



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, July 9, 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, July 9, 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, July 9, 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 any comments concerning the adoption of the Transit Development Plan 2025-2030 and 2024 Annual Report for RiverCities Transit.

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, August 13, 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; Member Keenan Harvey; Member Steven Ferrell

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

Staff Present: Jim Seeks, Transit Manager; Chris Collins, Assistant City Manager; Steve Hansen, Assistant Public Works Director; Doreen Daggett, Transit Supervisor; Tara Hargrave, Clerk of the Board

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

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR JUNE 11, 2025 MEETING

A motion was made by Member Wallis, seconded by Member Harvey to approve the June 11, 2025 Cowlitz Transit Authority Regular Board Meeting Minutes as Amended. The motion carried unanimously.

25-00639 2025 06 11 CTA Board Minutes

6. CONSENT CALENDAR

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

25-00587 2025 May CTA Treasurer's Report

25-00588 2025 May CTA Fund Balance Report

25-00589 Invoice #2025-08 - City of Longview \$521,128.00

25-00640 Invoice #E69B1C00-0008 - The Daily News \$376.33

7. REPORTS

25-00590 2025 Annual Fixed Route Ridership

25-00591 2025 June Daily Fixed Route Ridership

25-00592 2025 June Daily Fixed Route Ridership by Hour

25-00593 2025 June Fixed Route Average Passengers per Trip

25-00594 2025 June LIFT Monthly Ridership

25-00595 Five Year Ridership Graph

25-00596 PTBA Sales Tax Data 2025 vs. 2024

8. **AGENDA SUMMARY - AUTHORIZATION TO SIGN TRANSIT AGENCY SALES TAX COLLECTION CERTIFICATION FORM**

Transit Manager Seeks reported on ESSB 5161.

A motion was made by Member Wallis, seconded by Member Harvey to authorize the Chair to sign the Transit Agency Sales Tax Collection Certification Form. The motion carried unanimously.

25-00644 SUMMARY OF STATEMENT:

ESSB 5161, passed by the Washington Legislature and signed by Governor Ferguson, carried with it a requirement that each transit agency receiving any state transit grant certify that the agency will not delay, divert, supplant, or suspend the collection of approved local sales and use taxes for the purpose of public transportation during the 2025-2027 fiscal biennium.

RECOMMENDED ACTION:

Motion to authorize the Chair to sign the Transit Agency Sales Tax Collection Certification Form.

ATTACHMENT:

Attachment 1 – Excerpt from ESSB 5161

9. **AGENDA SUMMARY - PUBLIC HEARING ON 2025-2030 TRANSIT DEVELOPMENT PLAN AND 2024 ANNUAL REPORT**

Transit Manager Seeks reported on the Transit Development Plan.

Chair Alexander opened the public hearing at 4:12 pm, called for public comment, no public comment was received, and closed the public hearing at 4:12 pm.

Member Wallis made a motion, seconded by Member Harvey to approve the RiverCities Transit 2025-2030 Transit Development plan and 2024 Annual Report.

25-00645 SUMMARY STATEMENT:

The Transit Development Plan (TDP) is drafted by RiverCities Staff and approved by the Cowlitz Transit Authority annually. It serves to fulfill both RCW's 35.58.2795 and 35.58.2796 which requires the creation of a Public Transportation System Six-Year Transit Plan and Annual Report, respectively.

RECOMMENDED ACTION:

Hold public hearing to review the 2025-2030 Transit Development Plan and 2024 Annual Report.

THEN:

Motion to approve the RiverCities Transit 2025-2030 Transit Development Plan and 2024 Annual Report.

10. **MANAGER'S REPORT**

Transit Manager Seeks reported on new operator's, the start of the new routes (433 & 511), and CC Rider connections in Rainier.

Mobility Supervisor Daggett reported on new route radio commercials and Summer Parks & Rec Rider Groups.

Paratransit Manager Harmon reported being fully staffed and may add one more part-time on-call driver.

11. MISCELLANEOUS

Chair Alexander gave kudos to RiverCities Transit for being able to step up and cover the Vancouver route, and reported that Kalama Fair, Rainier Days in the Park, and the STP bike ride is this weekend.

Chair Alexander also mentioned that the September CTA Board Meeting will be held at Kelso City Hall.

12. ADJOURNMENT

Chair Alexander adjourned the meeting at 4:22 pm.

Lisa Alexander, Chair

Tara Hargrave, Clerk of the Board