



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, December 11,
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 FOR NOVEMBER 13, 2019 MEETING
 - 19-000494 November 13, 2019 Minutes
5. CONSENT CALENDAR
 - 19-000495 Invoice - City of Kelso - \$203.00
 - 19-000496 Invoice - Columbia Security - December \$621.00
 - 19-000497 Invoice - City of Longview - January \$262,763.33
 - 19-000498 2019 October County Treasurer's Report
 - 19-000499 2019 October Fund Balance Report
6. REPORTS
 - 19-000500 2019 Annual Fixed Route Ridership

19-000501 2019 November Fixed Route Ridership

19-000502 2019 November LIFT Ridership

19-000503 CTA Ridership Graph

19-000504 PTBA Sales Tax Data

7. **FACILITIES UPDATE**

Presented by Amy Asher

8. **COMMITTEE ON HOMELESS CAMP SITES - DENNIS WEBER, CTA BOARD CHAIR**

Presented by Dennis Weber - Board Chair

19-000507 Letter to the Ad Hoc Committee on Homelessness

9. **MANAGER'S REPORT**

Presented by Amy Asher

10. **RECOGNITION OF SERVICE - DENNIS WEBER, CTA BOARD CHAIR**

Presented by Dennis Weber, Board Chair

11. **ADJOURNMENT**



Minutes

Agenda

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1. **CALL TO ORDER**

Chairman Weber called the meeting to order at 4:01 p.m.

2. **ROLL CALL**

Present: Member Dennis Weber, Member Chet Makinster, Member Don Jensen, Member Jeffrey McAllister, Anthony Harris

Absent: Member Larry Alexander

Staff Present: Jeff Cameron, Public Works Director; Amy Asher, Transit Manager; Tabitha Hayden, Transit Supervisor; James Seek, Transit Supervisor; Elizabeth Halili, Board Clerk.

3. **PUBLIC COMMENTS**

None at this time.

4. **CONSIDERATION OF MINUTES FOR OCTOBER 9, 2019 MEETING**

A motion was made by Makinster, seconded by Jensen, to approve the minutes of October 9, 2019. The motion carried with all members voting in favor.

19-000452 October 9, 2019 Minutes

5. **CONSENT CALENDAR**

A motion was made by Makinster, seconded by Jensen, to accept the consent calendar in its entirety. The motion carried with all members voting in favor.

19-000441 Invoice - City of Kelso - November \$579.90

19-000442 Invoice - Columbia Security - November \$621.00

19-000443 2019 September County Treasurer's Report

19-000453 2019 September Fund Balance Report

6. REPORTS

19-000445 2019 Annual Fixed Route Ridership

19-000446 2019 October Fixed Route Ridership

19-000447 2019 October LIFT Ridership

19-000448 CTA Ridership Graph

19-000449 PTBA Sales Tax Data

7. CTA RESOLUTIONS AND BOARD MEMBER VOTING DISCUSSION

Asher presented a brief reminder to the Board of the following:

- Under CTA Bylaws, an abstention counts as a "No" vote.
- Three affirmative votes are required to pass any motion.

Member Jensen noted that the CTA Bylaws should be updated to reflect Robert's Rules of Order regarding Abstention votes wherein abstentions are counted and noted, but not as a "yes" or "no" vote.

Asher also requested that when the Board Chair calls for a vote, the board members raise their hands to signal their reply to the question; thus allowing the Board Clerk to easily verify the number of yes and no votes.

- Chair Weber stated that the Board Chair will announce the vote total in lieu of hand raising.

8. HOLD PUBLIC HEARING FOR 2020 CTA BUDGET AND ADOPT RESOLUTION NO. 2019-04

Asher provided handouts regarding the proposed 2020 Budget and gave a brief report:

- 2020 estimated revenues include approximately \$1.8M transferred in from reserves, \$4.1M in local sales tax collection, revenues from the LCC Ridership agreement, and interest for a total of \$6M;
- 2020 total estimated expenditures are \$3.3M with an additional \$2.7M being transferred to reserves.

Chairman Weber opened the public hearing to hear comments on the 2020 Cowlitz Transit Authority Budget and Adopt Resolution 2019-04 at 4:10 p.m. There were no comments. The hearing was closed at 4:11 p.m.

On a motion from Jensen, seconded by McCallister, the Cowlitz Transit Authority approved Resolution 2019-04 adopting the budget for the Cowlitz Transit Authority for the year 2020 and authorizing appropriations thereunder. The motion passed with all members voting in favor.

19-000454 RECOMMENDED ACTION:

Hold public hearing on the 2020 Cowlitz Transit Authority budget;

THEN:

Motion to adopt Resolution 2019-04

9. HOLD PUBLIC HEARING FOR PROPOSED SERVICE CHANGES

Jim Seeks gave a brief powerpoint presentation regarding the proposed new Route 30:

- Route 30 will provide service on the half-hour, Monday-Friday; first departure 10:30 a.m.; last departure 4:30 p.m.;
- The proposed route will provide more frequent service to popular Route 31 and Route 32 stops;
- Operating expenses remain within budget;
- The proposed route replaces two buses with one, increasing productivity;
- The proposed route would start Monday, November 18.

Chairman Weber opened the public hearing to hear comments on the proposed service changes at 4:20 p.m. There were no comments. The hearing was closed at 4:21 p.m.

On a motion from Jensen, seconded by McAllister, the Cowlitz Transit Authority approved the 2019 Fixed Route Service Change to add Route 30. The motion carried with all members voting in favor.

19-000456 RECOMMENDED ACTION:

Hold public hearing for proposed service changes;

THEN:

Motion to approve the 2019 Fixed Route Service Change to add Route 30

10. COWLITZ TRANSIT AUTHORITY CONSULTING/LEGAL FEE AGREEMENT

Asher gave a brief report regarding the CTA Board's legal services contract and presented drafts of two proposed contracts:

- The Legal Services contract with Jesse D. Conway PC, of Conway Law, expired on December 1, 2018. Mr. Conway has been the CTA's representative since 2010;
- Staff reviewed and compared rates of other local attorneys and recommends Frank Randolph with Walstead Mertsching as a local comparable as he has experience working with local governments and a comparable rate;
- The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, and legal interpretation of state and federal laws.

On a motion from Makinster, seconded by Jensen, the Cowlitz Transit Authority approved the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Frank Randolph of Walstead Mertsching. The motion carried with all members voting in favor.

19-000455 RECOMMENDED ACTION:

Review the two contracts and choose one to enter into an agreement with for legal services;

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and the chosen attorney.

11. FACILITIES UPDATE

Asher provided a brief update on the downtown Transit Center project:

- The facility construction is running on schedule and on budget;
- Sheetrock has been installed;
- Contractors are prepping for paint;
- Flooring will be installed the week of November 18 - 22
- The project is expected to be completed in December 2019 with the final walkthrough around the week of Christmas. Staff plans to move into the new Transit Center in January 2020.

12. MANAGER'S REPORT

Asher reported that she and Transit Mobility Supervisor, Tabitha Hayden, will attend an event sponsored by the Longview Chamber of Commerce on Thursday, November 14. This event will be attended by roughly 2500 High School students who are exploring different career opportunities in the community. This event will provide Asher and Hayden with the ability to share all of the job opportunities at RiverCities Transit.

Jeff Cameron stated that staff is looking to schedule the Ribbon Cutting Ceremony for the new Transit Center. Staff has been working with Joel Rubin and is waiting for Congress to come out with their 2020 schedule. Staff anticipates the Ribbon Cutting to be held sometime in mid-January 2020.

13. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:29 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman



City of Kelso
PO Box 819
Kelso, WA 98626-0078
Phone: 360-423-0900

INVOICE

Billed To:
COWLITZ TRANSIT AUTHORITY
COWLITZ TRANSIT AUTHORITY
254 OREGON WAY
LONGVIEW, WA 98632

DATE: 11/27/2019
INVOICE #: INV00152
DUE DATE: 12/1/2019
TOTAL DUE: 203.00

CUSTOMER ACCOUNT # : 26049

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
Depot Rent	1.00	203.00	203.00
TOTAL THIS INVOICE			203.00

For questions, contact Lisa Wetle (360)423-0900 X 3353

REMIT TO:

City of Kelso
PO Box 819
Kelso, WA 98626-0078

A copy of this invoice should accompany your check. Thank you!

CITY OF KELSO**Request for Miscellaneous Billing 26049***Depot*Originating Department: Finance Date: 11/20/2019Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)Rent should have increased to \$594.40, Aug. 2018Add'l Amount not billed for Month 13-24 = \$174.00October and November 2019 / \$29.00Rent : 105 15 362 5000Bill To: Cowlitz Transit AuthorityAmount: \$ 203.00Address: 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 110Date Entered to A/R: U By: _____Invoice Number: Inv 00152

Budgetary Accounting Posting Batch Number: _____

PO Box 775
Longview, WA 98632

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

11/21/2019	33001
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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	12/21/2019

[illegible]

Invoice Total	\$621.00
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Date: 12/11/2019
Invoice # 2020-01

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

[illegible]

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69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		355,345.37	1,417,629.89	- 380,890.28	1,036,739.61	1,392,084.98
1112000 WARRANTS OUTSTANDING		0.00	1,200.90	- 1,200.90	0.00	0.00
1180000 INVESTMENTS		1,040,000.00	63,761.05	- 1,041,761.05	- 978,000.00	62,000.00
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	- 3,088,322.70	0.00	- 373,494.32	- 373,494.32	- 3,461,817.02
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 16,111.67	0.00	- 1,761.05	- 1,761.05	- 17,872.72
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 5,478.70	0.00	- 613.47	- 613.47	- 6,092.17
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 6,752.00	0.00	0.00	0.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	3,176,462.96	317,129.23	0.00	317,129.23	3,493,592.19
Total		0.00	2,116,850.30	- 2,116,850.30	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: October 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	373,494.32	3,461,817.02
Interest Earnings/Investments	1,761.05	17,872.72
Local Sales Interest	613.47	6,092.17
LCC Ridership Agreement	-	6,752.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 375,868.84	\$ 3,492,533.91
CTA Expenditures		
City of Longview	315,928.33	3,475,211.67
City of Longview - Audit Services		-
Legal Counsel		-
Transit Center Security Services	621.00	6,210.00
Train Depot Room Lease	579.90	5,799.00
Subsistence - Meals		-
Cowlitz-Wahkiakum Council of Governments		6,371.52
Subtotal	\$ 317,129.23	\$ 3,493,592.19
CTA Ending Balance		\$ 1,454,084.98
CITY OF LONGVIEW		
Beginning Balance: January 1, 2019		\$ 122,854.97
Longview Revenue		
Farebox/Pass Sales	19,151.21	148,516.67
State Pool - Interest	4,165.45	6,665.64
Payments from CTA	315,928.33	3,791,140.00
Federal Grant - 5339	-	1,410,045.00
Federal Grant - 5307 - Capital		553,778.00
Federal Grant - 5307 - Operating		1,898,814.00
Federal Grant - 5317		-
Federal Grant - 5310 - Capital		-
Federal Grant - 5310		156,293.00
State Special Needs Grant		111,232.00
WSTIP Risk Management Grant		-
Bus Advertising	1,563.22	20,079.15
Paratransit Office Space Rental	607.68	6,076.80
Cashier Over-Short / NSF		-
Insurance Recoveries		747.78
Other Recoveries / Guest Rider		1,374.59
Miscellaneous Adjustments/Settlements		13,996.00
Subtotal	\$ 341,415.89	\$ 8,118,758.63
Longview Expenditures		
Subtotal	\$862,111.26	\$6,302,740.32
Longview Ending Balance		\$ 1,938,873.28
Combined CTA & Longview Ending Balance		\$ 3,392,958.26

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455		455
	31	6,989	5,734	5,954	6,350	6,176	5,497	5,975	6,522	5,350	6,332	5,494		66,373
	32	5,787	4,546	4,727	5,044	5,200	4,091	4,460	4,552	4,221	5,114	4,151		51,893
	33	3,750	3,582	3,747	3,873	3,896	3,610	3,381	3,586	3,305	3,969	3,655		40,354
	44	2,410	2,108	2,091	2,294	2,386	2,162	2,113	2,133	1,938	2,356	2,029		24,020
	45	9,099	8,185	8,759	9,102	9,239	7,596	8,172	8,954	8,261	9,742	8,250		95,359
	57	3,074	2,820	2,953	3,105	3,222	2,687	2,511	2,578	2,416	2,982	2,878		31,226
TOTAL		31,109	26,975	28,231	29,768	30,119	25,643	26,612	28,325	25,491	30,495	26,912		309,680

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
	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

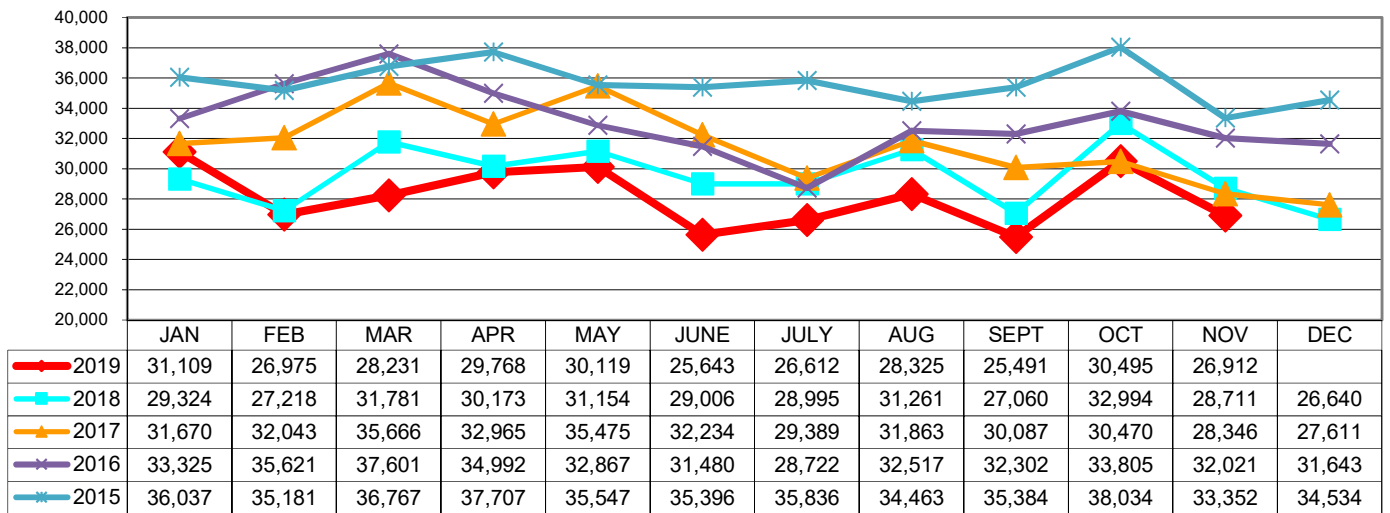
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Nov-19

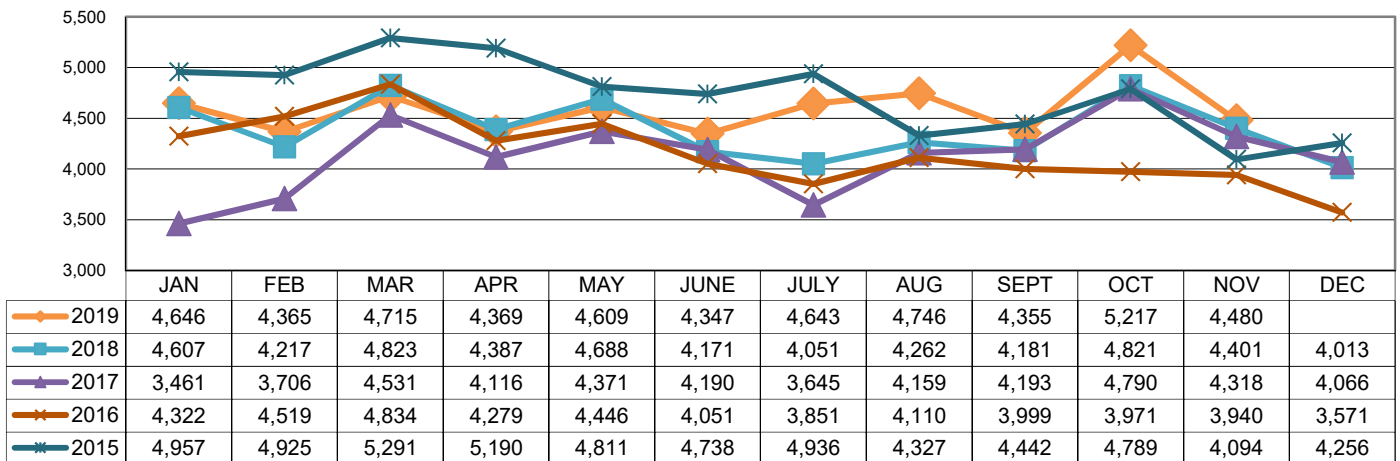
DATE	Route 30	ROUTE 31 A	ROUTE 31 B	ROUTE 32 A	ROUTE 32 B	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 57	TOTAL
1		336		230		181	116	279	159	132	1433
2 S		210		115		102		240		114	781
3											
4		299		208		173	109	284	135	139	1347
5		295		223		174	129	226	123	115	1285
6		263		162		192	110	224	137	128	1216
7		240		241		135	113	217	118	131	1195
8		267		203		148	111	263	142	107	1241
9 S		165		108		119		210		93	695
10											
11		167		119		102		237		69	694
12		265		181		149	109	256	130	111	1201
13		258		194		155	110	237	139	112	1205
14		222		183		148	124	230	126	126	1159
15		234		176		160	130	244	149	132	1225
16 S		153		98		95		212		84	642
17											
18	55	250		188		164	101	260	148	124	1290
19	45	175		160		196	120	234	140	100	1170
20	68	201		177		161	106	241	133	148	1235
21	48	182		201		149	96	195	117	149	1137
22	68	177		135		135	102	231	140	127	1115
23 S		147		89		96		183		93	608
24											
25	52	241		186		189	109	207	118	118	1220
26	65	194		153		167	129	245	145	153	1251
27	54	216		143		141	105	221	110	123	1113
28 H											
29		165		144		126		245		78	758
30 S		172		134		98		220		72	696
TOTAL (25)	455	5494		4151		3655	2029	5841	2409	2878	26912
WEEKDAY TOTAL (20)	455	4647		3607		3145	2029	4776	2409	2422	23490
SATURDAY TOTAL (5)		847		544		510		1065		456	3422
WEEKDAY AVERAGE	23	232		180		157	101	239	120	121	1175
SATURDAY AVERAGE		169		109		102		213		91	684

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
11/1/2019	189	162	26	1	113	49	30.25%	2.25	13	3
11/2/2019	110	101	9	0	81	20	19.80%	2.04	7	0
11/4/2019	138	126	12	0	105	21	16.67%	2.03	21	2
11/5/2019	227	203	24	0	160	43	21.18%	2.30	17	1
11/6/2019	301	267	34	0	197	70	26.22%	2.34	30	5
11/7/2019	202	179	23	0	135	44	24.58%	2.16	16	5
11/8/2019	198	169	26	3	124	45	26.63%	2.28	13	5
11/9/2019	120	103	13	4	87	16	15.53%	2.35	14	1
11/11/2019	128	116	9	3	79	37	31.90%	1.95	33	2
11/12/2019	207	180	27	0	136	44	24.44%	2.24	17	2
11/13/2019	220	197	19	4	145	52	26.40%	2.06	33	8
11/14/2019	218	192	26	0	129	63	32.81%	2.29	17	5
11/15/2019	187	163	22	2	124	39	23.93%	2.12	18	8
11/16/2019	112	97	13	2	71	26	26.80%	2.28	8	2
11/18/2019	180	163	16	1	123	40	24.54%	2.13	15	3
11/19/2019	234	215	18	1	156	59	27.44%	2.19	12	2
11/20/2019	250	227	23	0	180	47	20.70%	2.34	19	7
11/21/2019	199	183	16	0	134	49	26.78%	2.12	19	7
11/22/2019	189	163	24	2	117	46	28.22%	2.12	5	3
11/23/2019	108	98	8	2	73	25	25.51%	2.28	9	0
11/25/2019	171	148	21	2	113	35	23.65%	2.24	13	1
11/26/2019	242	216	26	0	146	70	32.41%	2.30	21	3
11/27/2019	188	177	11	0	124	53	29.94%	1.87	19	9
11/29/2019	98	92	6	0	65	27	29.35%	1.93	8	1
11/30/2019	64	57	5	2	49	8	14.04%	1.78	11	5
	4480	3994	457	29	2966	1028	25.19%	2.16	408	90

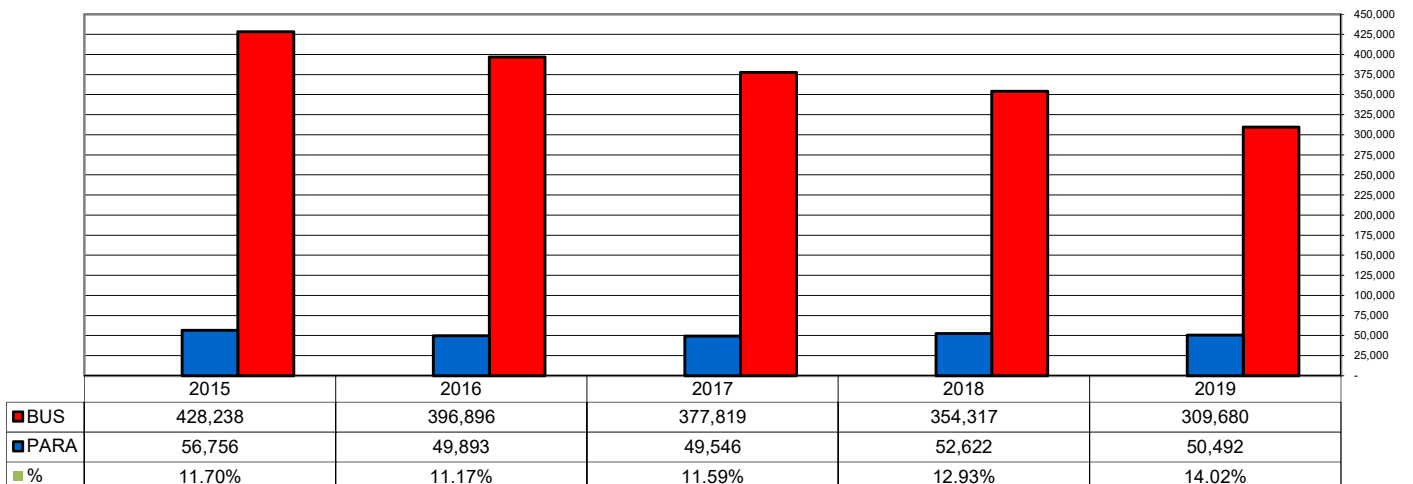
RiverCities Transit Fixed Route Five Year Ridership Comparison

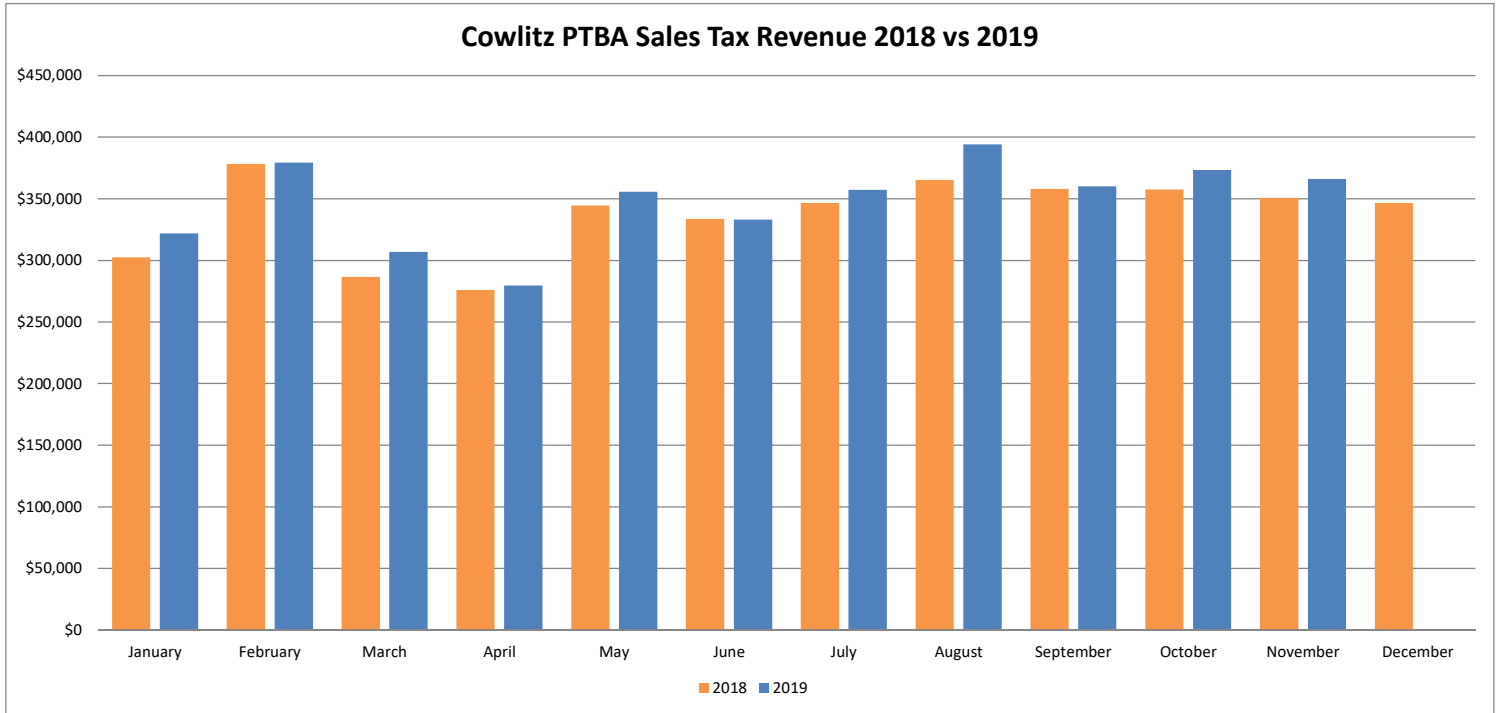
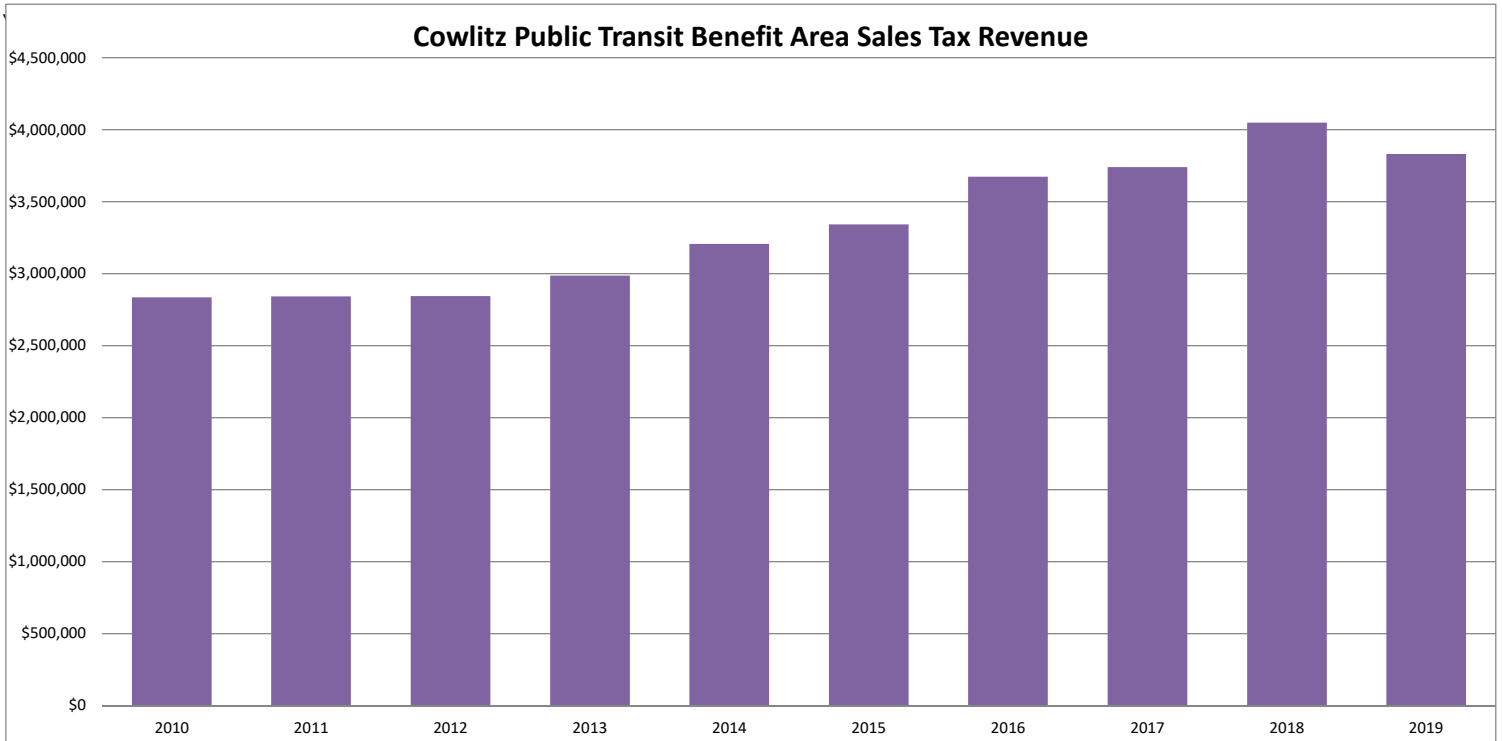


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





December 11, 2019

To: Cowlitz County Ad Hoc Committee on Homelessness
Re: Transit service to campsites

Dear Committee Members,

I understand that members of this committee are considering possible locations to serve as homeless campsites. I also understand there is interest in seeing a transit route developed to serve the Tennant Way Landfill as part of this plan. That site is not on or near a current transit route because it is remote, and there are no other ridership generators nearby. Public transit routes are typically developed to serve areas such as schools, stores, multi-family residential neighborhoods, and other public services where populations are concentrated.

Adding a route to this area has financial and logistical implications that would impact our agency and those we serve. Adding a brand new fixed-route would mean adding additional drivers and vehicles. It costs \$113 per revenue hour to provide fixed route services and our ADA Paratransit Service costs our agency over \$30 per one way trip. There are limited funds available for agencies seeking to expand their transit routes, especially after the passage of Initiative 976. Our Cowlitz Transit Authority Board had plans to serve the growing community of Lexington with a \$296,000 grant we received from the State earlier this year. The pilot project is now eliminated with the passage of the initiative. We will also lose the \$187,000 per year in state funding that helps us provide the ADA Paratransit Service. Expansion of transit routes to the old landfill has not been on the CTA's list of areas to serve, nor is it a budgeted expense.

To afford a route revision to access the Tennant Way site, the CTA Board would have to cut existing service. Significant proposed changes must go through a public hearing and receive public input, as would the addition of a new route. I do not recommend taking service away from the community to serve a location when there has been zero demand from riders to access the site.

This site also poses logistical impacts as it is located on the other side of railroad tracks without an alternative outlet. If a vehicle is stuck waiting for a train, it is not available to other members of the public. This will delay our ADA transit service windows that are regulated by the Federal Transit Administration. This means we have to budget for additional drivers and buses in our ADA Paratransit program in order to meet our federal requirements.

I would be happy to discuss alternatives that do not involve a significant impact to our transit operations or our budget. I recommend considering the alternative locations that are all within easy walking distance to transit stops. The 3rd Avenue site is served by Route 45 and provides connections to both Kelso and Longview services. We have three transit routes that stop at Cowlitz Way and Long Avenue near the Fisher's Lane site that also provide connections to the two cities. The Oregon Way and Alabama site, which is the location of our staff parking lot, is also within easy walking distance to Routes 30 and 31. These sites are much closer to essential services such as grocery stores, local churches, food banks, and employment opportunities. They also provide access to our already established public transportation services.

If you have any questions, please feel free to contact me at 360-442-5661.

Sincerely,



Amy Asher
Transit Manager, RiverCities Transit

Cc: Cowlitz Transit Authority Board
Christie Scheffer, EVP/COO Paratransit Services