



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, August 11, 2021

4:00 PM

Hybrid/Zoom – 2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on Wednesday, August 11, 2021 at 4:00 p.m. at the Council Chamber, City Hall, 1525 Broadway St, Longview. The meeting is also available by Zoom.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/87593453709>

Telephone options (you may need to try more than one number if you receive a busy signal):

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: 875 9345 3709

For information about Zoom accessibility, please contact the Board Clerk's Office at (360) 442-5664. The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at (360) 442-5004 48 hours in advance, if you require special accommodations to attend the meeting.

Agendas can be found the Friday before the meeting at www.mylongview.com under "Agendas & Minutes".

Next meeting

Wednesday, September 8, 2021

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Chair Weber called the meeting to order at 4:00 p.m.

2. ROLL CALL

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

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

Staff Present: James Seeks, Interim Transit Manager; Tabitha Hayden, Transit Supervisor; Elizabeth Halili, Clerk of the Board

Others Present: Betsy Despain, Paratransit Manager

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE JULY 14, 2021 MEETING

A motion was made by Makinster, seconded by McAllister, to approve the minutes of the July 14, 2021, CTA Board meeting. The motion carried with all members voting in favor.

21-000882 July 14, 2021, CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

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

21-000896 Invoice 2021-09 - City of Longview \$303,294.16

21-000897 Invoice 2021-104 - CWCOC LKRATS Q4 \$2,135.32

21-000898 2021 June County Treasurer's Report

21-000899 2021 June CTA Fund Balance Report

6. REPORTS

21-000900 2021 Annual Fixed Route Ridership

21-000901 2021 July Monthly Fixed Route Ridership

21-000902 2021 July Fixed Route Boardings per Hour

21-000903 2021 July Average Passengers per Trip

21-000904 2021 July Monthly LIFT Ridership

21-000905 2021 July CTA Ridership Graph**21-000906 PTBA Sales Tax Data 2021 vs 2020****7. PUBLIC HEARING: 2021-2026 TRANSIT DEVELOPMENT PLAN AND 2020 ANNUAL REPORT**

Tabitha Hayden gave a brief statement regarding the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report:

- The Washington State Department of Transportation (WSDOT) is required to develop an annual report that summarizes the status of public transportation systems in the state for the previous calendar year. RiverCities Transit is required to submit this annual report to assist in the development of that statewide plan.
- The Draft Plan was offered for public comment beginning July 31, 2021. The staff received no comments during the public comment period.
- The RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report was reformatted to include the following as required by WSDOT:
 - Plan adoption, public hearing, and distribution;
 - State and agency goals, objectives, and action strategies;
 - Local performance measures;
 - Planned capital expenses;
 - Planned operating changes;
 - Multiyear financial plan;
 - Projects of regional significance.
- The 2021-2026 Transit Development Plan and 2020 Annual Report was drafted by Tabitha Hayden with the guidance of Amy Asher and James Seeks.
- The staff made few changes to the document as most of the 2020-2025 Transit Development Plan items were rolled into the 2021-2026 Transit Development Plan.

Chair Weber opened the public hearing at 4:08 p.m. to hear comments regarding the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report. There were no comments. The hearing was closed at 4:09 p.m.

McAllister made a motion, seconded by Wallin, to approve the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report. The motion carried with all members voting in favor.

Member Wallin congratulated the staff on a job well done and encouraged the public to participate next year.

Chair Weber noted the Lexington Pilot Project, funded by the State of Washington, will begin in 2022. Because Lexington is outside of transit boundaries, the boundaries will need to be extended for the route to continue past the project stage. Currently, the only public transit service to Lexington is provided by CAP.

21-000908 2021-2026 Transit Development Plan and 2020 Annual Report - DRAFT - *Presented by Tabitha Hayden***21-000907 SUMMARY STATEMENT - PUBLIC HEARING: 2021-2026 RIVERCITIES TRANSIT DEVELOPMENT PLAN AND 2020 ANNUAL REPORT**

RECOMMENDED ACTION:
Hold Public Hearing

THEN
Motion to approve the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report

8. TRANSIT DRIVER HIRING UPDATE - Presented by James Seeks

James Seeks gave a brief update:

- Two new Operators have completed training. There are 22 Operators on the roster;
- Three Operators are out on long-term leave;
- One new Operator started training this week. Expected completion of training in mid-September;
- Seeks is reviewing additional applications and is currently awaiting a response from HR to set up the next step in the hiring process.

9. MANAGER'S REPORT - Presented by James Seeks

James Seeks gave a brief report:

- The Transportation Security Administration mandate regarding masks on transportation systems remains in effect until September 13, 2021. It is unclear whether this mandate will be extended past this date;
- Staff will begin shifting the advertising focus from hiring to informing the public about Route 46, which will go into service on Monday, September 13, 2021;
- Route 46 will provide weekday service between North and Central Kelso to LCC, 7th Avenue Walmart, and the Transit Center, from 11:50 a.m. to 4:45 p.m.;
- Seeks expressed gratitude to Elizabeth Halili and Tabitha Hayden for helping him during his transition as Interim Transit Manager.

Betsy Despain gave a brief report:

- In July, Paratransit ridership increased by 200 riders over June's numbers;
- Paratransit Services hired an additional driver in July.

10. MISCELLANEOUS

Chair Weber proposed two items to the Board:

1. Weber stated that he would like transit to set a goal to double the number of bus shelters to improve service and increase ridership.

Members Makinster and Wallin stated that they were in favor of this goal. Member Wallin noted that he would like staff to survey the public to determine where current riders would like new shelters.

James Seeks replied that the staff programs improvements annually. A rough cost estimate of twenty complete shelters (shelter, solar lights, benches, trash cans) would cost \$1,000.00 per shelter. This estimate does not include installation, which would likely be put out for bid. Although transit cannot utilize ARPA funds for capital projects, it is anticipated that sales tax funds would be available.

The Board directed the staff to bring a recommendation to the November or December Board Meeting. In addition, the Board directed the staff to gather public comments on shelter locations.

2. Weber stated that he would like the Paratransit Service Area Boundary expanded from 3/4 mile of all fixed to one mile.

Betsy Despain stated that she would defer to RiverCities Transit for guidance.

Jim Seeks replied that the staff could request the City of Longview's GIS Mapping Dept. to map a potential ADA Service boundary expansion. According to federal law, Seeks noted that transit must prioritize ADA LIFT clients within the 3/4 mile boundary over clients living outside the 3/4 mile boundary. In addition, the staff would need to look at vehicle capacity, staffing levels, and future funding.

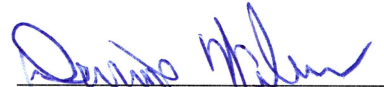
Betsy Despain noted that ridership had fallen dramatically since the beginning of the pandemic. As a result, service costs have decreased. When ridership returns to pre-pandemic levels, these costs will rise.

Seeks stated that the staff would look into Weber's request.

Weber replied that he would like a recommendation from the staff for an expanded ADA Service Area boundary without incurring additional expenses.

11. **ADJOURNMENT**

With no further business to discuss, Chair Weber adjourned the meeting at 4:28 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman