



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, July 10, 2019

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview

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. CONSTITUENT COMMENTS

4. APPROVAL OF MINUTES

19-000246 June 12, 2019 Minutes

5. CONSENT CALENDAR

19-000247 Invoice - City of Kelso - July 579.90

19-000248 Invoice - City of Longview - August \$315,925.33

19-000249 Invoice - Columbia Security - July \$621.00

19-000250 2019 May County Treasurer's Report

19-000251 2019 May Fund Balance Report

6. REPORTS

19-000252 2019 Annual Fixed Route Ridership

19-000253 2019 June Fixed Route Ridership

19-000254 2019 June LIFT Ridership

19-000256 CTA Ridership Graph

19-000257 PTBA Sales Tax Data

7. ESTABLISH PUBLIC HEARING FOR 2019-2024 TRANSIT DEVELOPMENT PLAN AND 2018 ANNUAL REPORT

19-000259 Establish Public Hearing for 2019-2024 Transit Development Plan and 2018 Annual Report

8. FACILITIES UPDATE

9. MANAGER'S REPORT

10. ADJOURNMENT



Minutes

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1. **CALL TO ORDER**

Chairman Weber called the meeting to order at 4:02 p.m.

2. **ROLL CALL**

Present: Councilmember Chet Makinster, Member Jeffrey McAllister, Mayor Don Jensen, Member Dennis Weber

Absent: Member Larry Alexander

Staff Present:

Jeff Cameron, Public Works Director; Amy Asher, Transit Manager; Tabitha Hayden, Transit Supervisor; Betsy Despain; Paratransit, Elizabeth Halili, Board Clerk

3. **CONSTITUENT COMMENTS**

None at this time.

4. **APPROVAL OF MINUTES**

A motion was made by McAllister, seconded by Jensen, to approve the minutes of May 8, 2019. The motion passed unanimously.

19-000212 May 8, 2019 Minutes

5. **CONSENT CALENDAR**

A motion was made by McAllister, seconded by Makinster, to accept the consent calendar in its entirety. The motion passed unanimously.

19-000213 Invoice - City of Kelso - June \$579.90

19-000214 Invoice - City of Longview - July \$315,928.37

19-000215 Invoice - Columbia Security - June \$621.00

19-000216 2019 April County Treasurer's Report

19-000217 2019 April Fund Balance Report

6. REPORTS

19-000218 2019 Annual Fixed Route Ridership

19-000219 2019 May Fixed Route Ridership

19-000220 2019 May LIFT Ridership

19-000221 CTA Ridership Graph

19-000222 PTBA Sales Tax Data

7. STATUS REPORT BUS FARE COMMITTEE

Asher provided a brief update on the Bus Fare Committee meeting held on Tuesday, June 11. The three objectives of the meeting were:

- Discuss whether or not to develop a free or reduced pass program;
- Review current practices regarding passes used for travel training;
- Review current Fare-Free Day policy.

Staff have been directed to:

- Devise a draft policy regarding a pilot program for offering free youth passes;
- Devise a draft program for offering reduced passes to non-profit agencies;
- Devise a draft policy to allow staff to issue passes used during travel training;
- Review ways to offer more community shuttles for community events.

Upon completion, the committee chair will present the policies to the full board for final review and approval.

8. FACILITIES UPDATE

Asher provided a brief update on the downtown Transit Center project and presented current photos of the work site:

- The building slab was placed on May 29 and wall framing has started;
- Curbs are currently being placed;
- The bus drive concrete will be fully placed by mid-week of June 17 - June 21.

9. MANAGER'S REPORT

- Asher reported that ATU negotiations are complete and the draft contract will go to the ATU membership for approval. If approved, the contract will go to the Longview City Council for approval prior to implementation.
- Operator staffing continues to be low. Staff trained and graduated one new driver. One driver has resigned;
- LAMAR advertising will no longer represent RiverCities Transit. As a result, all advertising on buses will be discontinued. All advertising contracts currently on file will be fulfilled without the option to renew. No new advertising sources are being sought at this time.
- The Letter of Support for the FY2019 FTA 5339 Bus and Bus Facilities Grant has been signed by the Board Chair. The Grant deadline is June 21.
- RiverCities Transit Dispatcher, Doreen Daggett, was a recipient of the 2018 City of Longview STARR Awards. Doreen Daggett was honored on June 12 at the STARR awards reception.

10. ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:14 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

CITY OF KELSO**Request for Miscellaneous Billing 26049**Originating Department: Finance Date: 6/20/2019Requested by: Brian ButterfieldExplanation/Description of Billing: Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)For: JulyRent : 105 15 362 5000Bill To: Cowlitz Transit Authority Amount: \$ 579.90
Address: 254 Oregon Way
Longview, WA 98632Budget 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 12 250 Credit Account# (s) 105 11 110

Date Entered to A/R: _____ By: _____

Invoice Number: 9140

Budgetary Accounting Posting Batch Number: _____

Note/Comments: _____

Date: 7/10/2019
Invoice # 2019 - 08

BILL TO Cowlitz Transit Authority
207 North 4th Avenue
Kelso WA 98626

[illegible]

REMITTANCE	
Statement #	2019 08
Date	
Amount Due	
Amount Enclosed	

Page 8 of 17

PO Box 775
Longview, WA 98632

Date	Invoice #
------	-----------

6/21/2019	32185
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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	7/21/2019

[illegible]

Thank you for your business.

Invoice Total	\$621.00
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69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		350,233.96	1,499,090.79	- 1,497,870.19	1,220.60	351,454.56
1112000 WARRANTS OUTSTANDING		0.00	635,522.68	- 635,522.68	0.00	0.00
1180000 INVESTMENTS		1,138,000.00	862,347.51	- 1,140,347.51	- 278,000.00	860,000.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	635,522.68	- 635,522.68	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	- 1,287,737.31	0.00	- 355,879.38	- 355,879.38	- 1,643,616.69
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 6,868.30	0.00	- 2,347.51	- 2,347.51	- 9,215.81
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 2,307.57	0.00	- 516.39	- 516.39	- 2,823.96
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 6,752.00	0.00	0.00	0.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	1,270,574.48	635,522.68	0.00	635,522.68	1,906,097.16
Total		0.00	4,268,006.34	- 4,268,006.34	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: May 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	355,879.38	1,643,616.69
Interest Earnings/Investments	2,347.51	9,215.81
Local Sales Interest	516.39	2,823.96
LCC Ridership Agreement	-	6,752.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 358,743.28	\$ 1,662,408.46
CTA Expenditures		
City of Longview	315,928.33	1,579,641.65
City of Longview - Audit Services		-
Legal Counsel		-
Transit Center Security Services	621.00	3,105.00
Train Depot Room Lease	579.90	2,899.50
Subsistence - Meals		-
Cowlitz-Wahkiakum Council of Governments		2,057.56
Subtotal	\$ 317,129.23	\$ 1,587,703.71
CTA Ending Balance		\$ 1,529,848.01
CITY OF LONGVIEW		
Beginning Balance: January 1, 2019		\$ 122,854.97
Longview Revenue		
Farebox/Pass Sales	14,044.65	76,158.37
State Pool - Interest	-	2,500.19
Payments from CTA	631,856.66	2,211,498.31
Federal Grant - 5317		-
Federal Grant - 5310 - Capital		-
Federal Grant - 5310	15,035.00	67,132.00
State Special Needs Grant	74,154.00	111,232.00
WSTIP Risk Management Grant		-
Bus Advertising	2,370.10	10,045.36
Paratransit Office Space Rental	607.68	3,038.40
Cashier Over-Short / NSF		-
Insurance Recoveries	-	300.00
Other Recoveries / Guest Rider	117.23	1,349.59
Miscellaneous Adjustments/Settlements		-
Subtotal	\$ 738,185.32	\$ 2,483,254.22
Longview Expenditures		
Subtotal	\$820,703.94	\$2,982,854.24
Longview Ending Balance		\$ (376,745.05)
Combined CTA & Longview Ending Balance		\$ 1,153,102.96

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	5,954	6,350	6,176	5,497							36,700
	32	5,787	4,546	4,727	5,044	5,200	4,091							29,395
	33	3,750	3,582	3,747	3,873	3,896	3,610							22,458
	44	2,410	2,108	2,091	2,294	2,386	2,162							13,451
	45	9,099	8,185	8,759	9,102	9,239	7,596							51,980
	57	3,074	2,820	2,953	3,105	3,222	2,687							17,861
	TOTAL	31,109	26,975	28,231	29,768	30,119	25,643							171,845

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

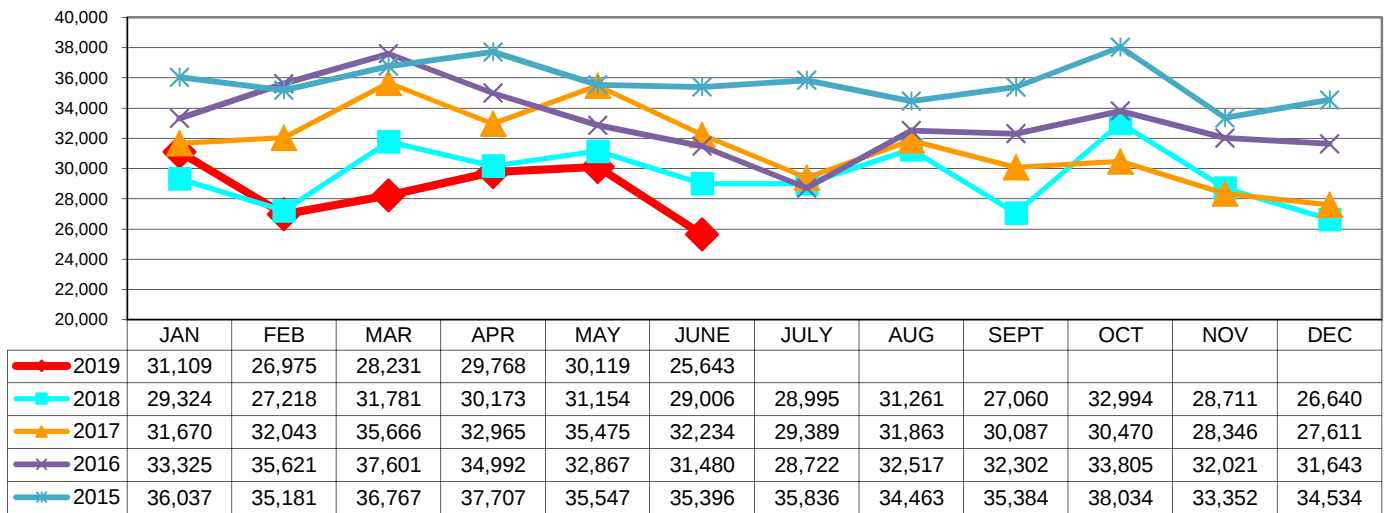
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Jun-19

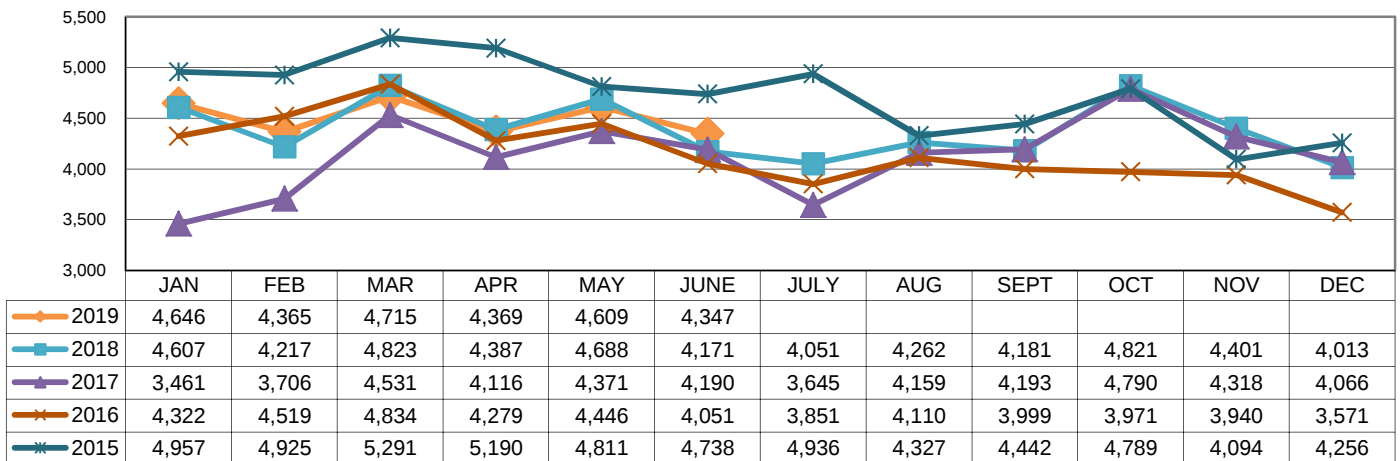
DATE	ROUTE 31A	ROUTE 31B	ROUTE 32A	ROUTE 32B	ROUTE 33	ROUTE 44	ROUTE 45A	ROUTE45B	ROUTE 57	TOTAL
1 S	236		128		115		249		103	831
2										
3	255		232		177	166	254	149	151	1384
4	281		220		205	111	227	133	121	1298
5	252		212		207	96	264	158	148	1337
6	203		203		176	113	217	158	159	1229
7	240		185		167	108	208	116	107	1131
8 S	189		104		102		192		73	660
9										
10	240		204		131	110	216	115	115	1131
11	209		179		141	97	237	118	124	1105
12	200		144		151	102	209	133	108	1047
13	210		198		141	113	232	100	126	1120
14	230		188		161	132	193	129	114	1147
15 S	148		87		101		135		47	518
16										
17	304		188		143	82	168	151	95	1131
18	244		168		143	95	194	137	103	1084
19	199		158		144	104	188	112	113	1018
20	190		135		140	98	215	102	129	1009
21	248		159		153	105	195	144	93	1097
22 S	143		98		139		171		71	622
23										
24	258		160		145	108	223	126	103	1123
25	199		175		124	103	175	99	95	970
26	250		150		114	126	177	97	96	1010
27	198		153		133	107	183	129	92	995
28	201		138		121	86	162	110	120	938
29 S	170		125		136		196		81	708
30										
										0
TOTAL (25)	5497		4091		3610	2162	5080	2516	2687	25643
WEEKDAY TOTAL (20)	4611		3549		3017	2162	4137	2516	2312	22304
SATURDAY TOTAL (5)	886		542		593		943		375	3339
WEEKDAY AVERAGE	231		177		151	108	207	126	116	1115
SATURDAY AVERAGE	177		108		119		189		75	668

Date	Total Psgrs	Demand Response Client Trips	Number of Attends	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
6/1/2019	88	77	11	0	58	19	24.68%	2.12	6	4
6/3/2019	170	159	11	0	121	38	23.90%	2.13	14	4
6/4/2019	202	187	15	0	132	55	29.41%	2.09	11	5
6/5/2019	258	238	12	8	180	58	24.37%	2.25	16	11
6/6/2019	203	192	9	2	148	44	22.92%	2.18	4	6
6/7/2019	175	165	10	0	126	39	23.64%	1.94	13	11
6/8/2019	88	78	10	0	62	16	20.51%	2.03	14	4
6/10/2019	169	152	17	0	116	36	23.68%	2.05	13	4
6/11/2019	239	224	15	0	151	73	32.59%	2.30	17	3
6/12/2019	238	215	23	0	164	51	23.72%	2.31	14	5
6/13/2019	201	182	19	0	132	50	27.47%	2.18	18	8
6/14/2019	159	146	13	0	117	29	19.86%	1.96	4	4
6/15/2019	99	82	15	2	61	21	25.61%	2.35	12	3
6/17/2019	167	147	17	3	109	38	25.85%	2.28	20	3
6/18/2019	202	177	25	0	118	59	33.33%	2.24	12	2
6/19/2019	231	205	23	3	154	51	24.88%	2.23	9	5
6/20/2019	179	159	14	6	109	50	31.45%	2.07	12	1
6/21/2019	156	140	14	2	106	34	24.29%	2.03	9	3
6/22/2019	100	90	4	6	76	14	15.56%	2.02	15	2
6/24/2019	151	139	12	0	111	28	20.14%	1.99	14	1
6/25/2019	221	198	23	0	143	55	27.78%	2.40	12	1
6/26/2019	213	196	15	2	144	52	26.53%	2.26	19	4
6/27/2019	160	147	11	2	114	33	22.45%	2.01	15	4
6/28/2019	165	155	8	2	131	24	15.48%	2.11	14	0
6/29/2019	113	104	9	0	84	20	19.23%	2.47	16	0
	4347	3954	355	38	2967	987	24.37%	2.16	323	98

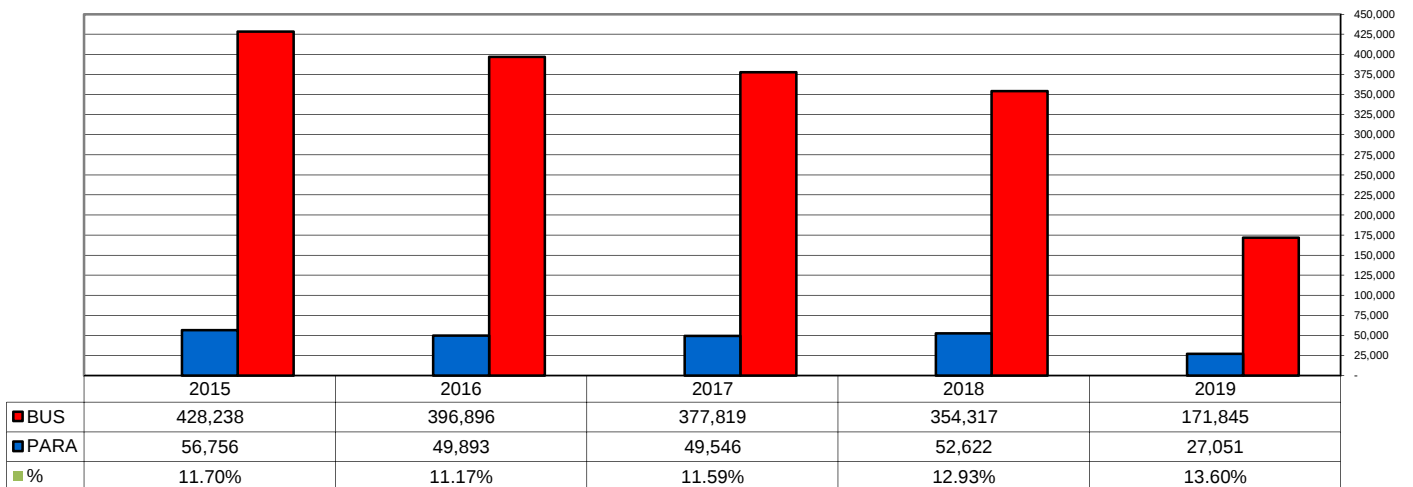
RiverCities Transit Fixed Route Five Year Ridership Comparison

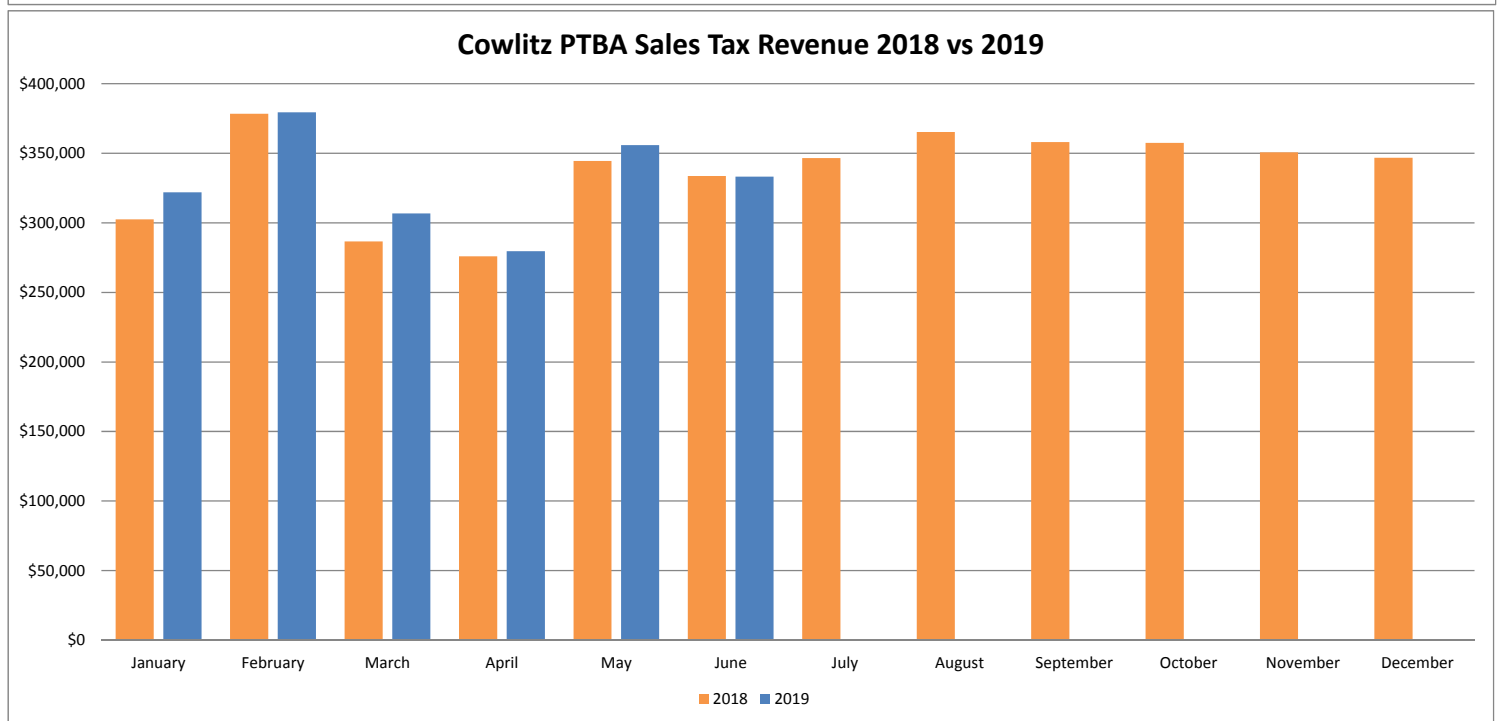
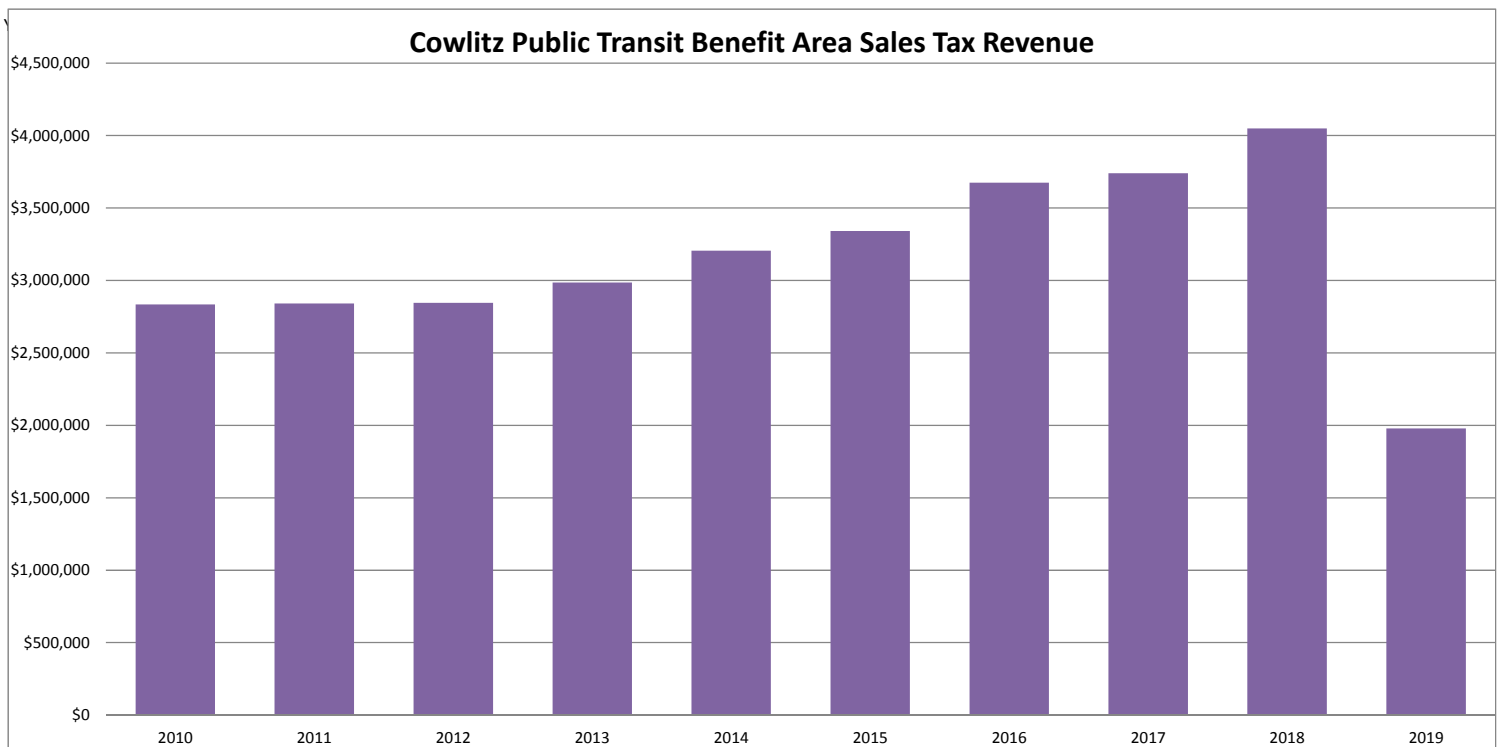


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





ESTABLISH PUBLIC HEARING – 2019-2024 Transit Development Plan and 2018 Annual Report

SUMMARY STATEMENT:

In compliance with RCW 35.58.2795, the Cowlitz Transit Authority is required to establish a public hearing to receive comments regarding the Six-Year Transit Development Plan. Staff requests the Board establish a hearing at the next regular meeting on August 14th, 2019, to receive citizen input. A draft copy of the 2019-2024 Transit Development Plan and 2018 Annual Report will be sent to Board Members and posted to our website by July 31, 2019.

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 14, 2019 CTA Board meeting to receive citizen input on the 2019-2024 Transit Development Plan and 2018 Annual Report.