



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, April 10, 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. CONSTITUENT COMMENTS

4. APPROVAL OF MINUTES

19-00094 March 13, 2019 Minutes

5. CONSENT CALENDAR

19-00095 Invoice - City of Kelso - April \$579.90

19-00096 Invoice - City of Longview - May \$315,928.33

19-00097 Invoice - Columbia Security - April \$621

19-00098 2019 February Treasurer's Report

19-00099 2019 February Fund Balance Report

6. REPORTS

19-000100 2019 Annual Fixed Route Ridership

19-000101 2019 March Fixed Route Ridership

19-000102 2019 March LIFT Ridership

19-000103 CTA Ridership Graph

19-000104 PTBA Sales Tax Data

7. **PRESENTATION**

19-000105 Accessible Transportation Community Initiative - Colleen Kuhn
One Call Click Resource Presentation - Colleen Kuhn

8. **FACILITIES UPDATE**

9. **RESOLUTION NO. 2019-01 BUS AND BUS FACILITIES MATCHING FUNDS COMMITMENT AND LETTER OF SUPPORT**

19-000117 Approve Letter of Support and Local Matching Funds for FY2019 FTA 5339 Bus and Bus Facilities Grant

10. **MANAGER'S REPORT**

11. **ADJOURNMENT**



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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: Member Dennis Weber, Councilmember Chet Makinster, Member Larry Alexander, Mayor Don Jensen, Member Anthony Harris
Excused: Member Jeffrey McAllister*

Staff Present:

Jeff Cameron, Public Works Director; Amy Asher, Transit Manager; Betsy DeSpain, Paratransit; Liz Halili, Administrative Assistant; Lisa Vertrees, Administrative Assistant

3. **PUBLIC COMMENTS**

None at this time.

4. **CONSIDERATION OF MINUTES FOR FEBRUARY 13, 2019 MEETING**

A motion was made by Jensen, seconded by Makinster, to approve the minutes of February 13, 2019. The motion passed unanimously.

19-00052 February 13, 2019 Minutes

5. **CONSENT CALENDAR**

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

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

Asher reported on the request from the previous meeting regarding McKinney-Vinto student passes. Staff is looking at partner agencies that sell passes, school districts, etc. Staff is pulling together data to present to the Board at a future meeting.

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

Asher reported that staff has been busy with the move to the temporary Transit facility. The old Transit building will be used for a SWAT training exercise and then demo'd later this month. A groundbreaking ceremony is being planned for April.

8. MANAGER'S REPORT

- * Asher reported on ATU negotiations.*
- * Staff attended a meeting in February with consultants to look at facilities, vehicle etc. needs over the next 5 years.*
- * Asher attended the WSTA February meeting and spoke with the Chair of the House Transportation Committee regarding green and electric vehicles and I-976, which aims to repeal/reduce taxes and fees. This would have a large impact on the multi-modal fund, from which we receive \$200,000 per biennium. It would also have an impact on our non-profit regional partners. Staff will work with them to discuss the impacts.*
- * Staff trained and graduated two new drivers. Two more drivers start training next week.*
- * Staff is hoping to fill the Office Assistant position by mid-April.*

9. ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:13 p.m.

Lisa Vertrees, Clerk of the Board

Dennis Weber, Chairman

CITY OF KELSO
Request for Miscellaneous Billing 26049

19066

Originating Department: Finance Date: 3/20/2019

Requested by: Brian Butterfield

Explanation/Description of Billing: Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)

For: April

Rent : 105 15 362 5000

Bill To: Cowlitz Transit Authority Amount: \$ 579.90
Address: 254 Oregon Way
Longview, 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: 19066

Budgetary Accounting Posting Batch Number: _____

Note/Comments: _____

PO Box 775
Longview, WA 98632

Date	Invoice #
3/22/2019	31707

FX 360-636-4442

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

P.O. No.	Terms	Due Date
Bus Transit Terminal	Net 30	4/21/2019

Description	Amount
Patrol services provided for April 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		321,487.64	1,529,415.28	- 1,500,585.84	28,829.44	350,317.08
1112000 WARRANTS OUTSTANDING		0.00	318,361.79	- 318,361.79	0.00	0.00
1180000 INVESTMENTS		1,145,000.00	1,182,224.05	- 1,147,224.05	35,000.00	1,180,000.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	318,361.79	- 318,361.79	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	- 321,930.30	0.00	- 379,400.68	- 379,400.68	- 701,330.98
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 2,224.05	- 2,224.05	- 2,224.05
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 616.31	0.00	- 566.50	- 566.50	- 1,182.81
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 6,752.00	0.00	0.00	0.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	317,954.23	318,361.79	0.00	318,361.79	636,316.02
Total		0.00	3,666,724.70	- 3,666,724.70	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: February 28, 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	379,400.68	701,330.98
Interest Earnings/Investments	2,224.05	2,224.05
Local Sales Interest	566.50	1,182.81
LCC Ridership Agreement	-	6,752.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 382,191.23	\$ 711,489.84
CTA Expenditures		
City of Longview	315,928.33	631,856.66
City of Longview - Audit Services		-
Legal Counsel		-
Transit Center Security Services	621.00	1,242.00
Train Depot Room Lease	579.90	1,159.80
Subsistence - Meals		-
Cowlitz-Wahkiakum Council of Governments	1,232.56	2,057.56
Subtotal	\$ 318,361.79	\$ 636,316.02
CTA Ending Balance		\$ 1,530,317.08
CITY OF LONGVIEW		
Beginning Balance: January 1, 2019		\$ 122,854.97
Longview Revenue		
Farebox/Pass Sales	12,853.81	32,286.97
State Pool - Interest	905.97	1,481.47
Payments from CTA	315,928.33	947,784.99
Federal Grant - 5317		-
Federal Grant - 5310 - Capital		-
Federal Grant - 5310	52,097.00	52,097.00
State Special Needs Grant	37,078.00	37,078.00
WSTIP Risk Management Grant		-
Bus Advertising	1,776.72	3,153.44
Paratransit Office Space Rental	607.68	1,215.36
Cashier Over-Short / NSF		-
Insurance Recoveries		-
Other Recoveries / Guest Rider	772.52	1,232.36
Miscellaneous Adjustments/Settlements		-
Subtotal	\$ 422,020.03	\$ 1,076,329.59
Longview Expenditures		
Subtotal	\$408,312.97	\$ 751,599.33
Longview Ending Balance		\$ 447,585.23
Combined CTA & Longview Ending Balance		\$ 1,977,902.31

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										18,677
	32	5,787	4,546	4,727										15,060
	33	3,750	3,582	3,747										11,079
	44	2,410	2,108	2,091										6,609
	45	9,099	8,185	8,759										26,043
	57	3,074	2,820	2,953										8,847
	TOTAL	31,109	26,975	28,231										86,315

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

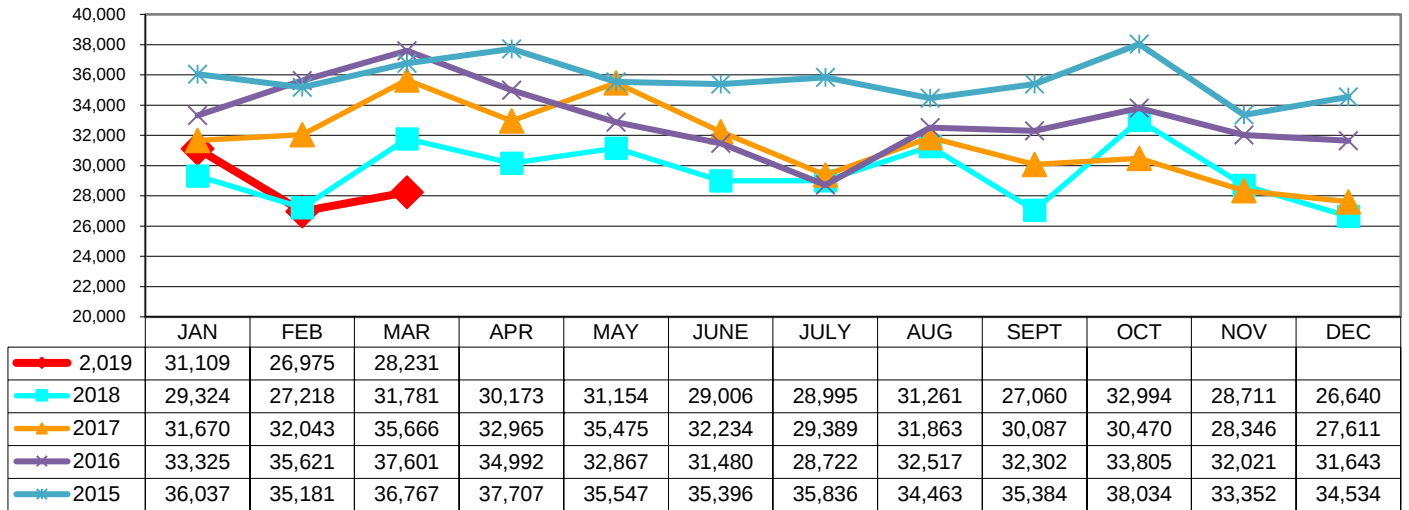
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Mar-19

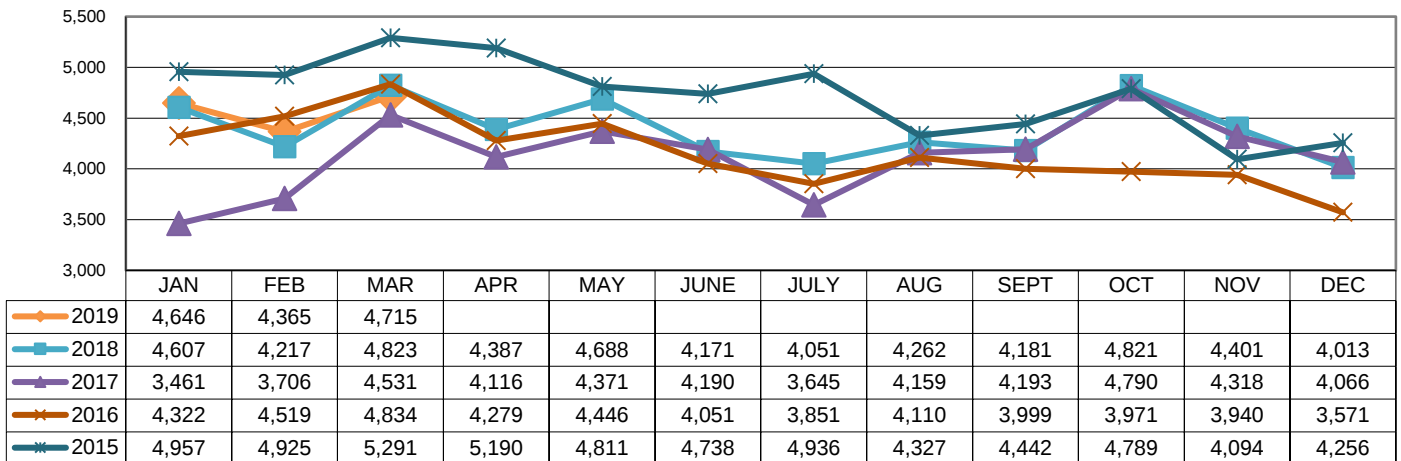
DATE	ROUTE 31 A	ROUTE 31 B	ROUTE 32 A	ROUTE 32 B	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 57	TOTAL
1	289		218		194	125	313	159	148	1446
2 S	206		138		172		235		90	841
3										
4	270		257		155	119	286	162	134	1383
5	276		214		184	120	285	137	144	1360
6	252		180		145	96	224	123	136	1156
7	234		184		151	99	218	119	117	1122
8	224		223		164	103	259	142	138	1253
9 S	186		122		106		253		89	756
10										
11	288		195		141	85	259	177	123	1268
12	215		217		151	98	209	116	102	1108
13	264		204		183	98	248	113	130	1240
14	208		207		126	99	241	139	146	1166
15	275		220		160	95	255	156	88	1249
16 S	122		104		112		179		80	597
17										
18	266		191		166	103	207	143	115	1191
19	225		176		139	102	229	115	152	1138
20	239		210		140	100	223	124	125	1161
21	203		183		139	100	186	126	111	1048
22	243		171		120	83	253	114	129	1113
23 S	144		91		107		192		61	595
24										
25	237		163		120	110	204	81	96	1011
26	225		184		139	87	237	131	108	1111
27	210		175		140	90	206	100	121	1042
28	221		183		163	86	196	161	116	1126
29	249		215		140	93	183	149	87	1116
30 S	183		102		90		192		67	634
31										
TOTAL (26)	5954		4727		3747	2091	5972	2787	2953	28231
WEEKDAY TOTAL (21)	5113		4170		3160	2091	4921	2787	2566	24808
SATURDAY TOTAL (5)	841		557		587		1051		387	
WEEKDAY AVERAGE	243		199		150	100	234	133	122	1181
SATURDAY AVERAGE	168		111		117		210		77	685

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
3/1/2019	185	170	14	1	128	42	24.71%	1.97	14	1
3/2/2019	99	97	2	0	76	21	21.65%	1.97	10	1
3/4/2019	168	159	7	2	128	31	19.50%	2.15	16	9
3/5/2019	256	238	18	0	187	51	21.43%	2.28	14	11
3/6/2019	235	227	8	0	179	48	21.15%	2.16	11	3
3/7/2019	225	208	17	0	156	52	25.00%	2.37	22	7
3/8/2019	164	153	11	0	120	33	21.57%	2.02	22	4
3/9/2019	102	95	7	0	82	13	13.68%	2.19	7	1
3/11/2019	180	166	14	0	122	44	26.51%	2.23	20	10
3/12/2019	247	225	20	2	173	52	23.11%	2.31	20	4
3/13/2019	214	202	12	0	159	43	21.29%	2.15	12	12
3/14/2019	219	189	27	3	136	53	28.04%	2.24	21	3
3/15/2019	169	154	15	0	115	39	25.32%	2.09	6	4
3/16/2019	113	104	9	0	85	19	18.27%	2.85	5	4
3/18/2019	175	167	8	0	131	36	21.56%	2.24	15	5
3/19/2019	221	201	18	2	149	52	25.87%	2.40	9	4
3/20/2019	226	219	7	0	167	52	23.74%	2.25	9	4
3/21/2019	191	175	16	0	127	48	27.43%	2.17	30	9
3/22/2019	199	182	17	0	131	51	28.02%	2.21	5	4
3/23/2019	97	89	8	0	71	18	20.22%	2.38	1	4
3/25/2019	163	150	13	0	113	37	24.67%	2.24	20	3
3/26/2019	195	176	19	0	140	36	20.45%	2.28	31	3
3/27/2019	225	209	15	1	162	47	22.49%	2.36	6	3
3/28/2019	188	181	7	0	141	40	22.10%	2.13	19	2
3/29/2019	180	162	18	0	115	47	29.01%	2.32	13	4
3/30/2019	79	71	8	0	55	16	22.54%	2.01	15	4
	4715	4369	335	11	3348	1021	23.05%	2.23	373	123

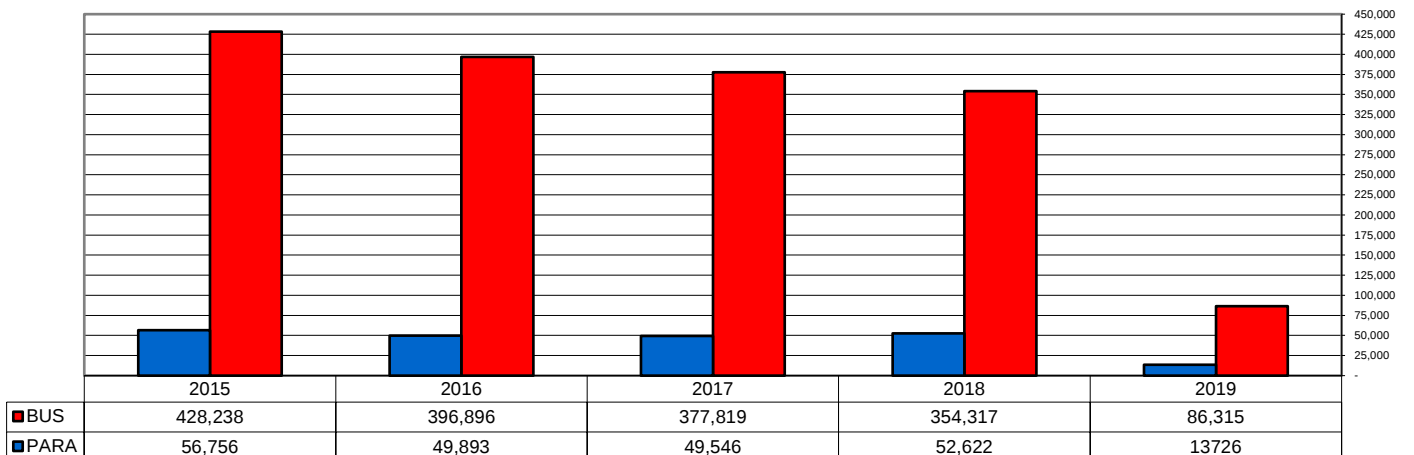
RiverCities Transit Fixed Route Five Year Ridership Comparison

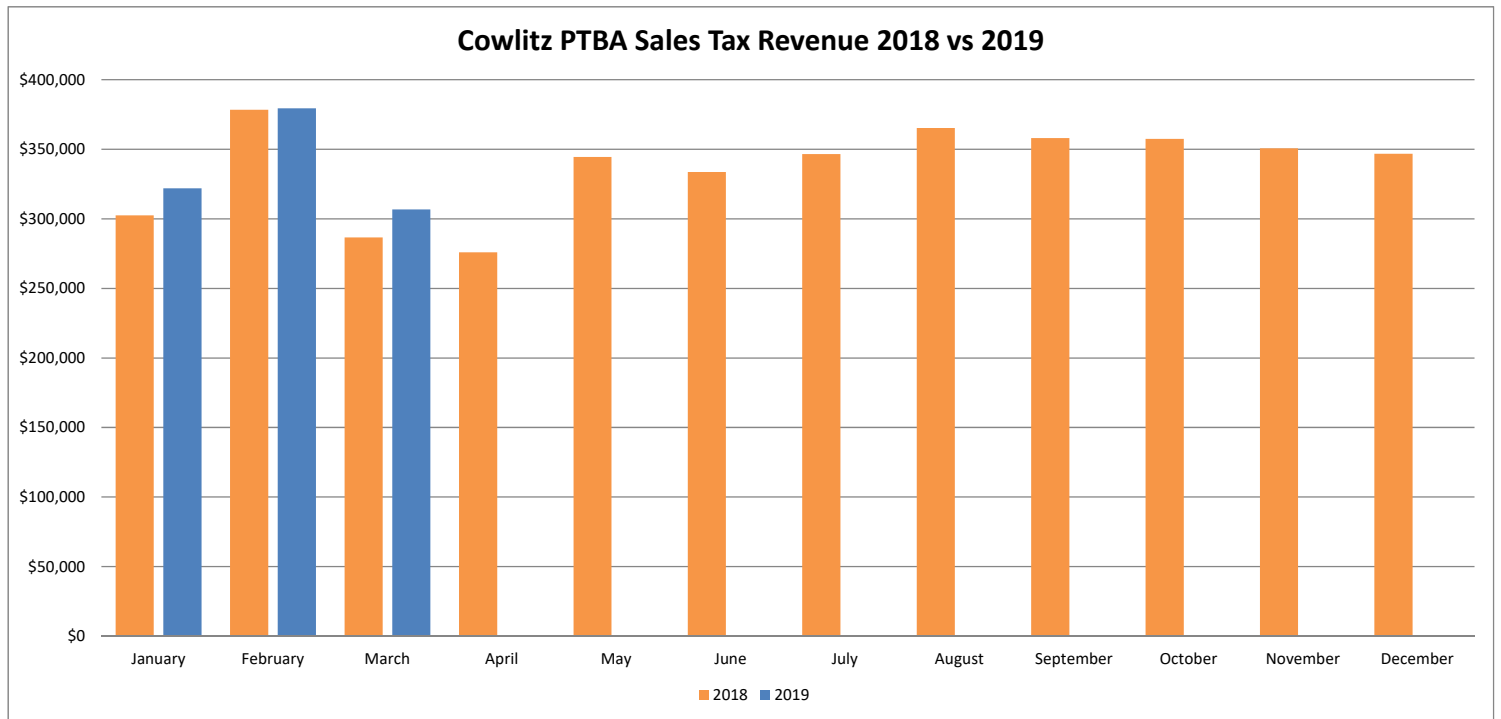
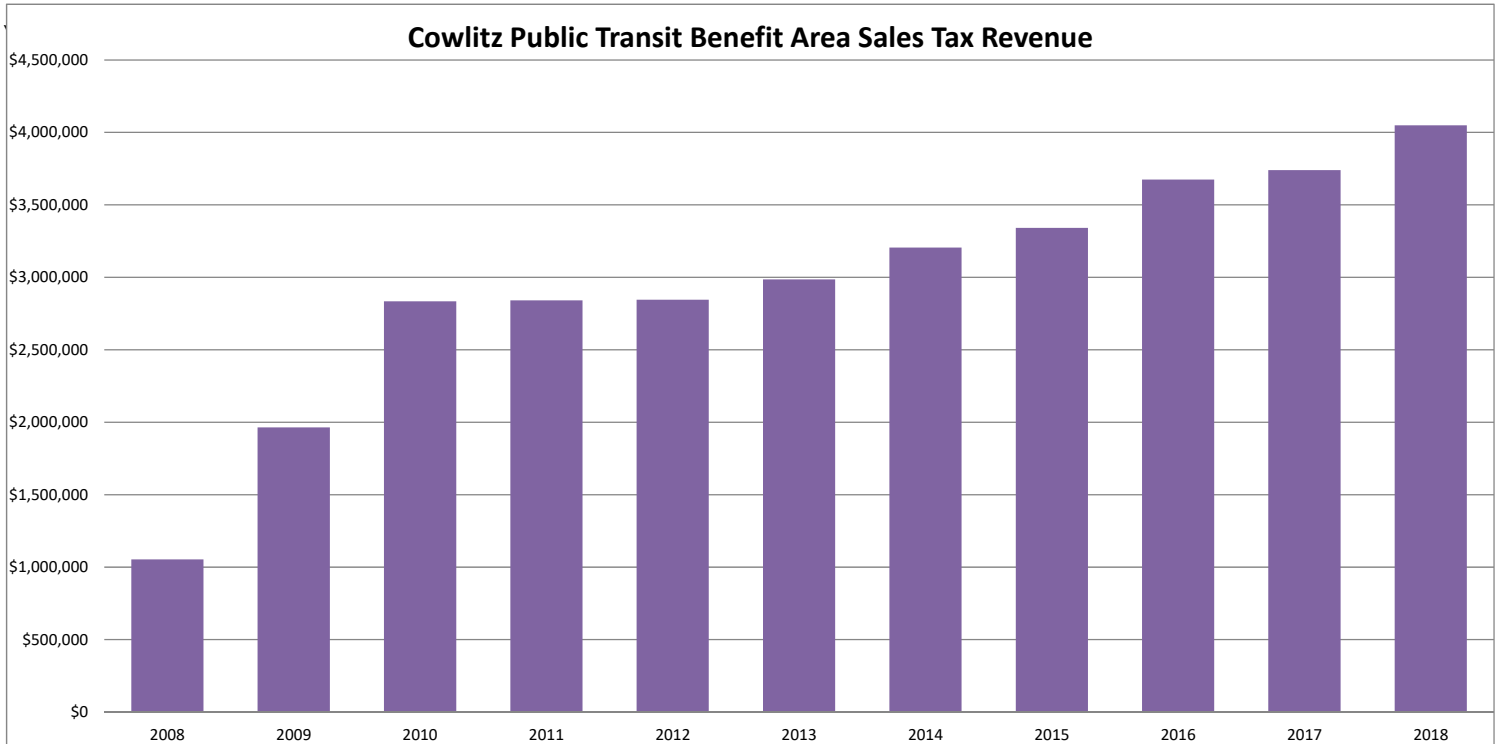


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





RESOLUTION NO. 2019-01

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY TO APPROVE MATCHING FUNDS FOR THE FY2019 FEDERAL TRANSIT ADMINISTRATION BUS AND BUS FACILITIES GRANT PROGRAM FOR THE PURCHASE OF FOUR REPLACEMENT HEAVY DUTY COACHES

WHEREAS, the City of Longview is the Designated Federal Recipient of public transit funds, and

WHEREAS, the City of Longview; in cooperation with the Cowlitz Transit Authority, intends to apply for \$2,080,000 from the FY2019 Federal Transit Administration Bus and Bus Facilities Grant program to purchase four (4) replacement heavy-duty coaches; and

WHEREAS, the award has an estimated local matching funds requirement of \$520,000; and

WHEREAS, the Interlocal Agreement for Public Transportation Services states “[t]he City of Longview shall provide public transportation services within the area of the Cowlitz Transit Authority including, but not with limitation, the providing of vehicles, vehicle maintenance, vehicle operation, public liability and property damage insurance, supervision, and all labor and services in connection therewith, all in accordance with said Comprehensive Transit Plan and in accordance with public transportation schedules as determined by the Cowlitz Transit Authority”; and

WHEREAS, the Interlocal Agreement for Public Transportation Services states in part “The Cowlitz Transit Authority shall pay to the City of Longview all costs and expenses incurred by it, in consideration for all of the services to be provided by the City of Longview pursuant to this agreement ...”

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that it authorizes expenditure of an estimated \$520,000 to match the FY2019 Federal Transit Administration Bus and Bus Facilities Grant, if awarded, to be used by the City of Longview to procure four (4) replacement heavy-duty coaches.

PASSED by the Cowlitz Transit Authority in regular session and approved this 10th day of April, 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