



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, December 14, 2022

4:00 PM

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

Chair Weber called the meeting to order at 4:00 p.m.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Mike Wallin; Member Lisa Alexander; Member Kim LeFebvre; Member (Alternate) Spencer Boudreau via Zoom

Absent: Member MaryAlice Wallis; Member (Alternate) Mike Karnofski; Member (Alternate) Arne Mortensen

Staff Present: Kurt Sacha, City Manager; Ken Hash, Public Works Director; James Seek, Transit Manager; Tabitha Hayden, Transit Supervisor; Tara Hargrave, Clerk of the Board;

Others Present: None

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE NOVEMBER 9, 2022 MEETING

A motion was made by Member Wallin, seconded by Member Alexander, to approve the November 9, 2022 CTA regular board meeting minutes. The motion carried unanimously.

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

6. CONSENT CALENDAR

A motion was made by Member Wallin, seconded by Member Alexander, to approve the consent calendar in its entirety as presented. The motion carried unanimously.

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

The Board discussed the reports and Transit Manager Seek made a correction to the 2022 November LIFT Monthly Ridership report November 28, 2022 on page 15.

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

A motion was made by Member Wallin, seconded by Member LeFebvre, to approve the consulting legal fee agreement between the CTA and Tom Lee of the R. Thomas Lee attorney firm. The Board discussed the matter. The motion carried unanimously. Transit Manager Seeks requested clarification as to the Board's desire to have Attorney Lee attend all meetings or for Staff to communicate with him on an as-needed basis. It was unanimously agreed that Staff will communicate with Attorney Lee on an as-needed basis.

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

Transit Manager Seeks reported on and the Board discussed Resolution 2022-4.

A motion was made by Member Wallin, seconded by Member Boudreau, to approve Resolution 2022-04 and authorize the Chair to sign the letter of support for the City of Longview 2023-2025 Bus and Bus Facilities grant application. The motion carried unanimously.

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

Transit Supervisor Hayden presented and the Board discussed Resolution 2022-05. A friendly amendment to the Resolution was made and approved to allow a Designee as a signatory should the Chair have a conflict. A motion was made by Member Wallin, seconded by Member Alexander, to adopt Resolution 2022-05 including the CTA Board Chair or Designee being the signatories of the Resolution. Motion carried unanimously.

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

Transit Manager James Seeks provided a brief report.

- There has been one driver applicant move pass the interview stage and applications are still being accepted for the position.
- The state CTA Audit for months in 2020 and 2021 is concluded and no deficiencies or instances of non-compliance were determined.
- Thanks to Steve Coons for his excellent liaison work with the State and to Tabitha Hayden, Elizabeth Halili and Amy Waters for their fine work every day during the time audited.
- The WSDOT Consolidated Grant application to support RiverCities Transit ADA Paratransit service received an "A" ranking by the Southwest Regional Planning Organization evaluation team.

12. MISCELLANEOUS

Member Alexander provided community announcements:

- The drive-thru light show "Rotary Lights in the Park" at Tam O'shanter Park will run from December 16th - December 23rd from 5p - 10p with a suggested \$5 donation per car.
- Saturday December 17th will be the 3rd Annual Rick Huckaby Memorial Toy and Food Drive and pictures with Santa from 10a - 4p at Tam O'shanter Park.

City Manager Kurt Sacha provided comment and congratulations to Steve Coons, Jim Seeks, Staff and the CTA Board for the audit report and the great history of compliance.

13. ADJOURNMENT

With no further business to discuss, Chair Weber adjourned the meeting at 4:23 pm.

Next Meeting

The next regular meeting of the Cowlitz Transit Authority Board is scheduled for January 11, 2023 at 4:00 p.m.