



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, November 8,
2023

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 8, 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 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.

Next meeting

Wednesday, December 13, 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 OCTOBER 11, 2023 MEETING

23-001649 October 11, 2023 CTA Board Meeting Minutes

6. CONSENT CALENDAR

23-001640 2023 September CTA Treasurer's Report

23-001641 2023 September CTA Fund Balance Report

23-001696 Invoice #2023-12 - City of Longview - \$531,340

23-001697 Invoice #91223 - R. Thomas Lee, PLLC - \$1,925

23-001698 Invoice #45 - Kelso School District - \$10.00

23-001702 Invoice #2023-116-CWCOG - \$

7. REPORTS

23-001642 2023 Annual Fixed Route Ridership

23-001643 2023 October Daily Fixed Route Ridership

23-001644 2023 October Fixed Route Ridership per Hour

23-001645 2023 October Average Fixed Route Passengers per Trip

23-001646 2023 October LIFT Monthly Ridership

23-001647 Five Year Ridership Graph

23-001648 PTBA Sales Tax Data 2023 vs. 2022

8. LCC 2023-2024 RIDERSHIP AGREEMENT

23-001700 SUMMARY STATEMENT:

RiverCities Transit staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities staff recommends the renewal agreement for the 2023-2024 school year.

The ridership agreement with Lower Columbia College allows RiverCities Transit Staff on campus to market and perform outreach to students and faculty. RiverCities Transit is obligated to track the ridership of Lower Columbia College students and staff.

RiverCities provided Lower Columbia College pass holders nine thousand three hundred seventy (9,370) trips during the 2022-2023 school year. The term of this agreement is for

one year, starting September 1, 2023, continuing through August 31, 2024, and subject to annual renewal.

BUDGET:

This agreement will generate \$2,186 in fare revenue.

RECOMMENDED ACTION:

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

9. ESTABLISH PUBLIC HEARING FOR 2024 CTA BUDGET

23-001699 SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:

Establish a public hearing to be held at the December 13, 2023 CTA Board Meeting to receive comments on the 2024 annual budget.

10. LEGAL COUNSEL FOR CTA

23-001701 SUMMARY STATEMENT:

The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, legal interpretation of state and federal laws, and related matters, and is in need of services.

At the direction of the CTA Board, an RFQ for a qualified Cowlitz County-based attorney was issued on October 16, 2023, with a deadline for submission of November 3, 2023.

Board Member Wallis, Transit Manager Seeks, and Clerk of the Board Hargrave will review the proposals for legal counsel received on November 7, 2023, and will both share the proposers and provide a recommendation to the Authority at its November 8 meeting.

A draft contract is attached. The contract is for services December 1, 2023 through November 30, 2025, with an option to extend if desired by CTA.

BUDGET: Legal services are included in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

The review committee will recommend a qualified attorney as Legal Counsel to the Cowlitz Transit Authority.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and the recommended attorney.

11. MANAGER'S REPORT

12. MISCELLANEOUS

13. ADJOURNMENT