



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes Cowlitz Transit Authority

Wednesday, February 12, 2014

4:00 PM

Longview Council Chambers

1. Call To Order

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

2. Roll Call

Present: 5 - Todd McDaniel, Mary Jane Melink, Rick Roberson, Tom Hutchinson and Anthony Harris (nonvoting member)

Excused: 3 - Don Jensen, Gary Schimmel and Dennis Weber

Staff Present

Corey Aldridge, City of Longview
Brad Windler, City of Longview
Michael Wagner, City of Longview
Tracy Hall, City of Longview

Others Present

Betsy DeSpain, Paratransit Services
Jesse Conway, Legal Counsel

3. Election of Officers

Chair McDaniel noted that all members of the Board were not present and asked whether or not to postpone the election. Melink made a motion to postpone the election until the March meeting. Hutchinson seconded the motion, which carried unanimously.

4. Constituent Comments

None.

5. Consideration for Minutes of Regular Meeting on January 8, 2014, and Special Meeting on January 15, 2014.

On a motion by Melink, seconded by Hutchinson, the minutes of the regular meeting on January 8, 2014, and Special Meeting on January 15, 2014 were unanimously approved.

6. Consent Calendar

A motion was made by Hutchinson, seconded by Roberson, approving all items on the consent calendar as though acted on individually. The motion carried unanimously.

January 2014 Annual Ridership

January 2014 Fixed Route Ridership

January 2014 Paratransit Ridership

December 2013 County Treasurer's Report

December 2013 CTA Fund Balance Report

7. Consideration of Invoices

Melink asked if the TCF Architecture invoice reflected their final bill. Aldridge responded that TCF is finished with the original scope of work and the project had come in under budget. (UPDATE: There will be one final invoice for preparation of Final Report.) In March, TCF will present the final Master Plan Study Report and a proposal for the next step in the project. Melink asked whether a final building site had been determined. Aldridge said no, and indicated there are two parcels for consideration. Melink asked if the remaining balance from the original TCF contract would go towards the next phase of work, or should a new contract be issued. Aldridge and McDaniel expressed satisfaction with TCF Architecture and their performance. On a motion by Melink, seconded by Hutchinson, all invoices were approved for payment. The motion carried unanimously.

Columbia Security - \$520.00

City of Longview - \$406,763.36

City of Kelso - \$448.75

Jesse Conway Legal Services - \$219.00

TCF December Invoice - \$11,015.15

TCF January Invoice - \$9,475.25

KLTV Invoice - \$1,250.00

8. Consideration of Request to City of Longview for Additional Operations Support Staff

Aldridge provided information regarding current operating conditions and the need for additional Operations support, especially during the evenings and Saturday. With the implementation of new transit schedule and routes, system operational oversight has increased by roughly 60%, yet support staffing levels have remained unchanged. Aldridge said there is an immediate need to hire one full-time and two part-time Dispatchers to provide Operations support. This position would report directly to the Operations Supervisor. Melink confirmed with Aldridge these positions equaled 2 FTE's and were included in the 2014-2017 budget. Aldridge explained that funds were originally allocated for additional operators, but since there are no immediate plans to expand service, the funds would be used for additional support staff. Roberson asked whether or not employees would be promoted from within. Aldridge said they hope to fill internally, but the the position would require special skills, including computer and supervisory skills, and City of Longview would decide how to classify the new positions. McDaniel reminded the Board that Bob Gregory agreed to provide additional staff if CTA requested it. Referring to the Special Meeting on January 15, 2014, Hutchinson asked if these positions were part of the presentation. Aldridge said no, the presentation focused on administrative support, which is also needed, but operations support is a greater need. Some discussion ensued regarding budget projections and concerns. Hutchinson and Melink were concerned about future sustainability. McDaniel reiterated that funds were accounted for in the budget and would be used for dispatchers rather than additional operators. Roberson suggested adding one FTE right away with the possibility of adding one additional FTE in the future. A motion was made by Roberson to add 1 FTE for Operations support. Hutchinson seconded the motion, which carried unanimously.

9. Consideration of Request to City of Longview for Fleet Department Maintenance Coverage

Aldridge requested the Board consider asking City of Longview for additional Fleet maintenance coverage. Cowlitz Transit Authority contracts with City of

Longview to operate RiverCities Transit. All maintenance and repair of Transit fleet is purchased from City of Longview Fleet Department, which operates Monday through Thursday, from 5:30 AM to 4:30 PM, for a total of 44 hours. RiverCities Transit operates Monday through Friday, from 5:30 AM to 7:30 PM, and Saturday from 7:00 AM to 6:30 PM, for a total of 81 hours. This means 46% of Transit operations occur without regular Fleet Department support. By scheduling two mechanics Monday through Thursday and two mechanics Wednesday through Saturday, the Fleet Department could provide an additional 25.5 hours of regular coverage for Transit. This would reduce hours Transit operates without regular Fleet Department support to from 46% to 14%. The shifting of schedules would not require the Fleet Department to hire additional staff. As nearly half of the Fleet Department work is for RiverCities Transit, staff believes the desire to have better coverage is reasonable. Dan Zenger, the Fleet Department Manager, was in the audience. The Board asked him to address the Board. Zenger said he had spoken to Aldridge, and was not prepared to address the Board with a proposal at this time. Zenger stated that Fleet has a commitment to provide service to City of Longview, RiverCities Transit and Lower Columbia CAP, and he does not anticipate being able to make the requested changes with the current staffing level. The general consensus among the Board was that the proposed changes should be investigated further. Hutchinson made a motion to request City of Longview consider changing hours of operation for the Fleet Department in order to provide better service to Transit. Roberson seconded the motion, which carried unanimously.

10. Manager's Report

1. January 2014 sales tax was up 21.6% over January 2013.
2. "Snowpocalypse" Overview - Customers were pleased and surprised by our service during extreme weather experienced in early February.
3. In 2013, an order for one 35' Gillig bus was placed. Gillig loves the new RiverCities paint scheme and asked for permission to display the new bus at the Annual National APTA Expo Conference. In appreciation, Gillig has moved the delivery date from 2015 up to October or November of 2014.
4. Aldridge will be updating the budget with final 2013 data, and will schedule an appointment with each Board Member to discuss.
5. At the March meeting, TCF Architecture will provide the final draft of Master Plan Study Report, and a proposed scope of work for the next phase of the project.

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:49 p.m.

Tracy Hall, Clerk of the Authority

Todd McDaniel, Chairman