



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes

### Cowlitz Transit Authority

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Wednesday, April 13, 2016

4:00 PM

Longview Council Chambers

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#### 1. Call To Order

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

#### 2. Roll Call

**Present:** 5 - Mary Jane Melink, Rick Roberson, Dennis Weber, Larry Alexander and Don Jensen

**Altern Abs:** 2 - Chet Makinster and Jim Hill

#### Staff Present

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

#### Others Present

Betsy DeSpain, Paratransit Services  
Judith Donovan, CWCOG

#### 3. Constituent Comments

None.

#### 4. Consideration of Minutes

On a motion from Melink, seconded by Weber, the minutes of the regular meeting held on March 9, 2016, were unanimously approved.

#### 5. Consent Calendar

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

2016 Annual Fixed Route Ridership

2016 March Fixed Route Ridership

2016 March Paratransit Ridership

February 2016 County Treasurer's Report

February 2016 Fund Balance Report

## 6. Consideration of Invoices

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

Melink asked for a TCF Architecture update. Asher responded that TCF is looking at how to accommodate staff at the City Shop as well as how to right size the down town Transit Center. Staff is planning on bringing a preliminary concept to the board in order to apply for federal grants. TCF is also updating the Transit Enhancement Plan.

Invoice - City of Kelso - \$551.96

Invoice - City of Longview - \$300,207.08

Invoice - Columbia Security - \$520.00

Invoice - TCF Architecture - \$5,238.16

## 7. Vanpool Update

Nolen updated the board on the current status of the Vanpool program. RiverCities Vanpool has been advertised on two radio stations over the last four months. Lamar Advertising put three advertisements on fixed route buses about three weeks ago. The RiverCities website has a page devoted to Vanpool with current forms, prices, and contact information. Nolen has attended a networking event in Vancouver with about 30 major Clark County employers. There are only 7 vanpools utilized by those employers. Nolen has an employee presentation scheduled at WAUNA Mill. There hasn't been calls from potential clients to set up a vanpool yet. Though NW Staffing solutions has about 100 employees who will commute to Astoria during the summer, and they are interested in potentially using the vanpool vans. Mt St Helens Institute was receptive though they will not start their program until late May.

Staff would like to recommend that commutes both originating and terminating in the 98632 or 98626 zip codes be eligible to participate in the program. Broadening the policy to include commutes into the Longview-Kelso may help local employers. The Longview School District had to suspended classes do to Interstate 5 being closed; because of the amount of their staff that commutes from South of Woodland.

Staff anticipates that this change to the RiverCities Transit Vanpool program will allow more people to utilize our program, thus increasing the likelihood of placing all vans into revenue service by October 8th. Should any vehicles not be in revenue service by October 8th, 2016, RiverCities will either have to return the vehicles to Washington Department of Transportation and forfeit the 5% match, or RiverCities transit will have to reimburse the state 30% of the cost of the vehicles not in service in order to retain ownership.

On a motion from Melink, seconded by Roberson to amend RiverCities Vanpool policy to include registered commutes that are at least 10 miles each way and originate or terminate in the 98632 or 98262 zip codes. Motion passed 4-1 with Weber voting nay.

RiverCities Transit Vanpool Policy Amendment

**8. Manager's Report**

Asher reported that Windler has taken a position with Skagit Transit. She had hoped to thank him for handling the March Board meeting while she was attending procurement training. Currently RiverCities has a 2015-2017 capital grant for procurement of a paratransit cut away.

There were some new grant opportunities announced at the end of March for bus and bus facilities. Staff will be applying for the facilities grant in hopes of remodeling the Transit Center. There are several fixed route buses that have exceeded their useful life and either need to be completely replaced or at the very least have their engines replaced. The local match will be 20% though only 15% for low emissions.

Sales tax was up 11%. Ridership is also on a positive trend.

Cameron spoke on the grant opportunities stating that they will likely only be for 1 fixed route bus. He expects the facilities grant to be approximately 2 million.

**9. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 4:35 p.m.

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Tabitha Hayden, Clerk of the Authority

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Don Jensen, Chairman