



## Agenda

### Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice-Chair),  
Lisa Alexander, Kim LeFebvre, MaryAlice Wallis,  
Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),  
Mike Karnofski (Alternate), Arne Mortensen (Alternate),*

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Wednesday, September 14, 2022

4:00 PM

Hybrid Meeting  
Longview Council Chambers  
1525 Broadway St, Longview

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NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a Regular Board Meeting on Wednesday, September 14, 2022, at 4:00 p.m. in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

AND,

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a Public Hearing on Wednesday, September 14, 2022, at 4:00 p.m. in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

The purpose of the hearing is to receive comments concerning the adoption of the zero-fare proposal for passengers aged 18 and under. The proposed change in transit fare is published on the RiverCities Transit website: <https://rctransit.org/cowlitz-transit-authority-board-meeting/> and paper copies are available at the Longview Transit Center: 1135 12<sup>th</sup> Avenue, Longview, WA 98632.

Agendas are made available the Friday before the meeting at [www.mylongview.com](http://www.mylongview.com) under "Agendas & Minutes".

Zoom meeting link: <https://us02web.zoom.us/j/83651515910>

Telephone options (dial any of the following numbers):

1 253 215 8782

1 408 638 0968

1 669 900 6833

1 346 248 7799

1 312 626 6799

1 646 876 9923

1 301 715 8592

Webinar ID: 836 5151 5910

Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Deputy City Clerk's Office at (360) 442-5046 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting. Written comments may be submitted up to forty-eight (48) hours in advance via email at [customerservice@rctransit.org](mailto:customerservice@rctransit.org).

#### Next meeting

Wednesday, October 12, 2022

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS
4. CONSIDERATION OF MINUTES FOR THE AUGUST 10, 2022 MEETING  
22-000558 August 10, 2022, Regular CTA Board Meeting Minutes
5. CONSENT CALENDAR  
22-000559 INV #2022-10 - City of Longview \$375,401.00  
22-000567 2022 July County Treasurer's Report  
22-000578 2022 July CTA Fund Balance Report
6. SUBMISSION OF REVISED COUNSEL'S INVOICE FOR JULY 2022  
22-000568 INV #July1-31, 2022 - Randolph Law Firm \$483.00 - Revised Invoice  
22-000569 INV #July1-31, 2022 - Randolph Law Firm \$567.00 - Original Invoice
7. REPORTS  
22-000560 2022 Annual Fixed Route Ridership  
22-000561 2022 August Daily Fixed Route Ridership  
22-000562 2022 August Fixed Route Ridership per Hour  
22-000563 2022 August Average Fixed Route Passengers per Trip  
22-000564 2022 August LIFT Monthly Ridership  
22-000565 2022 August Five Year Ridership Graph  
22-000566 PTBA Sales Tax Data 2022 vs 2021
8. PUBLIC HEARING - RESOLUTION NO. 2022-02 REVISING THE FARE POLICY TO APPROVE A ZERO FARE POLICY FOR PASSENGERS AGED 18 AND UNDER WITH PROPER IDENTIFICATION  
22-000570 SUMMARY STATEMENT:  
In compliance with Cowlitz Transit Authority Bylaws, the Board is required to hold a Public Hearing to receive comments regarding any changes in transit fares.  
  
RECOMMENDED ACTION:  
Hold Public Hearing to receive citizen input on Resolution 2022-02  
  
THEN:  
Motion to approve Resolution 2022-02 effective October 1, 2022.

22-000571 Resolution 2022-02 Revising the Fare Policy to Approve a Zero-Fare Policy for Passengers Aged 18 and Under with Proper Identification

9. REVISED 2022-2027 TRANSIT DEVELOPMENT PLAN AND 2021 ANNUAL REPORT

22-000572 SUMMARY STATEMENT:

The Transit Development Plan (TDP) is drafted by RiverCities Staff and approved by the Cowlitz Transit Authority annually. It serves to fulfill RCWs 35.58.2795 and 35.58.2796, which require the creation of a Public Transportation System Six-Year Transit Plan and Annual Report, respectively.

RECOMMENDED ACTION:

Review the revised 2022-2027 Transit Development Plan and 2021 Annual Report

THEN:

Motion to approve the revised RiverCities Transit 2022-2027 Transit Development Plan and 2021 Annual Report.

22-000573 Revised 2022-2027 Transit Development Plan and 2021 Annual Report

10. 2022-2023 LOWER COLUMBIA COLLEGE RIDERSHIP AGREEMENT

22-000574 SUMMARY STATEMENT:

RiverCities Transit staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities Transit staff recommends the renewal agreement for the 2022-2023 school year.

RECOMMENDED ACTION:

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

22-000575 2022-23 RCT Lower Columbia College Ridership Agreement

11. ISSUE REQUEST FOR QUALIFICATIONS: COWLITZ TRANSIT AUTHORITY COUNSEL

22-000576 SUMMARY STATEMENT:

CTA Counsel Frank Randolph of Randolph Law Firm tendered his notice to terminate the 2022-2024 Legal Services Agreement effective September 17, 2022. Staff proposes to issue a Request for Qualifications in The Daily News and to attorneys in the region who indicate a specialty in municipal government.

RECOMMENDED ACTION:

Motion to authorize staff to issue a Request for Qualifications for CTA Counsel in The Daily News and to those attorneys listed in the region with a specialty in municipal law.

12. REPORT ON SERVICE REQUEST TO COWLITZ GARDENS

22-000577 Staff Report - Request for Service to Cowlitz Gardens

13. MANAGER'S REPORT

14. MISCELLANEOUS

15. ADJOURNMENT