



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, August 9, 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 - Dennis Weber (Chair), Mary Jane Melink, Don Jensen, Jim Hill, Anthony Harris (nonvoting)

Staff Present

Amy Asher, City of Longview
Jeff Cameron, City of Longview
Jim Seeks, City of Longview
Ben Nolen, City of Longview
Tabitha Hayden, City of Longview

Others Present

Betsy DeSpain, Paratransit Services

3. Constituent Comments

Chris Forward, with Peace Health Dialysis approached the board. He thanked staff for the revised RiverCities LIFT application, stating it is much shorter and easier to complete. Lastly he asked if the agency was discussing what they would do locally if Medicaid transportation funding from the state was to go away. There has been some conversations federally about cutting these funds. Weber replied that currently the board has nothing in place to replace those funds should they be cut, however it should be part of the conversation when discussing future planning.

4. Consideration of July 12, 2017 Minutes

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

5. Consent Calendar

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

Invoice - City of Kelso August Rent \$565.76

Invoice - City of Longview September \$332,450.00

Invoice - Columbia Security Service August \$565.00

Invoice - CWCOC - CTA Regional Dues 2017

June 2017 Fund Balance Report

June 2017 County Treasurer's Report

6. Reports

2017 Fixed Route Annual Ridership

2017 July Fixed Route Ridership

2017 July Paratransit Ridership

CTA Ridership Graph

Fares Comparison Fixed Route Jan_June

Fares Comparison Paratransit Jan_June

PTBA Sales Tax Data

7. Public Hearing for 2017-2022 Transit Development Plan and 2016 Annual Report

Asher presented the Transit Development Plan (TDP) which is drafted by RiverCities Staff and approved by the Cowlitz Transit Authority annually. It serves to fulfill both RCW's 35.58.2795 and 35.58.2796 which requires the creation of a Public Transportation System Six-Year Transit Plan and Annual Report, respectively.

The Washington State Department of Transportation is required to develop an annual report that summarizes the status of public transportation systems in the state for the previous calendar year. RiverCities Transit is required to submit this annual report to assist in the development of that statewide plan. The report also serves as a tool to communicate our past accomplishments and future goals for our transit system to the community. It outlines our organizational structure, transportation services, major accomplishments, and proposed future action strategies and a program for funding those strategies.

Cameron shared some substantive changes to this year's document which include the defined relationship between the City of Longview and the Cowlitz Transit Authority. Cameron added some clarification on the organizational chart, activities, system accomplishments, and action strategies to the document.

The public hearing was opened at 16:15 by Chair Weber to accept comments; Chris Forward accepted that his comments should be made part of the public hearing. Chair Weber closed the hearing at 16:15.

On a motion from Melink, seconded by Hill, the 2017-2022 Transit Development Plan and 2016 Annual Report, was unanimously approved.

RiverCities Transit 2017-2022 Transit Development Plan and 2016 Annual Report

8. Resolution No 2017-03 Authorize Individuals to Approve and Submit Claims for Payment

Asher reported that though the Cowlitz Transit Authority (CTA) is scheduled to meet monthly, time to time the meetings are cancelled or a lack of a quorum of board members prevents the meetings from being held. These cancelled meetings delay payments to contractors, vendors, agencies, and individuals who have provided goods and services to the CTA. There is a federal requirement to pay our vendors in a timely fashion. To avoid delaying payments of claims, staff recommends the CTA board designate the following positions as authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer. RiverCities Transit/City of Longview Transit Manager, City of Longview Public Works Director, Cowlitz Transit Authority Board Chair, Cowlitz Transit Authority Board Vice Chair.

Additionally, claims must be signed by any two of the individuals occupying the positions identified above, and claims must be ratified and approved by the CTA board at its next regularly scheduled meeting.

On a motion from Melink, seconded by Hill, Resolution 2017-03 authorizing individuals to approve and submit claims on behalf of the Cowlitz Transit Authority was approved. The motion carried unanimously.

Resolution No 2017-03 Authorize Individuals to Approve and Submit Claims for Payment

9. Resolution No 2017-04 Bus and Bus Facilities

Asher reported that FTA Grant 5339 bus and bus facilities is accepting applications. Staff would like to apply for funding to replace four coaches. Two 2002 and two 2003 coaches that are currently passed their useful life. This is a nationwide competitive grant that would require a 20% match estimated at \$520,000. Staff budgeted 2.6 million assuming that the vehicles would be hybrid. Staff is meeting with a lobbyist to discuss crafting the letter of support and the grant application; hopefully the lobbyist will shed some light on the legislators priorities as to hybrid vs diesel coaches.

On a motion from Hill, seconded by Melink, Resolution 2017-04 was approved. The motion carried unanimously.

Approval Letter of Support and Local Matching Funds for FY2017 Federal Transit Administration Bus and Bus Facilities Grant

10. Manager's Report

Last night two of our transit department employees were honored for their excellence in service to our agency at the annual Washington State Transit Association conference in Everett. The State Department of Transportation organizes a "Wall of Fame" banquet and awards ceremony to recognize transit staff from around the state for their excellence in service.

Dispatcher Amy White joined our team as RiverCities Transit's first fixed route dispatcher in late 2014. Amy was new to transit when she joined RCT as she came to us with a background in 911 and hospital dispatching. She brings excellent communication skills with a focus on safety and clearly defined protocols to our department. She represents Transit on the City of Longview's Safety Committee and has helped develop emergency procedures for the department. One of Amy's first tasks was to become our in-house RouteMatch Expert and she has been instrumental in bringing new technology to our community and operations staff. Her positive energy and leadership make her a great addition to our team.

Dispatcher Doreen Daggett joined the RiverCities Transit dispatch team in early 2015 as the agency's second dispatcher ever hired. As a former RCT operator, Doreen's in-depth knowledge of the systems transit routes, schedules and vehicles allows her to respond to and anticipate operator needs quickly and efficiently. Her ability to write efficient driver schedules and solve complex scheduling difficulties contributed significantly in the reduction of operations overtime costs in 2016— and she does it all in Excel! RiverCities Transit is grateful for Doreen's dedication to her work, our team, and our agency. I feel really fortunate to have these two women in our department. They really are relied upon for a lot more than just dispatching work with the operators — they are there to listen to operator's needs, ideas and challenges and they help convey that information to management staff and help us shape and refine our policies so we are a more efficient operation.

The Longview city council recently established an Accessibility Advisory Committee (AAC). For the purpose of assisting and advising the City of Longview on ways to make its programs & services accessible to all. The committee's primary roles are to advise the city on issues related to accessibility, draw city staff's attention to issues related to accessibility, and provide support to the city ADA coordinator.

In addition, committee members will provide advice on how to enhance accessible community resources and emergency preparedness issues for the city.

Membership on this committee will be by mayor appointment with council concurrence. And Council is seeking

- One professional member from the building, engineering, design and architectural industry.
- One member from the local city business community
- One member, at large, from the community
- Six members with disabilities, of which one uses RiverCities Transit services, one uses the City of Longview Parks and Recreation services and one uses the City of Longview downtown business services, all on a regular basis. The remaining three members will be at large.

Qualifications and application instructions can be found on the City of Longview's Boards and Commissions webpage and will be reviewed next week.

Lastly the Vanpool program has expired. Staff recently met with our State Community Liaison where they talked about the potential of a vehicle swap. This would allow us to receive vehicles that staff could utilize in a program that is a better fit for our community.

11. 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

Dennis Weber, Chairman