



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes Cowlitz Transit Authority

Wednesday, February 11, 2015

4:00 PM

Longview Council Chambers

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: 6 - Todd McDaniel, Mary Jane Melink, Gary Schimmel, Dennis Weber, Tom Hutchinson and Anthony Harris (nonvoting member)

Excused: 1 - Rick Roberson

Staff Present

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 Donavan, CWCOG

3. Election of Officers

Chair McDaniel called for nominations for the 2015 CTA Board Officers. Weber nominated McDaniel for Chairman of the Board. Melink seconded the nomination, which carried unanimously. Hutchinson nominated Melink for Vice Chairman. Weber seconded the motion, which carried unanimously.

4. Constituent Comments

None.

5. Consideration of Minutes for January 14, 2015

On a motion by Hutchinson, seconded by Schimmel, the minutes of the regular meeting held on January 14, 2015 were unanimously approved.

6. Consent Calendar

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

January 2015 Annual Ridership

January 2015 Fixed Route Ridership

January 2015 Paratransit Ridership

December 2014 County Treasurer's Report

December 2014 CTA Fund Balance Report

7. 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 - \$280,289.92

Invoice - Columbia Security - \$520.00

Invoice - TCF Architecture - \$6,235.67

8. Vanpool Funding Opportunity from the Washington State Vanpool Investment Program

Asher spoke on the vanpool funding opportunity available to the CTA. WSDOT will fund vanpool vehicle purchases at 95% of the purchase cost based on the programs per van cost caps of \$27,500 (sole petroleum) and \$32,500 (non-sole petroleum) vehicles. This grant solicitation was issued on January 22nd and required a response by February 2nd. Staff requested five sole petroleum vehicles, contingent upon CTA approval to pursue vanpool opportunities as recommend in the Transit Enhancement Plan. WSDOT will announce awards via email on Thursday, February 12th.

On a motion from Melink, seconded by Hutchinson, the Board approved the purchase of five sole petroleum vanpool vehicles. The motion carried unanimously.

Vanpool Funding Opportunity from the Washington State Vanpool Investment Program (VIP)

9. WSTIP Representatives Resolution

Cameron explained how our Washington State Transit Insurance Pool representation was set by resolution. Resolution 15-01 will appoint the Transit Manager as the CTA's designated director and the Transit Supervisors and Longview Public Works Director as alternate representatives to WSTIP's Board of Directors.

On a motion from Schimmel, seconded by Hutchinson, Resolution 15-01 was approved. The motion carried unanimously.

10. Planning Committee

Asher asked the Board if they wanted to continue with the planning committee that was established late last year. The Board asked that a Doodle poll be sent out to schedule a planning committee meeting.

11. Staff Reports

Asher reported ridership continues to climb. Staff will be reviewing the contract with Paratransit Services as it expires at the end of May. Staff plans to implement the new service changes on February 16, 2015.

Cameron said that currently the City of Longview is revisiting the Transit Manager job description and salary. Once that is complete the City plans on doing a broad advertising of the position.

12. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:20 p.m.

Tabitha Hayden, Clerk of the Authority

Todd McDaniel, Chairman