



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, March 8, 2017

4:00 PM

Longview Council Chambers

The 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 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 Authority Member Melink at approximately 4:00 pm in the Longview Council Chambers.

2. Roll Call

Present: 4 - Mary Jane Melink, Rick Roberson, Anthony Harris (nonvoting member) and Larry Alexander

Absent: 1 - Dennis Weber

Excused: 1 - Don Jensen

Alternate: 3 - Chet Makinster, Jim Hill and Arne Mortensen

Staff Present

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

Others Present

Betsy DeSpain, Paratransit Services
Judith Donovan, CWCOG
Robert Stevens, CWCOG

3. Constituent Comments

None.

4. Election of Officers

Board Member Melink called for nominations of the 2017 Cowlitz Transit Authority Board Chair. Roberson nominated Weber for Cowlitz Transit Authority Chair, seconded by Alexander. There being no further nominations, the motion carried unanimously. Alexander nominated Jensen for Vice Chair of the Cowlitz Transit Authority board, with no further nominations, the motion carried unanimously.

5. Consideration of Minutes from the January 11, 2017 Meeting

On a motion from Roberson, seconded by Alexander, the minutes of the regular meeting held on January 11, 2017, were unanimously approved.

6. Consent Calendar

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

2017 Annual Fixed Route Ridership

2017 January Fixed Route Ridership

2017 January Paratransit Ridership

2017 February Fixed Route Ridership

2017 February Paratransit Ridership

Ridership Graphs

December 2016 County Treasurer's Report

December 2016 Fund Balance Report

January 2017 County Treasurer's Report

January 2017 Fund Balance Report

7. Consideration of Invoices

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

Invoice - City of Kelso - \$565.76

Invoice - City of Longview - \$332,450.00

Invoice - Columbia Security Service - \$565.00

Invoice - City of Kelso \$565.76

Invoice - City of Longview \$332,450.00

Invoice - Columbia Security \$565.00

Invoice - Law Office of Jesse Conway - \$17.50

8. Manager's Report

Asher asked the board if there is an alternate day and time they would prefer meeting. The board requested she bring that back when more members were present.

Asher reported that the Year End Sales Tax collected for 2016 was at 10% more when compared to 2015, or \$333,568.

Ridership has seen an overall 7.3% decline from 2015 and our weather thus far this year has not helped our ridership numbers for January and February. The weather events have caused route deviations in our fixed route service.

RiverCities Lift has had to limit their service to life-sustaining rides only during the icy conditions.

Supervisory staff has been working on looking at ridership by stop location and will start making suggestions on route revisions soon. Asher anticipates those suggested revisions will be significant enough to be brought to the board for approval as required by the bylaws.

Asher reported that she attended the Cowlitz County 20 in 2040 event which was a community visioning exercise that was started about a year ago.

Transportation was one of eight topics originally discussed and the group found that transit came up among the majority of those 8 topics frequently. Staff was asked to come and talk to the group about public transportation options provided by RCT and others in the County.

Ben Nolen attended Project Homeless Connect on January 26th at the Cowlitz County Event Center. RCT provided free fares to the community to encourage access to the event. Ridership on RCT was at its second highest number for the month of January on that day. Nolen brought rider guides, applications for reduced fare, and paratransit applications to help connect people to the transit options we provide.

Staff will be present at the Earth Day event Saturday, April 15th and at the Senior Connections Fair in May to provide information and resources about transit in our community.

Next month there will be a spot on the agenda for our Cowlitz County School District Superintendents to attend our board meeting to discuss the City of Longview's hiring practices of transit drivers.

Staff is moving forward with design and preliminary engineering work on the downtown transit facility remodel. TCF Architecture will be performing that work. Staff expects to see a scope for the project from them in the next couple of weeks as we refine items we expect to have at the facility for our staff and customers.

The Amalgamated Transit Union Contract, which covers our transit operators, has been ratified by the union and will be presented for approval to the Longview City Council tomorrow night.

Staff is busy preparing for annual reporting to the National Transit Database. Staff is also preparing for our FTA Triennial Review which will occur in early May. This is an in-depth audit of our transit policies and practices for the past three years. This will be a first for all staff on board so we are looking forward to learning the process and using it as an opportunity to polish our practices. We will also have a review of our grant funded projects by WSDOT at the end of March. We have received consolidated transit grants for the purchase of buses and operating funds for Paratransit, and our management work.

9. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:20 p.m.

Tabitha Hayden, Clerk of the Authority

Don Jensen, Chairman