



## 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, October 9, 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, October 9, 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.

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, November 13, 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 Erik Halvorson; Member Keenan Harvey

**Absent:** Member Mary Alice Wallis; Member (Alternate) Mike Karnofski; Member (Alternate) Spencer Boudreau; Member (Alternate) Richard Dahl; Member Anthony Harris (Non-Voting)

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

**Others Present:** Betsy DeSpain, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager

**4. PUBLIC COMMENTS**

None.

**5. CONSIDERATION OF MINUTES FOR THE SEPTEMBER 11, 2024 MEETING**

A motion was made by Member Alexander, seconded by Member Harvey, to approve the September 11, 2024 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

**24-00931 September 11, 2024 CTA Board Meeting Minutes**

**6. CONSENT CALENDAR**

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

**24-00932 2024 August CTA Treasurer's Report**

**24-00933 2024 August CTA Fund Balance Report**

**24-00934 Invoice #2024-11 - City of Longview \$553,741.00**

**24-00935 Invoice #2024-14 - City of Longview \$1,393.21**

**7. REPORTS**

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

**24-00936 2024 Annual Fixed Route Ridership**

**24-00937 2024 September Daily Fixed Route Ridership**

**24-00938 2024 September Fixed Route Ridership per Hour**

**24-00939 2024 September Fixed Route Passengers per Trip**

**24-00940 2024 September LIFT Monthly Ridership**

24-00941 Five Year Ridership Graph

24-00942 PTBA Sales Tax Data 2024 vs. 2023

24-00956 Reserve Funds Obligated to Capital Projects

8. **SUMMARY SHEET - ESTABLISH PUBLIC HEARING FOR 2025 CTA BUDGET**

Member Harvey made a motion, seconded by Member Alexander to establish a public hearing on November 13, 2024, to receive comments on the 2025 annual budget. The motion passed unanimously.

24-00950 **SUMMARY STATEMENT:**

Each year the Cowlitz Transit Authority holds a public hearing to adopt the annual budget for the following year. 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 November 13, 2024 CTA Board Meeting to receive comments on the 2025 annual budget.

9. **MANAGER'S REPORT**

Transit Manager Seeks reported on his trip to the Gillig factory, CAP discontinuing their commuter service and his meeting re: alternatives, Extreme Machine event, LCC Resource event, braille signs for bus shelters, Transit Why advertising, pass sales, and travel training.

Paratransit Manager Harmon reported a consistent 15% ridership increase from last year.

There were discussions by Chair Weber re: a potential Ilani connecting route; and Member Halvorson and Member Harvey re: other options for obtaining bus passes.

10. **MISCELLANEOUS**

None.

11. **ADJOURNMENT**

Chair Weber adjourned the meeting at 4:18 pm.



Dennis Weber, Chair



Tara Hargrave, Clerk of the Board