



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)*

Wednesday, October 10, 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 Chet Makinster at approximately 4 p.m. in the Longview Council Chambers.

2. Roll Call

Present - Don Jensen (Vice Chair), Larry Alexander, Chet Makinster, Jeffrey McAllister, Anthony Harris

*Staff present - Amy Asher, City of Longview
Jeff Cameron, City of Longview
Jim Seeks, City of Longview
Tabitha Hayden, City of Longview*

3. Constituent Comments

None at this time.

4. Consideration of Minutes for the August 8, 2018 Meeting

On a motion from Jensen, seconded by Alexander, the minutes of the regular meeting held on August 8, 2018, were unanimously approved.

5. Consent Calendar

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

[18-5619](#)

Invoice - City of Kelso - September \$579.90

<u>18-5620</u>	Invoice - City of Kelso - October \$579.90
<u>18-5621</u>	Invoice - City of Longview - October \$375,025.00
<u>18-5622</u>	Invoice - City of Longview - November \$375,025.00
<u>18-5623</u>	Invoice - City of Longview - CTA Audit \$5,357.00
<u>18-5624</u>	Invoice - Columbia Security - September \$565.00
<u>18-5625</u>	Invoice - Columbia Security - October \$565.00
<u>18-5626</u>	July 2018 Treasurer's Report
<u>18-5627</u>	August 2018 Treasurer's Report
<u>18-5628</u>	July 2018 Fund Balance Report
<u>18-5629</u>	August 2018 Fund Balance Report

6. Reports

<u>18-5630</u>	2018 Annual Fixed Route Ridership
<u>18-5631</u>	2018 August Fixed Route Ridership
<u>18-5632</u>	2018 September Fixed Route Ridership
<u>18-5633</u>	2018 August LIFT Ridership
<u>18-5634</u>	2018 September LIFT Ridership
<u>18-5635</u>	CTA Ridership Graph
<u>18-5636</u>	PTBA Sales Tax Data

7. Establish Public Hearing for 2019 CTA Budget

On a motion from Jensen, seconded by Alexander, a public hearing for the 2019 CTA budget was scheduled for the next regular meeting, November 14, 2018. The motion passed unanimously.

[18-5618](#)

Establish Public Hearing for 2019 CTA Budget

8. Review Draft 2019 CTA Budget

Asher reviewed the draft preliminary budget.

9. Facilities Update

Otak has been chosen as the project manager. A bid opening was held and JH Kelly is the apparent low. Council will award the bid at the next Council meeting.

10. Grant Funding Updates

We were not successful for the grant for 4 buses submitted in August. Asher will research if federal dollars can be used to purchase the buses. Asher submitted a grant proposal for 3 small buses and operating expenses. It is a competitive grant. Asher will present to the RTPO at the COG next week. Competitors for the grant will be ranked and awards will be announced Spring 2019.

11. Manager's Report

Prompted by a question from Jensen, Asher explained that in the past busses we are phasing out have gone to auction. Now, we are looking for ways to share those resources.

The Transit Department has seen a lot of staff movement recently. Tabitha Hayden was promoted to a supervisor. We have hired three new transit drivers. We have ads out for a Dispatcher position, and the Administrative Assistant position. Our CTA Audit came back clean.

12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 4:23 p.m.

Lisa Vertrees, Administrative Assistant

Dennis Weber, Chairman