



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, November 9, 2016

4:00 PM

Longview Council Chambers

1. Call To Order

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

2. Roll Call

Present: 4 - Mary Jane Melink, Rick Roberson, Anthony Harris (nonvoting member) and Don Jensen

Excused: 2 - Dennis Weber and Larry Alexander

Altern Abs: 2 - Chet Makinster and Jim Hill

Staff Present

Amy Asher, City of Longview
Jeff Cameron, City of Longview
Jim Seeks, City of Longview
Ben Nolen, City of Longview
Tabitha Hayden, City of Longview

Others Present

Betsy DeSpain, Paratransit Services
Judith Donovan, CWCOG
Al Hatten, Washington State Transit Insurance Pool

3. Constituent Comments

None

4. Consideration of Minutes

On a motion from Melink, seconded by Roberson, the minutes of the regular meeting held on October 12, 2016, were unanimously approved.

5. Consent Calendar

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

2016 Annual Fixed Route Ridership

2016 October Fixed Route Ridership

2016 October Paratransit Ridership

2016 Ridership Graphs

September 2016 County Treasurer's Report

September 2016 Fund Balance Report

6. Consideration of Invoices

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

Invoice - City of Kelso \$565.76

Invoice - City of Longview \$300,207.08

Invoice - Columbia Security \$520.00

Invoice - TCF Architecture \$1,430.00

7. Safety Star Award

Al Hatten, Executive Director of the Washington State Transit Insurance Pool, presented RiverCities Transit with a Safety Star Award. RiverCities Transit has been a member of WSTIP for 11 years. The insurance pool is made up of 25 public transit agencies, having formed in 1989. WSTIP attributes its remarkable success to the agencies that make up the pool consistently providing safe, reliable transportation. The Safety Star award is given by looking at the last 5 years of exposure and the actuaries estimates for such exposure. Historically RiverCities outperforms by coming in 400% less than the actuaries estimate. The Safety Star Award recognizes RiverCities Transit's dedication to best practices and for consistently maintaining an impressive safety record. Along with the trophy is a check for \$1500 to be used for employee recognition. Asher mentioned recognition needs to include Betsy DeSpain and her staff, as well as the fixed route driver trainers, and previous administration staff. This accomplishment is truly a team effort.

8. Public Hearing for 2017 Cowlitz Transit Authority Budget

Asher spoke on the 2017 Cowlitz Transit Authority Budget. According to the Interlocal Agreement, the Cowlitz Transit Authority is to pay the City of Longview all costs associated with providing public transportation. Part of this process includes reviewing the biennial City of Longview-Transit budget. The expenditures shown on the City of Longview-Transit biennial budget are large because included among the capital expenses are the Downtown Transit Center expansion, engine replacements, and vehicle purchases. The revenue summary includes a 5307 grant we have been saving for a couple of years for the expansion of the transit center, however, since receiving other federal grant funds for the transit center expansion we will be shifting the 5307 funds from capital to operations.

Included in the revenue on the Cowlitz Transit Authority budget is a local sales tax estimate at 2% over 2016. A midsummer report from the Washington State Department of Revenue estimates a slightly lower rate of increase than 2016 as the economy recovery slows. The Cowlitz Transit Authority budget expenditures include contracted services such as funds for matching the operations grant. Capital expenditures include vehicle procurement, downtown transit center expansion, and other capital improvements.

Chair Jensen opened the floor for questions to staff. There were none.

Chair Jensen opened the public hearing at 4:16, seeing none the hearing was closed at 4:16.

On a motion from Melink, seconded by Roberson, Resolution 2016-03 establishing the 2017 budget was adopted. The motion carried unanimously.

2017 Cowlitz Transit Authority Budget

9. Manager's Report

Asher reported that ridership was up slightly, about 4% over the previous month. Ridership is 7% under 2015 for the year. Operators are saying there are some new faces out there.

Good news is sales tax is up, about 11% over last year.

ATU mediation meeting is scheduled for next week.

Melink asked if staff could put a bus shelter at Foster Farms. Asher said the Board approved an amenities policy. New shelters are put in high ridership locations. In order to put a new shelter in a concrete pad needs to be poured. Asher will look at the ridership as that location, however, the sidewalk and pad would have to be approved. Costs vary and depend on location and condition of the sidewalk. Grade improvements can significantly increase the cost.

10. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:22 p.m.

Tabitha Hayden, Clerk of the Authority

Don Jensen, Chairman