March Monthly Fixed Route Ridership

21-000679 2021 March LIFT Monthly Ridership

21-000680 2021 March CTA Ridership Graph

21-000681 PTBA Sales Tax Data 2021 vs 2020

21-000690 2021 March Fixed Route Boardings per hour

21-000691 2021 March Average Passengers per Trip

7. 2021 RCT ADA PARATRANSIT SERVICE PLAN - PRESENTATION

Tabitha Hayden gave a PowerPoint presentation of the 2021 RCT ADA Paratransit Service Plan to the Board:

- The 2021 RCT ADA Paratransit Service Plan is a living document detailing RiverCities LIFT's operational practices. This FTA required document outlines the delivery of paratransit service. Staff annually certify to the FTA and the state that this plan is adopted and followed;
- The most recent plan adoption was in 2015;

Plan modifications to the proposed 2021 RCT ADA Paratransit Service Plan include:

- Adding a fourth eligibility classification:
 - Permanent Unconditional Eligibility may be granted to applicants who are determined unable to independently use the Fixed Route buses, including those whose mobility is not evolving and the likelihood of new technologies is not going to change their eligibility;
- Expansion of Visitors Eligibility:
 - If a visitor's disability is apparent, no documentation of disability will be required to utilize LIFT Services;
- Reservation Process:
 - Includes the information necessary for scheduling requests left on voicemail;
- Establishing a Pick Up Window:
 - A pickup window is a reasonable window around the negotiated pickup time that the LIFT vehicle will arrive to transport the passenger;

- Defining an Inclement Weather Agency Practice:
 - RiverCities LIFT service will mirror RiverCities Fixed Route service during inclement weather;
- Reasonable Accommodation:
 - Added Reasonable Accommodation definition and recognized the RCT Reasonable Accommodation Policy Document;
- Defining Operator Assistance:
 - Operators must remain within sight of the LIFT Vehicle;
 - Operators may assist passengers with boarding;
- Service Suspension Appeal:
 - Added a second appeals process for appealing suspension of service.

The staff invited public comment on the 2021 RCT ADA Paratransit Service Plan by placing signs in all LIFT and Fixed Route Buses, through Facebook posts, on the RiverCities Transit website, emails to social agencies, group homes, and committees, and by advertising in the Daily News and City Info Weekly;

- Implementation of the plan will include printing a new LIFT Rider's Guide and educating passengers and staff;
- RiverCities Transit requests that the Board adopt the 2021 RCT ADA Paratransit Service Plan.

21-000683 2021 RCT ADA Paratransit Service Plan Presentation

8. PUBLIC HEARING: 2021 RCT ADA PARATRANSIT SERVICE PLAN

Chair Weber opened the public hearing to hear comments on the 2021 RCT ADA Paratransit Service Plan at 4:17 p.m.

Public Comments:

- Ken Pearrow of the CWCOG thanked Tabitha Hayden and RiverCities Transit for putting together a good plan and continuing to provide needed service to the community. This helps the CWCOG meet its Human Services Transportation Plan goals and objectives.

With no further comments from the public, the hearing was closed at 4:19 p.m.

On a motion from McAllister, seconded by Makinster, the Cowlitz Transit Authority approved Resolution 2021-01 adopting the 2021 RCT ADA Paratransit Service Plan. The motion carried with all members voting in favor.

21-000684 SUMMARY STATEMENT: Resolution 21-01 Approve 2021 ADA Paratransit Service Plan

**RECOMMENDED ACTION:
Motion to Approve Resolution 2021-01**

21-000685 Resolution No 2021-01 Approval 2021 ADA Paratransit Service Plan

21-000686 2021 ADA Paratransit Service Plan - Final Draft

21-000692 2021 ADA Paratransit Service Plan - Markup**9. PROPOSED SERVICE CHANGES**

Jim Seeks and Tabitha Hayden gave a PowerPoint presentation on proposed Fixed Route service changes:

- The staff proposes re-establishing limited service on former Route 56, re-designated as Route 46;
- If approved, this proposed change is expected to start in July 2021;
- Transit Operator staffing shortages have prevented the reinstatement of Route 56;
- The staff conducted a customer survey to assess current demand from March 19 - March 29, 2021. This survey was advertised on RCT buses and bus shelters, social media, the City of Longview Info Weekly, Kelso Longview Chamber of Commerce, and the Peach Jar. The survey focused on Kelso to Kelso, Kelso to Longview, and Longview to Kelso commutes;
- Seeks presented three Route 46 Alternatives based upon the results of the customer survey:
 - Alternative A: North Kelso to Walmart (via Barnes, Hilltop Market, Faith Center Food Bank, Three Rivers/Safeway, WinCo, LCC, Transit Center, Kaiser Clinic);
 - Alternative B: South Kelso to Walmart (via Three Rivers Mall/Safeway, Foster Farms, Amtrak, WinCo, LCC, Transit Center, Catlin/Main);
 - Alternative C: North and South Kelso to Transit Center (via Barnes, Hilltop Market, Faith Center Food Bank, Three Rivers Safeway, Foster Farms, Amtrak, WinCo, LCC, Kaiser Clinic);
- Staff will hold a public comment period from April 15 - May 11, 2021, to gather citizen feedback on the proposed route changes;
- Staff requests that the CTA Board hold a public hearing regarding the proposed changes during the next meeting on May 12, 2021.

21-000687 Service Change Proposal Apr 2021**10. ESTABLISH PUBLIC HEARING FOR PROPOSED SERVICE CHANGES**

A motion was made by McAllister, seconded by Alexander, to establish a public hearing to be held at the May 12, 2021, CTA Board meeting to receive comments on proposed service changes. The motion carried with all members voting in favor.

21-000688 SUMMARY STATEMENT:

Establish Public Hearing for Proposed Service Changes

RECOMMENDED ACTION:

Establish a public hearing to be held at the May 12, 2021 CTA Board Meeting to receive comments on proposed service changes

11. MANAGER'S REPORT

Amy Asher gave a brief report:

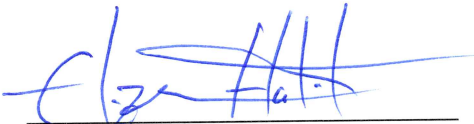
- Congress passed the American Rescue Plan Act of 2021 on March 11, 2021. RiverCities Transit will receive an allocation of \$2.1M as part of that plan for continued operations and capital projects as needed;
- WSTA asked Asher to serve as a panel member to testify before the Washington State House Transportation Committee to support the state's continued funding of transit's required ADA Paratransit program (House Bill 1564). Asher stated that if staff can get more state support for that program or maintain current funding; this will provide more flexibility by freeing up local funds;
- The Lexington Connector pilot project is still on the list for funding. Asher will keep the Board informed;
- Staff celebrated Transit Driver appreciation day on March 18, 2021. Asher thanked Tabitha Hayden for providing the drivers with goodie bags, etc., to enjoy as a token of the staff's appreciation for all of their hard work;
- The 2020 NTD report is due to the FTA at the end of April 2021;
- The Federal Triennial Review will be complete in June 2021;
- Staff will meet with WSTIP (Washington State Transit Insurance Pool) this week to review best practices;
- Jim Seeks has been meeting with Transit Drivers for refresher training.

Betsy Despain gave a brief report:

- March 2021 Paratransit ridership was up over February 2021 by 540 riders.

12. ADJOURNMENT

With no further business to discuss, Chair Weber adjourned the meeting at 4:41 p.m.



Elizabeth Halili, Clerk of the Board



Dennis Weber, Chairman