



# 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)*

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|--------------------------|---------|---------------------------------------------------------------------------|
| Wednesday, July 12, 2023 | 4:00 PM | Hybrid Meeting<br>Longview Council Chambers<br>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, July 12, 2023, 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](http://www.mylongview.com) under "Agendas & Minutes."

Zoom meeting link: <https://us02web.zoom.us/j/89844443333>

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: 898 4444 3333

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](mailto:customerservice@rctransit.org).

#### **Next meeting**

Wednesday, August 9, 2023

4:00 p.m. – Regular Board Meeting and Public Hearing

**1. CALL TO ORDER**

Chair Weber called the meeting to order at 4:07 p.m.

**2. FLAG SALUTE**

The flag salute was recited.

**3. ROLL CALL**

**Present:** Chair Dennis Weber; Member Mary Alice Wallis; Member Lisa Alexander; Member Kim LeFebvre (briefly via Zoom)

**Absent:** Vice-Chair Mike Wallin; Member (Alternate) Mike Karnofski; Member (Alternate) Spencer Boudreau; Member Anthony Harris (Non-Voting); Member (Alternate) Richard Dahl

**Staff Present:** Tabitha Hayden, Transit Supervisor and acting Clerk of the Board

**Others Present:** Betsy DeSpain, Interim Paratransit Manager; Sheila Harmon, Paratransit Manager; Lauren Read, CWCOG

**4. PUBLIC COMMENTS**

None.

**5. CONSIDERATION OF MINUTES FOR THE JUNE 14, 2023 MEETING**

A motion was made by Member Alexander, seconded by Member Wallis, to approve the June 14, 2023 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

**23-001303 June 14, 2023 CTA Board Meeting Minutes**

**6. CONSENT CALENDAR**

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

**23-001304 2023 May Cowlitz County Transit Authority Treasurer's Report**

**23-001305 2023 May CTA Fund Balance Report**

**23-001306 Invoice # 2023-08 - City of Longview - \$531,340.00**

**7. REPORTS**

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

**23-001296 2023 Annual Fixed Route Ridership**

**23-001297 2023 June Daily Fixed Route Ridership**

**23-001298 2023 June Fixed Route Ridership per Hour**

**23-001299 2023 June Average Fixed Route Passengers per Trip**

**23-001300 2023 June LIFT Monthly Ridership**

**23-001301 Five Year Ridership Graph****23-001302 2023 PTBA Sales Tax Data - 2023 vs. 2022****8. PUBLIC HEARING FOR 2023-2028 TRANSIT DEVELOPMENT PLAN AND 2022 ANNUAL REPORT**

Chair Weber opened the public meeting at 4:15 p.m.

CWCOG Staff Member Read reported that her and Staff Member Hayden are working on safety programs with activity books, flag bracelets, etc., and "How to Ride" videos with KLTV,

Chair Weber closed the public hearing 4:20 pm.

A motion was made by Member Wallis, seconded by Member Alexander, to approve the 2023-2028 Transit Development Plan and 2022 Annual Report. The motion carried unanimously.

**23-001309 SUMMARY STATEMENT:**

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

**RECOMMENDED ACTION:**

**Hold public hearing**

**THEN:**

**Motion to approve the RiverCities Transit 2023-2028 Transit Development Plan and 2022 Annual Report.**

**9. REPORT ON LEXINGTON SERVICE (ROUTE 411) PILOT PROJECT AND BOARD DIRECTION**

Staff Member Hayden presented the report on the Lexington (Route 411) Pilot Project. A motion was made by Member Wallis, seconded by Member Alexander, to direct staff to continue the service to Lexington beyond April 30, 2024 and to engage legal counsel to research steps for expanding the Cowlitz PublicTransportation Benefit Area boundaries to include Lexington.

**23-001314 SUMMARY STATEMENT:**

**In May 2022, a pilot service between Longview Transit Center and Lexington was initiated via Westside Highway, and operating through several neighborhoods in the Lexington area, including the elementary school.**

**ATTACHMENT:**

**PowerPoint presentation on Lexington Service.**

**RECOMMENDED ACTION:**

**Provide direction to staff on whether to continue to provide service to Lexington beyond April 30, 2024, and consideration of expanding the CTA service boundaries to include Lexington.**

**10. MANAGER'S REPORT**

Staff Member Hayden gave the Manager's Report and introduced Sheila Harmon as the new Paratransit Manager.

Interim Paratransit Manager DeSpain reported a continued decrease in ridership in June and July. Paratransit is down a driver and looking into hiring another on call driver. As of now we are about 1% increase over this time last year.

**11. MISCELLANEOUS**

Member Alexander reported the 2nd Annual Lonnie Knowles Toy Drive at Kelso's Tam O'Shanter Park on July 22, 2023 from 10:00 a.m. to 4:00 p.m.

Interim Transit Manager DeSpain reported that the Seattle to Portland (STP) bike ride is this weekend, so drive carefully and keep a look out for those bicyclists.

Member Wallis reported that tonight (July 12, 2023) the City of Longview will have a 100-year commemoration ceremony at the Civic Circle to acknowledge this day in 1923 as the day Longview was incorporated into a city.

**12. ADJOURNMENT**

Chair Weber adjourned the meeting at 4:41 p.m.

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Dennis Weber, Chair

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Tara Hargrave, Clerk of the Board