



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Lisa Alexander, Kennan Harvey, MaryAlice Wallis,
Erik Halvorson, Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),
Mike Karnofski (Alternate), Richard Dahl (Alternate)*

Wednesday, September 11, 2024

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, September 11, 2024, at 4:00 p.m.** in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

AND,

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a **Public Hearing** on **Wednesday September 11, 2024, at 4:00 p.m.** in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

The purpose of the hearing is to receive comments concerning the proposed fixed route service changes effecting Route 411.

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 1 312 626 6799

1 408 638 0968 1 646 876 9923

1 669 900 6833 1 301 715 8592

1 346 248 7799

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, October 9, 2024

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

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

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Lisa Alexander; Member Mary Alice Wallis (via Zoom); Member Erik Halvorson; Member Keenan Harvey; Member Anthony Harris (Non-Voting)

Absent: Member (Alternate) Mike Karnofski; Member (Alternate) Spencer Boudreau; Member (Alternate) Richard Dahl

Staff Present: Chris Collins, Public Works Director; Jim Seek, Transit Manager; Doreen Daggett, Mobility Supervisor; Tara Hargrave, Clerk of the Board

Others Present: Sheila Harmon, Paratransit Manager; Megan Wirtz, CWCOC; Robert Stevens, CWCOC (Via Zoom)

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE AUGUST 14, 2024 MEETING

A motion was made by Vice-Chair Alexander, seconded by Member Halvorson, to approve the August 14, 2024 Cowlitz Transit Authority Board Meeting Minutes. The motion carried unanimously.

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6. CONSENT CALENDAR

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

24-00757 2024 July CTA Treasurer's Report

24-00758 2024 July CTA Fund Balance Report

24-00759 Invoice #2024-10 - City of Longview \$553,741.00

24-00822 Invoice #E69B1C00-0002 - Longview Daily News \$473.50

7. REPORTS

Chair Weber called for Member comments, none received.

24-00760 2024 Annual Fixed Route Ridership

24-00761 2024 August Daily Fixed Route Ridership

24-00765 2024 August Fixed Route Ridership per Hour

24-00766 2024 August Average Fixed Route Ridership per Trip

24-00762 2024 August LIFT Monthly Ridership

24-00763 Five Year Ridership Graph**24-00764 PTBA Sales Tax Data 2024 vs. 2023****8. AGENDA SUMMARY - PUBLIC HEARING FOR PROPOSED SERVICE CHANGE**

Transit Manager Seeks reported on the history of Route 411, grants and sustainability.

A public hearing was opened at 4:17pm and closed at 4:35pm wherein the public gave testimony and Chair Weber read the written comments received.

After board discussion and commentary, a Motion was made by Member Alexander, amended by Member Harvey, both seconded by Member Wallis to continue Route 411 transit services for one year with reevaluation in September 2025 and to direct Staff to investigate and discuss less costly ways of providing the service. Motion passed.

24-00816 SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws Section 5.3 states that the Authority shall hold a public hearing to solicit public comment on any change in transit service routes amounting to a change in excess of 20% of the total distance of any one route. Staff's proposed change in service, due to the failure of the ballot measure on the Beacon Hill-Lexington annexation, meets this criterion.

Staff is proposing discontinuing service to the area in two stages: fixed route service on September 28, 2024, but continuing ADA paratransit service for eligible riders through June 30, 2025. Details are covered in the attached service change document.

Notices of the public hearing were posted on buses, social media, on the RCT website and in the Daily News. A summary of the proposed changes was available on social media, on the RCT website, and available at the lobby of the Transit Center.

BUDGET:

Staff estimates the expense for continuing LIFT ADA paratransit service to Lexington-Beacon Hill through June 30, 2025, to be \$16,811. Funding would be split at 55% from CTA sales tax revenue collected with the PTBA and 45% from Special Needs Transportation and Transit Support grants funded by the Climate Commitment Act.

RECOMMENDED ACTION:

Hold public hearing for proposed September 2024 service change

THEN:

Motion to approve the September 2024 Service Change to discontinue transit service to Lexington and Beacon Hill in two stages: fixed route on September 28, 2024 and LIFT service on June 30, 2025.

Attachments:

Proposed Route 411 Service Change

9. AGENDA SUMMARY - LCC 2024-2025 RIDERSHIP AGREEMENT

Transit Manager Seeks reported this is an Annual agreement and LCC wishes to continue.

Motion was made by Member Alexander, seconded by Member Halvorson to authorize Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College. Motion passed unanimously.

24-00828 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 2024-2025 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 ten thousand one hundred eighty-seven (10,187) trips during the 2023-2024 school year. The term of this agreement is for one year, starting September 1, 2024, continuing through August 31, 2025, and subject to annual renewal.

BUDGET:

This agreement will generate \$2,376.97 in fare revenue.

RECOMMENDED ACTION:

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

10. AGENDA SUMMARY - LETTER OF SUPPORT FOR WAHKIAKUM ON THE MOVE

Transit Manager Seeks reported on the Wahkiakum on the Move Program.

Motion was made by Member Alexander, seconded by Member Harvey to approve issuing a letter of support for Wahkiakum on the Mover with signature from the Cowlitz Transit Authority Board Chair. Motion passed unanimously.

24-00815 SUMMARY STATEMENT:

RiverCities Transit received a request from Wahkiakum on the Move for a letter supporting their grant application for the Washington State Department of Transportation's 2025-2027 Consolidated Grant Program. If successful, this grant would continue to provide funding to Wahkiakum on the Move for their operating project, which provides transportation between Pacific County, Wahkiakum County, and Cowlitz County.

The letter includes in-kind support from RiverCities for Wahkiakum on the Move's use of the Downtown Transit Center.

The Cowlitz Transit Authority has provided Wahkiakum on the Move a letter of support for this project in years past.

BUDGET:

There is no impact to the CTA Budget.

RECOMMENDED ACTION:

Motion to approve issuing a letter of support for Wahkiakum on the Move with a signature from the CTA Board Chair.

11. MANAGER'S REPORT

Transit Manager Seeks reported being fully staffed with operators after hiring three new drivers whom already have their CDL's.

Mobility Supervisor Daggett reported monthly bus passes are now being sold at the Longview Public Library, Free fare day for Veterans Stand Down on October 4th, and RiverCities Transit will be participating in "Week without Driving" from September 30th - October 6th (Free Fare on September 30th).

Paratransit Manager Harmon reported being fully staffed with drivers but still looking for a part-time dispatcher and ridership has increased 18% since this time last year.

12. MISCELLANEOUS

Vice-Chair Alexander reported the Kelso Highlander Festival is this weekend starting with the parade at 10am on Saturday, September 14th and running through Sunday, September 15th.

13. ADJOURNMENT

Chair Weber adjourned the meeting at 5:04pm.

Dennis Weber, Chair

Tara Hargrave, Clerk of the Board