



Minutes

Agenda

Cowlitz Transit Authority

*Lisa Alexander (Chair), Mary Alice Wallis (Vice-Chair), Steven Ferrell,
Keenan Harvey, Erik Halvorson, Anthony Harris (Nonvoting),
Spencer Boudreau (Alternate), Mike Karnofski (Alternate), Richard Dahl (Alternate)*

Wednesday, February 12, 2025

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, February 12, 2025, 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, February 12, 2025, 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 public comments concerning the proposed service changes to Route 411 to Lexington.

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, March 12, 2025

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Vice-Chair Alexander called the meeting to order at 4:00 pm

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Vice-Chair Lisa Alexander; Member MaryAlice Wallis; Member Keenan Harvey (on Zoom); Member Anthony Harris; Member Steven Ferrell (on Zoom)

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

Staff Present: Jim Seeks, Transit Manager; Doreen Daggett, Transit Supervisor; Tara Hargrave, Clerk of the Board

Others Present: Betsy DeSpain, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager; Bill Fashing, CWCOC, Megan Wirtz, CWCOC (on Zoom)

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE JANUARY 8, 2025 MEETING

A motion was made by Member Wallis, seconded by Member Harvey, to approve the January 8, 2025 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

25-0034 January 8, 2025 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

25-0035 2024 December CTA Treasurer's Report

25-0036 2024 December CTA Fund Balance Report

25-0037 Invoice #2025-03 - City of Longview \$510,135.00

25-0038 Invoice #E69B1C00-0005 - TDN - \$451.08

25-00148 INVOICE #368 - CWCOC - Member Dues 2025 - \$572.00

25-00149 INVOICE #369 - CWCOC - EDA GRANT MATCH \$250.00

7. REPORTS

25-0039 2025 Annual Fixed Route Ridership

25-0040 2025 January Daily Fixed Route Ridership

- 25-0041 2025 January Fixed Route Ridership by Hour
- 25-0042 2025 January Fixed Route Average Passengers per Trip
- 25-0043 2024 January LIFT Monthly Ridership
- 25-0044 Five Year Ridership Graph

8. **ELECTIONS OF OFFICERS**

Transit Manager Seeks facilitated the election of officers. Member Alexander was voted in as Chair and Member Wallis was voted in as Vice-Chair.

25-00147 *In accordance with the By-Laws of the Cowlitz Transit Authority, Section VI, 6.2, Term, the Board is required to elect a Chair and Vice Chair from among its members at the first meeting in February of each year.*

9. **SUMMARY SHEET: PUBLIC HEARING REGARDING SERVICE REDUCTION ON ROUTE 411**

Transit Manager Seeks reported on the proposed service change for March 2025. Newly elected Chair Alexander opened the public hearing at 4:11 pm, called for comments, discussion ensued, and closed the public hearing at 4:13 pm.

Member Wallis made a motion, seconded by Member Harvey to approve the March 2025 Service Change. The motion passed unanimously.

25-0046 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. The proposed change to Route 411 (Lexington-Beacon Hill) meets this criteria.

When the Cowlitz Transit Authority Board extended Route 411 through September 2025, staff was directed to determine methods to decrease the cost of the service. RiverCities Transit staff conducted the following steps:

1. Consideration given to contracting the route to a less expensive provider. However, due to the limited number of service hours as well as the loss of Lower Columbia CAP as a potential provider, the option of contracting out the service was judged to be not viable.
2. A review of productivity by trip on Route 411 during 2024. The least productive trips were identified, and consideration given on how to either increase productivity or propose elimination of these trips.
3. Customers surveyed onboard to learn more directly about the needs of Route 411 riders. The results are attached.
4. Notice of the proposed service change was posted February 25, 2025. Comments received are included.

As a result, staff proposes the following changes to Route 411:

- Due to low ridership, discontinue both Saturday/Holiday schedule trips.
- Due to lower productivity, discontinue the weekday 1:15 PM trip departing LTC.
- Add a new southbound trip from Aaron Drive & Westside Hwy starting at 6:30 AM, based on customer comments requesting an earlier trip for work and school.

The service changes to Route 411 will become effective March 31, 2025 coinciding with the contractual Transit Operator bid schedule shakeup.

RECOMMENDED ACTION:

Conduct a public hearing to receive comments from the public on the March 2025 Service Change.

THEN:

Motion to approve the March 2025 Service Change.

Attachments:

RCT Proposed Service Changes Infopak 01252025
March 2025 Service Change Comments Received

10. MANAGER'S REPORT

Transit Manager Seeks reported on possible federal 5307 funding from Oregon DOT that would be transferred to WSDOT and then RiverCities Transit for a Longview to Rainier commuter route; and the job postings for two new operators.

Bill Fashing with CWCOC reported additional information regarding the possible funding transfer from Columbia County, Oregon to RiverCities Transit.

Paratransit Manager Harmon reported an increase (34%) ridership in January, and the hiring of a part time dispatcher.

11. MISCELLANEOUS

None.

12. ADJOURNMENT

Newly elected Chair Alexander adjourned the meeting at 4:29 pm.

Lisa Alexander, Chair

Tara Hargrave, Clerk of the Board