



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, September 8, 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 September 8, 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/81100465060>

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

1 669 900 6833

1 346 248 7799

1 408 638 0968

1 646 876 9923

1 301 715 8592

1 312 626 6799

Webinar ID: 811 0046 5060

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, October 13, 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 Mike Wallin; Member (Non-Voting) Anthony Harris

Absent: Chair Dennis Weber; Member (Alternate) Nancy Malone; Member (Alternate) Arne Mortensen; Member (Alternate) MaryAlice Wallis

Staff Present: James Seekes, Interim Transit Manager; 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 AUGUST 11, 2021 MEETING

A motion was made by McAllister, seconded by Wallin, to approve the minutes of the August 11, 2021, CTA Board meeting. The motion was passed by the Board.

21-000936 August 11, 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.

21-000937 Invoice 2021-10 - City of Longview \$303,294.16

21-000938 2021 July County Treasurer's Report

21-000939 2021 July CTA Fund Balance Report

6. REPORTS

21-000940 2021 Annual Fixed Route Ridership

21-000941 2021 August Monthly Fixed Route Ridership

21-000942 2021 August Fixed Route Boardings per Hour

21-000943 2021 August Average Passengers per Trip

21-000944 2021 August Monthly LIFT Ridership

21-000945 2021 August CTA Ridership Graph

21-000946 PTBA Sales Tax Data 2021 vs 2020**7. 2021 - 2022 LCC RIDERSHIP AGREEMENT - Presented by Tabitha Hayden**

Tabitha Hayden presented the 2021-2022 LCC Ridership Agreement to the Board:

- RiverCities Transit Staff has collaborated with the administration of Lower Columbia College to renew the annual agreement established in 2013 between the Cowlitz Transit Authority and Lower Columbia College. This agreement allows Lower Columbia College students, staff, and faculty access to RiverCities Transit Fixed Route service in exchange for a single lump-sum payment based on usage from the prior year;
- The term of this agreement is for one year starting September 1, 2021, continuing through August 30, 2022;
- This agreement will generate \$698 in fare revenue.

RiverCities Transit staff are recommending the renewal of this agreement for the 2021-2022 school year.

A motion was made by McAllister, seconded by Alexander, to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College. The motion carried with all members voting in favor.

21-000947 SUMMARY STATEMENT: 2021-22 Lower Columbia College Ridership Agreement**RECOMMENDED ACTION:**

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

21-000948 2021-22 RCT LCC Ridership Agreement**8. ROUTE 46 UPDATE | FARE FREE SEPTEMBER 13-18 - Presented by James Seeks**

James Seeks gave a brief update:

- Route 46 will begin service on Monday, September 13, 2021;
- Based on ridership demand, the staff adjusted Route 45B's schedule to start and end one hour earlier and made minor timetable adjustments to other routes;
- As part of the introduction of Route 46, RiverCities Transit will be fare-free during the week of September 13-18, 2021.

9. DRIVER HIRING UPDATE - Presented by James Seeks

James Seeks gave a brief update:

- 22 Operators are currently on the roster. Three Operators are out on long-term leave; one will return next week;
- The CDL school extended the training of a new Operator one week due to a lack of trainers. Seeks noted that he has had difficulty arranging timely CDL training and has had to look two or three months out for space availability, which affects the ability to retain candidates. Seeks stated that he is reviewing the process and training required for having a CDL Trainer on staff, which will require City approval;
- The staff will interview three Operator candidates the week of September 13, 2021.

10. MANAGER'S REPORT

James Seeks gave a brief report:

- The Transportation Security Administration mandate regarding masks on transportation systems has been extended through January 18, 2022;
- Seeks stated that he is collaborating with the City of Longview's Geographical Information Systems Coordinator to create the maps that would determine potential one-quarter mile and three-quarter mile extensions of the current ADA boundary;
- Seeks has been working to procure a mini-bus off the Washington State contract and start the Lexington

service by January 3, 2022. Seeks stated that due to the automotive industry's micro-chip shortage, he anticipates delivery of the vehicle in late November or early December. Unfortunately, such a late delivery may not provide enough time to prepare the vehicle for service at the beginning of January.

Betsy Despain gave a brief report:

- Paratransit ridership was up in August 2021 by 33% over that in August 2020. However, compared to July 2021, August 2021 ridership has decreased.

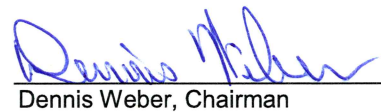
21-000949 3-Quarter Mile Outside Service Area

11. MISCELLANEOUS

Member Alexander informed the staff that the Highlander parade would occur on Saturday, September 11, 2021.

12. ADJOURNMENT

With no further business to discuss, Vice-Chair Makinster adjourned the meeting at 4:16 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman