



Minutes

Cowlitz Transit Authority
Agenda
RiverCities Transit

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, November 10, 2021

4:00 PM

Zoom/Hybrid Longview
City Hall Council Chambers

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on Wednesday, November 10, 2021, at 4:00 p.m. at the Council Chamber, City Hall, 1525 Broadway St, Longview. The meeting is also available via Zoom.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82364522643>

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

1 699 900 6833

1 301 715 8592

1 312 626 6799

1 646 876 9923

Webinar ID: 823 6452 2643

For information about Zoom accessibility, please contact the Board Clerk at (360) 442-5664. Longview 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 at least 48 hours in advance if you require special accommodations to attend the meeting.

Next Meeting

Wednesday, December 8, 2021

4:00 p.m. - Regular Board Meeting

1. CALL TO ORDER

Vice-Chair Makinster called the meeting to order at 4:06 p.m.

2. ROLL CALL

Present: Vice-Chair Chet Makinster; Member Lisa Alexander, Member Jeffrey McAllister; Member (Alternate) MaryAlice Wallis

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

Staff Present: Public Works Director Ken Hash; Transit Manager Jim Seek; Transit Supervisor Tabitha Hayden; Maureen Wingler

Others Present: Paratransit Services General Manager Elizabeth DeSpain; Paratransit Services Morrie Christensen

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE OCTOBER 13, 2021 MEETING

A motion was made by Wallis, seconded by McAllister, to approve the minutes of the October 13, 2021, CTA Board meeting. The motion carried with all members voting in favor.

21-0001047 October 13, 2021, CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

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

21-0001050 Invoice 2021-12 - City of Longview \$303,294.24

21-0001051 2021 September County Treasurer's Report

21-0001052 2021 September CTA Fund Balance Report

6. REPORTS

21-0001053 2021 Annual Fixed Route Ridership

21-0001054 2021 October Monthly Fixed Route Ridership

21-0001055 2021 October Fixed Route Ridership by Hour

21-0001056 2021 October Average Passengers per Trip

21-0001057 2021 October Monthly LIFT Ridership**21-0001058 2021 October CTA Ridership Graph****21-0001059 PTBA Sales Tax Data 2021 vs 2020****7. PUBLIC HEARING: 2022 COWLITZ TRANSIT AUTHORITY BUDGET**

Transit Manager Seeks presented the 2022 Cowlitz Transit Authority Budget. The highlights included the following:

- 2022 Revenue estimates represent a 0% increase in sales tax over the 2021 revenues.
- 5307 Funds are programmed to cover some of the 2022 operating costs.
- Capital Expenditures include the purchase of
 - Cutaway Vehicles
 - Replacement Supervisor Vehicles
 - Replacement Transit Coaches
 - Bus Stop Development

Vice-Chair Makinster opened the public hearing at 4:18 p.m. to hear comments on the 2022 Cowlitz Transit Authority Budget. There were no comments. The hearing was closed at 4:19 p.m.

A motion was made by McAllister, seconded by Wallis, to approve the 2022 Cowlitz Transit Authority Budget. The motion carried with all members voting in favor.

21-0001060 2022 Cowlitz Transit Authority Budget Presentation ~ Presented by James Seeks**21-0001066 SUMMARY STATEMENT - PUBLIC HEARING: 2022 Cowlitz Transit Authority Budget****RECOMMENDED ACTION:**

Hold public hearing to hear comments on the 2022 Cowlitz Transit Authority Budget;

THEN

Motion to adopt Resolution 2021-02

21-0001065 Resolution 21-02 Cowlitz Transit Authority 2022 Budget**8. DRIVER HIRING UPDATE ~ Presented by James Seeks**

Transit Manager Seeks reported there are currently 23 operators on the roster and one trainee who may complete training by the end of the month. The Clerk of the Board and one operator are on long-term medical leave. Five candidates are scheduled to be interviewed next week for four open transit operator positions. The Transit Supervisor position will be posted soon.

9. MANAGER'S REPORT ~ Presented by James Seeks

Transit Manager Seeks reported on recent events.

Transit Manager Seeks and Board Member Alexander awarded Paratransit Services Manager Elizabeth DeSpain a plaque in honor of her many years of excellent service to our communities. DeSpain thanked her staff and partners at the City of Longview for being wonderful to work alongside. DeSpain also introduced Morrie Christensen. Paratransit Services named Christensen the new General Manager, and he will assume the role on December 1st.

10. MISCELLANEOUS**11. ADJOURNMENT**

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



Tabitha Hayden, Pro Tem Clerk of the Board



Chet Makinster, Vice-Chairman