



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), Richard Dahl (Alternate)*

Wednesday, June 14, 2023

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview

The 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 48 hours in advance if you require special accommodations to attend the meeting.

1. **CALL TO ORDER**

Vice-Chair Wallin called the meeting to order at 4:00 p.m.

2. **FLAG SALUTE**

The flag salute was recited

3. **ROLL CALL**

Present: Vice-Chair Mike Wallin; Member Mary Alice Wallis; Member Lisa Alexander; Member Kim LeFebvre; Member (Alternate) Richard Dahl

Absent: Chair Dennis Weber; Member (Alternate) Mike Karnofski Member (Alternate) Spencer Boudreau; Member Anthony Harris (Non-Voting)

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

Others Present: Betsy DeSpain, Interim Paratransit Manager; Tom Lee, Legal Counsel

4. **PUBLIC COMMENTS**

None.

5. **CONSIDERATION OF MINUTES FOR THE MAY 10, 2023 MEETING**

A motion was made by Member Wallis, seconded by Member Alexander, to approve the May 10, 2023 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

23-001228 May 10, 2023 CTA Board Meeting Minutes

6. **CONSENT CALENDAR**

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

23-001229 2023 April Cowlitz County Transit Authority Treasurer's Report

23-001230 2023 April CTA Fund Balance Report

23-001231 Invoice #52323 - R. Thomas Lee, PLLC - \$297.50

23-001232 Invoice #2023-07 - City of Longview - \$531,340.00

7. REPORTS

Vice-Chair Wallin called for discussion or questions on staff on reports. None were received so the reports were accepted as provided.

23-001233 2023 Annual Fixed Route Ridership

23-001234 2023 May Daily Fixed Route Ridership

23-001235 2023 May Fixed Route Ridership per Hour

23-001236 2023 May Average Fixed Route Passengers per Trip

23-001237 2023 May LIFT Monthly Ridership

23-001238 Five Year Ridership Graph

23-001239 2023 PTBA Sales Tax Data - 2023 vs. 2022

8. ESTABLISH PUBLIC HEARING FOR 2023-2028 TRANSIT DEVELOPMENT PLAN AND 2022 ANNUAL REPORT

Transit Supervisor Hayden reported Transit's request to establish a public hearing on the Six-Year Transit Development Plan.

A motion was made by Member Wallis, seconded by Member Alexander, to establish a public hearing to be held July 12, 2023, CTA Board Meeting to receive citizen input on the 2023-2028 Transit Development Plan and 2022 Annual Report. The motion carried unanimously.

23-001246 SUMMARY STATEMENT:

In compliance with RCW 35.58.2795, the Cowlitz Transit Authority is required to establish a public hearing to receive comments regarding the Six-Year Transit Development Plan.

RECOMMENDED ACTION:

Motion to establish a public hearing to be held at the July 14, 2023, CTA Board Meeting to receive citizen input on the 2023-2028 Transit Development Plan and 2022 Annual Report.

9. MANAGER'S REPORT

Transit Manager Seeks reported Transit was successful in their state consolidated grant program application for funding to support the ADA paratransit program over the next four years and the state bus and bus facilities grant for replacement buses.

Transit Manager Seeks reported that Operators Fran Nicholson and Wareen Doell are the 2023 honorees on the WSDOT Wall of Fame.

Interim Paratransit Manager DeSpain reported a continued increase in ridership this year over last year and a slight decrease in June's ridership.

10. MISCELLANEOUS

None.

11. EXECUTIVE SESSION: EXECUTIVE SESSION PER RCW 42.30.110 - LITIGATION

Vice-Chair Wallin announced a recess at 4:09 pm of the regular meeting to convene a five-minute executive session.

Vice-Chair Wallin called the regular meeting back in session at 4:14pm.

23-001247 Pursuant to RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency litigation in which a member acting in an official capacity is a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Executive Session is expected to conclude after five minutes, unless extended by the Presiding Officer.

12. ADJOURNMENT

Vice-Chair Wallin announced the next meeting set for July 12, 2023 at 4:00 p.m. and adjourned the meeting at 4:15pm

