



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, December 14, 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, December 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.

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

Zoom meeting link: <https://us02web.zoom.us/j/88170727469>

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: 881 7072 7469

Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Board Clerk's Office at (360) 442-5664 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, January 11, 2023
4:00 p.m. – Regular Board Meeting

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS**
5. **CONSIDERATION OF MINUTES FOR THE NOVEMBER 9, 2022 MEETING**

22-000792 November 9, 2022, CTA Board Meeting Minutes

6. **CONSENT CALENDAR**

22-000793 INV #2023-01 - City of Longview \$531,340.00

22-000794 2022 October - Cowlitz County Transit Authority Treasurer's Report

22-000795 2022 October - CTA Fund Balance Report

7. **REPORTS**

22-000796 2022 Annual Fixed Route Ridership

22-000797 2022 November Daily Fixed Route Ridership

22-000798 2022 November Fixed Route Ridership per Hour

22-000799 2022 November Average Fixed Route Passengers per Trip

22-000800 2022 November LIFT Monthly Ridership

22-000801 2022 Five Year Ridership Graph

22-000802 PTBA Sales Tax Data 2022 vs 2021

8. **CTA COUNSEL SUBCOMMITTEE RECOMMENDATION AND SELECTION**

22-000803 SUMMARY STATEMENT:

The contract for legal services with Frank Randolph of Randolph Law was terminated on September 17, 2022. At its November meeting, the CTA Board selected Board Member Wallis, Transit Manager Seeks, and Clerk of the Board Hargrave to review the proposals for legal counsel received and return a recommendation to the Authority.

BUDGET:

Legal services are included in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

The review committee recommends Tom Lee of R. Thomas Lee, PLLC as Legal Counsel to the Cowlitz Transit Authority.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Tom Lee of R. Thomas Lee, PLLC.

22-000804 CTA-Lee Legal Services Agreement 2022**9. RESOLUTION NO. 2022-04 BUS & BUS FACILITIES MATCHING FUNDS COMMITMENT AND LETTER OF SUPPORT****22-000805 SUMMARY STATEMENT:**

The City of Longview is the Designated State and Federal Recipient of public transit funds. The City of Longview, in cooperation with the Cowlitz Transit Authority, is applying for the 2023-2025 Washington State Bus and Bus Facilities Grant to purchase one (1) hybrid diesel-electric replacement coach to replace a vehicle that is currently past its useful life of 12 years.

FINANCIAL SUMMARY:

The estimated cost of one hybrid diesel-electric transit coach is \$817,000. The grant requires a 20% local match; therefore, the estimated match funds requested of the CTA is \$163,400. This project is included in the 2022 Transit Development Plan, and adequate funds are available in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2022-04 and authorize the Chair to sign a letter of support for the City of Longview 2023-2025 Bus and Bus Facilities grant application.

22-000806 Resolution No. 2022-04 Bus and Bus Facilities Matching Funds Commitment

22-000813 Resolution No. 2022-04 Letter of Support - EXHIBIT A

10. RESOLUTION NO. 2022-5 SIGNATORIES FOR INVESTMENT TRANSACTIONS**22-000807 SUMMARY STATEMENT:**

Currently, the Cowlitz Transit Authority (CTA) has relied on the Cowlitz County Investment Officer to invest and un-invest funds as needed to cover Cowlitz Transit Authority expenses. Going forward, the CTA will need to provide the Treasurer's Office with investment requests directing the Investment Officer to un-invest funds when cash is required to pay expenses.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2022-05

22-000808 Resolution No. 2022-05 Signatories for Investment Transactions

22-000809 District Investment Authorization Form - EXHIBIT A

11. MANAGER'S REPORT**12. MISCELLANEOUS****13. ADJOURNMENT**