



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, November 13, 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, November 13, 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 November 13, 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 2025 annual budget.

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, December 11, 2024
4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Member Wallis called the meeting to order at 4:00 pm.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Dennis Weber (late arrival); Member Mary Alice Wallis; Member Erik Halvorson; Member Keenan Harvey; Member (Alternate) Mike Karnofski (via Zoom); Member Anthony Harris (Non-Voting)

Absent: Vice-Chair Lisa Alexander; Member (Alternate) Spencer Boudreau; Member (Alternate) Richard Dahl;

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

Others Present: Betsy DeSpain, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager; Megan Wirtz, CWCOC

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE OCTOBER 9, 2024 MEETING

A motion was made by Member Harvey, seconded by Member Halvorson, to approve the October 9, 2024 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

24-001036 October 9, 2024 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

24-001037 2024 September CTA Treasurer Report

24-001038 2024 September CTA Fund Balance Report

24-001039 Invoice #3392 - Law Office of Erin H Winkles - \$678.03

24-001040 Invoice #L163781 - State Auditor - \$1,808.30

24-001041 Invoice #E69B1C00-0003 - Column - The Daily News - #353.90

7. REPORTS

Chair Weber, after calling for board comment, received none.

24-001042 2024 Annual Fixed Route Ridership

24-001043 2024 October Daily Fixed Route Ridership

24-001044 2024 October Fixed Route Ridership by Hour

24-001045 2024 October Average Fixed Route Passengers per Trip

24-001047 Five Year Ridership Graph

24-001048 PTBA Sales Tax Data 2024 vs. 2023

8. **SUMMARY SHEET: INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW FOR PUBLIC TRANSPORTATION SERVICES 2025-2028**

Member Wallis made a motion, seconded by Member Halvorson to approve the Interlocal Agreement for Public Transportation Services with the City of Longview. The motion passed unanimously

24-001049 INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW FOR PUBLIC TRANSPORTATION SERVICES 2025-2028

SUMMARY STATEMENT:

After formation of the Cowlitz Public Transportation Benefit Area (PTBA) in 1987, the Cowlitz Transit Authority (CTA) executed an interlocal agreement with the City of Longview to provide public transportation services on behalf of the PTBA. The current interlocal agreement expires December 31, 2024.

This interlocal agreement has been reviewed by legal counsel for the CTA and Longview and does not include any changes from the previously adopted agreement other than an updated expiration date of December 31, 2028.

FINANCIAL SUMMARY:

This interlocal agreement would continue the financial relationship between the CTA and City of Longview. No changes are anticipated in the cost of providing transit service due to this proposed agreement.

RECOMMENDED ACTION:

Motion to approve the Interlocal Agreement for Public Transportation Services with the City of Longview.

24-001052 Summary Statement - Interlocal Agreement

24-001053 2025-2028 CTA-COL Interlocal Agreement

9. **SUMMARY SHEET: PUBLIC HEARING ON 2025 CTA BUDGET**

Transit Manager Seeks reported on the proposed budget for 2025. Chair Weber opened the 2025 Budget public hearing at 4:11 pm, called for comments, received none, and closed the public hearing at 4:12 pm.

Member Harvey made a motion, seconded by Member Wallis to adopt Resolution 2024-04, the 2025 Cowlitz Transit Authority Budget. The motion passed unanimously.

24-001050 2025 COWLITZ TRANSIT AUTHORITY BUDGET PRESENTATION, PUBLIC HEARING AND ADOPT RESOLUTION 2024-04

SUMMARY STATEMENT:

Each year, the Cowlitz Transit Authority must approve its annual budget for the following year. Funds paid to the City of Longview to operate RiverCities Transit make up approximately 56.3% of the Transit Authority's annual budget, while matching and direct funds paid for capital projects account for 7.1% of the CTA budget.

RECOMMENDED ACTION:

Hold public hearing on the 2025 Cowlitz Transit Authority budget.

THEN:

Motion to adopt Resolution 2024-04, the 2025 Cowlitz Transit Authority Budget.

24-001054 Summary Statement - 2025 Estimated CTA Budget

24-001055 2025 CTA Estimated Budget Narrative

24-001056 2025 CTA Budget by Object

24-001057 Reserved Funds Obligated to Capital Projects

24-001058 Resolution No. 2024-04 - 2025 CTA Budget

10. **INFORMATION ITEM - LETTER OF SUPPORT FOR LEWIS COUNTY TRANSPORTATION FLEET AND OPERATIONS FACILITY**

Transit Manager Seeks reported on the letter.

24-001051 Letter of Support for Lewis County Transit

11. **MANAGER'S REPORT**

Transit Manager Seeks reported we had a clean report on our CTA Audit; and gave a big thank you to the staff that helped with the audit.

Doreen Daggett - braille signs have been received and will be in the bus shelters shortly and Kelso Library will not be able to sell our bus passes.

Paratransit Manager Harmon reported still trending the 15% increase overall from last year.

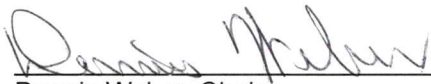
After questions from the members, Transit Manager Seeks also reported on the possibility of replacing the current CAP services and many other issues that need to be addressed.

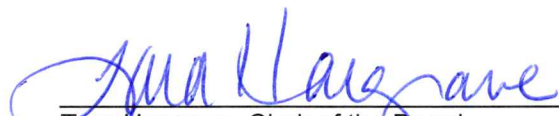
12. **MISCELLANEOUS**

None.

13. **ADJOURNMENT**

Chair Weber adjourned the meeting at 4:24 pm.


Dennis Weber, Chair


Tara Hargrave, Clerk of the Board