



Minutes

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, October 13, 2021

4:00 PM

HYBRID/ZOOM – 2nd Floor, City Hall

1. **CALL TO ORDER**

Acting Chair Alexander called the meeting to order at 4:04 p.m.

2. **ROLL CALL**

Present: Member Lisa Alexander; Member Jeffrey McAllister; Member (Alternate) MaryAlice Wallis

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

Staff Present: James Seek, 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 SEPTEMBER 8, 2021 MEETING**

A motion was made by Wallis, seconded by McAllister, to approve the minutes of the September 8, 2021, CTA Board meeting. The motion carried with all members voting in favor.

21-000988 September 8, 2021, CTA Board Meeting Minutes - DRAFT

5. **CONSENT CALENDAR**

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

21-000989 Invoice 2021-11 - City of Longview \$303,294.16

21-000990 Invoice September 2021 - Randolph Law Firm \$100.00

21-0001006 Invoice 2021-118 - CWCOC Jul-Dec 21 Mobility Management Match \$3,000.00

21-000991 2021 August County Treasurer's Report

21-000992 2021 August CTA Fund Balance Report

6. **REPORTS**

21-000994 2021 Annual Fixed Route Ridership

21-000993 2021 September Monthly Fixed Route Ridership

21-000995 2021 September Fixed Route Ridership by Hour

21-000996 2021 September Average Passengers per Trip

21-000997 2021 September Monthly LIFT Ridership

21-000998 2021 September CTA Ridership Graph

21- Average Daily Fixed Route Ridership - RCT - AMENDED
0001009

21- Average Weekday Boarding -- Statewide -- % of Pre-COVID - AMENDED
0001010

21- Average Weekday Boarding -- Statewide -- Ridership - AMENDED
0001011

21-000999 PTBA Sales Tax Data 2021 vs 2020

7. **ESTABLISH PUBLIC HEARING FOR 2022 CTA BUDGET - Presented by James Seeks**

A motion was made by McAllister, seconded by Wallis, to establish a public hearing to be held at the November 10, 2021, CTA Board meeting to receive comments on the 2022 annual budget. The motion carried with all members voting in favor.

21- **SUMMARY STATEMENT:**
0001001 The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:
Motion to establish a public hearing to be held at the November 10, 2021, CTA Board Meeting to receive comments on the 2022 annual budget.

21- Notice of Public Hearing - CTA Budget 2022
0001002

8. STUDY TO EXPAND ADA SERVICE AREA - Presented by James Seeks

James Seeks presented two maps, one showing a quarter mile past the current three-quarter-mile ADA boundary. The second map depicts extending the area by three-quarters of a mile for a total mile and a half. Staff continues to study the potential cost and benefit of expanding the ADA Service Area.

21- SUMMARY STATEMENT:
0001003 Study to Expand ADA Service Area

RECOMMENDED ACTION:
No action at this time; information only.

21- 1-Quarter Mile Outside Service Area
0001004

21- 3-Quarter Mile Outside Service Area
0001005

9. DRIVER HIRING UPDATE - Presented by James Seeks

James Seeks gave a brief report:

- Transit continues to have 22 operators on the roster.
- All operators on leave have returned, with one going out on leave later this month.
- One trainee is ready for CDL testing, and one trainee is starting CDL school.
- Five applicants are awaiting testing. Staff reached out to LCC, and they are interested in proctoring the transit operator test. Human Resource staff are working through the details with LCC.

10. MANAGER'S REPORT - Presented by James Seeks

James Seeks gave a brief report:

- Route 46 began service on Monday, September 13. It saw 27 riders on the first day and topped that with 29 rides on October 1. Route 46 averages 20 rides per day.
- A request has been sent to Human Resources to post the Transit Operations Supervisor position.
- Two hot topics at the Virtual State Transportation Conference were micro-transit and zero-emissions vehicle technology.
- The 2021 WSDOT Wall of Fame honorees were announced today: Amy Asher and George Gorman. Staff will share the video with the board once it is made available.
- I plan to contact each of you over the next few months to hear your feedback on how we are doing.

Elizabeth DeSpain gave a brief report:

- LIFT has seen a decrease in ridership in September, though it is ticking up in October.
- Staff is actively recruiting for LIFT operators, hoping to fill at least three positions.

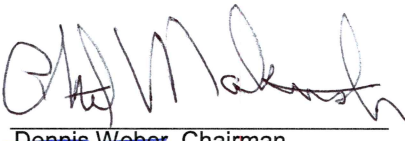
11. MISCELLANEOUS

Member Alexander shared that there will be a drive-thru Halloween at Tam O'Shanter Park on Sunday, October 31, 2021, from 5 pm - 8 pm.

12. ADJOURNMENT

With no further business to discuss, Acting Chair Alexander adjourned the meeting at 4:29 p.m.


~~Elizabeth Halili, Clerk of the Board~~
Tabitha Hayden


~~Dennis Weber, Chairman~~
Chet Makinster