



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice Chair), Lisa Alexander,
Kim LeFebvre, City of Longview Primary Position 2 (Vacant)
Anthony Harris (Nonvoting), Mike Karnofski (Alternate)
Arne Mortensen (Alternate), MaryAlice Wallis (Alternate)*

Wednesday, March 9, 2022

4:00 PM

Zoom/Hybrid
Longview Council Chambers
1525 Broadway St, Longview

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on Wednesday March 9, 2022 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/81116488624>

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 1648 8624

For information about Zoom accessibility, please contact the Board Clerk at (360) 442-5663. 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.

Agendas are made available the Friday before the meeting at www.mylongview.com under "Agendas & Minutes".

Next meeting

Wednesday, April 13, 2022

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Chair Weber called the meeting to order at 4:03 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Member Lisa Alexander; Member (Alternate) MaryAlice Wallis

Absent: Vice-Chair Mike Wallin; Member Kim LeFebvre; City of Longview Primary Position 2 (Vacant); Member (Non-Voting) Anthony Harris; Member (Alternate) Mike Karnofski; Member (Alternate) Arne Mortensen

Staff Present: James Seek, Transit Manager; Tabitha Hayden, Transit Supervisor (Clerk Pro-Tem); Ken Hash, Longview Public Works Director

Others Present: None.

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE FEBRUARY 9, 2022 MEETING

A motion was made by Alexander, seconded by Wallis, to approve the minutes of the February 9, 2022, CTA Board meeting as presented. The motion carried unanimously.

22-000133 February 9, 2022, CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

A motion was made by Alexander, seconded by Wallis, to approve the Consent Calendar in its entirety as presented. The motion carried unanimously.

22-000134 INVOICE #2022-04 - City of Longview - \$375,401.00

22-000135 2022 January County Treasurer's Report

22-000136 2022 January CTA Fund Balance Report

6. REPORTS

22-000137 2022 Annual Fixed Route Ridership

22-000138 2022 February Monthly Fixed Route Ridership

22-000139 2022 February Fixed Route Ridership by Hour

22-000140 2022 February Fixed Route Average Passengers per Trip

22-000141 2022 February Monthly LIFT Ridership

22-000142 2022 Five Year Ridership Graph

22-000143 PTBA Sales Tax Data 2022 vs 2021**7. COWLITZ TRANSIT AUTHORITY LEGAL SERVICES AGREEMENT*****Presented by James Seeks***

A motion was made by Wallis, seconded by Alexander, to approve the amended Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Frank Randolph of Randolph Law. The motion carried unanimously.

22-000144 SUMMARY STATEMENT: Cowlitz Transit Authority Consulting/Legal Fee Agreement**RECOMMENDED ACTION:**

Review the contract for legal services.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Frank Randolph of Randolph Law.

22-000149 2022 Randolph Law Firm Legal Services Agreement**8. BOARD SIGNATURE AUTHORIZATION FORM*****Presented by James Seeks***

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 Member Mike Wallin is now Vice-Chair, James Seeks requests Exhibit A of Resolution 2017-03 be amended to update the Vice-Chair's Signature.

22-000145 SUMMARY STATEMENT: Resolution 2017-03 Exhibit A - Amended 2022**RECOMMENDED ACTION:**

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

22-000146 Resolution 2017-03 Authorizing Certain Individuals to Approve and Submit Claims for Payment**9. MANAGER'S REPORT*****Presented by James Seeks***

Seeks gave a brief report:

- Transit Operator Tony Hays has filled the recently vacated Facility Maintenance Manager position.
- Elizabeth Halili, CTA Board Clerk and Transit Administrative Assistant, has returned to work on light duty. Mr. Seeks expressed gratitude to Tabitha Hayden for her hard work during Elizabeth's absence.
- RiverCities Transit is currently two Transit Operators short of a full complement.
- Negotiations with Amalgamated Transit Union (ATU) have concluded, pending a vote of the transit operators and approval by Longview City Council.
- Despite the lifting of the COVID-19 mask mandate by Governor Inslee on March 12, RiverCities Transit is

obligated to follow the Transportation Security Administration's masking requirement through March 18.

- Mr. Seeks noted that he has been focused on vehicle procurement to meet grant deadlines and get purchase orders to vendors before prices increase:
 - One replacement relief vehicle has been purchased with another on order.
 - Orders have been placed for the Lexington minibus and three replacement ADA minibuses.
 - Mr. Seeks continues to work on a replacement supervisory vehicle with wheelchair accessibility and replacement transit coaches.
- Twin Transit in Lewis County is pursuing a regional mobility grant to expand their I-5 corridor service into Cowlitz County. Mr. Seeks stated that he would keep the Board apprised of their plans and the opportunity this would provide to interconnect with Twin Transit at the Castle Rock Park & Ride. This connection would eliminate the last gap in public transportation along the I-5 corridor between Blaine and Vancouver, WA.

Seeks gave a brief Paratransit Services update on behalf of Paratransit Manager Morrie Christensen:

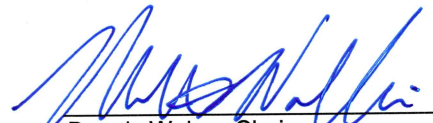
- In February, Paratransit lost a driver to the Battleground School District. However, a new driver has been hired and will be ready to roll on her own in 7-10 days.
- Ridership numbers are climbing. In January 2022, the passenger count was 2079, and in February, the count was 2332.
- Paratransit Services has posted driver recruiting flyers on LIFT buses and around town.

10. MISCELLANEOUS

Mr. Seeks stated the regional chapter of the American Institute of Architects recently presented an award to TCF Architecture for its design of the Longview Transit Center. Mr. Seeks presented a video to the board of one of the three judges announcing the award.

11. ADJOURNMENT

With no further business to discuss, Chair Weber adjourned the meeting at 4:27 p.m.


Elizabeth Halili, Clerk of the Board
Dennis Weber, Chairman