



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes Cowlitz Transit Authority

Wednesday, June 10, 2015

4:00 PM

Longview Council Chambers

1. Call To Order

The meeting was called to order by Chair McDaniel at approximately 4:00 pm in the Longview Council Chambers.

2. Roll Call

Present: 6 - Todd McDaniel, Mary Jane Melink, Gary Schimmel, Dennis Weber, Anthony Harris (nonvoting member) and Don Jensen

Excused: 2 - Rick Roberson and Tom Hutchinson

Staff Present

Jeff Cameron, City of Longview
Brad Windler, City of Longview
Amy Asher, City of Longview
Tabitha Hayden, City of Longview

Others Present

Betsy Despain, Paratransit

3. Constituent Comments

Dean Edward Linn of Longview, addressed the board stating he rides RiverCities LIFT and his scheduled ride back home is not getting him there in time to take his prescriptions.

David Hammond of Longview, stated he would like to see hours extended to later than 7 pm. Windler addressed Mr. Hammond stating that we do not have budget to extend service.

4. Consideration of Minutes for May 13, 2015

On a motion from Melink, seconded by Schimmel, the minutes of the regular meeting held on May 13th, 2015, were unanimously approved.

5. Consent Calendar

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

May 2015 Annual Ridership

May 2015 Fixed Route Ridership

May 2015 Paratransit Ridership

April 2015 County Treasurer's Report

April 2015 CTA Fund Balance Report

6. Consideration of Invoices

On a motion from Melink, seconded by Schimmel, all invoices were approved for payment. The motion carried unanimously.

Invoice - City of Kelso June Rent - \$538.50

Invoice - City of Longview July - \$280,289.92

Invoice - Columbia Security Service June - \$520.00

7. RiverCities Transit Vanpool Startup

Windler presented Vanpool program recommendations to the board. A vanpool consists of 5 to 12 commuters who would lease a van from RiverCities and share a ride to work. Staff recommends the registered commute be at least 10 miles each way and start or end in the Longview/Kelso area.

Vanpool drivers are volunteers from within the group. Driver are screened and trained which may include a classroom setting, online training and/or a driving skills evaluation. The driving records of our vanpool drivers will be monitored monthly through our insurance provider.

The commuter group establishes its own route details such as schedule and pick up and drop off locations. The vanpool route and parking will be registered with RiverCities, and a GPS will be installed on the vans to monitor for appropriate use.

When all vehicles are in service, the vanpool fares have been designed to cover all operating costs, fixed costs and generate local match for new vans.

The vanpool 2015 budget includes funds used as local match for the initial vehicles and allows for an initial investment in the program.

Staff recommendations for the vanpool program policies include the trip must originate or terminate in a Kelso or Longview zip code. The vanpool will be used only for the purpose of commuting to and from work sites. The minimum number of vanpool members per van shall be 5 per 7 passenger van; 7 per 12 passenger van. The 2015 vanpool program budget: \$15,000. Staff recommends the attached vanpool fare schedule.

Melink asked if stopping at the grocery store on the way to or from work was ok. Windler responded that as an administrative rule no it would not be ok. Melink also asked if child riders would be allowed. Windler said due to child restraint laws and safety concerns child riders would not be allowed.

Jensen asked about the GPS system. Windler said that the GPS would leave a 1 minute breadcrumb trail of location and speed. The system will allow us to accurately report mileage data to the FTA.

Weber asked that the first bullet in the recommendation slide be changed to indicate that a trip must originate and terminate in a Kelso or Longview zipcode, rather than originate or terminate. Windler stated that as an economic development tool vanpool is useful in a number of ways. The majority of our customers will live here and work someplace else bringing those incomes back into our community. Another avenue we would like to address is for local employers that need access to skilled labor; we want those businesses to grow in their own way and bring that labor to them.

One of staff's goals is to boost our ridership statistics for Federal Transit Administration Small Transit Intensive Cities (STIC) funding. We believe by launching this program we may become eligible for additional federal funds.

Staff reminded the board that we have 9 months from the date of delivery to

get these vehicles in service or potentially lose them.

Schimmel made a motion to authorize the implementation of the vanpool program and to adopt the policy recommendations. Weber seconded the motion. Weber then made an amendment to ensure that the vanpool drivers originate in the Longview or Kelso zip codes. Melink seconded the amendment. Schimmel shared his concern about increasing the risk of the program by limiting the origination of the vanpools. Members Weber, Melink, and Jensen voted in favor of the amendment with McDaniel and Schimmel against. The motion passed. The board then voted on the first motion with the amendment; the motion passed unanimously.

RCT Vanpool Brochure

RCT Vanpool Proposed Fare Sheet

8. Manager's Report

Asher took a moment to thank Windler for all his work on the vanpool program. She reported that sales tax has risen 2% and there has been a positive trend in ridership showing a 4.3% increase. January through May ridership has seen a 11.4% increase over last year. The Legislature has increased the funds available to small urban transit system through the special needs formula grant which is \$60,000 more than originally expected. This is contingent on the state legislature passing the budget. These funds will be used to match the special needs operating grant for paratransit.

The planning committee meeting will be held on Monday, June 22. Please let staff or the board chair know if you have any topics you would like addressed during this meeting.

Asher had a chance to participate in the LCC community resource fair last week. Most of the students were aware of the relationship between LCC and RiverCities. She talked about the challenges of parking at the college. RCT is averaging about 4,000 trips through that relationship.

We received the final shipment of bus shelters Monday. Our maintenance technician will be deploying them over the summer.

Cameron stated that he held interviews the previous day and hopes to make a decision quickly.

9. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:53 p.m.

Tabitha Hayden, Clerk of the Authority

Todd McDaniel, Chairman