



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Larry Alexander, Don Jensen, Jeffrey McAllister,
Anthony Harris (Nonvoting), Jim Hill (Alternate),
Arne Mortensen (Alternate), Mike Wallin (Alternate)*

Wednesday, March 13, 2019

4:00 PM

Longview Council Chambers

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

4. CONSIDERATION OF MINUTES FOR FEBRUARY 13, 2019 MEETING

19-00052 February 13, 2019 Minutes

5. CONSENT CALENDAR

19-00056 Invoice - City of Kelso - March \$579.90

19-00057 Invoice - City of Longview - April \$315,928.33

19-00055 Invoice - Columbia Security - March \$621.00

19-00063 2019 January County Treasurer's Report

19-00064 2019 January Fund Balance Report

6. REPORTS

19-00058 2019 Annual Fixed Route Ridership

19-00059 2019 February Fixed Route Ridership

19-00060 2019 February LIFT Ridership

19-00061 CTA Ridership Graph

19-00062 PTBA Sales Tax Data

- 7. FACILITIES UPDATE**
- 8. MANAGER'S REPORT**
- 9. ADJOURNMENT**



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Minutes

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1. CALL TO ORDER

Vice-chair Makinster called the meeting to order at 4:02 p.m.

2. ROLL CALL

Present: Chet Makinster, Don Jensen, Jeffrey McAllister, Anthony Harris, Arne Mortensen

Staff Present: Amy Asher, City of Longview; Jeff Cameron, City of Longview; Betsy DeSpain, City of Longview; Tabitha Hayden, City of Longview; Liz Halili, City of Longview, Lisa Vertrees, City of Longview

3. PUBLIC COMMENTS

Brian Frasier (via interpreter) - would like better bus access throughout the County.

Mollie DuBois - McKinney-Vinto Coordinator for the Longview School District. She is the homeless liaison and working toward bus pass access for each student and family bus passes. Ms. DuBois is requesting the CTA to donate passes as their budget under Title I is small. The homeless student count is 368 under McKinney-Vinto guidelines. She is hoping for at least half that number of passes donated. Jensen would like staff to follow up and bring the numbers/costs back to the Board.

4. ELECTION OF OFFICERS

On a nomination made by Mortensen, Dennis Weber was unanimously re-elected as Chairman.

On a nomination made by Jensen, Chet Makinster was unanimously re-elected at Vice-Chairman.

5. APPROVAL OF MINUTES

On a motion from Jensen, seconded by McAllister, the minutes of the regular meeting held on January 9, 2019 were unanimously approved.

6. CONSENT CALENDAR

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

19-00065 Invoice - Columbia Security - February \$621.00

19-00066 Invoice - CWCOC - LKRATS Oct-Dec 2018 \$1,232.56

19-00067 Invoice - City of Kelso - February \$579.90

19-00068 Invoice - City of Longview - March \$315,928.33

19-00069 2018 December County Treasurer's Report

19-00070 2018 December Fund Balance Report

7. REPORTS

Asher reviewed the monthly reports.

19-00071 2019 Annual Ridership

19-00072 2019 January Fixed Route Ridership

19-00073 2019 January LIFT Ridership

19-00074 CTA Ridership Graph

19-00075 PTBA Sales Tax Data

8. FACILITIES UPDATE

JH Kelly began construction last month on the temporary Transit Center. We are on schedule to move into the temporary transit center February 27th.

9. MANAGER'S REPORT

We are currently dealing with a driver shortage. Vacation time has been limited and there has been forced overtime. We have cut 2 of the the least popular routes. Those areas are still served, just less frequently. We do have two new drivers in training and more interviews at the end of the month. Asher is currently in union negotiations and is possibly looking at restructuring the hiring process and requirements. We require a CDL already in place, but we are looking ahead to not require that and offer CDL training. Recruiting younger drivers is difficult.

10. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.

Lisa Vertrees, Clerk of the Board

Chet Makinster

CITY OF KELSO**Request for Miscellaneous Billing 26049**Originating Department: Finance Date: 2/20/2019Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)For: MarchRent : 105 15 362 5000Bill To: Cowlitz Transit AuthorityAmount: \$ 579.90Address: 254 Oregon WayLongview, WA 98632

Budget Account #(s) for Receipt of Payment:

105 15 362 5000

Approved by: _____ (Department Head)

For Finance Department Use

G/L Account Assignments: _____ (Accountant Initials)

Debit Account# (s) 105 12 250Credit Account# (s) 105 11 110

Date Entered to A/R: _____

By: _____

Invoice Number: 19032

Budgetary Accounting Posting Batch Number: _____

Note/Comments: _____

Columbia Security Service & Systems, Inc.

PO Box 775
Longview, WA 98632

Invoice

Date	Invoice #
2/21/2019	31551

Bill To

Cowlitz Transit Authority
c/o RiverCities Transit
254 Oregon Way
Longview, WA 98632

PH 360-636-4477

FX 360-636-4442

P.O. No.	Terms	Due Date
Bus Transit Terminal	Net 30	3/23/2019

Description	Amount
Patrol services provided for March 2019	621.00
Longview	0.00

Thank you for your business.

Invoice Total \$621.00

69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		700,108.26	1,401,406.84	- 1,780,027.46	- 378,620.62	321,487.64
1112000 WARRANTS OUTSTANDING		- 317,073.23	635,027.46	- 317,954.23	317,073.23	0.00
1180000 INVESTMENTS		1,072,108.23	1,145,000.00	- 1,072,108.23	72,891.77	1,145,000.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	317,954.23	- 317,954.23	0.00	0.00
2880000 UNRESERVED FUND BAL		- 1,455,143.26	0.00	0.00	0.00	- 1,455,143.26
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 321,930.30	- 321,930.30	- 321,930.30
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 616.31	- 616.31	- 616.31
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 6,752.00	- 6,752.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	0.00	317,954.23	0.00	317,954.23	317,954.23
Total		0.00	3,817,342.76	- 3,817,342.76	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: January 31, 2019

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 01, 2019		\$ 1,455,143.26
CTA Revenue		
Metro Sales Tax	321,930.30	321,930.30
Interest Earnings/Investments	-	-
Local Sales Interest	616.31	616.31
LCC Ridership Agreement	6,752.00	6,752.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 329,298.61	\$ 329,298.61
CTA Expenditures		
City of Longview	315,928.33	315,928.33
City of Longview - Audit Services	-	-
Legal Counsel	-	-
Transit Center Security Services	621.00	621.00
Train Depot Room Lease	579.90	579.90
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	825.00	825.00
Subtotal	\$ 317,954.23	\$ 317,954.23
CTA Ending Balance		\$ 1,466,487.64
CITY OF LONGVIEW		
Beginning Balance: January 1, 2019		\$ 122,854.97
Longview Revenue		
Farebox/Pass Sales	19,433.16	19,433.16
State Pool - Interest	575.50	575.50
Payments from CTA	631,856.66	631,856.66
Federal Grant - 5317	-	-
Federal Grant - 5310 - Capital	-	-
Federal Grant - 5310	-	-
State Special Needs Grant	-	-
WSTIP Risk Management Grant	-	-
Bus Advertising	1,376.72	1,376.72
Paratransit Office Space Rental	607.68	607.68
Cashier Over-Short / NSF	-	-
Insurance Recoveries	-	-
Other Recoveries / Guest Rider	459.84	459.84
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 654,309.56	\$ 654,309.56
Longview Expenditures		
Subtotal	\$343,286.36	\$ 343,286.36
Longview Ending Balance		\$ 433,878.17
Combined CTA & Longview Ending Balance		\$ 1,900,365.81

RIVERCITIES TRANSIT

RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	31	6,989	5,734											12,723
	32	5,787	4,546											10,333
	33	3,750	3,582											7,332
	44	2,410	2,108											4,518
	45	9,099	8,185											17,284
	57	3,074	2,820											5,894
	TOTAL	31,109	26,975											58,084

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2018	31	6,300	5,974	7,249	6,861	7,332	7,326	7,219	7,874	6,477	7,537	6,839	6,369	83,357
	32	5,751	5,490	6,064	5,452	5,875	5,304	5,417	5,500	5,047	6,274	5,081	4,720	65,975
	33	3,923	3,780	4,115	4,092	4,375	3,714	3,422	3,790	3,471	4,198	3,451	2,990	45,321
	44	2,940	2,481	3,008	2,621	2,717	2,416	2,413	2,696	1,963	2,415	2,059	2,007	29,736
	45	6,938	6,505	7,962	7,801	7,624	7,557	7,791	8,805	7,517	9,482	8,396	7,881	94,259
	56													
	57	3,472	2,988	3,383	3,346	3,231	2,689	2,733	2,596	2,585	3,088	2,885	2,673	35,669
	TOTAL	29,324	27,218	31,781	30,173	31,154	29,006	28,995	31,261	27,060	32,994	28,711	26,640	354,317

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	31	7,060	6,878	7,628	7,359	8,085	7,477	6,817	7,525	7,082	6,696	6,069	6,471	85,147
	32	5,886	5,998	6,746	6,369	6,284	5,914	5,591	5,915	5,681	5,577	4,921	4,753	69,635
	33	4,164	3,924	4,315	4,350	4,541	3,855	3,741	3,735	3,478	4,129	3,803	3,595	47,630
	44	2,403	2,330	2,552	2,209	2,528	2,435	2,063	2,405	2,221	2,624	2,466	2,474	28,710
	45	8,985	9,478	10,639	9,309	10,115	8,957	8,282	9,010	8,101	7,874	7,907	7,320	105,977
	56	975	985	1,166	1,018	1,194	1,212	907	1,081	994	234			9,766
	57	2,197	2,450	2,620	2,351	2,728	2,384	1,988	2,192	2,530	3,336	3,180	2,998	30,954
	TOTAL	31,670	32,043	35,666	32,965	35,475	32,234	29,389	31,863	30,087	30,470	28,346	27,611	377,819

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2016	31	7,360	7,768	8,290	7,542	6,746	6,675	6,747	7,612	7,502	7,765	7,454	7,706	89,167
	32	7,002	7,585	7,565	7,304	6,447	5,920	5,364	5,763	5,706	5,813	5,681	5,420	75,570
	33	3,979	4,118	4,158	4,049	4,314	3,697	3,339	3,737	3,612	3,930	3,723	3,673	46,329
	44	2,009	2,388	2,559	2,346	2,432	2,402	2,011	2,535	2,754	2,529	2,681	2,414	29,060
	45	8,991	9,468	10,634	9,657	8,962	9,062	8,362	9,716	9,323	9,909	9,179	9,339	112,602
	56	1,488	1,676	1,567	1,326	1,276	1,222	1,032	1,154	1,138	1,178	1,154	1,051	15,262
	57	2,496	2,618	2,828	2,768	2,690	2,502	1,867	2,000	2,267	2,681	2,149	2,040	28,906
	TOTAL	33,325	35,621	37,601	34,992	32,867	31,480	28,722	32,517	32,302	33,805	32,021	31,643	396,896

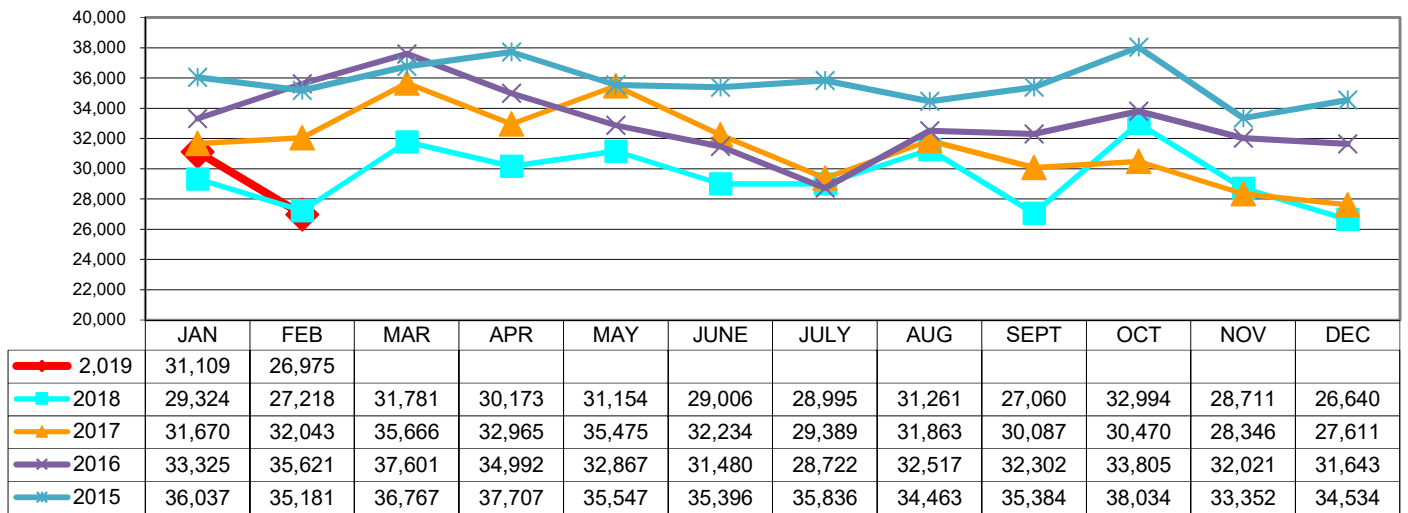
YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2015	31	7,734	7,610	7,954	7,911	7,554	8,432	8,063	7,795	7,957	8,074	7,563	8,362	95,009
	32	7,557	7,243	7,314	7,529	7,057	6,730	7,448	6,876	7,387	8,304	6,894	6,978	87,317
	33	4,469	4,620	4,485	4,727	4,701	4,052	3,793	3,884	4,320	4,656	4,050	3,877	51,634
	44	2,984	2,779	2,938	2,915	2,553	2,564	2,744	2,527	2,395	2,403	2,242	2,316	31,360
	45	9,144	8,738	9,320	9,790	9,036	9,220	9,171	9,330	8,966	9,537	8,560	8,943	109,755
	56	2,335	2,178	2,302	2,196	2,019	1,966	2,114	1,675	1,893	2,044	1,584	1,541	23,847
	57	1,814	2,013	2,454	2,639	2,627	2,432	2,503	2,376	2,466	3,016	2,459	2,517	29,316
	TOTAL	36,037	35,181	36,767	37,707	35,547	35,396	35,836	34,463	35,384	38,034	33,352	34,534	428,238

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

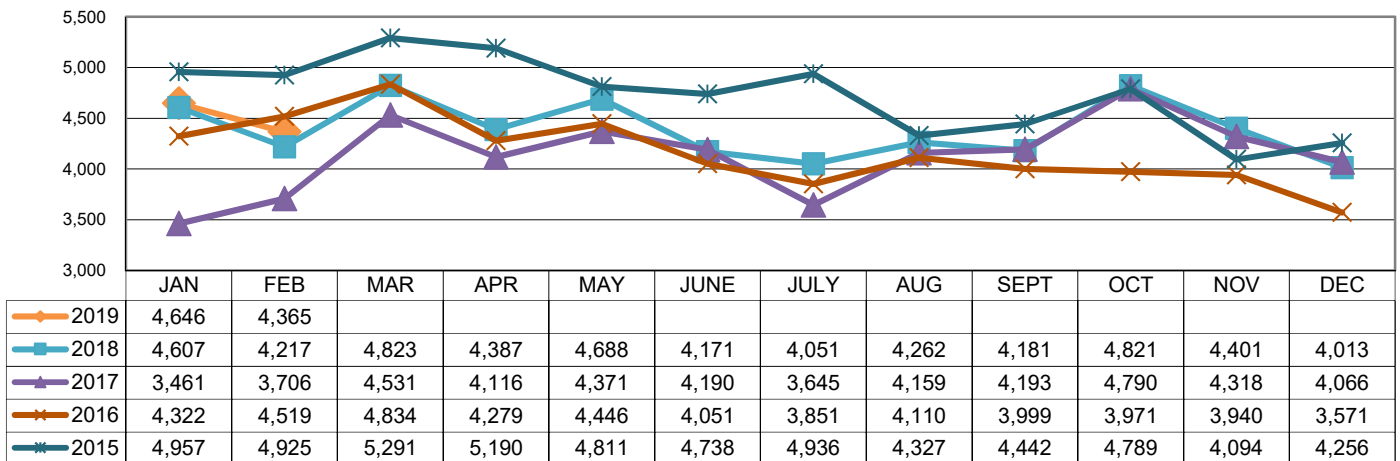
Feb-19

DATE	ROUTE 31 A	ROUTE 31 B	ROUTE 32 A	ROUTE 32 B	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 57	TOTAL
1	354		258		187	152	294	151	153	1549
2 S	227		142		119		191		66	745
3										
4	308		230		174	103	235	156	119	1325
5	264		214		169	92	264	146	114	1263
6	294		234		162	120	249	165	134	1358
7	233		232		147	107	248	141	147	1255
8	257		229		137	103	254	122	110	1212
9 S	141		85		90		177		63	556
10										
11	234		165		130	100	236	103	95	1063
12	231		196		142	119	242	115	120	1165
13	266		219		182	122	267	148	137	1341
14	252		221		161	109	225	150	124	1242
15	254		176		151	110	219	131	121	1162
16 S	155		115		123		212		78	683
17										
18	198		100		89	77	160	76	80	780
19	235		204		155	105	263	120	125	1207
20	224		210		180	96	241	157	146	1254
21	234		228		153	118	207	158	168	1266
22	233		175		157	108	225	132	124	1154
23 S	179		104		102		184		84	653
24										
25	264		194		154	108	232	147	157	1256
26	232		221		183	79	204	139	139	1197
27	238		173		162	90	217	100	99	1079
28	227		221		173	90	228	154	117	1210
TOTAL (24)	5734		4546		3582	2108	5474	2711	2820	26975
WEEKDAY TOTAL (20)	5032		4100		3148	2108	4710	2711	2529	24338
SATURDAY TOTAL (4)	702		446		434		764		291	2637
WEEKDAY AVERAGE	252		205		157	105	236	136	126	1217
SATURDAY AVERAGE	176		112		109		191		73	659

RiverCities Transit Fixed Route Five Year Ridership Comparison



RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership

