



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, March 14, 2018

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 4:02 pm in the Longview Council Chambers.

2. Roll Call

Present - Dennis Weber (Chair), Don Jensen (Vice Chair), Chet Makinster, Jeff McAllister, Anthony Harris

Staff Present

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

Others Present

Ken Pearrow, CWOOG

3. Constituent Comments

None

4. Election of Officers

In accordance with the By-Laws of Cowlitz Transit Authority, Section VI, 6.2, Term, the Board is required to elect a Chair and Vice Chair from among its members at the first meeting in February of each year.

Board Chair Weber called for nominations of the 2018 Cowlitz Transit Authority Board Chair. McAllister nominated Weber for Cowlitz Transit Authority Chair. There being no further nominations the motion carried unanimously. Board Chair Weber called for nominations of the Cowlitz Transit Authority Board Vice Chair. Jensen nominated Makinster for Vice Chair. There being no further nominations the motion carried unanimously.

5. Consideration of Minutes of January 10, 2018 Meeting

On a motion from Jensen, seconded by McAllister, the minutes of the regular meeting held on January 10, 2018, were unanimously approved.

6. Consent Calendar

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

Invoice - City of Kelso February Rent \$579.90

Invoice - City of Kelso March - \$579.90

Invoice - City of Longview March \$375,025.00

Invoice - City of Longview April - \$375,025.00

Invoice - Columbia Security - February \$565.00

Invoice - Columbia Security - March \$565.00

Invoice - CWCOC LKRATS \$1469.94

Invoice - CWCOC Regional Dues 2018 \$558.00

December 2017 County Treasurer's Report

January 2018 County Treasurer's Report

December 2017 CTA Fund Balance Report

January 2018 Fund Balance Report

7. Reports

2018 Annual Ridership

2018 January Fixed Route Ridership

2018 February Fixed Route Ridership

2018 January LIFT Ridership

2018 February LIFT Ridership

CTA Ridership Graph

PTBA Sales Tax Graph

8. Mobility Management Update

Nolen reported that the previous month's focus included getting individuals and groups on the bus. Staff has reached out to local agencies educating their staff on travel training. DSHS, CAP, and LCC are participating in a program with their staff called Day in the Life. This program allows staff to build empathy by trying to walk in the shoes of those they help. Using public transportation is an element of the program. Staff will be attending the follow up at the end of the program.

Staff met with Lower Columbia College to set up travel training with their staff; the goal is to share our current route information and trip planning resources so that the word gets out to students and staff. Staff is also working with the Chamber of Commerce staff to educate them about our service and resources. RiverCities participated in Project Homeless Connect in January; free transit was provided that day.

Staff reached out to local school districts to see if they would be interested in an agreement similar to what we offer LCC. Our local school districts have no interest in partnering with us to offer free fares to their students.

However, the board may be interested in offering free student fare. The exposure as students encourages them to ride as adults. RiverCities collected \$12,000 in student fares during 2017.

Jensen stated that somebody has to pay for the bus, if we give it away where do we draw the line. Jensen went on to say that he would much prefer to shorten wait times than to give away passes.

Asher reported that some Washington agencies have community partnerships that allow them to offer free student fare.

9. Cowlitz Transit Authority Future Meeting Times and Dates Discussion

After a brief discussion the board elected to keep the current date and time.

10. CTA Board Member Transit Pass

Weber suggested that board members should have a pass to allow them to ride RiverCities Transit. As staff presents service changes and performance measures, board members would be able to ride the bus to get that firsthand visual of the service.

Motion made by Jensen for staff to issue an annual bus pass for investigative purposes to current board members seconded by Makinster. The motion carried unanimously.

11. FTA Bus and Bus Facility Grant Request Report

Weber reported that he traveled to Washington DC the previous week. While there Weber met with Henricka Buchanan who is in charge of the highly competitive FTA Bus and Bus Facility Grant Program. Currently, staff has submitted a grant for four biodiesel buses. Weber talked to Henricka about RiverCities service describing how routes were planned to meet the local need for transportation to employment as well how RCT is using new technologies. Weber was informed that the awards should be announced about two weeks after the TIGER grants.

12. Regional Mobility Grant

Asher stated she submitted a grant to the state for four buses. This Regional Mobility grant is a competitive grant program within the state that is focused on cost-effective projects that reduce travel delay and increase connectivity between urban areas. Grant applications will be ranked and then submitted to the Legislature. These funds should be awarded early next year.

Staff has submitted a concept letter to the state to look at a pilot project that will provide transportation to Lexington. Staff spoke with Lower Columbia CAP about partnering to serve the Lexington area, due to CAP already providing limited service there.

13. Manager's Report

Asher reported staff took delivery of three propane cutaways. Once the finishing touches are complete which include things like tablets and graphics, these vehicles should be put in service in April.

Route 31 B will be back in service March 19th.

Staff met with LCC last week as a result of reading an article in the paper about a food pantry offered by the college. The food pantry program coordinator is giving an intake survey, and one of the questions asks about transportation. Staff will be providing LCC with a questionnaire to provide to those who mark transportation as a barrier.

Asher wanted to remind the board that she is available and willing to give presentations. She has given presentations to the Longview Rotary and asked to give a presentation to the Lower Columbia Transportation Association. Giving presentations educates the community about our service, the technologies RiverCities offers, and our governance structure.

14. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:52 p.m.

Tabitha Hayden, Clerk of the Authority

Dennis Weber, Chairman