



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes Cowlitz Transit Authority

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Wednesday, January 14, 2015

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 p.m. in the Longview Council Chambers.

### 2. Roll Call

**Present:** 5 - Todd McDaniel, Rick Roberson, Dennis Weber, Tom Hutchinson and Anthony Harris (nonvoting member)

**Excused:** 2 - Mary Jane Melink and Gary Schimmel

#### Staff Present

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

#### Others Present

Betsy DeSpain, Paratransit  
Judy Donovan, CWCOG  
Randy Cook, TCF Architecture  
Jerry Dow, DSV International

### 3. Consideration of Minutes for December 10, 2014

On a motion by Hutchinson, seconded by Roberson, the minutes of the regular meeting on December 10, 2014 were unanimously approved.

### 4. Constituent Comments

None.

### 5. Consent Calendar

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

December 2014 Annual Ridership

December 2014 Fixed Route Ridership

December 2014 Paratransit Ridership

November 2014 County Treasurer's Report

November 2014 CTA Fund Balance Report

## **6. Consideration of Invoices**

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

Invoice - City of Kelso - \$538.50

Invoice - City of Longview - \$280,289.92

Invoice - Columbia Security - \$520.00

## **7. 2015 ADA Paratranist Plan**

Asher presented the 2015 ADA Paratransit plan, outlining the updated language for the No Show Policy to include the frequency of use and proportion of trips missed to determine a pattern or practice of missed trips. On a motion from Roberson, seconded by Hutchinson the 2015 ADA Paratransit plan was approved.

2015 ADA Paratransit Plan

## **8. Facilities Master Plan Study Presentation**

Randy Cook with TCF Architecture and Jerry Dow with DSV International presented an update to the Facilities Master Plan Study. Cook outlined accomplishments including the Governance Study, Transit Facilities study, and follow up study of Longview facilities needs. Cook discussed the next steps to be taken before FTA Grant funding may be applied for. Cook stated the FTA looks favorably on "Shovel Ready" projects. To be "Shovel Ready" an environmental investigation, known as a Documented Categorized Exclusion, (DCE) needs to be done on the proposed property. A pre-final DCE worksheet will be submitted to the FTA and then land may be secured.

Facilities Master Plan Study Presentation

**9. Master Plan Study - Revised Scope and Fee**

Randy Cook and Jerry Dow described additional work needed to complete the National Environmental Protection Act (NEPA) documentation for the potential site for new transit facilities. This work is included in proposed Supplement No. 2 to the agreement with TCF Architecture, at an additional cost of \$87,984.

On a motion from Hutchinson, seconded by Roberson, Supplement No. 2 to the Professional Services Agreement with TCF Architecture was approved in the amount of \$87,984. The motion carried unanimously.

Contract Amendment with TCF Architecture for Additional Services for Environmental Investigations and Documentation

**10. Managers Report**

Aldridge opened his report by stating that this would be his last board meeting. He started here nearly four years ago and during that short amount of time flag stops have been eliminated, the agency has seen a complete rebranding, a relationship and ridership agreement has been built with LCC. Aldridge is pleased with these accomplishments and it is with a heavy heart that he says good bye.

**11. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 4:53 p.m.

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Tabitha Hayden, Clerk of  
the Authority

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Todd McDaniel, Chairman