



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, October 9, 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. PUBLIC COMMENTS

4. CONSIDERATION OF MINUTES

19-000378 August 14, 2019 Minutes

5. CONSENT CALENDAR

19-000379 Invoice - City of Kelso - September \$579.90

19-000380 Invoice - City of Kelso - October \$579.90

19-000381 Invoice - City of Longview - October \$315,928.33

19-000382 Invoice - City of Longview - November \$315,928.33

19-000383 Invoice - Columbia Security - September \$621.00

19-000384 Invoice - Columbia Security - October \$621.00

19-000386 2019 July County Treasurer's Report

19-000387 2019 August County Treasurer's Report

19-000388 2019 July Fund Balance Report

19-000389 2019 August Fund Balance Report

6. **REPORTS**

19-000385 2019 Annual Fixed Route Ridership

19-000390 2019 August Fixed Route Ridership

19-000391 2019 September Fixed Route Ridership

19-000392 2019 August LIFT Ridership

19-000393 2019 September LIFT Ridership

19-000394 CTA Ridership Graph

19-000395 PTBA Sales Tax Data

7. **PUBLIC HEARING - ESTABLISH PUBLIC HEARING FOR 2020 CTA BUDGET**

19-000396 **SUMMARY STATEMENT:**

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 13, 2019 CTA Board Meeting to receive comments on the 2020 annual budget.

8. **PUBLIC HEARING - ESTABLISH PUBLIC HEARING FOR PROPOSED SERVICE CHANGES**

19-000397 SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on any change in transit service routes amounting to a change in excess of 20% of the total distance of any one route. Staff is proposing service changes that fit this definition based on customer feedback and an analysis of ridership data. Proposed changes will be published for public comment on October 14, 2019, online at www.rctransit.org, on Facebook, and in paper copy at the Transit Center, Longview, and Kelso City Halls, local public libraries, and onboard buses.

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 13, 2019 CTA Board Meeting to receive comments on proposed service changes.

9. INITIATIVE-976 POTENTIAL IMPACTS

Presented by Amy Asher

19-000398 Initiative-976 Impacts on RiverCities Transit**10. BUS FARES COMMITTEE UPDATE**

Presented by Amy Asher

11. RESOLUTION NO 2019-02 ESTABLISHMENT OF THREE YEAR FREE YOUTH PASS PROGRAM**19-000400 ADOPT RESOLUTION 2019-02 ESTABLISHING A THREE-YEAR PILOT PROGRAM PROVIDING FREE ANNUAL YOUTH BUS PASSES****RECOMMENDED ACTION:**

Motion to approve Resolution number 2019-02

12. RESOLUTION 2019-03 STAFF ISSUANCE OF BUS PASSES FOR TRAVEL TRAINING**19-000401 ADOPT RESOLUTION 2019-03 AUTHORIZING STAFF ISSUANCE OF BUS PASSES FOR TRAVEL TRAINING****RECOMMENDED ACTION:**

Motion to approve Resolution number 2019-03

13. LOWER COLUMBIA COLLEGE RIDERSHIP AGREEMENT

Presented by Tabitha Hayden

19-000402 RIDERSHIP AGREEMENT BETWEEN THE COWLITZ TRANSIT AUTHORITY AND LOWER COLUMBIA COLLEGE**RECOMMENDED ACTION:**

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College

14. FACILITIES UPDATE

Presented by Amy Asher

15. MANAGER'S REPORT

Presented by Amy Asher

16. ADJOURNMENT



Minutes

Agenda

Cowlitz Transit Authority

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Wednesday, August 14, 2019

4:00 PM

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1525 Broadway St, Longview

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1. **CALL TO ORDER**

Vice Chairman Makinster called the meeting to order at 4:00 p.m.

2. **ROLL CALL**

Present: Member Dennis Weber; Member Chet Makinster; Member Larry Alexander; Mayor Don Jensen; Member Jeffrey McAllister

Absent: None

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

3. **CONSTITUENT COMMENTS**

None at this time.

4. **APPROVAL OF MINUTES**

A motion was made by McAllister, seconded by Alexander, to approve the minutes of July 10, 2019. The motion passed unanimously.

19-000294 July 10, 2019 Minutes

5. **CONSENT CALENDAR**

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

19-000295 Invoice - City of Kelso - August \$579.90

19-000296 Invoice - City of Longview - September \$315,928.33

19-000297 Invoice - Columbia Security - August \$621.00

19-000299 Invoice - CWCOCG April - June 2019 (Qtr) - Prj 020 - LKRATS \$1,848.84

19-000301 2019 June County Treasurer's Report

19-000302 2019 June Fund Balance Report

6. REPORTS

19-000300 2019 Annual Fixed Route Ridership

19-000303 2019 July Fixed Route Ridership

19-000304 2019 July LIFT Ridership

19-000305 CTA Ridership Graph

19-000306 PTBA Sales Tax Data

7. **HOLD PUBLIC HEARING - RIVERCITIES TRANSIT 2019-2024 TRANSIT DEVELOPMENT PLAN AND 2018 ANNUAL REPORT**

Tabitha Hayden gave a brief statement regarding the RiverCities Transit 2019-2024 Transit Development Plan and 2018 annual report:

- The RiverCities Transit 2019-2014 Transit Development Plan and 2018 Annual report fulfill state laws. This is a collaborative effort from all transit systems across the state, building data used for future program strategies and funding goals.

Chairman Weber opened the public hearing to hear comments regarding the RiverCities Transit 2019-2024 Transit Development Plan and 2018 Annual report at 4:03 p.m.. There were no comments. The hearing was closed at 4:05 p.m.

On a motion from Jensen, seconded by Makinster, the RiverCities Transit 2019-2024 Transit Development Plan and 2018 Annual Report was approved. The motion carried unanimously.

**19-000307 Agenda Summary - RiverCities Transit Six-Year Transit Development Plan 2019-2024
*Presented by Tabitha Hayden***

**19-000308 2018 Annual Report and 2019-2024 Transit Development Plan
*Presented by Tabitha Hayden***

**RECOMMENDED ACTION:
Hold public hearing**

Then

Motion to approve the RiverCities Transit 2019-2024 Transit Development Plan and 2018 Annual Report.

8. **FACILITIES UPDATE**

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

- Plumbing, HVAC, and electrical are currently being installed;
- Iron workers have installed the canopy over the front entryway;
- Mason workers have begun laying brick on the outside of the building;
- The concrete curbing for the drive aisle has been poured.

9. MANAGER'S REPORT

Asher gave an update on the status of the ATU Contract negotiations:

- The ATU Contract was approved by the Longview City Council in July and is now in effect.

Asher gave an update regarding the status of bus orders:

- Three small cutaway buses have been ordered and are expected to be delivered in early November. They will be used for Paratransit;
- Two fixed route buses have been ordered. Delivery and placement into service is anticipated by spring of 2020;

Asher proposed that the Board cancel the September, 2019 CTA Board Meeting:

- A motion was made by Alexander, seconded by Makinster, to cancel the September, 2019 CTA Board Meeting. The motion passed unanimously.

Asher give a brief update regarding upcoming agenda topics for the October 9, 2019 CTA Board Meeting:

- Review a potential bus route that will combine some of the peak bus routes;
- Review the Draft 2020 CTA Budget and set a public hearing;
- Present recommendations from the Bus Fares Committee.

Asher stated that she will attend the Washington State Public Transportation Conference during the week of August 19 and announced:

- Operator Tony Hays will be honored at the State Department of Transportation "Wall of Fame" banquet and awards ceremony in recognition of his excellent customer service skills, positive attitude, and willingness to always go the extra mile to help people.

10. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:17 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

CITY OF KELSO**Request for Miscellaneous Billing 26049**Originating Department: Finance Date: 8/20/2019Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)For: SeptemberRent : 105 15 362 5000Bill To: Cowlitz Transit AuthorityAmount: \$ 579.90 ✓Address: 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 12 250 Credit Account# (s) 105 11 110

Date Entered to A/R: _____ By: _____

Invoice Number: 19177

Budgetary Accounting Posting Batch Number: _____

Note/Comments: _____

CITY OF KELSO**Request for Miscellaneous Billing 26049**Originating Department: Finance Date: 9/20/2019 9/18/19Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)For: OctoberRent : 105 15 362 5000Bill To: Cowlitz Transit AuthorityAmount: \$ 579.90 ↙Address: 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 12 250 Credit Account# (s) 105 11 110

Date Entered to A/R: _____ By: _____

Invoice Number: 19200

Budgetary Accounting Posting Batch Number: _____

Note/Comments: _____

Date: 09/11/2019
Invoice # 2019 - 10

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

[illegible]

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Date: 10/09/2019
Invoice # 2019 - 11

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

[illegible]

REMITTANCE	
Statement #	2019 11
Date	
Amount Due	
Amount Enclosed	

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PO Box 775
Longview, WA 98632

Date	Invoice #
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8/20/2019	32518
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Cowlitz Transit Authority
c/o RiverCities Transit
254 Oregon Way
Longview, WA 98632

FX 360-636-4442

Thank you for your business.

Invoice Total	\$621.00
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PO Box 775
Longview, WA 98632

Invoice	
Date	Invoice #
9/20/2019	32678

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

FX 360-636-4442

P.O. No.	Terms	Due Date
Bus Transit Terminal	Net 30	10/20/2019

Description	Amount
Patrol services provided for October 2019	621.00
Longview	0.00

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		330,391.53	1,261,267.40	- 918,865.39	342,402.01	672,793.54
1112000 WARRANTS OUTSTANDING		0.00	1,200.90	- 1,200.90	0.00	0.00
1180000 INVESTMENTS		900,000.00	601,736.16	- 901,736.16	- 300,000.00	600,000.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	317,129.23	- 317,129.23	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	- 1,976,842.12	0.00	- 357,168.89	- 357,168.89	- 2,334,011.01
3611100 INT EARNS ON INVEST	8900000 DISTRICT ACTIVITIES	- 11,378.94	0.00	- 1,736.16	- 1,736.16	- 13,115.10
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 3,501.64	0.00	- 626.19	- 626.19	- 4,127.83
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 6,752.00	0.00	0.00	0.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	2,223,226.43	317,129.23	0.00	317,129.23	2,540,355.66
Total		0.00	2,498,462.92	- 2,498,462.92	0.00	0.00

69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		672,793.54	998,514.84	- 1,320,805.05	- 322,290.21	350,503.33
1112000 WARRANTS OUTSTANDING		0.00	3,049.74	- 3,049.74	0.00	0.00
1180000 INVESTMENTS		600,000.00	1,001,826.98	- 601,826.98	400,000.00	1,000,000.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	318,978.07	- 318,978.07	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	- 2,334,011.01	0.00	- 394,180.72	- 394,180.72	- 2,728,191.73
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 13,115.10	0.00	- 1,826.98	- 1,826.98	- 14,942.08
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 4,127.83	0.00	- 680.16	- 680.16	- 4,807.99
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 6,752.00	0.00	0.00	0.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	2,540,355.66	318,978.07	0.00	318,978.07	2,859,333.73
Total		0.00	2,641,347.70	- 2,641,347.70	0.00	0.00

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

	Current Period	Y-T-D
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 01, 2019	\$	1,455,143.26
CTA Revenue		
Metro Sales Tax	357,168.89	2,334,011.01
Interest Earnings/Investments	1,736.16	13,115.10
Local Sales Interest	626.19	4,127.83
LCC Ridership Agreement	-	6,752.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 359,531.24	\$ 2,358,005.94
CTA Expenditures		
City of Longview	315,928.33	2,211,498.31
City of Longview - Audit Services		-
Legal Counsel		-
Transit Center Security Services	621.00	4,347.00
Train Depot Room Lease	579.90	4,059.30
Subsistence - Meals		-
Cowlitz-Wahkiakum Council of Governments		3,906.40
Subtotal	\$ 317,129.23	\$ 2,223,811.01
CTA Ending Balance		\$ 1,589,338.19
CITY OF LONGVIEW		
Beginning Balance: January 1, 2019	\$	122,854.97
Longview Revenue		
Farebox/Pass Sales	15,134.74	104,617.64
State Pool - Interest	-	2,500.19
Payments from CTA	315,928.33	2,843,355.01
Federal Grant - 5317		-
Federal Grant - 5310 - Capital		-
Federal Grant - 5310		67,132.00
State Special Needs Grant		111,232.00
WSTIP Risk Management Grant		-
Bus Advertising	1,435.23	13,901.73
Paratransit Office Space Rental	607.68	4,253.76
Cashier Over-Short / NSF		-
Insurance Recoveries	447.78	747.78
Other Recoveries / Guest Rider		1,374.59
Miscellaneous Adjustments/Settlements		-
Subtotal	\$ 333,553.76	\$ 3,149,114.70
Longview Expenditures		
Subtotal	\$777,647.12	\$4,278,224.54
Longview Ending Balance		\$ (1,006,254.87)
Combined CTA & Longview Ending Balance		\$ 583,083.32

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: August 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	394,180.72	2,728,191.73
Interest Earnings/Investments	1,826.98	14,942.08
Local Sales Interest	680.16	4,807.99
LCC Ridership Agreement	-	6,752.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 396,687.86	\$ 2,754,693.80
CTA Expenditures		
City of Longview	315,928.33	2,527,426.64
City of Longview - Audit Services		-
Legal Counsel		-
Transit Center Security Services	621.00	4,968.00
Train Depot Room Lease	579.90	4,639.20
Subsistence - Meals		-
Cowlitz-Wahkiakum Council of Governments	1,848.84	5,755.24
Subtotal	\$ 318,978.07	\$ 2,542,789.08
CTA Ending Balance		\$ 1,667,047.98
CITY OF LONGVIEW		
Beginning Balance: January 1, 2019		\$ 122,854.97
Longview Revenue		
Farebox/Pass Sales	13,546.33	118,163.97
State Pool - Interest	-	2,500.19
Payments from CTA	315,928.33	3,159,283.34
Federal Grant - 5339	101,145.00	101,145.00
Federal Grant - 5307	528,567.00	528,567.00
Federal Grant - 5317		-
Federal Grant - 5310 - Capital		-
Federal Grant - 5310	89,161.00	156,293.00
State Special Needs Grant		111,232.00
WSTIP Risk Management Grant		-
Bus Advertising	2,101.30	16,003.03
Paratransit Office Space Rental	607.68	4,861.44
Cashier Over-Short / NSF		-
Insurance Recoveries		747.78
Other Recoveries / Guest Rider		1,374.59
Miscellaneous Adjustments/Settlements	13,996.00	13,996.00
Subtotal	\$ 1,065,052.64	\$ 4,214,167.34
Longview Expenditures		
Subtotal	\$629,730.27	\$4,907,954.81
Longview Ending Balance		\$ (570,932.50)
Combined CTA & Longview Ending Balance		\$ 1,096,115.48

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	5,975	6,522	5,350				54,547
	32	5,787	4,546	4,727	5,044	5,200	4,091	4,460	4,552	4,221				42,628
	33	3,750	3,582	3,747	3,873	3,896	3,610	3,381	3,586	3,305				32,730
	44	2,410	2,108	2,091	2,294	2,386	2,162	2,113	2,133	1,938				19,635
	45	9,099	8,185	8,759	9,102	9,239	7,596	8,172	8,954	8,261				77,367
	57	3,074	2,820	2,953	3,105	3,222	2,687	2,511	2,578	2,416				25,366
TOTAL		31,109	26,975	28,231	29,768	30,119	25,643	26,612	28,325	25,491				252,273

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
	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
2017	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
2016	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
2015	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

Aug-19

DATE	ROUTE 31A	ROUTE 31B	ROUTE 32A	ROUTE 32B	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45B	ROUTE 57	TOTAL
1	332		223		173	94	290	155	105	1372
2	320		189		150	143	268	148	115	1333
3 S	220		148		141		309		77	895
4										
5	320		197		153	89	301	149	146	1355
6	286		173		150	104	226	143	117	1199
7	300		178		140	72	231	120	110	1151
8	295		178		163	93	222	127	117	1195
9	272		163		102	88	201	124	82	1032
10 S	171		114		99		220		83	687
11										
12	284		204		143	99	230	149	101	1210
13	222		182		144	82	256	141	94	1121
14	281		178		141	90	196	110	99	1095
15	221		168		126	109	178	146	89	1037
16	234		165		104	84	211	117	94	1009
17 S	154		117		96		226		61	654
18										
19	265		197		154	70	208	107	103	1104
20	221		192		159	76	226	117	84	1075
21	228		156		128	90	205	124	79	1010
22	213		161		142	119	222	119	82	1058
23	220		179		125	160	183	141	94	1102
24 S	127		92		102		201		78	600
25										
26	256		190		137	97	256	133	106	1175
27	210		196		156	84	171	120	97	1034
28	204		153		110	80	208	110	109	974
29	202		155		119	100	237	107	86	1006
30	284		193		134	110	228	157	92	1198
31 S	180		111		95		180		78	644
TOTAL (27)	6522		4552		3586	2133	6090	2864	2578	28325
WEEKDAY TOTAL (22)	5670		3970		3053	2133	4954	2864	2201	24845
SATURDAY TOTAL (5)	852		582		533		1136		377	3480
WEEKDAY AVERAGE	258		180		139	97	225	130	100	1129
SATURDAY AVERAGE	170		116		107		227		75	696

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

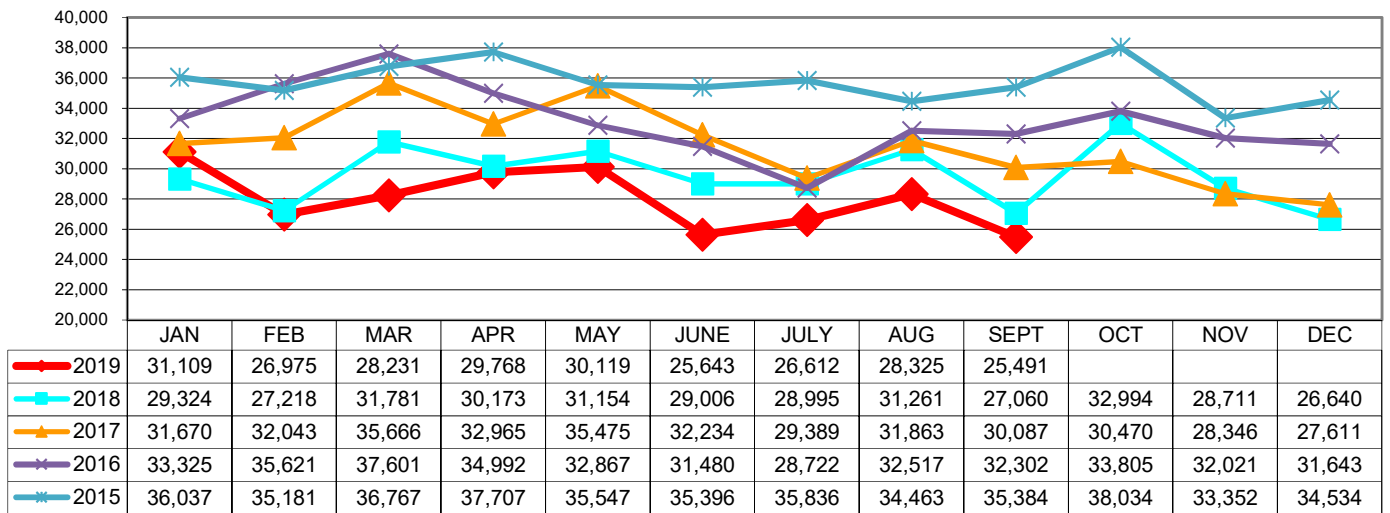
Sep-19

DATE	ROUTE 31A	ROUTE 31B	ROUTE 32A	ROUTE 32B	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45B	ROUTE 57	TOTAL
1										
2 H										
3	281		214		163	108	254	163	109	1292
4	268		203		129	130	269	164	111	1274
5	236		166		138	106	241	159	95	1141
6	231		168		126	93	240	157	88	1103
7 S	167		132		124		252		95	770
8										
9	213		141		111	94	226	125	120	1030
10	217		165		144	83	279	131	90	1109
11	257		220		131	86	249	113	117	1173
12	227		175		175	115	226	127	108	1153
13	192		183		146	100	245	105	91	1062
14 S	122		90		103		205		84	604
15										
16	226		190		126	80	245	166	145	1178
17	241		162		130	88	234	129	87	1071
18	227		181		161	98	225	140	119	1151
19	236		192		130	104	245	111	74	1092
20	262		172		131	115	216	127	89	1112
21 S	163		187		105		171		65	691
22										
23	247		198		169	84	271	125	137	1231
24	224		178		143	96	246	110	101	1098
25	237		220		181	87	245	148	116	1234
26	187		190		167	95	203	118	118	1078
27	237		187		138	85	207	115	86	1055
28 S	165		118		86		184		47	600
29										
30	287		189		148	91	225	125	124	1189
TOTAL (24)	5350		4221		3305	1938	5603	2658	2416	25491
WEEKDAY TOTAL (20)	4733		3694		2887	1938	4791	2658	2125	22826
SATURDAY TOTAL (4)	617		527		418		812		291	2665
WEEKDAY AVERAGE	237		185		144	97	240	133	106	1141
SATURDAY AVERAGE	154		132		105		203		73	666

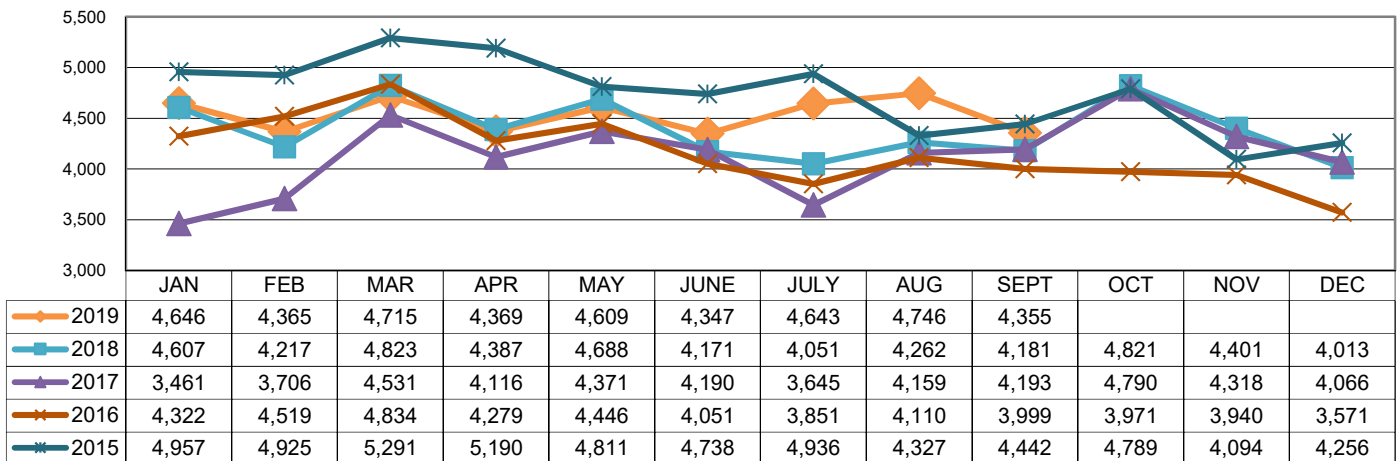
Date	Total Psgrs	Demand Response Client Trips	Number of Attends	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
8/1/2019	180	161	19	0	111	50	31.06%	2.06	6	4
8/2/2019	184	171	10	3	121	50	29.24%	2.15	9	3
8/3/2019	94	87	7	0	67	20	22.99%	1.92	7	7
8/5/2019	158	144	14	0	101	43	29.86%	2.14	14	5
8/6/2019	217	196	21	0	140	56	28.57%	2.32	11	5
8/7/2019	247	230	17	0	169	61	26.52%	2.40	15	1
8/8/2019	220	188	32	0	139	49	26.06%	2.47	8	0
8/9/2019	181	165	16	0	112	53	32.12%	1.97	15	5
8/10/2019	101	97	4	0	81	16	16.49%	2.29	9	0
8/12/2019	149	133	16	0	91	42	31.58%	2.08	.8	2
8/13/2019	212	187	25	0	129	58	31.02%	2.27	16	4
8/14/2019	213	196	17	0	156	40	20.41%	2.13	7	8
8/15/2019	170	154	14	2	116	38	24.68%	2.16	13	3
8/16/2019	168	154	14	0	128	26	16.88%	2.19	12	5
8/17/2019	131	114	17	0	89	25	21.93%	2.93	6	0
8/19/2019	159	141	15	3	107	34	24.11%	2.17	13	3
8/20/2019	198	174	22	2	134	40	22.99%	2.24	9	3
8/21/2019	235	218	17	0	169	49	22.48%	2.34	9	4
8/22/2019	197	177	20	0	117	60	33.90%	2.28	13	3
8/23/2019	184	158	26	0	117	41	25.95%	2.07	6	1
8/24/2019	101	84	17	0	72	12	14.29%	2.73	22	2
8/26/2019	140	131	9	0	99	32	24.43%	2.14	12	5
8/27/2019	234	196	35	3	130	66	33.67%	2.52	10	3
8/28/2019	224	202	22	0	140	62	30.69%	2.15	16	9
8/29/2019	178	162	16	0	108	54	33.33%	2.10	9	4
8/30/2019	175	152	23	0	116	36	23.68%	2.24	6	3
8/31/2019	96	84	12	0	68	16	19.05%	2.65	6	4
	4746	4256	477	13	3127	1129	25.85%	2.26	287	96

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
9/3/2019	177	157	20	0	114	43	27.39%	2.11	23	3
9/4/2019	280	251	26	3	173	78	31.08%	2.33	23	6
9/5/2019	185	170	15	0	126	44	25.88%	1.97	11	4
9/6/2019	220	183	32	5	131	52	28.42%	2.37	13	6
9/7/2019	93	91	2	0	71	20	21.98%	2.09	11	3
9/9/2019	144	136	8	0	110	26	19.12%	2.12	26	4
9/10/2019	205	184	21	0	139	45	24.46%	2.13	14	6
9/11/2019	261	224	35	2	163	61	27.23%	2.35	14	3
9/12/2019	217	195	22	0	128	67	34.36%	2.21	20	4
9/13/2019	150	130	20	0	97	33	25.38%	2.04	12	2
9/14/2019	103	97	6	0	76	21	21.65%	2.43	5	5
9/16/2019	159	146	13	0	115	31	21.23%	2.18	23	3
9/17/2019	200	189	11	0	137	52	27.51%	2.13	4	4
9/18/2019	239	220	19	0	177	43	19.55%	2.38	16	3
9/19/2019	199	183	15	1	131	52	28.42%	2.13	17	1
9/20/2019	164	146	18	0	119	27	18.49%	2.06	13	4
9/21/2019	108	98	10	0	81	17	17.35%	2.79	2	4
9/23/2019	169	151	18	0	109	42	27.81%	2.05	22	5
9/24/2019	211	192	19	0	138	54	28.13%	2.10	9	4
9/25/2019	236	213	23	0	166	47	22.07%	2.24	19	6
9/26/2019	214	194	19	1	140	54	27.84%	2.08	9	2
9/27/2019	180	161	19	0	133	28	17.39%	2.24	16	3
9/28/2019	74	70	4	0	58	12	17.14%	1.98	15	4
9/30/2019	167	152	15	0	112	40	26.32%	2.05	14	0
	4355	3933	410	12	2944	989	24.42%	2.19	351	89

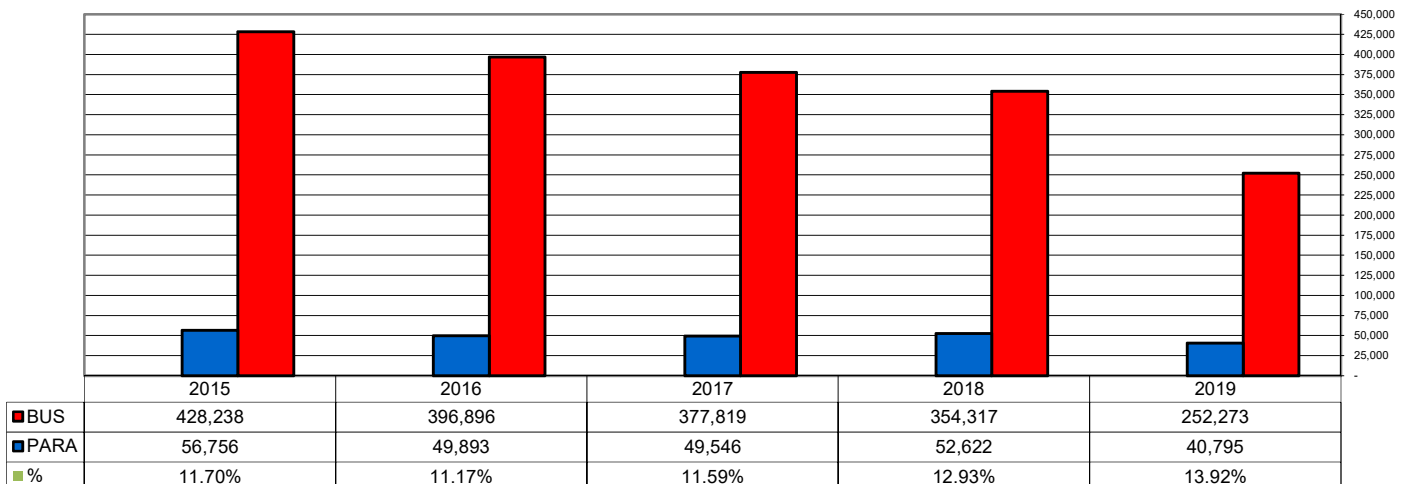
RiverCities Transit Fixed Route Five Year Ridership Comparison

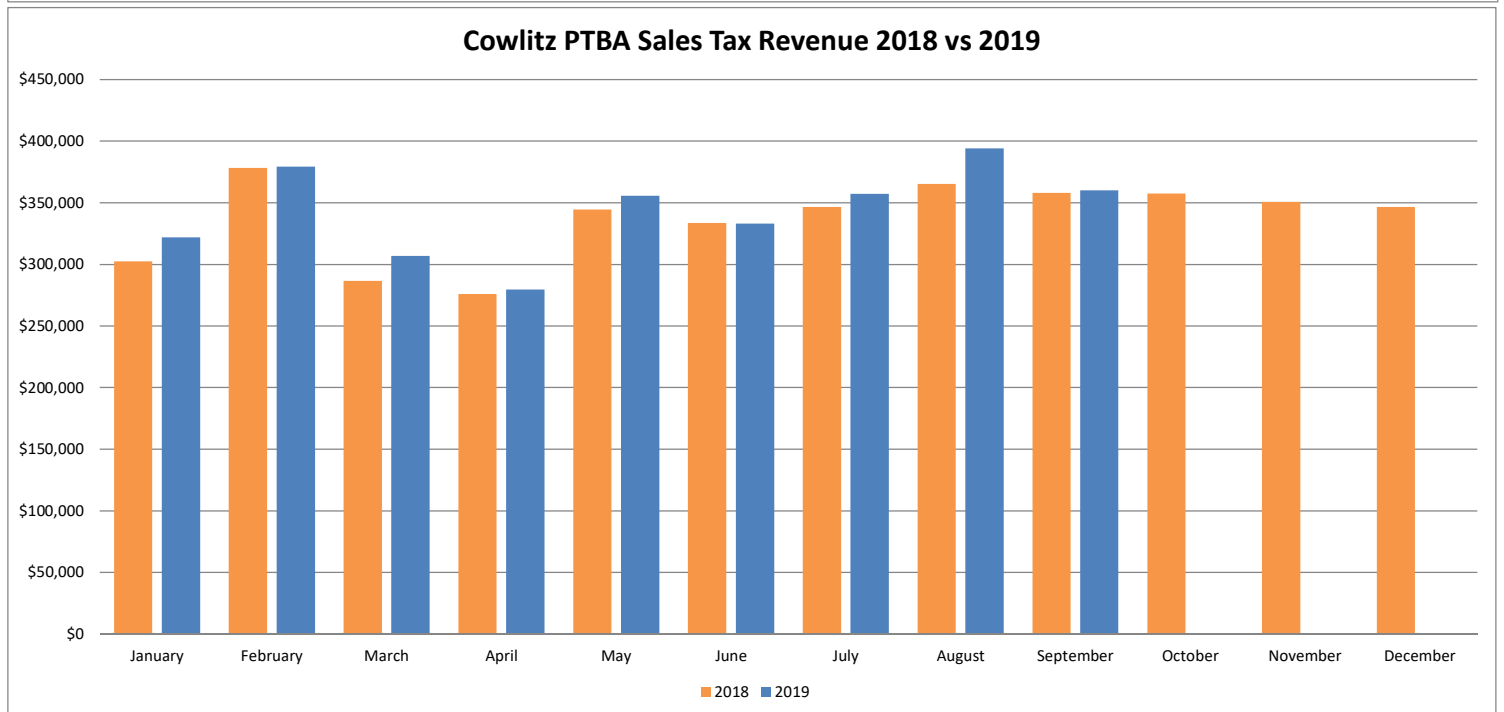
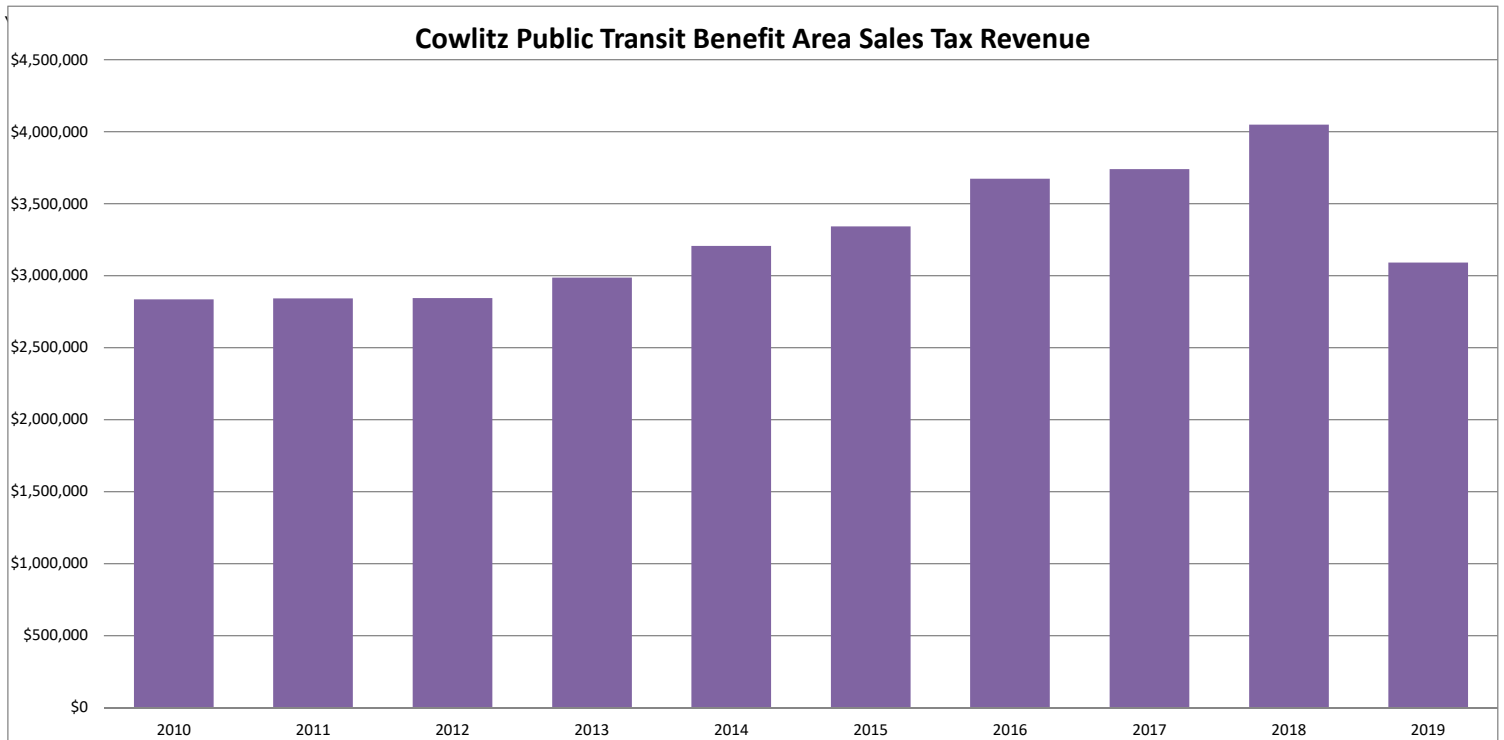


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING FOR 2020 CTA Budget

SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 13, 2019 CTA Board Meeting to receive comments on the 2020 annual budget.



Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING FOR PROPOSED SERVICE CHANGES

SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on any change in transit service routes amounting to a change in excess of 20% of the total distance of any one route. Staff is proposing service changes that fit this definition based on customer feedback and an analysis of ridership data. Proposed changes will be published for public comment on October 14, 2019, online at www.rctransit.org, on Facebook, and in paper copy at the Transit Center, Longview and Kelso City Halls, local public libraries, and onboard buses.

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 13, 2019 CTA Board Meeting to receive comments proposed service changes.



Operated by City of Longview

Memorandum

October 9, 2019

TO: Cowlitz Transit Authority Board
FROM: Amy Asher, Transit Manager
SUBJECT: Potential Initiative 976 Impacts on RiverCities Transit

Background

Voters in Washington State will be asked on the November 5, 2019, ballot whether to approve an initiative concerning motor vehicle taxes and fees. This measure would repeal or remove authority to impose certain vehicle taxes and fees, including charges funding mass-transit or regional transportation; change vehicle-valuation laws; and limit motor-vehicle-license fees to \$30, except voter-approved charges.

According to the Washington State Department of Financial Management, it is estimated that passage of Initiative 976 would remove more than \$1.9 billion in Washington State transportation funding over the next six years, including a nearly \$1.5 billion impact to the Multimodal Transportation Account. All state transit funding, roughly \$700 million over 6 years, comes from the Multimodal Transportation Account, including the two projects listed below.

2019-2021 RiverCities Transit Potential Impacts

RiverCities Transit was allocated \$296,622 in Paratransit Special Needs funding from the State for the 2019-2021 Biennium. This funding helps to support the continued operations of our federally required ADA Paratransit Services. The potential financial impact to our annual ADA operating budget is a 10% loss. ADA services are federally mandated based on fixed route service, therefore capital replacements will likely be deferred, and fixed route service frequency, hours of service, and/or routes may be reduced or eliminated in order to provide funding to meet the federal ADA required service.

RCT was also awarded a \$292,000 competitive grant from the Regional Mobility Grant (RMG) fund to begin a pilot project for service to Lexington - called the Lexington Connector Expansion Project. State RMG funding is at risk of being cut partially or wholly if I-976 passes. This means RCT could be at risk of losing the awarded funds, therefore this project will not begin without the confirmation of receipt of these funds.

At this time, it is unclear how the measure will impact our receipt of these funds and what the legislative response will be in the 2020 Legislative Session. For now, as we update our 2020 budget, we are planning as if they will not be available for our use. Once a clear picture of the funding reduction is known, the amount and location of any potential service cuts would be decided by the Cowlitz Transit Authority Board.

Please feel free to contact me if you have any questions.

Cowlitz Transit Authority



Agenda Summary

ADOPT RESOLUTION 2019-02 ESTABLISHING A THREE-YEAR PILOT PROGRAM PROVIDING FREE ANNUAL YOUTH BUS PASSES

SUMMARY STATEMENT:

CTA Board Chair, Dennis Weber, appointed a Bus Fares Committee earlier this year. The Committee members met in June with three main objectives:

1. Establish a bus fare policy regarding free or reduced passes, or remain with current practice;
2. Review existing free bus passes that are issued by staff for travel training purposes; and
3. Review Fare Free days for discussion and suggest any changes.

The Bus Fares Committee had some in depth discussion with staff regarding current policies, reviewed past bus pass usage and fare receipts and asked staff to:

1. Draft a three-year pilot program to provide Free Annual Youth passes to kids aged 18 and under;
2. Draft a three-year Discounted Bus Pass Grant Pilot Program that provides qualifying public and non-profit agencies discounts on monthly fixed route passes. The discount would be a 50% discount for those agencies with RCT matching \$40,000 for the pilot program.
3. Draft a resolution that allows RCT staff to issue passes and tokens at their discretion in the interests of providing travel training to the public; and
4. Directed Staff to offer more fare free days centered on major community events with greater outreach to the community. They also directed staff to research offering shuttle services to events.

The bus fares committee presents resolution 2019-02 establishing a three-year pilot program to provide free annual youth bus passes to the full Cowlitz Transit Authority Board and recommends approval.

RECOMMENDED ACTION:

Motion to approve Resolution number 2019-02.

RESOLUTION NO. 2019-02

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY TO APPROVE THREE-YEAR PILOT PROGRAM PROVIDING FREE ANNUAL YOUTH BUS PASSES

WHEREAS, it is the responsibility of the Cowlitz Transit Authority Board to set fares to be charged, and

WHEREAS, the Cowlitz Transit Authority Board Chair appointed a Bus Fares Committee as per section VII of the Cowlitz Transit Authority Bylaws, and

WHEREAS, the Bus Fares Committee recommends establishment of a three-year pilot program to provide free annual youth passes to kids aged six to eighteen years old for use on RiverCities Transit fixed route buses to begin January 1, 2020 and end December 31, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that it authorizes the establishment of a three-year pilot program to provide free annual youth passes to kids aged six to eighteen years old for use on RiverCities Transit fixed route buses beginning January 1, 2020.

PASSED by the Cowlitz Transit Authority in regular session and approved this 9th day of October, 2019.

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

DON JENSEN
Cowlitz Transit Authority

JEFFREY MCALLISTER
Cowlitz Transit Authority

CHET MAKINSTER
Cowlitz Transit Authority

LARRY ALEXANDER
Cowlitz Transit Authority

ATTEST:

Elizabeth Halili, Clerk of the Board

Cowlitz Transit Authority



Agenda Summary

ADOPT RESOLUTION 2019-03 AUTHORIZING STAFF ISSUANCE OF BUS PASSES FOR TRAVEL TRAINING

SUMMARY STATEMENT:

CTA Board Chair, Dennis Weber, appointed a Bus Fares Committee earlier this year. The Committee members met in June with three main objectives:

1. Establish a bus fare policy regarding free or reduced passes, or remain with current practice;
2. Review existing free bus passes that are issued by staff for travel training purposes; and
3. Review Fare Free days for discussion and suggest any changes.

The Bus Fares Committee had some in depth discussion with staff regarding current policies, reviewed past bus pass usage and fare receipts and asked staff to:

1. Draft a three-year pilot program to provide Free Annual Youth passes to kids aged 18 and under;
2. Draft a three-year Discounted Bus Pass Grant Pilot Program that provides qualifying public and non-profit agencies discounts on monthly fixed route passes. The discount would be a 50% discount for those agencies with RCT matching \$40,000 for the pilot program.
3. Draft a resolution that allows RCT staff to issue passes and tokens at their discretion in the interests of providing travel training to the public; and
4. Directed Staff to offer more fare free days centered on major community events with greater outreach to the community. They also directed staff to research offering shuttle services to events.

The bus fares committee presents resolution 2019-03 authorizing RCT Management and Supervisory Staff to issue bus passes for the purposes of travel training to the full Cowlitz Transit Authority Board and recommends approval.

RECOMMENDED ACTION:

Motion to approve Resolution number 2019-03.

RESOLUTION NO. 2019-03

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY TO APPROVE STAFF
ISSUANCE OF BUS PASSES FOR THE PURPOSE OF TRAVEL TRAINING

WHEREAS, it is the responsibility of the Cowlitz Transit Authority Board to set fares to be charged, and

WHEREAS, the Cowlitz Transit Authority Board Chair appointed a Bus Fares Committee as per section VII of the Cowlitz Transit Authority Bylaws, and

WHEREAS, the Bus Fares Committee recommends establishment of a resolution allowing RiverCities Transit Management and Supervisory Staff to issue bus passes for the purpose of providing travel training and education on how to ride RiverCities Transit buses.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that it authorizes RiverCities Transit Management and Supervisory Staff to issue bus passes for the purpose of providing travel training on RiverCities Transit.

PASSED by the Cowlitz Transit Authority in regular session and approved this **9th** day of **October, 2019**.

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

DON JENSEN
Cowlitz Transit Authority

JEFFREY MCALLISTER
Cowlitz Transit Authority

CHET MAKINSTER
Cowlitz Transit Authority

LARRY ALEXANDER
Cowlitz Transit Authority

ATTEST:

Elizabeth Halili, Clerk of the Board

Cowlitz Transit Authority



Agenda Summary

RIDERSHIP AGREEMENT BETWEEN THE COWLITZ TRANSIT AUTHORITY AND LOWER COLUMBIA COLLEGE

SUMMARY STATEMENT:

Rivercities Transit staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities staff is recommending the renewal of this agreement for the 2019-2020 school year.

This ridership agreement with Lower Columbia College allows RiverCities Transit Staff on campus to market and perform outreach to students and faculty. RiverCities Transit is obligated to track ridership of Lower Columbia College students and staff. RiverCities provided Lower Columbia College pass holders thirty one thousand five hundred nineteen (31,519) trips during the 2018-2019 school year. The term of this agreement is for one year starting September 1, 2019, continuing through August 30, 2020, and subject to annual renewal.

BUDGET:

This agreement will generate \$7,354.00 in fare revenue.

RECOMMENDED ACTION:

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

RIDERSHIP AGREEMENT

Effective Date: September 1, 2019

Parties: Cowlitz Transit Authority
d/b/a RiverCities Transit
254 Oregon Way
Longview, WA 98632

and

Lower Columbia College
1600 Maple St.
Longview, WA 98632

RECITALS:

A. Whereas Cowlitz Transit Authority ("CTA") provides public transportation services in the Longview-Kelso area and wishes to expand their ridership as well as conduct on-campus marketing at Lower Columbia College ("LCC") ; and

B. Whereas LCC is interested in providing its faculty, staff, employees and student body with the ability to ride public transportation in the Longview-Kelso area free of charge; so

C. THEREFORE, for the consideration and mutual promises described herein, the parties agree as follows:

AGREEMENT:

1. CTA will provide LCC faculty, staff, employees and student body with free fares on RiverCities Fixed Route buses in the Kelso-Longview area. LCC faculty, staff, employees and students must present valid LCC identification to receive the free fares. LCC faculty, staff, and employees must display their yearly LCC identification cards. LCC students must display their student identification cards with a valid ASB sticker showing they are a current student. Stickers are valid until the first day of class for the following quarter. All LCC faculty, staff, employees and students must abide by the CTA rules of conduct. CTA can deny ridership to anyone not displaying the proper identification or not abiding by the CTA rules of conduct without being in breach of this agreement.

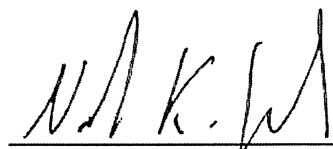
2. LCC will pay CTA a one-time payment of seven thousand three hundred fifty four dollars (\$7,354.00) on the effective date of this agreement.
3. LCC will allow CTA to conduct marketing and outreach on LCC's campus.
4. CTA will track all ridership of LCC staff and students.
5. The term of this agreement, or the period that LCC staff and students may receive free fare, will begin on September 1, 2019, and end on August 31, 2020. The parties agree to renegotiate this contract every year on May 1st.
6. Choice of Law. The parties agree that the laws of the State of Washington shall control any interpretation or construction of this Agreement, or any claim or cause of action related thereto.
7. Choice of Forum. The parties agree to arbitration any dispute regarding this matter in Longview, Washington.
8. Attorney Fees. In the event of any action to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover attorneys' fees and costs from the non-prevailing party.
9. Entire Agreement. The parties agree that this document sets forth the entire agreement and understanding between the parties regarding the subject matter of this Agreement, and that there have been no other promises or inducements, oral or written, given by any party or representative thereof to the other to enter into this Agreement.
10. Multiple Counterparts. This Agreement may be executed by facsimile signature of the parties on separate signature pages, each of which shall be deemed an original for all purposes.
11. Representation. THE PARTIES WARRANT THAT THEY HAVE READ THIS ENTIRE AGREEMENT, UNDERSTAND ALL OF ITS TERMS AND PROVISIONS, HAVE CONSULTED WITH THEIR RESPECTIVE COUNSEL OR HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT COUNSEL AND SIGN THE SAME VOLUNTARILY WITH FULL KNOWLEDGE OF ITS LEGAL SIGNIFICANCE AND WITH THE INTENT TO BE FULLY AND LEGALLY BOUND BY ITS TERMS.

The parties have executed this Agreement to be effective upon signing by all parties identified forthwith.

Dated this 9th day of October, 2019.

Cowlitz Transit Authority
d/b/a RiverCities Transit
254 Oregon Way
Longview, WA 98632

Date Signed: _____



Lower Columbia College
1600 Maple St.
Longview, WA 98632

Date Signed: 10/9/19