



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes

### Cowlitz Transit Authority

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Wednesday, May 13, 2015

4:00 PM

Longview Council Chambers

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#### 1. Call To Order

Call to Order:

The meeting was called to order by Chair McDaniel at approximately 4:00 p.m. in the Longview Council Chambers.

#### 2. Roll Call

**Present:** 5 - Chairman Todd McDaniel, Mary Jane Melink, Dennis Weber, Tom Hutchinson and Anthony Harris (nonvoting member)

**Excused:** 2 - Rick Roberson and Gary Schimmel

#### Staff Present

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

#### Others Present

Betsy Despain, Paratransit  
Judy Donavan, CWCOG

#### 3. Constituent Comments

Donald Kimble, Kelso resident, shared his concerns that rules are being broken and going unaddressed by staff. These rules include smoking in bus shelters and at the Transit Center also cell phones ringing on the bus. Donald is concerned that drivers are carrying on conversations with passengers while they are driving and that passengers are standing in front of the yellow caution line on the bus. McDaniel told Mr. Kimble that staff will follow up with him.

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

On a motion from Melink, seconded by Hutchinson, the minutes of the regular meeting held on March 11, 2015, were unanimously approved.

## 5. Consent Calendar

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

April 2015 Annual Ridership

March 2015 Fixed Route Ridership

April 2015 Fixed Route Ridership

March 2015 Paratransit Ridership

April 2015 Paratransit Ridership

February 2015 County Treasurer's Report

March 2015 County Treasurer's Report

February 2015 CTA Fund Balance Report

March 2015 CTA Fund Balance Report

## 6. Consideration of Invoices

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

Invoice - City of Kelso April Rent - \$538.50

Invoice - City of Kelso May Rent - \$538.50

Invoice - City of Longview May - \$280,289.92

Invoice - City of Longview June- \$280,289.92

Invoice - Columbia Security Service April - \$520.00

Invoice - Columbia Security Service May - \$520.00

Invoice - TCF Architecture February Invoice - \$763.42

Invoice - TCF Architecture March Invoice - \$5,598.11

Invoice - TCF Architecture April Invoice- \$23,598.55

## **7. CTA Planning Committee Meeting Report**

McDaniel reported that many of the recommended changes from the Transit Enhancement Plan have been implemented. In an effort to regroup and evaluate how the agency is doing, the Planning committee directed staff to focus on three areas: establish performance goals, categorize and allot reserve funds and; explore fare structures and possible fare increases. Weber asked how the agency plans to increase fares. Windler responded that it is up to the Board to define a philosophy for fares. The Board may decide that fares need to make up a percentage of recovered costs or the Board may decide fares should based on what they deem is a reasonable fee to ride the bus.

CTA Planning Committee Meeting Report

## **8. Paratransit Services, Inc. Contract Renewal**

Cameron expressed the staffing challenges that Paratransit, Inc. has been facing and that are addressed in this contract. This contract will allow Paratransit, Inc. to increase wages and phase in new full time drivers.

On a motion from Melink, seconded by Hutchinson, the Paratransit Services, Inc. Contract was approved. The motion carried unanimously.

Paratransit Services, Inc. Contract Renewal

## **9. CTA Equipment Lease**

On a motion from Hutchinson, seconded by Melink, the CTA Equipment Lease agreement was approved. The motion carried unanimously.

Paratransit Services, Inc. Equipment Lease

## 10. Manager's Report

Windler reported that sales tax for March was up 2% with April up 5% over 2014. We are experiencing a positive trend in ridership. The first bus to be rebuilt as part of our Bus Component Rebuild Project has been towed off site. Work should be commencing on it soon.

The 5 vanpool vehicles are on site. The program development is almost finished. We have established a peer review process so that we are following industry standards. Our goal is to have a draft policy and fare structure to the board at the June meeting for a July launch.

Asher reported that we are scheduled to received 15 of our 40 bus shelters tomorrow, the rest to follow in a couple of weeks. Staff will be deploying these bus shelters this summer with the help of a summer hire.

Staff received an award letter from the state department of transportation stating that that there is a contingent award of \$503,679 to sustain the mobility management position, purchasing 3 paratransit vehicles, and sustaining paratransit services.

Cameron reported the recruiting period for the transit manager has closed. The city received 10 applications which were screened down to 6. Interviews are scheduled for June 9th.

## 11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:42 p.m.

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Tabitha Hayden, Clerk of the Authority

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Todd McDaniel, Chairman