



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, July 14, 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, July 14, 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/84908164905>

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: 849 0816 4905

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, August 11, 2021

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Vice-Chair Makinster called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Vice-Chair Chet Makinster, Member Lisa Alexander, Member Jeffrey McAllister, Member (Alternate) MaryAlice Wallis (arrived at Agenda Item #10)

Absent: Chair Dennis Weber, Member Mike Wallin, Member (Non-Voting) Anthony Harris, Member (Alternate) Nancy Malone, Member (Alternate) Arne Mortensen

Staff Present: James Seek; Interim Transit Manager, Ken Hash; City of Longview 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 JUNE 9, 2021 MEETING

A motion was made by Alexander, seconded by McAllister, to approve the minutes of the June 9, 2021, CTA Board meeting. The motion carried with all members voting in favor.

21-000832 June 9, 2021 CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

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

21-000833 Invoice 2021-08 - City of Longview - August 2021 \$303294.16

21-000834 2021 May County Treasurer's Report

21-000835 2021 May CTA Fund Balance Report

6. REPORTS

21-000836 2021 Annual Fixed Route Ridership

21-000837 2021 June Monthly Fixed Route Ridership

21-000838 2021 June Fixed Route Boardings per Hour

21-000839 2021 June Average Passengers per Trip

21-000840 2021 June Monthly LIFT Ridership

21-000841 2021 June CTA Ridership Graph

21-000842 PTBA Sales Tax Data 2021 vs 2020**7. ESTABLISH PUBLIC HEARING FOR 2021-2026 TRANSIT DEVELOPMENT PLAN AND 2020 ANNUAL REPORT**

Tabitha Hayden gave a brief report:

- The 2021-2026 Transit Development Plan and 2020 Annual Report are requirements to comply with the State RCW;
- Staff requests that the Board establish a public hearing to hear comments on the report;
- The report will be published on the RCT website and emailed to the Board on or before July 30, 2021.

McAllister made a motion, seconded by Alexander, to establish a public hearing for the August 11, 2021, CTA Board meeting to receive citizen input on the 2021-2026 Transit Development Plan and 2020 Annual Report. The motion carried with all members voting in favor.

21-000846 SUMMARY STATEMENT:

Establish Public Hearing for 2021-2026 Transit Development Plan and 2020 Annual Report

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 11, 2021 CTA Board meeting to receive citizen input on the 2021-2026 Transit Development Plan and 2020 Annual Report.

21-000847 Notice of Public Hearing - 2021-2026 Transit Development Plan and 2020 Annual Report**8. BOARD SIGNATURE AUTHORIZATION FORM**

Seeks reviewed the purpose of Resolution 2017-03 and explained the need to amend Resolution 2017-03 Exhibit A:

- Exhibit A of Resolution 2017-03 must be amended to include the signatures of newly elected or appointed individuals serving in the following positions:
 - RiverCities Transit/City of Longview Transit Manager
 - City of Longview Public Works Director
 - Cowlitz Transit Authority Board Chair
 - Cowlitz Transit Authority Board Vice-Chair.

As James Seeks is now the Interim Transit Manager, and Amy Asher has resigned and accepted a new position at Mason Transit, Seeks requests an amendment to update the Transit Manager's signature on Exhibit A of Resolution 2017-03.

21-000843 SUMMARY STATEMENT Resolution 2017-03 Exhibit A - Amended 2021**RECOMMENDED ACTION:**

None. The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

21-000844 Resolution 2017-03 Authorizing certain Individuals to Approve and Submit Claims for Payment**21-000845 Resolution 2017-03 Exhibit A - Amended 2021**

9. TRANSIT DRIVER HIRING UPDATE

Seeks gave a brief update:

- Twenty Transit Operators are currently on the roster;
- One Operator is out on long-term leave with two more starting before the end of July;
- Two new hires are in CDL training with an expected completion of route training at the end of July;
- Two to four candidates are in the hiring pipeline.

Seeks plans to place route 46 in service as soon as possible.

10. MANAGER'S REPORT

Seeks gave a brief report:

- Capacity restraints have been lifted on board the buses, and head signs are being modified to reflect this. The head signs will only note the mask requirement;
- The Transportation Security Administration mandate regarding masks on transportation systems remains in effect until September 13, 2021;
- Currently, all transit advertising is hiring focused;
- Transit received grant funding to purchase additional cutaway minibusses and transit coaches. Seeks plans to begin the procurement process;

Seeks noted that, as he completes his 44th year in public and community-based transportation, he appreciates the confidence the City has placed in him to lead RiverCities Transit during the interim.

Betsy Despain gave a brief report:

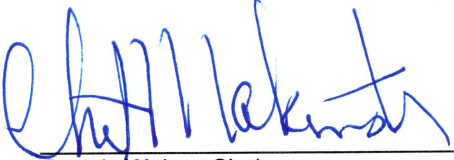
- Paratransit is seeing an increase in ridership.

Vice-Chair Makinster congratulated James Seeks on his appointment to Interim Transit Manager

Ken Hash; Longview Public Works Director, stated that he was very glad James Seeks accepted the offer of Interim Transit Manager.

11. ADJOURNMENT

With no further business to discuss, Vice-Chair Makinster adjourned the meeting at 4:13 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman