



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, April 12, 2017

4:00 PM

Longview Council Chambers

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

2. Roll Call

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

Excused: 2 - Rick Roberson and Don Jensen

Alternate P: 1 - Chet Makinster

Alternate: 2 - Jim Hill and Arne Mortensen

Staff Present

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

Others Present

Betsy Despain, Paratransit Services

3. Constituent Comments

None

4. Consideration of Minutes for the March 8, 2017 Meeting

On a motion from Alexander, seconded by Melink, the minutes of the regular meeting held on March 8, 2017, were unanimously approved.

5. Consent Calendar

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

2017 Annual Fixed Route Ridership

2017 March Fixed Route Monthly Ridership

2017 March Paratransit Ridership

Ridership Graphs

February 2017 County Treasurer's Report

February 2017 Fund Balance Report

6. Consideration of Invoices

On a motion from Alexander, seconded by Makinster, 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

7. Ratify Election of CTA Board Chair and Vice Chair

This item was deferred to the next board meeting.

8. Open Public Meetings Act Training

The Longview City Council is taking Open Public Meetings Act Training during the Council meeting to be held April 13, 2017. Alexander, the City of Kelso delegate said they had the training during the previous year.

9. Marketing and Mobility Management

Asher reported she would be attending Earth Day to promote RiverCities Transit. RiverCities will also have a booth at the Senior Connections Fair.

Lamar Advertising has produced channel cards and floor coverings for the buses. The images depict Google Trip Planning, bus safety, and exit arrows.

Cowlitz County Health and Human Services is launching Walk and Roll Month. RiverCities will be offering Fare Free Fridays during the month of May as part of the Walk and Roll program.

Staff has organized events, added channel cards on buses, started a Facebook page as part of the Mobility Management Grant. Staff will be wrapping up this grant with an updated RiverCities LIFT application. The new application will be cleaner, have a clearer message, and be shorter. Staff will also be producing a new LIFT rider's guide.

10. Manager's Report

Asher reported sales tax is up 4.1% over the previous year and up 7.6% for February. Melink asked that staff provide a graphic in the next agenda packet. Weber stated he is interested in the effect of the 1/10% sales tax increase on transit.

Asher stated ridership has declined. Staff is reviewing routes that are less productive. Staff will review 2015 performance measures.

The ATU has ratified their collective bargaining agreement; staff is working on the implementation of that contract.

Kelso School District asked to postpone their discussion of our operator recruitment practices. Weber asked if the hiring issues were generational, is there a way to recruit and attract a younger generation. Asher responded that staff will be attending the LCC career fair. Staff is looking into a way to add a training piece as the City currently requires a CDL with passenger endorsement. Staff is also looking at how to make the Casual/on-call a more appealing position.

Washington Department of Transportation site review was held. The review included financial, staff policies and procurement. There were no findings.

The FTA will hold their triennial review during the beginning of May. This review includes on-site interview and tour of facilities.

TCF Architecture is in the design phase of the transit center expansion. Staff is expecting to go to bid in early November.

2015 2016 Fares Comparison Fixed Route

2015 2016 Fares Comparison Paratransit

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:26 p.m.

Tabitha Hayden, Clerk of the Authority

Don Jensen, Chairman