



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes Cowlitz Transit Authority

Wednesday, June 11, 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: 6 - Todd McDaniel, Mary Jane Melink, Rick Roberson, Dennis Weber, Tom Hutchinson and Anthony Harris (nonvoting member)

Excused: 1 - Gary Schimmel

Staff Present

Corey Aldridge, City of Longview
Jeff Cameron, City of Longview
Brad Windler, City of Longview
Cindi Ross, City of Longview

Others Present

Jesse Conway, Legal Counsel
Doug Vaillencourt, Paratransit Services
Amy Asher, CWCOG

3. Constituent Comments

None.

4. Consideration of Minutes for May 14, 2014, CTA Board Meeting

On a motion by Melink, seconded by Weber, the minutes of the regular meeting on April 9, 2014, were unanimously approved.

5. Public Hearing - Board Composition Review

Aldridge reported to the Board there were no elected representatives present for the Interjurisdictional Conference to review the Board Composition.

A motion was made by Hutchinson, and seconded by Roberson, to postpone the Public Hearing for Board Composition Review to the next regular meeting on July 9, 2014. The motion carried unanimously.

6. Consent Calendar

Weber made a motion seconded by Roberson to approve the Consent Calendar minus the Treasurers's Report. The motion carried unanimously.

Roberson made a motion to accept the County Treasurers's Report seconded by Melink. Hutchinson asked why the County's Treasurers's report is included in the Consent Calendar. Aldridge explained the Public Transportation Benefit Area RCW states the County Treasurer will be the Treasurer for the Public Transportation Benefit Area. Cameron stated the Treasurer has a limited role. The only revenue is sales tax and the Treasurer pays few invoices for the Transit Authority. The motion carried unanimously.

May 2014 Annual Ridership

May 2014 Fixed Route Ridership

May 2014 Paratransit Ridership

May 2014 County Treasurer's Report

May 2014 CTA Fund Balance

7. Consideration of Invoices

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

Columbia Security, May 2014 - \$520.00

City of Longview, July 2014 - \$250,339.70

City of Kelso, May/June 2014 - \$496.63

Jesse Conway Invoice - \$656.50

TCF Architecture, May 2014 - \$15,692.43

8. Bus Advertising Policy

The existing bus advertising policy was last updated in 1996. Conway spoke on the approach used to update the advertising policy. A brief discussion

ensued about the types of advertising allowed. Roberson made a motion to approve the draft advertising policy with a change in the verbiage on page 4, last paragraph, "All proposals are subject to consideration" to " All proposals may be subject to consideration". The motion passed.

9. CTA Consulting-Legal Fee Agreement

Aldridge stated the current contract for legal counsel expired on December 31, 2013. This agreement will be for four years retroactive to that date, with an additional three year option. Melink requested that the tax identification number be redacted from the agreement. A motion was made by Melink seconded by Roberson to approve the Legal Fee agreement. The motion carried unanimously.

10. Manager's Report

Aldridge asked the Board for their input on the need to have legal counsel attend all board meetings. The determination was to have Conway attend meetings on as needed basis. Sales tax revenue is up 12.9% for May over last year. May ridership also saw an increase of 4.84% over May 2013. This is the fifth month in a row of year on year increases for a total of 2.67% increase over 2013. Amy Asher will be joining RiverCities Transit as Supervisor beginning in July. Tabitha Hayden will join RiverCities Transit as Administrative Assistant and Clerk of the Board beginning on June 16. Staff has requested a meeting with the FTA to review the results of the Facilities and Governance Study, and to seek guidance on the next steps.

2014 PTBA Sales Tax Revenue

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:45 p.m.

Respectfully submitted,

Tabitha Hayden, Board Clerk

Todd McDaniel, Board Chair