



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes Cowlitz Transit Authority

Wednesday, August 13, 2014

4:00 PM

Longview Council Chambers

1. Call To Order

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

2. Roll Call

Present: 4 - Rick Roberson, Dennis Weber, Tom Hutchinson and Anthony Harris (nonvoting member)

Excused: 3 - Todd McDaniel, Mary Jane Melink and Gary Schimmel

Staff Present

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

3. Constituent Comments

None.

4. Consideration of Minutes for July 9, 2014

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

5. Public Hearing - 2013 Annual Report and 2014-2019 Transit Development Plan

Roberson declared the public hearing open at 4:03 p.m. to receive comments from the public with regard to the 2013 Annual Report and the 2014-2019 Transit Development Plan. There were no public comments. Roberson closed the public hearing at 4:03.

On a motion from Hutchinson, seconded by Weber, the 2013 Annual Report and 2014-2019 Transit Development Plan was unanimously approved. Hutchinson asked Aldridge to explain a line item in the original financial statement that showed a negative annual balance for 2014. Aldridge said it was a revenue versus expenditure line for that given year, and that the line was for staff use and unnecessary. Based on the approved budget we would exceed

our revenue by \$1.4 million; though current estimates indicate we may come out even for 2014, due to a number of projects not taking place. Hutchinson then asked going forward to 2019 if we are projecting that we will always have a positive fund balance. Aldridge responded correct. Aldridge pointed out that in capital projects that there are no fixed route rolling stock purchases until 2019. The financial report is based on assumptions that funding slightly increases each year. It also assumes that we receive some State grant funds each year. Roberson asked what are the odds of receiving grant funding. Aldridge responded that some grant funding is based on need. The Facilities Master Plan provided some facilities pricing which is reflected in the 2016-2019 budget projections. We will only proceed with capital projects if the necessary funding is available.

2013 ANNUAL REPORT AND 2014-2019 TRANSIT DEVELOPMENT PLAN

6. Lower Columbia College Ridership Agreement

On a motion from Hutchinson, seconded by Weber, the Lower Columbia College Ridership Agreement was unanimously approved.

Lower Columbia College Ridership Agreement

7. Consent Calendar

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

July 2014 Annual Ridership

July 2014 Fixed Route Ridership

July 2014 Paratransit Ridership

June 2014 County Treasurer's Report

June 2014 CTA Fund Balance

8. Consideration of Invoices

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

City of Kelso, July 2014 - \$493.63

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

Columbia Security Service & Systems, August 2014 - \$520.00

Law Office of Jesse D Conway, PC - \$359.00

TCF Architecture, June 2014 - \$16,975.23

TCF Architecture, July 2014 - \$4885.31

9. Manager's Report

We just finished the Federal Triennial Review this afternoon. Every three years the Federal Transit Administration comes in and audits the agency in 24 areas. We were told in the exit interview there are a couple of areas which we need to work on. One item is that we need to adopt some service standards which should be brought to the board in October. The service standards will be incorporated into the Title VI Plan and then put before the Longview City Council for their approval. It is always nice to know the areas that we are doing well in, as well as the areas that we need to improve on.

Ridership is up with a 5.5 percent increase over 2013. We have seen an increase in ridership every month this year over the previous year.

Sales tax continues to do very well. July we were 7.2 percent over 2013, for the year we are 11.3 percent over 2013.

We have three new drivers that were hired and went through our first full training program. The training program was designed by Washington State Insurance Pool. We think it was very successful and we have three good candidates that will be out on the road next week.

We are currently recruiting our first fixed route dispatcher. Interviews will be held August 20th and we hope to have them on staff next month.

10. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:21 p.m.

Tabitha Hayden, Clerk of the Authority

Todd McDaniel, Chairman