



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes

### Cowlitz Transit Authority

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Wednesday, March 11, 2015

4:00 PM

Longview Council Chambers

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#### 1. Call To Order

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

#### 2. Roll Call

**Present:** 5 - Mary Jane Melink, Rick Roberson, Gary Schimmel, Dennis Weber and Anthony Harris (nonvoting member)

**Excused:** 2 - Chairman Todd McDaniel and Tom Hutchinson

#### 3. Constituent Comments

None.

#### 4. Consideration of Minutes for February 11, 2015

On a motion from Schimmel, seconded by Weber, the minutes of the regular meeting held on February 11, 2015 were unanimously approved.

#### 5. Consent Calendar

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

February 2015 Annual Ridership

February 2015 Fixed Route Ridership

February 2015 Paratransit Ridership

January 2015 County Treasurer's Report

January 2015 CTA Fund Balance Report

## 6. Consideration of Invoices

On a motion from Weber, seconded by Roberson, all invoices were approved for payment. The motion carried unanimously.

Invoice - City of Kelso - \$538.50

Invoice - City of Longview - \$280,289.92

Invoice - Columbia Security - \$520.00

Invoice - Jesse D Conway - \$70.00

## 7. Proposal Review - RiverCities Transit Bus Shelters Purchase

Asher spoke on the 2013 Grant award in the amount of \$120,00 for bus stop amenities. In February the City issued a request for proposals for shelters and amenities. Following a review of the five proposals that were received, staff recommends purchasing shelters with benches from Handi-Hut. Installation of the new shelters should begin this summer.

On a motion from Roberson, seconded by Schimmel, the board approved the proposal from Handi-Hut. The motion carried unanimously.

Proposal Review - RiverCities Transit Bus Shelters Purchase

## 10. Consideration of Rescheduling April's Meeting

Board members discussed and agreed to keep April's regularly scheduled meeting date.

## 11. Manager's Report

Windler gave the Manager's Report

- Local sales tax for the year is at -.1% under 2014.
- Ridership trends remain encouraging with 5,100 trips over February 2014.
- Public reaction to the February 16th service changes has been positive.
- Staff has received word that we were awarded a Vanpool Investment Program grant from the Washington State Department of Transportation. The next steps include ordering vehicles and reviewing vanpool manuals. Staff will be researching industry standards in order to draft a local vanpool program.
- Staff will also be researching a bus rebuild project for our older fleet; will begin gathering cost estimates and life expectancies for rebuilt buses. The program would include rebuilding the engine, lifts, and transmissions.

## 12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:15 p.m.

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Tabitha Hayden, Clerk of the Authority

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Todd McDaniel, Chairman