Minutes

Agenda

Cowlitz Transit Authority

Lisa Alexander (Chair), MaryAlice Wallis (Co-Chair), Kennan Harvey, Erik Halvorson, Anthony Harris (Nonvoting), Steven Ferrell, Spencer Boudreau (Alternate), Mike Karnofski (Alternate), Richard Dahl (Alternate)

Wednesday, March 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, March 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.

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, April 9, 2025
4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Chair Alexander called the meeting to order at 4:01 pm

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

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

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, CWCOG, Megan Wirtz, CWCOG (on Zoom)

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE FEBRUARY 12, 2025 MEETING

A motion was made by Member Wallis, seconded by Member Harvey, to approve the February 12, 2025 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

25-00211 February 12, 2025 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

25-00212 2025 January CTA Treasurer's Report

25-00213 2025 January CTA Fund Balance Report

25-00214 Invoice #2025-04 - City of Longview $510,135.00

25-00228 Invoice #399 - CWCOG - LKRATS Q2 (Oct-Dec 24) $2,964.06

7. REPORTS

Transit Manager Seeks reported a 10.8% increase in fixed route ridership since this time last year and a 23% year-to-date increase.

25-00215 2025 Annual Fixed Route Ridership

25-00216 2025 February Daily Fixed Route Ridership

25-00217 2025 February Fixed Route Ridership by Hour

25-00218 2025 February Fixed Route Average Passengers Per Trip

25-00219 2025 February LIFT Monthly Ridership

25-00220 Five Year Ridership Graph

25-00221 PTBA Sales Tax Data 2025 vs 2024

8. AGENDA SUMMARY - AMEND RESOLUTION 2017-03 SIGNATURE AUTHORITY: CLAIMS FOR PAYMENT

Member Harvey made a motion, seconded by Member Ferrell to adopt the 2025 Amendment to Resolution 2017-03 Exhibit A authorizing the positions that may approve and submit claims for payment. The motion passed unanimously.

25-00226 SUMMARY STATEMENT:

In August of 2017, the Cowlitz Transit Authority (CTA) approved Resolution No. 2017-03, authorizing individuals in specific positions to approve and submit claims for payment.

Exhibit A of Resolution 2017-03 must be amended to include newly elected or appointed individuals serving in the above-identified positions. Exhibit A was previously amended in March 2024.

A copy of Resolution 2017-03 and the amended Exhibit A is attached.

RECOMMENDED ACTION:

Adopt the 2025 Amendment to Resolution 2017-03 Exhibit A authorizing the positions that may approve and submit claims for payment .

The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

9. AGENDA SUMMARY - ESTABLISH PUBLIC HEARING REGARDING RAINIER COMMUTER BUS SERVICE

Transit Manager Seeks reported the status of the ODOT 5307 funds.

Member Wallis made a motion, seconded by Member Harvey to establish a public hearing to be held at the April 14, 2025 CTA Board Meeting to receive comments on the potential addition of Commuter Bus Service between the Rainier Transit Center and the Longview Transit Center. The motion passed unanimously.

25-00227 SUMMARY STATEMENT:

In early February, the Executive Director of the Cowlitz-Wahkiakum Council of Governments (CWCOG), which is the Metropolitan Planning Organization for the Cowlitz County-Rainier area, was contacted by Oregon Department of Transportation (ODOT) to establish a commuter service to Rainier, Oregon. RCT and CWCOG staff introduced this possibility at the February CTA meeting and were directed to explore this further.

RCT staff is developing a budget and sample schedule for a potential commuter bus service operating directly between the Rainier Transit Center and the Longview Transit Center.

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 addition of this service, contingent on federal and local funding, meets this criterion.

RECOMMENDED ACTION:

Establish a public hearing to be held at the April 14, 2025 CTA Board Meeting to receive comments on the potential addition of Commuter Bus Service between the Rainier Transit Center and the Longview Transit Center.

10. MANAGER'S REPORT

Transit Manager Seeks reported on the new Transit Operator positions and the hours for the current Operators; WSDOT/CAP funds update; FTA's 30% workforce reduction; the Paratransit RFP, and the possible Rainier routes.

Mobility Supervisor Doreen Daggett reported on travel training services, career days, Transit Operator Appreciation Day and new Route 411 routes.

Paratransit Manager Sheila Harmon reported on dispatcher and on-call driver hiring and a 2% increase in ridership from last year.

11. MISCELLANEOUS

None.

12. ADJOURNMENT

Chair Alexander adjourned the meeting at 4:16 pm.

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Lisa Alexander, Chair Tara Hargrave, Clerk of the Board