



# 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, May 14, 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, May 14, 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](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, June 11, 2025  
4:00 p.m. – Regular Board Meeting

**1. CALL TO ORDER**

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

**2. FLAG SALUTE**

The flag salute was recited.

**3. ROLL CALL**

Present: Chair Lisa Alexander; Vice-Chair MaryAlice Wallis; Member Erik Halvorson; Member Keenan Harvey; Member Anthony Harris

Absent: Member Steven Ferrel; 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; Chris Collins, Public Works Director (Late)

Others Present: Betsy DeSpain, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager; Kelly Wagoner, CAP (on Zoom)

**4. PUBLIC COMMENTS**

None.

**5. CONSIDERATION OF MINUTES FOR THE APRIL 9, 2025 MEETING**

A motion was made by Member Harvey, seconded by Member Wallis to approve the April 09, 2025 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

**25-00433 2025 04 09 CTA Minutes**

**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.

**25-00434 Invoice #2025-06 - City of Longview \$553,741.00**

**25-00447 Invoice #390 - CWCOG (Mobility Match Jan-Jun 25) \$3,000.00**

**25-00435 Invoice #417 - CWCOG (LKRATS Q3) \$2,964.06**

**25-00448 2025 January CTA Fund Balance Report - Amended**

**25-00444 2025 March CTA Fund Balance Report**

**25-00443 2025 March CTA Treasurer's Report**

**7. REPORTS**

Transit Manager Seeks reported that ridership continues to grow year to year.

**25-00436 Annual Fixed Route Ridership**

**25-00437 2025 April Daily Fixed Route Ridership**

**25-00438 2025 April Fixed Route Ridership per Hour**

**25-00439 2025 April Averaged Fixed Route Ridership per Trip**

**25-00440 2025 April LIFT Monthly Ridership**

25-00441 Five Year Ridership Graph

25-00442 PTBA Sales Tax Data 2024 vs. 2025

8. **AGENDA SUMMARY – FUNDING UPDATE : COMMUTER BUS SERVICE PROJECTS**

Transit Manager Seeks reported on the progress of the Rainier and Vancouver commuter bus service projects, funding and schedules. The new route numbers will be Route 433 for Rainier and Route 511 for Vancouver. The number of trips for the Vancouver route is still unknown and waiting on funding. Route 411 was discussed stating that additional funding is being looked into but its continuance past September 2025 is up to the CTA Board. Questions regarding ridership tracking and data reporting on Route 411 were discussed.

**25-00450 SUMMARY STATEMENT:**

**The Cowlitz Transit Authority Board has approved two Commuter Bus Service projects, both contingent on sufficient funding from other jurisdictions and both scheduled for implementation on July 1, 2025.**

**Route 433 – Service between Rainier, Oregon and Longview. This project depends in part upon Federal Transit Administration (FTA) Section 5307 funding transferred from Oregon DOT back to FTA for our use. We have applied for this funding and are awaiting further action by FTA. The City of Rainier committed \$10,000 to the first year of the project and we look forward to the funding in their 2025-2026 budget. If funding fails to come through, the service implementation will be cancelled.**

**Route 511 – Service between Longview and Vancouver via Kalama, Woodland, and the Cowlitz Tribe Reservation (ilani). A large share of the operating and capital expense for this project depends upon a proviso in the Washington State Transportation Budget. SB 5161, which includes the proviso, was passed by both houses and awaits Governor Ferguson’s approval or veto. If vetoed, staff has prepared to operate a reduced level of service until December 31, 2025.**

**RECOMMENDED ACTION:  
None – information only.**

9. **MANAGER'S REPORT**

Transit Manager Seeks reported on operator interviews and current operators out on long-term medical leave. The paratransit ADA contract RFP has been sent out and proposals are due on May 26th so it's anticipated that the information will go to Longview City Council in late June 2025. RCT took delivery of a new ADA van/supervisor vehicle.

Mobility Supervisor Daggett reported on two events she attended for outreach, the 2 summer hires and free fare on Earth Day.

Paratransit Manager Harmon reported ridership increases of 13% for general passengers and 17% for demand response over this time last year.

10. **MISCELLANEOUS**

None.

11. **ADJOURNMENT**

Chair Alexander adjourned the meeting at 4:16 pm.

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Lisa Alexander, Chair

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Tara Hargrave, Clerk of the Board