



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, March 11, 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 FEBRUARY 12, 2020 MEETING

20-000160 February 12, 2020 Minutes

5. CONSENT CALENDAR

20-000142 Invoice - Columbia Security - March \$698.00

20-000143 Invoice - City of Longview - April \$262,763.33 - REVISED

20-000144 Invoice - CWCOCG - 2019-161 \$2,739.56

20-000145 Invoice - CWCOCG 2020-30 \$580.89

20-000146 Invoice - CWCOCG 2020-37 \$250.00

20-000148 2020 January County Treasurer's Report

20-000149 2020 January Fund Balance Report

6. **REPORTS**

20-000150 2020 Annual Fixed Route Ridership

20-000151 2020 February Monthly Fixed Route Ridership Report

20-000152 2020 February LIFT Ridership

20-000153 CTA Ridership Graph

20-000154 PTBA Sales Tax Data 2020 vs 2019

7. **AD HOC COMMITTEE ON HOMELESSNESS UPDATE**

Presented by Dennis Weber

8. **RCT'S CONTINUITY OF BUSINESS OPERATIONS PLAN DISCUSSION**

Presented by Amy Asher

9. **MANAGER'S REPORT**

Presented by Amy Asher

10. **ADJOURNMENT**



Minutes

Agenda

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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, Member Chet Makinster, Member Jeffrey McAllister, Member Mike Wallin, Member Anthony Harris

Absent: Member Lisa Alexander

Staff Present: Ken Hash, Public Works Director; Amy Asher, Transit Manager; Tabitha Hayden, Transit Supervisor; Betsy Despain, Paratransit; Elizabeth Halili, Board Clerk

3. **PUBLIC COMMENTS**

None at this time.

4. **ELECTION OF OFFICERS**

On a nomination made by McAllister, seconded by Makinster, Dennis Weber was unanimously re-elected as Chairman.

On a nomination made by Wallin, seconded by McAllister, Chet Makinster was unanimously re-elected as Vice-Chairman.

5. **CONSIDERATION OF MINUTES FOR DECEMBER 11, 2019 MEETING**

A motion was made by McAllister, seconded by Makinster, to approve the minutes of December 11, 2019. The motion carried with all members voting in favor.

20-00091 December 11, 2019 Minutes

20-000115 Letter to the Cowlitz County Ad Hoc Committee on Homelessness

Dennis Weber gave a brief report from the Ad Hoc Committee on Homelessness:

- Chair Weber reported on the history of homeless camps in the Kelso/Longview area;
- Explained the purpose of the Ad Hoc Committee on Homelessness: To determine, solicit, and review criteria and locations for a new homeless encampment site in the Kelso/Longview area. These criteria include access to public transit.
- The Ad Hoc Committee toured potential homeless encampment site locations on February 11th, 2020:

The Willow Grove Site - Potential Site Location

The Parking Lot South of the Hall of Justice - No longer being considered

Courthouse Square -Potential Site Location

Farmer's Market Site - No Longer being considered

Gearhart Gardens - Potential Site Location

Vehicle Parking - On top of dike just north of the Hall of Justice - Potential Site Location

6. CONSENT CALENDAR

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

20-00092 Invoice - Columbia Security - January \$698.00

20-00093 Invoice - City of Longview - February \$262,763.33

20-00094 Invoice - CWCOC 2019-146 Jul-Sep \$2,736.56

20-00095 Invoice - Walstead Mertsching \$776.00

20-00096 Invoice - Columbia Security - February \$698.00

20-00097 Invoice - City of Longview - March \$262,763.33

20-00098 Invoice - Walstead Mertsching \$369.00

20-000110 2019 November County Treasurer's Report

20-000111 2019 December County Treasurer's Report

20-000112 2019 November Fund Balance Report

20-000113 2019 December Fund Balance Report

7. **REPORTS**

20-000103 2020 Annual Fixed Route Ridership

20-000104 2019 12 Monthly Fixed Route Ridership

20-000105 2020 01 Monthly Fixed Route Ridership

20-000106 2019 December LIFT Ridership

20-000107 2020 January LIFT Ridership

20-000108 CTA Ridership Graph

20-000114 PTBA Sales Tax Data 2019 vs 2018

20-000109 PTBA Sales Tax Data 2020 vs 2019**8. MOBILITY MANAGER'S REPORT**

Tabitha Hayden gave a brief report on her role and work as the Mobility Supervisor at RiverCities Transit:

- Hayden oversees the Paratransit Contract;
- Reviews and determines the eligibility of RiverCities LIFT applicants;
- Oversees and implements the Travel Training program;
- The introduction of the new Free Annual Youth pass has allowed Hayden to present travel training to students in local classrooms. This has been an extremely positive experience and a great way to encourage student ridership;
- Hayden launched an email campaign in January regarding the new Annual Youth Pass which was sent to social workers, non-profit agencies, and local schools. Hayden also advertised the Annual Youth Pass to parents in both the Longview and Kelso school districts.
- As of February 12, 2020, 153 Annual Youth Passes have been issued. So far, this has resulted in 945 rides; 645 of which were in January 2020.

Member Wallin requested further information regarding how students are using the service. Hayden will provide this information at the next CTA Board meeting.

9. FACILITIES UPDATE

Asher provided a brief update on the downtown Transit Center Project and presented a slideshow of the new building:

- All Staff members have moved into the new building;
- All Fixed Route buses are now running out of the new Transit Center;
- Staff hosted a retirement dinner at the new Transit Center for Jeff Cameron. Staff toured and familiarized themselves with the new facility;
- A formal ribbon-cutting ceremony has been scheduled for March 16, 2020. Congresswoman Herrera Beutler will be in attendance. All invitations to the ribbon-cutting will be sent out shortly.

Asher extended an invitation to all board members to visit and take a tour of the new facility.

10. MANAGER'S REPORT

Asher reported the following:

- Asher recently traveled to Olympia to meet with the Washington State Transit Association, and to hear from the members of the House and Senate Transportation Committee regarding I-976. Asher reported that although it is unlikely that Paratransit Special Needs grant funding will be cut during this biennium, it is still a possibility. Transit is continuing to budget and bill for the receipt of \$373,000 in Paratransit Special Needs grant funding;
- The WSDOT Lexington Service Grant is tied to I-976 and a signed contract has not yet been received. This service project will require the purchase of a new bus that must be funded by the grant.;
- Transit took delivery of five new transit vehicles in January 2020: two Fixed Route Gillig buses; each with three wheelchair securement areas, and three Paratransit propane cutaways;
- Transit is continuing to work towards restoring service and is collecting data on the newly added Route 30;
- Transit is researching the possibility of bringing back Route 56 on a limited basis.

Member Wallin requested additional data regarding the frequency of passengers using mobility devices who are left on the roadside due to full securement areas in Fixed Route buses. Asher stated that she will provide this information at the next CTA Board meeting in March.

11. **ADJOURNMENT**

With no further business to discuss, Chairman Weber adjourned the meeting at 4:49 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

PO Box 775
Longview, WA 98632

Date	Invoice #
2/21/2020	33558

City of Longview Transit Dept.
PO Box 128
Longview, WA 98632

FX 360-636-4442

P.O. No.	Terms	Due Date
Bus Transit Ermental	Net 10	3/2/2020

Description	Amount
Patrol services provided for March 2020	698.00
Longview	0.00

Invoice Total	\$698.00
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Date: 03/11/2020
Invoice # 2020-04

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

[illegible]

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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@cwcog.org

Fax: (855) 710-6381

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

Invoice

Cowlitz Transit Authority

254 Oregon Way
Longview, WA 98632

Invoice Date: February 14, 2020

Invoice Number: 2019 - 161

Oct-Dec 19 (Qtr2) - Prj 020 - LKRATS

Item	Amount
Labor - Qtr2	\$1,674.81
Direct Program Support Costs - Qtr2	\$130.66
Indirect Program Costs - Qtr2	\$934.09
	<u>\$2,739.56</u>

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

All charges include tax unless otherwise noted.

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Cowlitz-Wahkiakum Council of Governments

Administration Annex
207 North Fourth Avenue
Kelso, WA 98626

Telephone: (360) 577-3041
Fax: (360) 214-3425

E-Mail: cwcog@cwco.org
Web: <http://www.cwco.org/>

Invoice

Cowlitz Transit Authority

254 Oregon Way
Longview, WA 98632

Invoice Date: January 2, 2020

Invoice Number: 2020 - 30

CWCOG Member Dues

Item	Amount
CWCOG Member Dues - Annual 2020	\$580.89
	<u>\$580.89</u>

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

All charges include tax unless otherwise noted.

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

Invoice

Cowlitz Transit Authority

254 Oregon Way
Longview, WA 98632

Invoice Date: January 2, 2020

Invoice Number: 2020 - 37

EDA Grant Match

Item	Amount
EDA Grant Cash Match - 2020	\$250.00
	<u>\$250.00</u>

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

All charges include tax unless otherwise noted.

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69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		7,576.43	614,077.57	- 321,654.00	292,423.57	300,000.00
1112000 WARRANTS OUTSTANDING		- 203.00	4,416.56	- 4,213.56	203.00	0.00
1180000 INVESTMENTS		1,922,750.51	54,474.11	- 259,603.46	- 205,129.35	1,717,621.16
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	266,976.89	- 266,976.89	0.00	0.00
2880000 UNRESERVED FUND BAL		- 1,930,123.94	0.00	0.00	0.00	- 1,930,123.94
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 353,903.56	- 353,903.56	- 353,903.56
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 570.55	- 570.55	- 570.55
5492000 OTHER	8900000 DISTRICT ACTIVITIES	0.00	266,976.89	0.00	266,976.89	266,976.89
Total		0.00	1,206,922.02	- 1,206,922.02	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: January 31, 2020

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 01, 2020		\$ 1,930,123.94
CTA Revenue		
Metro Sales Tax	353,903.56	353,903.56
Interest Earnings/Investments	570.55	570.55
Local Sales Interest	-	-
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 354,474.11	\$ 354,474.11
CTA Expenditures		
City of Longview	262,763.33	262,763.33
City of Longview - Audit Services	-	-
Legal Counsel	776.00	776.00
Transit Center Security Services	698.00	698.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	2,739.56	2,739.56
Subtotal	\$ 266,976.89	\$ 266,976.89
CTA Ending Balance		\$ 2,017,621.16
CITY OF LONGVIEW		
Beginning Balance: January 1, 2020		\$ 446,072.44
Longview Revenue		
Farebox/Pass Sales	15,300.51	15,300.51
State Pool - Interest	914.98	914.98
Payments from CTA	262,763.33	262,763.33
Federal Grant - 5339	-	-
Federal Grant - 5307 - Capital	-	-
Federal Grant - 5307 - Operating	-	-
Federal Grant - 5310 - Capital	-	-
Federal Grant - 5310	-	-
State Special Needs Grant	-	-
WSTIP Risk Management Grant	-	-
Bus Advertising	501.20	501.20
Paratransit Office Space Rental	607.68	607.68
Cashier Over-Short / NSF	-	-
Insurance Recoveries	12,831.50	12,831.50
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 292,919.20	\$ 292,919.20
Longview Expenditures		
Subtotal	\$399,153.39	\$399,153.39
Longview Ending Balance		\$ 339,838.25
Combined CTA & Longview Ending Balance		\$ 2,357,459.41

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	30	1,477	1,489											2,966
	31	5,084	5,704											10,788
	32	4,206	4,287											8,493
	33	4,036	4,030											8,066
	44	2,043	2,131											4,174
	45	8,461	8,689											17,150
	57	3,250	3,152											6,402
	TOTAL	28,557	29,482											58,039

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	2,821	2,953	3,106	3,222	2,687	2,511	2,578	2,416	2,982	2,878	2,512	33,740
	TOTAL	31,109	26,976	28,231	29,769	30,119	25,643	26,612	28,325	25,491	30,495	26,912	25,049	334,731

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

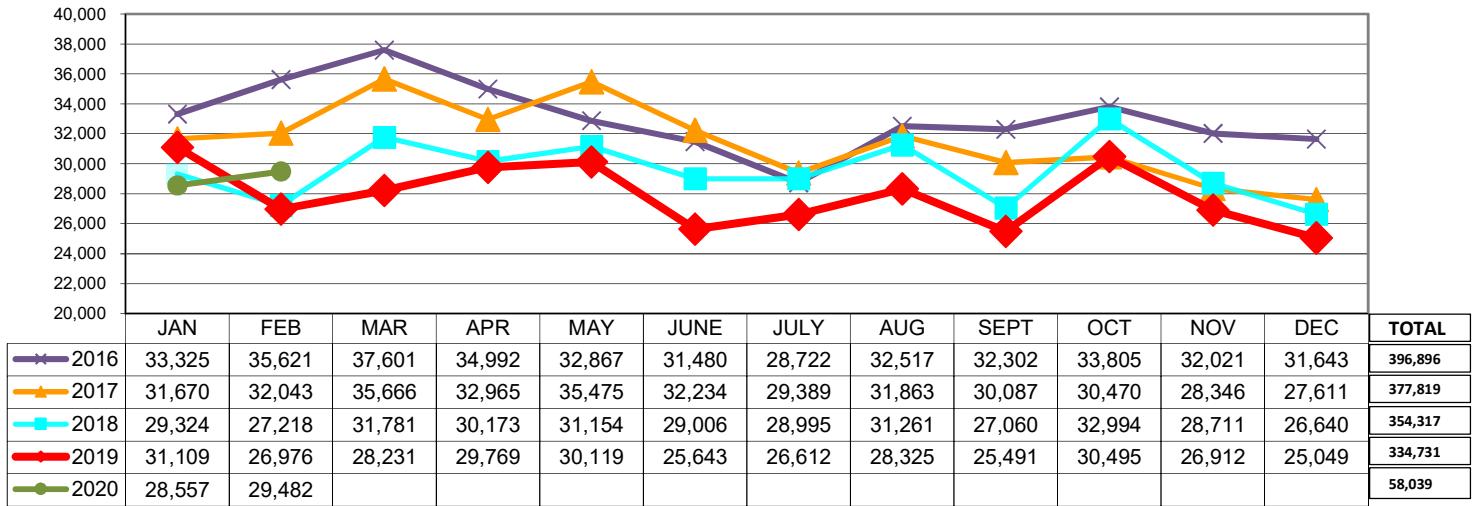
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Feb-20

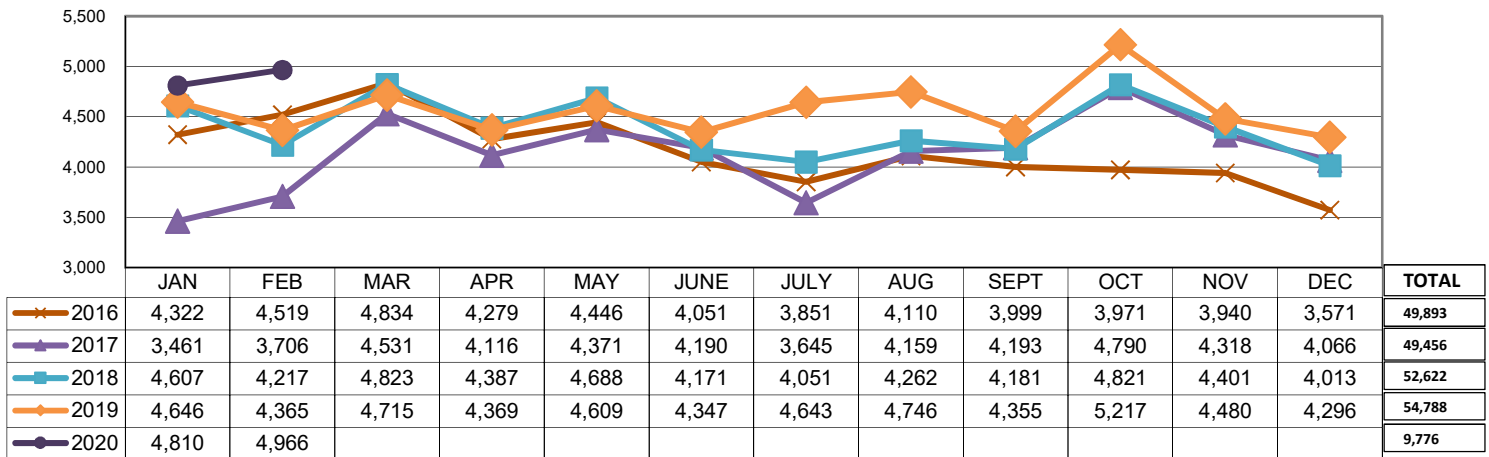
DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 57	TOTAL
1 S		236	124	113		252		79	804
2									
3	86	266	218	193	103	268	172	145	1,451
4	64	269	214	173	104	249	132	138	1,343
5	88	232	181	207	113	217	136	147	1,321
6	69	224	160	153	99	224	130	141	1,200
7	82	213	200	162	128	221	128	137	1,271
8 S		183	119	121		189		64	676
9									
10	93	229	221	182	110	249	163	121	1,368
11	74	235	187	169	112	250	163	139	1,329
12	73	202	167	171	100	226	136	129	1,204
13	71	168	129	142	99	201	148	148	1,106
14	89	264	170	177	111	266	150	129	1,356
15 S		164	77	142		172		67	622
16									
17 H		188	111	139		253		94	785
18	77	248	210	162	107	246	185	188	1,423
19	73	228	224	184	114	228	183	172	1,406
20	83	230	192	157	105	258	143	139	1,307
21	87	217	201	165	105	233	138	151	1,297
22 S		204	89	94		170		90	647
23									
24	75	275	211	219	116	215	154	106	1,371
25	75	195	173	180	103	270	137	158	1,291
26	75	244	225	201	118	249	135	146	1,393
27	61	230	196	158	139	239	144	143	1,310
28	94	314	185	158	145	270	128	126	1,420
29 S		246	103	108		269		55	781
TOTAL (25)	1,489	5,704	4,287	4,030	2,131	5,884	2,805	3,152	29,482
WEEKDAY TOTAL (20)	1,489	4,671	3,775	3,452	2,131	4,832	2,805	2,797	25,952
SATURDAY TOTAL (5)		1,033	512	578		1,052		355	3,530
WEEKDAY AVERAGE	74	234	189	173	107	242	140	140	1,298
SATURDAY AVERAGE		207	102	116		210		71	706

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
2/1/2020	99	86	11	2	68	18	20.93%	2.45	12	1
2/3/2020	220	189	29	2	134	55	29.10%	2.47	24	6
2/4/2020	249	216	33	0	160	56	25.93%	2.41	31	4
2/5/2020	259	241	18	0	181	60	24.90%	2.47	21	5
2/6/2020	190	163	27	0	127	36	22.09%	2.34	19	3
2/7/2020	212	187	25	0	124	63	33.69%	2.31	19	5
2/8/2020	122	103	19	0	71	32	31.07%	2.48	13	1
2/10/2020	210	190	20	0	142	48	25.26%	2.55	9	9
2/11/2020	226	201	25	0	138	63	31.34%	2.37	10	2
2/12/2020	252	222	26	4	150	72	32.43%	2.31	18	6
2/13/2020	178	167	11	0	107	60	35.93%	1.93	18	5
2/14/2020	214	187	27	0	127	60	32.09%	2.33	17	3
2/15/2020	143	120	17	6	80	40	33.33%	2.65	10	1
2/17/2020	156	131	19	6	81	50	38.17%	2.38	21	0
2/18/2020	243	207	36	0	152	55	26.57%	2.42	18	5
2/19/2020	249	214	35	0	165	49	22.90%	2.50	14	4
2/20/2020	208	183	25	0	129	54	29.51%	2.39	4	1
2/21/2020	204	182	22	0	124	58	31.87%	2.24	6	6
2/22/2020	106	90	16	0	68	22	24.44%	2.35	10	2
2/24/2020	186	166	20	0	134	32	19.28%	2.28	12	4
2/25/2020	237	206	31	0	149	57	27.67%	2.33	23	6
2/26/2020	222	197	25	0	152	45	22.84%	2.47	18	3
2/27/2020	228	201	27	0	152	49	24.38%	2.41	18	8
2/28/2020	245	213	32	0	155	58	27.23%	2.51	19	1
2/29/2020	108	84	24	0	59	25	29.76%	2.91	16	1
	4966	4346	600	20	3129	1217	28.00%	2.41	400	92

RiverCities Transit Fixed Route Five Year Ridership Comparison



RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership

