Minutes

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)

Wednesday, November 9, 2022	**4:00 PM**	**Hybrid Meeting** **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, November 9, 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, November 9, 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 2023 Cowlitz Transit Authority annual budget.

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

Zoom meeting link: https://us02web.zoom.us/j/86446309513
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: 864 4630 9513

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.

Next meeting
Wednesday, December 14, 2022
4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Vice Chair Wallin called the meeting to order at 4:01 p.m.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Dennis Weber (Arrived as Zoom Attendee during Section 10); Vice-Chair Mike Wallin; Member Lisa Alexander; Member MaryAlice Wallis

Absent: Member Kim LeFebvre; Member (Alternate) Spencer Boudreau; Member (Alternate) Mike Karnofski; Member (Alternate) Arne Mortensen

Staff Present: James Seeks, Transit Manager; Tabitha Hayden, Transit Supervisor; Tara Hargrave, Clerk of the Board; Elizabeth Halili, Deputy City Clerk

Others Present: Lauren Read, CWCOG

4. PUBLIC COMMENTS

None

5. CONSIDERATION OF MINUTES FOR THE OCTOBER 12, 2022 MEETING

A motion was made by Member Wallis, seconded by Member Alexander, to approve the October 12, 2022 CTA Regular Board Meeting Minutes. The motion carried unanimously.

22-000705 October 12, 2022, CTA Board Meeting Minutes - DRAFT

6. CONSENT CALENDAR

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

22-000706 Invoice - City of Longview - December 2022 $375,396.99

22-000707 Invoice - CWCOG LKRATS QTR1 - $2,306.07

22-000708 2022 September County Treasurers' Report

22-000709 2022 September Fund Balance Report

7. REPORTS

The Board discussed the reports.
Transit Manager Seeks and Transit Supervisor Hayden responded to questions from the Vice-Chair.

22-000710 2022 Annual Fixed Route Ridership

22-000711 October 2022 Fixed Route Ridership

22-000712 October 2022 Fixed Route Ridership by Hour

22-000713 October 2022 Average Passengers per Trip

22-000714 October 2022 LIFT Ridership

22-000715 2022 CTA Ridership Graphs

22-000716 2022 PTBA Sales Tax Data 2022 vs 2021

8. PUBLIC HEARING: 2023 COWLITZ TRANSIT AUTHORITY BUDGET

Transit Manager Seeks provided a PowerPoint Presentation of the 2023 Cowlitz Transit Authority Budget.

Vice Chair Wallin opened the Public Hearing at: 4:12 p.m.
No public comments were received.
Vice Chair Wallin closed the Public Hearing at: 4:13 p.m.

Deputy City Clerk Halili read the title to Resolution 2022-03 "Resolution 2022-03 - A Resolution of the Cowlitz Transit Authority Adopting the 2023 Budget".

A motion was made by Member Alexander, seconded by Member Wallis, to approve Resolution 2022-03 adopting the 2023 Cowlitz Transit Authority Budget as presented. The motion carried unanimously.

22-000717 2023 Cowlitz Transit Authority Budget Presentation

22-000718 Summary Statement - 2023 Estimated CTA Budget

9. COWLITZ TRANSIT AUTHORITY DIRECTION FOR LEGAL COUNSEL PROPOSALS REVIEW

Transit Manager Seeks presented options for reviewing legal counsel proposals. The Board discussed the presentation.
Consensus was reached by the Board to form a Subcommittee comprised of one Board Member, the Clerk and the Transit Manager to review the legal counsel proposals and bring a recommendation back to the Board.
Board Member Wallis was appointed to the subcommittee.

22-000720 Summary Statement - Review of CTA Legal Counsel Proposals

10. INTRODUCTION OF TARA HARGRAVE, TRANSIT ADMINISTRATIVE ASSISTANT AND CLERK TO THE AUTHORITY

Transit Supervisor Hayden introduced Tara Hargrave as the new Transit Administrative Assistant and Clerk to the Board.
The Board welcomed Ms. Hargrave.

Chair Dennis Weber arrived at the meeting at 4:20 p.m. via zoom.

11. MANAGER'S REPORT

Transit Manager James Seeks provided a brief report.

- Transit Supervisors will be interviewing 3 applicants for Transit Operator positions
- The state is currently performing a CTA Audit for months in 2020 and 2021.
- Transit received the purchase orders for Buses. Based on rising costs, the order was modified from 3 wheelchair positions to 2.

Transit Supervisor Hayden provided a PowerPoint Presentation on Transit Maintenance Summer Projects The Board discussed the presentation and Transit Supervisor Hayden answered questions.

12. MISCELLANEOUS

Member Alexander provided a community announcement regarding Kelso's 3rd Annual Veteran's Parade.

13. ADJOURNMENT

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

Next Meeting

The next regular meeting of the Cowlitz Transit Authority Board is scheduled for December 14, 2022 at 4:00 p.m.

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Mike Wallin, Vice-Chair Tara Hargrave, Clerk of the Board