



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, June 14, 2017

4:00 PM

Longview Council Chambers

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 Chair Weber at approximately 4:00 pm in the Longview Council Chambers.

2. Roll Call

Present: 6 - Mary Jane Melink, Rick Roberson, Dennis Weber, Anthony Harris (nonvoting member), Chet Makinster and Jim Hill

Excused: 2 - Larry Alexander and Don Jensen

Alternate: 1 - Arne Mortensen

Staff Present

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

Others Present

Betsy DeSpain, Paratransit Services
Robert Stevens, CWCOG

3. Constituent Comments

None

4. Consideration of Minutes of the April 12, 2017 Meeting

On a motion from Melink, seconded by Roberson, the minutes of the regular meeting held on April 12, 2017, were unanimously approved.

5. Consent Calendar

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

Invoice - City of Kelso May Rent - \$565.76

Invoice - City of Kelso June Rent - \$565.76

Invoice - City of Longview June - \$332,450.00

Invoice - City of Longview July - \$500,000.00

Invoice - Columbia Security Service May - \$565.00

Invoice - Columbia Security Service June - \$565.00

Invoice - Law Office of Jesse Conway March - \$52.50

Invoice - Law Office of Jesse Conway April - \$17.50

Invoice - CWCOC 1st Quarter - \$3,361.19

March 2017 Fund Balance Report

April 2017 Fund Balance Report

March 2017 County Treasurer's Report

April 2017 County Treasurer's Report

6. Reports

Melink told staff she liked the fare box recovery reports. Asher said that staff will be putting farebox recovery as a discussion item on an upcoming agenda.

2017 Fixed Route Annual Ridership

2017 April Fixed Route Ridership

2017 May Fixed Route Ridership

2017 April Paratransit Ridership

2017 May Paratransit Ridership

CTA Ridership Graph

Fares Comparison Fixed Route

Fares Comparison Paratransit

PTBA Sales Tax Data Graphs

7. Ratify Election of CTA Board Chair and Vice Chair

Weber accepted the nomination for Cowlitz Transit Authority Chair. Weber asked Jensen if he accepted the position of Cowlitz Transit Authority Vice Chair prior to the meeting starting, and Jensen accepted. Makinster made a motion to ratify the election of board chair and vice chair, Hill seconded. The motion was unanimously approved.

8. Resolution 2017-01 Longview Kelso Rainier MPO 314 Agreement

Asher explained that the Cowlitz Wahkiakum Council of Governments is the federally designated lead agency of this areas Metropolitan Planning Organization (MPO). Federal regulations state providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements. This agreement will formalize what our agencies have done for years. On a motion from Makinster, seconded by Melink resolution 2017-01 Approve MPO Transit 314 agreement was ratified.

Resolution No. 2017-01 Approve MPO Transit 314 Agreement

9. Resolution 2017-02 Authorize CWCOG Membership

Asher explained that this resolution would request and authorize Associate membership for the CTA in the CWCOG at the annual cost of \$547 and designate the Transit Manager as the primary representative to the CWCOG board, and the Transit Supervisors and City of Longview Public Works Director as alternative representatives. Makinster made a motion to approve Resolution 2017-02, seconded by Melink, the motion passed unanimously.

Resolution No 2017-02 Authorize CWCOG Membership

10. Vanpool Program Status Update

Nolen started his report with a little history on the program. The program was started when gas prices were higher, the national average at \$4.00 and C-Tran's vanpool program had a shortage of van's and a waitlist for their program. In 2015, Washington State Vanpool funds became available, we applied for the grant and were able to purchase and be reimbursed 95% of the cost of our own vans. The vanpool program was finalized in early 2016. The service has been advertised extensively to our community, as well as to major employers and schools outside of our area in the hopes of getting 4 of them into service to satisfy our agreement with WSDOT.

We have had two different groups in service for several months each but there are no new groups on the horizon. This is in line with what is happening with vanpool programs in the rest of the state. Since July of 2014, the number of vanpool groups at each transit agency has remained the same or decreased, with more than 1/4 of the agencies seeing their number of in-service vans going down by 20% or more. The only two agencies bucking this trend are King County Metro and Pierce Transit.

Our current vanpool agreement with the state has been extended twice, with our current extension lasting through the end of July. Based on all of these factors, we are planning on shutting down our vanpool program. It seems that our community doesn't have a need for this service, even if we did back in 2010.

WSDOT says folding our program and returning the vans will not affect future grant funding, vanpool or otherwise.

11. Mobility Management Report

Nolen reported that this grant is to sustain the mobility coordinator position and has a 30% match. We are currently in the last quarter of this grant. Due to the mobility coordinator position being empty for almost three whole quarters, staff has been told by WSDOT that we may roll the left over grant funds which may be as much as \$25 thousand into ADA operations.

Some of the activities that this grant has funded include training, recently staff attended ADA Issues and Resolutions and Mobility Management & Travel Training Summit earlier this year. Staff developed and implemented a Travel Training Program, which includes designing, printing, and translation of a brochure. Staff will hold events such as Travel Training with 6 Goodwill GED students, which includes answering questions and showing our new tools. 7 riders showed up for "Ride with a Supervisor" the participants expressed great interest in having a supervisor do this regularly. Otherwise they only see Supervisors when they are doing driver evaluations or if we are responding to an accident or incident.

Staff is currently working on revising the RiverCities LIFT Application and writing a New Rider Guide. These documents will be translated into spanish. RiverCities Transit offered Free Fridays in May for Walk and Roll, partnering with Cowlitz County, Walkable Cowlitz and Cowlitz Bikes to promote the month-long event.

12. Manager's Report

Last month we had our Federal Transit Administration Triennial Review. Their review team included staff from FTA's Region 10 office in Seattle, and contractors tasked with conducting the review. They looked over our fixed route and Paratransit Programs, our procurement processes, Fleet and Facilities Management policies, financial policies, and drug and alcohol policies. We had a productive review. We did receive helpful feedback on some updates we need to do on our drug and alcohol policies, and our fleet and facilities maintenance planning. Most of the feedback we received was asking us to document how we actually do things within our department so there are set guidelines to reference. We will be working on that between now and October.

Last fall staff submitted two grant applications to the State DOT and we have received preliminary notice of a grant award for the 2017-2019 biennium through the consolidated grant program. The first application was for operating funds for our paratransit program for \$417,000 and the second grant was funding \$295,000 for three propane cutaways that will replace three diesel cutaways that are past their useful life.

We also received notice from DOT regarding our State Special Needs Formula Fund Distribution for \$296,622 and these funds will be used to match the consolidated grants.

The Transit Department was also the recipient of a Surface Transportation Program federal grant through the local MPO. The MPO receives federal funding from the state to disperse at the local level on qualifying projects. We received \$567,100 to go toward the design and Right of Way for our downtown transit center remodel. If you recall from our discussions last May when we submitted the federal grant for the construction of the downtown transit center the CTA would be responsible for the design portion, which at the time was estimated to be \$540,000. This federal award will drop that amount down to around \$77,000 in match. We will have est. \$700,000 local match in the construction grant.

13. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:50 p.m.

Tabitha Hayden, Clerk of the Authority

Dennis Weber, Chair