



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes Cowlitz Transit Authority

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Wednesday, September 10, 2014

4:00 PM

Longview Council Chambers

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### 1. Call To Order

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

### 2. Roll Call

**Present:** 4 - Todd McDaniel, Mary Jane Melink, Dennis Weber and Tom Hutchinson

**Excused:** 3 - Rick Roberson, Gary Schimmel and Anthony Harris (nonvoting member)

### 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

### Others Present

Betsy DeSpain, Paratransit Services

### 3. Constituent Comments

None.

### 4. Consideration of Minutes for August 13, 2014

A motion by Hutchinson, seconded by Weber, the minutes of the regular meeting on August 13, 2014, were unanimously approved.

### 5. Consent Calendar

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

August 2014 Annual Ridership

August 2014 Fixed Route Ridership

August 2014 Paratransit Ridership

July 2014 County Treasurer's Report

July 2014 CTA Fund Balance Report

## 6. Consideration of Invoices

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

Invoice - City of Kelso - \$538.50

Invoice - City of Longview - \$250,339.70

Invoice - Columbia Security Service - \$520.00

Invoice - Law Office of Jesse D Conway - \$17.50

Invoice - TCF Architecture - \$3254.30

## 7. System Service Standards

Asher gave a presentation on Title VI Service Standards and Policies. Title VI Service Standards and Policies are unique to each transit agency that allow it to measure performance and serve as a guide for making service decisions. Service standard indicators include vehicle load, vehicle headway, on-time performance, and service availability. Service Policies include the distribution of amenities and vehicle assignments.

## 8. Manager's Report

Ridership for August increased six percent over 2013. Nearly 10,000 more riders than last year.

Staff is currently working on the Longview Budget and will soon begin working on the Cowlitz Transit Authority budget. Staff will have a draft budget for the Board to review at the October meeting.

Staff will be working the a new No Show Policy for our Paratransit plan. The current No Show Policy was found insufficient by the Triennial Review.

**9. Adjournment**

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

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Tabitha Hayden, Clerk of the Authority

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Todd McDaniel, Chairman