



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes

### Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),  
Larry Alexander, Don Jensen, Jeffrey McAllister,  
Anthony Harris (Nonvoting), Jim Hill (Alternate),  
Arne Mortensen (Alternate), Mike Wallin (Alternate)*

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Wednesday, May 9, 2018

4:00 PM

Longview Council Chambers

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**Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting.**

#### 1. Call To Order

The meeting was called to order by Vice Chair Makinster at approximately 4:00 pm in the Longview Council Chambers.

#### 2. Roll Call

Present - Chet Makinster (Vice Chair), Larry Alexander, Don Jensen, Jeffrey McAllister, Anthony Harris

#### Staff Present

Amy Asher, City of Longview  
Jeff Cameron, City of Longview  
Tabitha Hayden, City of Longview

#### Others Present

Betsy DeSpain, Paratransit Services

#### 3. Constituent Comments

None

#### 4. Consideration of Minutes for the April 11, 2018 Meeting

On a motion from Alexander, seconded by McAllister, the minutes of the regular meeting held on April 11, 2018, were unanimously approved.

**5. Establish Public Hearing - Board Composition Review**

A motion was made by Jensen, and seconded by Alexander, to establish a public hearing for Cowlitz Transit Authority Board composition review to be held at the next board meeting on June 13th, 2018

Summary Statement Establish Public Hearing - Board Composition Review

**6. Consent Calendar**

On a motion from Jensen, seconded by Alexander, the items on the consent calendar were approved. The motion carried unanimously.

Invoice - City of Kelso May Rent \$579.90

Invoice - City of Longview June \$690,781.00

Invoice - Columbia Security May \$565.00

Invoice - CWCOG 3rd Quarter LKRATS \$1,468.94

March 2018 County Treasurer's Report

March 2018 Fund Balance Report

**7. Reports**

2018 Annual Ridership

2018 April Fixed Route Ridership

2018 April LIFT Ridership

CTA Ridership Graph

PTBA Sales Tax Data

**8. Washington State Transit Insurance Pool**

Asher shared a video with the board that introduced WSTIP and shared their mission. WSTIP provides a training program for operators, researches best practices, and embraces forward-thinking technologies. See the website [WSTIP.org](http://WSTIP.org) for more information.

**9. Manager's Report**

Asher reported:

- Attended Earth Day with hybrid bus and offered fare free service
- Submitted a Facilities and Maintenance Plan and Grant Administration manual to the Federal Transit Administration for review.
- City of Longview budget kickoff meeting scheduled for later this month
- Staff will meet with the Cowlitz County Planners, WSDOT, and Lower Columbia CAP next month to look at and discuss the road right of way in Lexington and how to prepare for the future.

Cameron reported that the Transit Center project passed two significant milestones including receiving the environmental review certification from the FTA and signing the lease for the temporary location.

**10. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 4:30 p.m.

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Tabitha Hayden, Clerk of the Authority

Dennis Weber, Chairman

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