



Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Lisa Alexander, Jeffrey McAllister,
Anthony Harris (Nonvoting), Nancy Malone (Alternate)
Arne Mortensen (Alternate), Mike Wallin,
MaryAlice Wallis (Alternate)*

Wednesday, January 8, 2020

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 DECEMBER 11, 2019 MEETING

20-00012 December 11, 2019 Minutes

5. CONSENT CALENDAR

20-00013 Invoice - City of Longview - February \$262,763.33

20-00014 Invoice - Columbia Security - January \$698.00

20-00015 Invoice - CWCOC 2019-146 Jul-Sep \$2,736.56

20-00016 2019 November County Treasurer's Report

6. REPORTS

20-00017 2019 Annual Fixed Route Ridership

20-00018 2019 December Fixed Route Ridership

20-00019 2019 December LIFT Ridership

20-00020 CTA Ridership Graph

20-00021 PTBA Sales Tax Data

7. **FACILITIES UPDATE**

Presented by Amy Asher

8. **MANAGER'S REPORT**

Presented by Amy Asher

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

Presented by Dennis Weber

10. **ADJOURNMENT**



Minutes

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

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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 Chet Makinster, Member Jeffrey McAllister, Member Dennis Weber, Anthony Harris

Absent: Member Larry Alexander, Member Don Jensen

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

3. **PUBLIC COMMENTS**

None at this time.

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

A motion was made by McAllister, seconded by Makinster, to approve the minutes of November 13, 2019. The motion carried with all members voting in favor.

19-000494 November 13, 2019 Minutes

5. **CONSENT CALENDAR**

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

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

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

- The facility construction is running on schedule;
- Asphalt paving of the parking lot is complete;
- All sheetrocking has been completed and the interior has been painted;
- The concrete plaza has been poured;
- Flooring will be installed the week of December 16;
- The projected move-in date is the week of January 20.
- The Ribbon-cutting ceremony will likely be scheduled for the end of January. Senators Patty Murray and Jaime Herrera have expressed interest in attending the ceremony.

Jeff Cameron reported that when the parking lot was paved the contractor set the curb to an incorrect elevation. A portion of the parking lot may need to be repaved and new curbing poured in April or May of 2020.

Dennis Weber requested that the January 2020 Cowlitz Transit Authority Board Meeting be adjourned at the Ribbon Cutting ceremony. Asher will look into this as an option.

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

Weber provided an update regarding the Committee on Homeless Campsites:

- Public transit has been part of the discussion regarding finding a new location for homeless encampment rather than City Hall;
- The City Council of Longview sent a letter to the County Commissioners office requesting assistance with finding a new homeless encampment location. A special public meeting was held to address encampment locations at a Commissioner's Conference. Public support was shown for locating the encampment at the former transfer site at the Tennant Way landfill. As a part of the discussion, it was noted that public transit would need to be extended to service the new homeless encampment at the transfer site;
- An analysis regarding the cost of the proposed service extension must be done;
- A letter to the Ad Hoc Committee has been written by Amy Asher noting some of the cost factors related to extending the transit service area. The letter includes recommendations regarding specific encampment sites in relation to current bus routes;
- Dennis Weber is a member of the Ad Hoc Committee. The Ad Hoc Committee intends to make a recommendation by the end of January 2020.

Dennis Weber solicited comments from the Board:

- Member Makinster stated that he is in favor of extending transit service to the potential homeless encampment site at the Tennant Way landfill;
- Member McAllister stated that he is in favor of extending transit service to the potential homeless encampment site at the Tennant Way landfill;
- Amy Asher stated that it may be possible to find an alternative solution rather than altering the current public transit system. Transit may have a surplus vehicle available when the new Paratransit Cutaways arrive. Transit may be able to donate the surplus vehicle to the committee who could hire someone to operate and insure it;
- Amy Asher stated that if the board chooses to alter the current transit system to extend service to the potential Tennant Way homeless encampment, the board will need to determine which existing bus routes to cut. Paratransit services will need to be extended as well. This will be an expensive option. In addition, the board is required to go through a public process in order to make this change;
- Makinster and McAllister noted that bus ridership is more important than trying to draw a profit from fares;
- Amy Asher stated that, as noted in her letter to the Ad Hoc Committee, transportation is about providing service to those who actually use it. There are no businesses, shops, or schools along the way to the proposed Tennant Way landfill site that would increase ridership. Rerouting existing bus routes to serve the proposed Tennant Way landfill encampment will impact ridership;
- Asher noted that the City Shop staff parking lot at Oregon Way and Alabama Street is currently being prepared as a temporary homeless encampment site. Fencing will be installed the week of December 16. Other than the Tennant Way landfill site, all of the other proposed temporary homeless encampment sites have access to transit. The Tennant Way landfill site is outside of the transit service area.

19-000507 Letter to the Ad Hoc Committee on Homelessness

9. MANAGER'S REPORT

Asher reported the following:

- Transit will be taking delivery of 3 new propane paratransit vehicles this month;
- Asher will be inspecting two new Fixed Route coaches at the end of December. Delivery of the coaches is expected to occur in early 2020;
- Administrative staff is preparing for an upcoming FTA Audit. This triennial review is a very in-depth audit and documentation is due December 20. The FTA will be onsite in early spring to complete the audit;
- The new Route 30 has been launched and the public is being notified about the new route through Facebook, and flyers on buses;
- Transit is on track to launch the new Youth Pass pilot program. Legal Counsel and our insurance company have reviewed the required forms necessary to launch to program.

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

Dennis Weber intended to recognize Members Alexander and Jensen for their service to the Cowlitz Transit Authority Board. Weber noted that Members Alexander and Jensen were absent from the meeting.

Asher stated that Member Jensen has been on the board for the past 20 years. His years of service to the board are greatly appreciated.

Jeff Cameron noted that there will be an opportunity to present Member Jensen with his award on December 19 at the special Longview City Council meeting.

11. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:24 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Date: 01/08/2020
Invoice # 2020-02

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

[illegible]

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PO Box 775
Longview, WA 98632

Date	Invoice #
2/20/2019	33168

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	1/19/2020

Description	Amount
Patrol services provided for January 2020	698.00
Longview	0.00

Thank you for your business.

Invoice Total	\$698.00
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Cowlitz-Wahkiakum Council of Governments

Administration Annex
207 North Fourth Avenue
Kelso, WA 98626-4195

Telephone: (360) 577-3041

E-Mail: cwcog@cwccog.org

Fax: (855) 710-6381

Web: <http://www.cwcog.org/>

Invoice

Cowlitz Transit Authority

254 Oregon Way
Longview, WA 98632

Invoice Date: December 31, 2020

Invoice Number: 2019 - 146

Jul-Sep 19 (Qtr1) - Prj 020 - LKRATS

Item	Amount
Labor - Qtr1	\$1,547.14
Direct Program Support Costs - Qtr1	\$339.24
Indirect Program Costs - Qtr1	\$853.18
	<u>\$2,739.56</u>

Please contact the CWCOCG Finance Department with questions regarding this invoice.

All charges include tax unless otherwise noted.

Printed 01/03/2020 at 04:08 PM

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69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		1,392,084.98	432,140.48	- 1,522,913.56	- 1,090,773.08	301,311.90
1112000 WARRANTS OUTSTANDING		0.00	1,200.90	- 1,200.90	0.00	0.00
1180000 INVESTMENTS		62,000.00	1,521,712.66	- 63,712.66	1,458,000.00	1,520,000.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	1,200.90	- 1,200.90	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	- 3,461,817.02	0.00	- 366,092.54	- 366,092.54	- 3,827,909.56
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 17,872.72	0.00	- 1,712.66	- 1,712.66	- 19,585.38
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 6,092.17	0.00	- 622.62	- 622.62	- 6,714.79
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 6,752.00	0.00	0.00	0.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	3,493,592.19	1,200.90	0.00	1,200.90	3,494,793.09
Total		0.00	1,957,455.84	- 1,957,455.84	0.00	0.00

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455	1238	1693
	31	6,989	5,734	5,954	6,350	6,176	5,497	5,975	6,522	5,350	6,332	5,494	4,713	71,086
	32	5,787	4,546	4,727	5,044	5,200	4,091	4,460	4,552	4,221	5,114	4,151	3,625	55,518
	33	3,750	3,582	3,747	3,873	3,896	3,610	3,381	3,586	3,305	3,969	3,655	3,455	43,809
	44	2,410	2,108	2,091	2,294	2,386	2,162	2,113	2,133	1,938	2,356	2,029	2,002	26,022
	45	9,099	8,185	8,759	9,102	9,239	7,596	8,172	8,954	8,261	9,742	8,250	7,504	102,863
	57	3,074	2,820	2,953	3,105	3,222	2,687	2,511	2,578	2,416	2,982	2,878	2,512	33,738
TOTAL		31,109	26,975	28,231	29,768	30,119	25,643	26,612	28,325	25,491	30,495	26,912	25,049	334,729

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

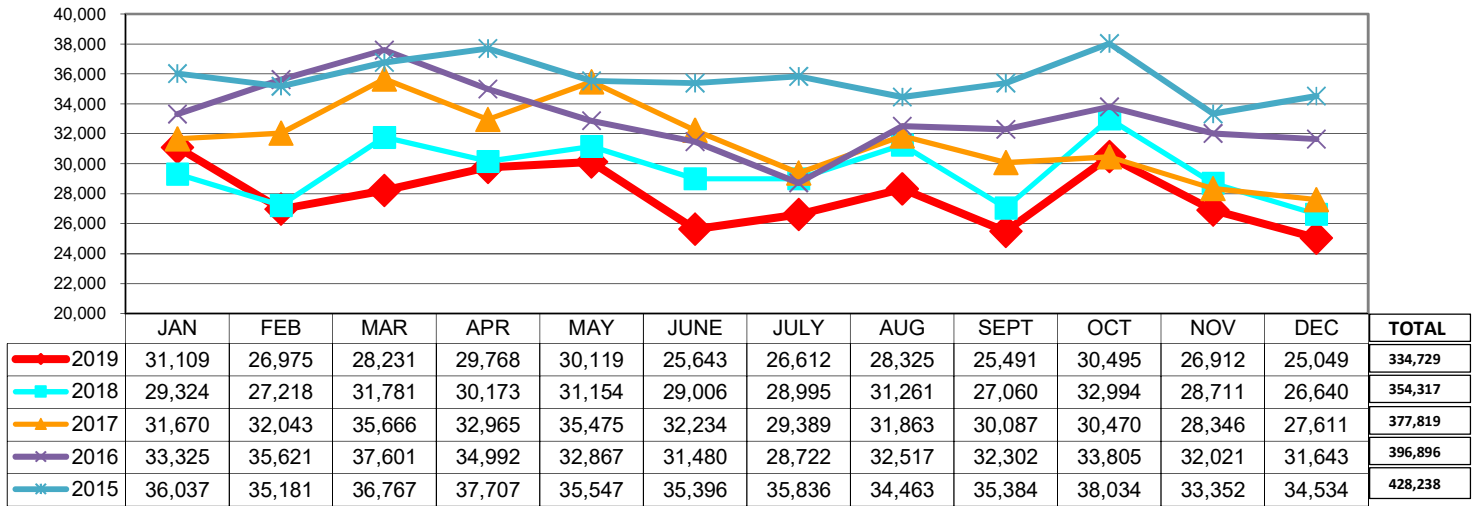
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Dec-19

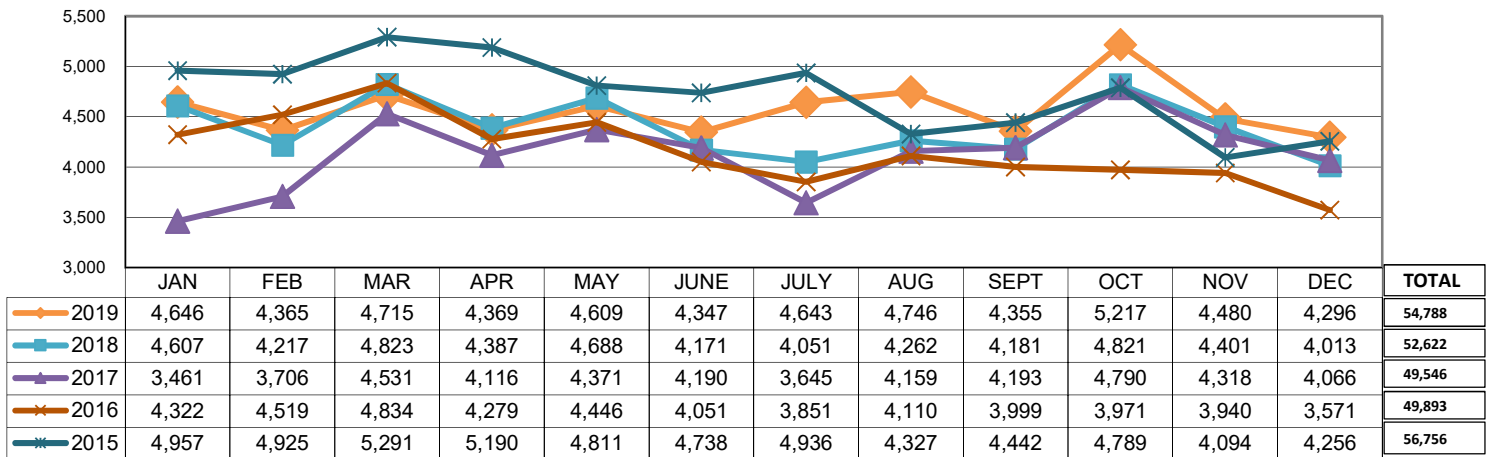
DATE	ROUTE 30	ROUTE 31 A	ROUTE 31 B	ROUTE 32 A	ROUTE 32 B	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 57	TOTAL
1											
2	67	225		172		173	115	241	134	127	1254
3	78	239		185		198	126	242	140	157	1365
4	86	215		194		161	116	236	116	122	1246
5	86	231		200		179	98	261	203	119	1377
6	36	214		165		179	75	224	125	125	1143
7 S		141		77		117		199		58	592
8											
9	52	214		139		174	109	186	127	116	1117
10	55	180		169		138	94	234	94	122	1086
11	47	178		121		144	104	184	135	138	1051
12	63	170		134		116	79	185	109	111	967
13	76	202		149		158	86	200	109	135	1115
14 S		148		137		102		185		62	634
15											
16	54	223		142		138	103	195	146	102	1103
17	71	208		177		146	120	216	115	91	1144
18	59	189		170		169	109	180	104	103	1083
19	59	125		145		129	95	199	114	94	960
20	80	195		138		146	77	166	131	85	1018
21 S		146		98		97		176		75	592
22											
23	50	187		166		150	109	195	141	94	1092
24		156		88		98		220		59	621
25 H											
26	63	206		163		101	102	176	116	97	1024
27	48	203		138		113	91	195	106	59	953
28 S		164		80		82		158		51	535
29											
30	69	180		134		140	100	202	96	103	1024
31	39	174		144		107	94	198	90	107	953
TOTAL (25)	1238	4713		3625		3455	2002	5053	2451	2512	25049
WEEKDAY TOTAL (21)	1238	4114		3233		3057	2002	4335	2451	2266	22696
SATURDAY TOTAL (4)	0	599		392		398		718		246	2353
WEEKDAY AVERAGE	59	196		154		146	95	206	117	108	1081
SATURDAY AVERAGE		150		98		100		180		62	588

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
12/2/2019	185	151	34	0	107	44	29.14%	2.45	6	1
12/3/2019	249	219	28	2	153	66	30.14%	2.28	28	3
12/4/2019	303	267	34	2	203	64	23.97%	2.65	13	2
12/5/2019	199	176	21	2	126	50	28.41%	2.04	22	7
12/6/2019	189	167	22	0	129	38	22.75%	2.09	25	5
12/7/2019	92	83	9	0	61	22	26.51%	2.15	15	0
12/9/2019	204	183	21	0	123	60	32.79%	2.24	12	2
12/10/2019	247	218	29	0	163	55	25.23%	2.39	18	3
12/11/2019	239	217	22	0	153	64	29.49%	2.25	31	8
12/12/2019	233	206	27	0	137	69	33.50%	2.37	25	8
12/13/2019	184	158	26	0	116	42	26.58%	2.21	16	4
12/14/2019	101	89	10	2	64	25	28.09%	2.33	13	0
12/16/2019	181	160	17	4	115	45	28.13%	2.16	12	2
12/17/2019	229	207	20	2	153	54	26.09%	2.26	11	5
12/18/2019	239	216	23	0	157	59	27.31%	2.39	23	4
12/19/2019	164	155	9	0	101	54	34.84%	1.76	18	6
12/20/2019	162	150	12	0	120	30	20.00%	2.05	24	5
12/21/2019	71	69	2	0	51	18	26.09%	2.04	12	0
12/23/2019	128	114	14	0	81	33	28.95%	1.98	18	4
12/24/2019	83	79	4	0	49	30	37.97%	1.76	7	1
12/26/2019	105	97	8	0	59	38	39.18%	1.88	17	1
12/27/2019	146	131	15	0	83	48	36.64%	2.12	8	1
12/28/2019	71	65	6	0	45	20	30.77%	2.05	4	0
12/30/2019	139	124	15	0	93	31	25.00%	2.13	16	1
12/31/2019	153	133	20	0	98	35	26.32%	2.21	17	2
	4296	3834	448	14	2740	1094	28.95%	2.17	411	75

RiverCities Transit Fixed Route Five Year Ridership Comparison



RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership

