



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes

### Cowlitz Transit Authority

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

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Wednesday, August 8, 2018

4:00 PM

Longview Council Chambers

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**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 4:03 pm in the Longview Council Chambers.

#### 2. Roll Call

Present - Dennis Weber (Chair), Don Jensen (Vice Chair), Larry Alexander, Chet Makinster, Jeffrey McAllister,

##### Staff Present

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

##### Others Present

Ken Pearrow, CWCOC

#### 3. Constituent Comments

None

#### 4. Consideration of Minutes for July 11, 2018 Regular Meeting

On a motion from Makinster, seconded by McAllister, the minutes of the regular meeting held on July 11th, 2018, were unanimously approved.

#### 5. Consent Calendar

On a motion from Jensen, seconded by Makinster, the items on the consent

calendar were approved. The motion carried unanimously.

[18-5550](#)

Invoice - City of Kelso - August \$579.90

**Attachments:** [Invoice - City of Kelso - August \\$579.90](#)

[18-5551](#)

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

**Attachments:** [Invoice - City of Longview - September \\$375,025.00](#)

[18-5552](#)

Invoice - Columbia Security - August \$565.00

**Attachments:** [Invoice - Columbia Security - August \\$565.00](#)

[18-5553](#)

Invoice - CWCOC - 4th Quarter \$1,468.93

**Attachments:** [Invoice - Cowlitz Wahkiakum Council of Governments - 4th Quarter \\$1,468.93](#)

[18-5554](#)

June 2018 Treasurer's Report

**Attachments:** [June 2018 Treasurer's Report](#)

[18-5555](#)

June 2018 Fund Balance Report

**Attachments:** [June 2018 Fund Balance Report](#)

## 6. Reports

[18-5556](#)

2018 Annual Fixed Route Ridership

**Attachments:** [2018 Annual Fixed Route Ridership](#)

[18-5557](#)

2018 July Fixed Route Ridership

**Attachments:** [2018 July Fixed Route Ridership](#)

[18-5558](#)

2018 July LIFT Ridership

**Attachments:** [2018 July LIFT Ridership](#)

[18-5559](#)

CTA Ridership Graph

**Attachments:** [CTA Ridership Graph](#)

[18-5560](#)

PTBA Sales Tax Data

**Attachments:** [PTBA Sales Tax Data](#)

## 7. Public Hearing - RiverCities Transit 2018-2023 Transit Development Plan and 2017 Annual Report

Chair Weber opened the public hearing to hear comments regarding the RiverCities Transit Development plan and 2017 Annual report at 4:10, there were no comments, the hearing was closed at 4:11. Asher stated that the RiverCities Transit Development Plan and 2017 Annual report fulfill state laws. This is a collaborative effort from all transit systems across the state, building data used for future program strategies and funding goals.

On a motion from Jensen, seconded by McAllister, the RiverCities Transit 2018-2023 Transit Development Plan and 2017 Annual Report was approved. The motion carried unanimously

[18-5561](#)

Public Hearing - RiverCities Transit 2018-2023 Transit Development Plan and 2017 Annual Report

Attachments: [Final Draft TDP 2018 07 31 18](#)

## 8. September Meeting

On a motion from Makinster, seconded by Jensen, the regularly scheduled September 2018 Cowlitz Transit Authority Board meeting was canceled. The motion carried unanimously.

## 9. Manager's Report

Asher submitted an FTA grant for four replacement buses on Monday. Asher is planning on participating in a roundtable discussion about transit opportunities and challenges with Jo Eckert from Senator Patty Murray's DC office along with other transit general managers from the region. The CTA Audit Exit Conference is scheduled for Thursday, August 16 from 2 pm to 3 pm via a conference call. The CTA needs to have at least one board member attend. If there is a quorum attending we will be required to notify the public.

Staff is researching hiring an outside project manager for the Transit Center project as the Public Works department is experiencing some staff turnover. The City of Longview first budget review for 2019 and 2020 with the City Manager and Public Works Director is scheduled for next week.

The Transit Department is participating in the City's ADA Transition Plan Development. They will hold their second meeting next week, where staff will provide data for the plan on our bus stops and facilities.

August 19-22nd Asher will accompany one of our bus operators to the 42nd Annual Public Transportation Conference in Kennewick. 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.

Bus Operator Holly Parker was nominated as this year's Wall of Fame recipient and will be honored at the annual banquet. Holly has a great driving record and was nominated for her excellence in customer service to both our public and her fellow drivers. I will be sending out a press release when we return from the banquet.

Just a reminder, our next meeting will be October 10th.

## 10. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:18 p.m.

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Tabitha Hayden, Clerk of the Authority

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Dennis Weber, Chairman