



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes Cowlitz Transit Authority

Wednesday, March 12, 2014

4:00 PM

Longview Council Chambers

1. Call To Order

The meeting was called to order by McDaniel at approximately 4:02 pm 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: 2 - Gary Schimmel and Dennis Weber

Staff Present

Jeff Cameron, City of Longview
Brad Windler, City of Longview
Tracy Hall, City of Longview

Others Present

Doug Vaillencourt, Paratransit Services
Amy Asher, CWCOG

3. Election of Officers

McDaniel called for nominations for the 2014 CTA Board Officers. Roberson nominated McDaniel for Chairman of the Board. Hutchinson seconded the nomination, which carried unanimously. Hutchinson nominated Roberson for Vice Chairman. McDaniel seconded the nomination, which carried unanimously.

4. Constituent Comments

Debbie Sanders requested a bus stop be added at South Pacific and Academy.

Sanders stated she likes the new routes and on-time performance.

5. Consideration for Minutes of Meeting on February 12, 2014.

On a motion by Melink, seconded by Hutchinson, the minutes of the regular meeting on February 12, 2014, were unanimously approved.

6. Consent Calendar

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

February 2014 Annual Ridership

February 2014 Fixed Route Ridership

February 2014 Paratransit Ridership

January 2014 County Treasurer's Report

January 2014 CTA Fund Balance Report

7. Consideration of Invoices

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

Columbia Security - \$520.00

City of Longview - \$406,763.36

City of Kelso - \$493.63

Jesse Conway - \$219.00

8. Routing and Schedule Update

Cowlitz Transit Authority adopted a Transit Enhancement Plan in 2010 that called for a number of improvements to the fixed-route service. On August 19, 2013, RiverCities Transit enacted a major service upgrade that included adding additional service, changing routes, and expanded hours of service. Staff anticipated that small adjustments would have to be made based upon public feedback as well watching for system performance issues. Based upon public feedback and its own observations, staff is recommending a number of changes be enacted during the summer of 2014. The 2014 Fixed-Route Service Plan involves changes to routing, bus schedules, driver schedules, and improving the frequency of service on one route. The redesigned routes will better serve the community by improving service to both commercial and industrial areas and improving the linkages between Kelso and Longview. Additionally, staff is undertaking a multi-year project to increase the number of shelters and other amenities available to our customers. The first phase will occur in Summer 2014. Fixed-route service will continue to begin at 6:30 AM and end at 7:00 PM. Staff will also be conducting a series of public meetings at Longview City Hall, Kelso City Hall, Highlands Neighborhood Association, RiverCities Transit Center, and various organizations to gather feedback. There will be no increase in costs as the service change does not increase service hours. Board members were pleased staff was responsive to public comment and solutions were developed. Passengers requested an additional stop location at Fred Meyer. Staff propose modifying Route 31 to accommodate this request, which would travel north on 32nd Avenue, turn right on Olympia Way, and right on 30th Avenue. The speed bumps on Olympia Way will require buses to operate at 15 MPH. Cameron advised the Board to anticipate public comment from residents living on Olympia Way, who petitioned the City of Longview for road improvements in the past. The Board will review the options.

9. Consideration of Master Plan Study Final Report

Cook, from TCF Architecture, presented the Master Plan Study Final Report. During each phase of the study, Transit goals were used as a benchmark for recommendations. Cook went through each section of the plan, including Governance, Site Locations, Transit Center Concept, and staffing. Melink asked why the report listed fewer service hours in 2013 versus 2012. Cameron suggested perhaps fixed-route hours and paratransit hours were inadvertently reversed. Staff will review and TCF will make the proper corrections. A motion was made by Melink to postpone the approval of the Master Plan Study Final Report until the next meeting. Hutchinson seconded the motion, which carried unanimously.

10. Consideration of Master Plan Study Revised Scope and Fee

At the Joint Workshop in January 2014 between the Cowlitz Transit Authority and Longview, Kelso, and Cowlitz County, the general consensus was to have CTA continue the existing governance relationship with City of Longview. The

next steps in facility master planning require a more detailed level of planning and environmental review, referred to as pre-design, and the pursuit of land acquisition, design and construction funding. The pre-design phase of work will include site development study, cost estimating, and environmental analysis. The previous master planning work was completed under budget, substantially reducing the amount of additional funding needed to complete the pre-design work. CTA approved a contract amount of \$268,274.20 for the Master Plan Study. After reallocation of the remaining TCF contract budget, an additional \$17,500.00 is needed to complete the pre-design work. Hutchinson asked about the funding source. Cameron said local sales tax revenue collected through the Cowlitz Transit Authority would be used to complete the study. The non-transit portion of the study is necessary to ensure successful co-mingling of Longview and CTA, and future Longview expansion possibilities. Cameron said if CTA wants to make changes, it must pay to mitigate the site. The next step in the process is to begin the NEPA and environmental studies. Hutchinson made a motion to approve the Master Plan Study Revised Scope and Fee. Roberson seconded the motion, which carried unanimously.

11. Manager's Report

None

12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 5:29 p.m.

Tracy Hall, Clerk of the Authority

Todd McDaniel, Chairman