



# City of Longview

Cowlitz Transit Authority  
Agenda  
RiverCities Transit

## Minutes

### Cowlitz Transit Authority

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Wednesday, June 8, 2016

4:00 PM

Longview Council Chambers

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#### 1. Call To Order

#### 2. Roll Call

**Present:** 3 - Mary Jane Melink, Rick Roberson and Dennis Weber

**Absent:** 1 - Larry Alexander

**Excused:** 2 - Anthony Harris (nonvoting member) and Don Jensen

**Altern Abs:** 2 - Chet Makinster and Jim Hill

#### Staff Present

Amy Asher, City of Longview  
Jeff Cameron, City of Longview  
Ben Nolen, City of Longview  
Lisa Vertrees, City of Longview

#### Others Present

Betsy DeSpain, Paratransit Services

#### 3. Constituent Comments

None.

#### 4. Consideration of Minutes

On a motion from Weber, seconded by Melink, the minutes of the regular meeting held on May 11th, 2016 were unanimously approved with corrections.

#### 5. Consent Calendar

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

2016 Annual Fixed Route Ridership

2016 May Fixed Route Ridership

2016 May Paratransit Ridership

April 2016 County Treasurer's Report

April 2016 Fund Balance Report

## 6. Consideration of Invoices

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

Invoice - City of Kelso - \$551.96

Invoice - City of Longview - \$300,207.08

Invoice - Columbia Security Service - \$520.00

Invoice - Law Office of Jesse D Conway - \$87.50

Invoice - TCF Architecture - \$6,022.75

## 7. 2016 Title VI Plan

Asher reported the program is looked at every three years. Staff hasn't made any significant changes to the plan other than to change dates. The plan outlines procedures for anybody who does feel as though they have been discriminated against. Asher stated that there has been no Title VI complaints since she started with the agency. On a motion from Melink, seconded by Weber, the Title VI plan was adopted as written. The motion was unanimously approved.

2016 RiverCities Transit Title VI Program

## 8. 1st Quarter Pass Sales and Revenue

Asher explained the 1st Quarter Pass Sales and revenue. 2015 all passes tallied into Fixed Route except those passes issued by Paratransit Operators. 2016 passes are being tallied separately, each pass has a distinct style and price. Asher said she may present the fare data in a different format and more frequently as conversation on fares continues.

1st Quarter Pass Sales and Revenue

## 9. Manager's Report

Asher reported sales tax for May 2016 was up 12% over May 2015. Year to date we are up 7.8% over 2015. May 2016 fixed route ridership was down slightly (7.6%) compared to May 2015. If you compare our January to May ridership of 2015 to this year we are down 3.8%.

Asher stated she will be submitting a letter of intent to Washington State Department of Transportation for their competitive grant program for the Downtown Transit Center expansion.

Interviews for the Operations Supervisor position will happen at the end of this month.

## 10. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:29 p.m.

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Tabitha Hayden, Clerk of the Authority

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Don Jensen, Chairman