



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, June 11, 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, June 11, 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, July 9, 2024

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 Keenan Harvey; Member Anthony Harris

Absent: Member Erik Halvorson; Member Steven Ferrell; 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; Keith Walling, Fleet & Facilities Maintenance Manager

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

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR MAY 14, 2025 MEETING

A motion was made by Member Harvey, seconded by Member Wallis to approve the May 14, 2025 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

25-00480 May 14, 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.

25-00481 2025 April CTA Treasurer's Report

25-00482 2025 April CTA Fund Balance Report

25-00483 Invoice #2025-07 - City of Longview \$510,135.00

7. REPORTS

25-00484 2025 Annual Fixed Route Ridership

25-00485 2025 May Daily Fixed Route Ridership

25-00486 2025 May Daily Fixed Route Ridership by Hour

25-00487 2025 May Fixed Route Average Passengers per Trip

25-00488 2025 May LIFT Monthly Ridership

25-00490 PTBA Sales Tax Data 2025 vs. 2024

8. SUMMARY SHEET - INTERIM SERVICE PLAN FOR ROUTE 511 (I-5) COMMUTER BUS

Transit Manager Seeks reported on the status of the Rainier commuter bus service and funding and gave a big thank you to all that helped.

25-00540 SUMMARY OF STATEMENT:

On May 20, 2025, Governor Ferguson signed the 2025 – 2027 State Transportation Budget. This included the budget proviso championed by the Washington State Transit Association and its lobbyists, which will help fund two buses and two years of service between Longview, Kalama, Woodland, the Cowlitz Reservation, and Vancouver. This replaces the service provided by Lower Columbia Community Action Program, which ends June 30, 2025.

The new service, designated Route 511, will start the following day, July 1. However, with cutaway bus availability, we need to reduce the service frequency to a more manageable service until we take delivery of new buses.

RECOMMENDED ACTION:

No action, information only.

9. SUMMARY SHEET - LOWER COLUMBIA CAP'S PASS REQUEST

Transit Manager Seeks reported on the request from CAP. Discussion ensued.

Member Harvey made a motion, seconded by Member Wallis to direct Manager Seeks to inquire regarding CAP reimbursing those passes and report back to the CTA Board. The Motion passed unanimously.

Member Harvey made a motion, seconded by Member Wallis to accept passengers using previously purchased CAP passes in lieu of fares on Route 511 until July 31, 2025, contingent on Manager Seeks reimbursement conversation with CAP. The motion passed unanimously.

25-00538 SUMMARY OF STATEMENT:

Two of the fare media for Lower Columbia Community Action Program (CAP) Transportation Service have been a 20-trip pass at \$40 and 5-trip pass at \$10. Essentially these are punch cards similar to what we make available on our LIFT service, convenient for individuals who do not or cannot carry cash. The regular cash fare on CAP is \$2 per trip.

Kelly Wagoner, CAP's Transportation Manager, requests that RCT honor those passes on Route 511 for up to one month, as many of the riders have a limited income. Staff anticipates the fare loss to be minimal.

RECOMMENDED ACTION:

Motion to authorize RiverCities Transit to accept passengers using previously purchased CAP passes in lieu of fare on Route 511 until July 31, 2025.

10. SUMMARY SHEET - COWLITZ COUNTY FAIR FREE FAIR REQUEST

Transit Manager Seeks reported on the request.

Member Wallis made a motion, seconded by Member Harvey to authorize RiverCities Transit to operate Routes 32 and 46 fare free during the Cowlitz County Fair, July 23-26, 2025. The motion passed unanimously.

25-00537 SUMMARY OF STATEMENT:

Staff was contacted by Ashley Lachney, Business Development & Marketing Coordinator for the Cowlitz County Event Center. She requested, on behalf of the Cowlitz County Fair, free fare during the fair for riders on Routes 32 and 46, both of which service two stops on 7th Avenue at the Event Center. The fair will operate July 23 - 26, 2025.

RECOMMENDED ACTION:

Motion to authorize RiverCities Transit to operate Routes 32 and 46 fare free during the Cowlitz County Fair, July 23 – 26, 2025.

11. SUMMARY SHEET - APPROVAL OF FTA BUS & BUS FACILITIES GRANT AND LOW-NO EMISSION GRANT MATCH

Transit Manager Seeks reported on the two (2) competitive grants available.

Member Wallis made a motion, seconded by Member Harvey to approve Resolution #2025-01 and authorize the Chair to sign a letter of support for the City of Longview 2025 Bus and Bus Facilities grant application and 2025 Low or No Emission grant application. The motion passed unanimously.

25-00554 SUMMARY OF STATEMENT:

The City of Longview is the Designated Federal Recipient of public transit funds. The City of Longview, in cooperation with the Cowlitz Transit Authority, is applying for two grants that support the goals of the Transit Enhancement Plan and are supported in the regional long range transportation plan. To demonstrate local support for the project, the applications require documentation of local financial commitment and support. Staff is requesting the CTA approve authorization of the CTA Board Chair to sign a letter of support and adopt a resolution allocating local matching funds for the grants. Staff anticipates that these vehicles will be delivered and paid for in late 2026 or early 2027, if the grant applications are successful.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2025-01 and authorize the Chair to sign a letter of support for the City of Longview 2025 Bus and Bus Facilities grant application and 2025 Low or No Emission grant application.

12. AGENDA SUMMARY - BUDGET REVISION: DEDICATED TRANSIT FLEET TECHNICIAN

Transit Manager Seeks reported on the request and need.

Member Harvey made a motion, seconded by Member Wallis to approve a revision to the 2025 Cowlitz Transit Authority Budget for the purposes of hiring one dedicated transit fleet maintenance mechanic and increasing the monthly payment to the City of Longview by an additional \$11,083 per month. The motion passed unanimously.

25-00553 SUMMARY OF STATEMENT:

The Fleet Maintenance Department and RiverCities Transit staff are requesting a budget revision for the purposes of hiring one additional fleet technician, to be dedicated to maintenance of the transit fleet.

The need for this position is detailed in the attached justification document from Keith Walling, Fleet and Facilities Maintenance Manager.

RECOMMENDED ACTION:

Motion to approve a revision to the 2025 Cowlitz Transit Authority Budget, for the purposes of hiring one dedicated transit fleet maintenance mechanic and increasing the monthly payment to the City of Longview by an additional \$11,083 per month.

ATTACHMENT:

Transit Tech Justification 6.4.25

13. SUMMARY SHEET - ESTABLISH PUBLIC HEARING FOR 2025-2030 TRANSIT DEVELOPMENT PLAN AND 2024 ANNUAL REPORT

Transit Manager Seeks reported on the annual process.

Member Wallis made a motion, seconded by Member Harvey to establish a public hearing for the July 9, 2025, CTA Board meeting to receive citizen input on the 2025-2030 Transit Development Plan and 2024 Annual Report. The motion passed unanimously.

25-00543 SUMMARY OF STATEMENT:

In compliance with RCW 35.58.2795, the Cowlitz Transit Authority is required to establish a public hearing to receive comments regarding the Six-Year Transit Development Plan.

RECOMMENDED ACTION:

Motion to establish a public hearing for the July 9, 2025, CTA Board meeting to receive citizen input on the 2025-2030 Transit Development Plan and 2024 Annual Report.

14. MANAGER'S REPORT

Transit Manager Seeks reported on the Rainier commuter bus (Route 433) funding contribution by Rainier; two of the three new operators have started; and four ADA service submissions were received and being reviewed by the committee.

Transit Mobility Manager Daggett reported on the local events sh attended and stated radio commercials for the new routes are completed.

Paratransit Manager Harmon reported ridership is still slow but steadily still increasing at approximately 15% over last year.

15. MISCELLANEOUS

None.

16. ADJOURNMENT

Chair Alexander adjourned the meeting at 4:22 pm.

Lisa Alexander, Chair

Tara Hargrave, Clerk of the Board