



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

*Dennis Weber (Chair), Don Jensen (Vice Chair),
Larry Alexander, Jeff McAllister,
Anthony Harris (Nonvoting),
Chet Makinster (Alternate), Jim Hill (Alternate),
Arne Mortensen (Alternate)*

Wednesday, October 11, 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 Office 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 Board Member Roberson at approximately 4:00 pm in the Longview Council Chambers.

2. Roll Call

Present - Don Jensen (Vice Chair), Rick Roberson, Mary Jane Melink, Larry Alexander, Anthony Harris

Staff Present

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

Others Present

Robert Stevens, CWCOG

3. Constituent Comments

Donald Kimball of Longview, addressed the board stating that the rules on the bus are not being enforced by operators and therefore they are not being followed by passengers. He gave a couple of examples including passengers eating on the bus and cell phone use. Vice Chair Jensen directed Mr. Kimball to speak with the Transit Manager.

Chris Forward with Peace Health addressed the board stating that he has a patient request. He has a very independent patient that would find it helpful if the LIFT buses had a handle that the passenger could pull themselves up with. Asher responded that the new buses will have sturdy chair back handles as well as a bar from the ceiling.

4. Consideration of September 13, 2017 Minutes

On a motion from Roberson, seconded by Alexander, the minutes of the regular meeting held on September 13, 2017, were unanimously approved

5. Consent Calendar

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

Invoice - City of Kelso October - \$579.90

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

Invoice - Columbia Security October - \$565.00

August 2017 County Treasurer's Report

August 2017 Fund Balance Report

6. Reports

2017 Annual Fixed Route Ridership

2017 September Fixed Route Ridership

2017 September LIFT Ridership

CTA Ridership Graph

PTBA Sales Tax Data

7. 2017 - 2018 LCC Ridership Agreement

Asher reported that LCC and RiverCities Transit have partnered with the attached ridership agreement. Throughout the school year, RiverCities Transit tabulates LCC student ridership. Staff then uses a formula to provide LCC with an invoice. It is our combined goal to address student transportation and parking issues.

On a motion from Roberson, seconded by Alexander, the LCC Ridership agreement was approved. The motion carried unanimously.

2017-2018 LCC RIDERSHIP AGREEMENT

8. Establish Public Hearing for Route Revisions

On a motion from Alexander, seconded by Melink, the public hearing to receive comment on proposed route revisions was set for November 8th, 2017. The motion carried unanimously.

ESTABLISH PUBLIC HEARING FOR PROPOSED SERVICE CHANGES

9. Establish Public Hearing for 2018 CTA Budget

On a motion from Melink, seconded by Alexander, the public hearing for the 2018 CTA Budget was established to be held on November 8, 2017. The motion passed unanimously.

ESTABLISH PUBLIC HEARING FOR 2018 CTA BUDGET

10. Manager's Report

Currently, RiverCities Transit is experiencing a staff shortage. This deficiency has caused an immediate reduction in service that went into effect Monday, October 9, 2017. Human resources stated that there are a couple of applications in the queue. Staff is expecting to schedule a training class starting November 1. Eventually, the goal is to have a training program that meets the Department of Licensing CDL training requirements.

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:16 p.m.

Tabitha Hayden, Clerk of the Authority

Dennis Weber, Chairman