



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, August 12, 2015

4:00 PM

Longview Council Chambers

1. Call To Order

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

2. Roll Call

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

Absent: 1 - Rick Roberson

Altern Abs: 1 - Gary Schimmel

Staff Present

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

Others Present

Betsy Despain, Paratransit
Judy Donavan, CWCOG

3. Constituent Comments

None

4. Consideration of Minutes for July 8, 2015

On a motion from Hutchinson, seconded by Weber, the minutes of the regular meeting held on August 13, 2014, were unanimously approved.

2015 07 Meeting Minutes

5. Public Hearing - RiverCities Transit Six-Year Transit Development Plan 2015-2020

Chair McDaniel opened the public hearing at 4:00 p.m. to receive comments from the public with regard to the 2015-2020 Transit Development Plan. There were no comments. Chair McDaniel closed the public hearing at 4:02 p.m.

Asher explained that the RiverCities Transit Six-Year Transit Development plan is a state requirement that outlines our organizational structure, transportation services, major accomplishments and proposed future action strategies and a program for funding those strategies. This planning document is then used in the Washington State Department of Transportation Annual Report.

On a motion from Melink seconded by Weber the 2015-2020 RiverCities Transit Development plan was approved.

Weber asked if staff was working with planners to make sure future facility improvements were compatible with the Transportation Corridor - Freight Corridor improvement project. Cameron stated that staff is and the consultants are aware of that project and are incorporating potential easements into the planning.

RiverCities Transit Six-Year Transit Development Plan 2015-2020

6. Consent Calendar

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

July 2015 Annual Ridership

July 2015 Fixed Route Ridership

July 2015 Paratransit Ridership

June 2015 County Treasurer's Report

June 2015 CTA Fund Balance Report

7. Consideration of Invoices

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

Invoice - City of Kelso Rent \$538.50

Invoice - City of Longview \$280,289.92

Invoice - Columbia Sercurity \$520.00

Invoice - TCF Architecture 2015 06 \$11,519.66

8. Kelso Train Depot Lease Renewal

On a motion from Weber, seconded by Jensen, the Kelso Train Station Lease was approved. The motion passed unanimously.

Asher stated the Cowlitz Transit Authority entered into a lease with the City of Kelso for office space at the Train Station in 2013. The office space is used as a breakroom for operators, due to route changes that require our operators to complete their whole shift in Kelso.

Approve Kelso Train Depot Lease Renewal

9. LCC Ridership Agreement

Weber made a motion to grant authority to the Chair to execute the Ridership Agreement with Lower Columbia College once final agreement has been reached, seconded by Melink. The motion passed unanimously.

Ridership Agreement with Lower Columbia College

10. TCF Architecture Update

Cameron gave an update on TCF Architecture's facilities master planning. Phase one of the facilities master planning identified facility needs and potential sites based on long term projections. Phase two was an environmental analysis which should lead to a national environmental policy act environmental review. All of the site work is completed and all of the tests have come back negative. It looks positive for proceeding with the preferred site. However as staff has been discussing our facilities needs with the Federal Transit Administration it has become clear that we are going to have trouble funding an offsite facility. Staff is talking with TCF Architecture about revisiting our master plan to phase in some interim improvements that will be useful in the long term. TCF will also look at our long term projections and perhaps scale back what was originally envisioned. The improvements may include a combination of modifications at the Transit Center and City Shop without moving offsite.

11. Manager's Report

Asher reported that the sales tax was up year to date 2.1 percent. RiverCities is also continuing to see a positive trend in ridership. The new shelters are deploying at a little slower pace than we anticipated due to staffing changes. We are working to fill our vacant positions over the next couple of months. Last week staff met with our FTA Grant manager for a training session on grant writing and reporting.

Asher then asked the board to confirm that they wanted to move forward with the public involvement process on a fare increase. The board confirmed that they support reaching out for public comment on a fare increase. Weber encouraged staff to give the public a series of options so that the public is involved in the decision making.

Jensen asked about wait times. Asher answered that with the 2013 service changes we reduced most wait times during peak hours to 30 minutes. Jensen also asked about RouteShout. Asher responded that on our website you can click on "Where's my Bus" to locate all the buses. RouteShout is an app riders may put on their phones to locate bus stops and bus arrival times.

Weber acknowledged the continued success of the new routing and the new approach to students. It is a pretty remarkable increase in ridership. Excited about the return on resources.

Cameron reported that there are some behind the scenes things going on that pertain to governance. The State Auditor is indicating that the Cowlitz Transit Authority is officially a sub-recipient of the the FTA funds, based on their review of the agency financials. Staff has formally requested an opinion from the FTA on the Cowtlitz Transit Authority's status. Staff expects a finding from the State Auditor once their reports are complete in September and followed by a formal opinion from the FTA. Based on the FTA's opinion the City of Longview and the Cowlitz Transit Authority may need to revisit their interlocal agreement.

12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:36 p.m.

Tabitha Hayden, Clerk of the Authority

Todd McDaniel, Chairman