



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)*

Tuesday, March 24, 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. EMERGENCY MEETING - CALL TO ORDER
2. ROLL CALL
3. DISCUSSION WITH POSSIBLE ACTION ON RESOLUTION NO 2020-01 DECLARATION OF EMERGENCY
 - 20-000180 Summary Statement - Resolution 2020 Declaration of Emergency
 - 20-000181 Resolution 2020-01 Declaration of Emergency
 - 20-000182 March 2020 Fixed Route Ridership Report
 - 20-000183 March 2020 Paratransit Ridership Report
4. ADJOURNMENT



Cowlitz Transit Authority

Agenda Summary

RESOLUTION 2020 – 01 Declaration of Emergency

SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA shall be responsible for establishing and monitoring the policies, budgeting, and service levels of RiverCities Transit. The COVID-19 situation is significantly impacting ridership with 50% reductions on Fixed Route and 70% reductions on Paratransit ridership. It is imperative that the Transit Manager be empowered to manage both regular and paratransit service levels to protect the safety and welfare of its employees and the general public. Staff recommend that the Cowlitz Transit Authority Board immediately grant the Transit Manager authorization to:

- Modify existing transit and paratransit service as deemed necessary;
- Amend and modify fare collections;
- Suspend any other policies or standard practices to the extent necessary to preserve the safety of staff, riders, and the community at large;
- Waive the competitive bidding requirements for RiverCities Transit procurement practices;
- Maintain this authorization for the duration of the emergency or until the Board withdraws such authority.

BUDGET:

Loss of fare revenue is estimated at \$6,800 after accounting for ridership loss. There will be some revenue savings as a result of the significantly reduced LIFT trips provided by our contractor, Paratransit Services, Inc. Additional revenue will be saved as a result of eliminating the use of some vehicles.

RECOMMENDED ACTION:

Motion to approve Resolution 2020-01 Declaration of Emergency

Attachments:

Resolution 2020-01 Declaration of Emergency
March 2020 Fixed Route Ridership.pdf
March 2020 Paratransit Ridership.pdf

RESOLUTION NO. 2020-01

A RESOLUTION of the Board of Directors of the Cowlitz Transit Authority authorizing the Transit Manager to take action to ensure the health and safety of employees and the public.

WHEREAS, on January 31, 2020 the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) commencing January 27, 2020; and

WHEREAS, on February 29, 2020 Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 4, 2020 the Board of Cowlitz County Commissioners declared a countywide state of emergency related to the significant health threat caused by COVID-19; and

WHEREAS, on March 23, 2020 Washington state Governor Jay Inslee issued an executive order, pursuant to his emergency powers as governor, for all non-essential workers to stay at home with the following exceptions:

- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters.
- Mass transit workers;
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers;
- Workers at operations centers necessary to maintain other essential functions; and

WHEREAS, RiverCities Transit provides an essential public service that is critical to public health, safety, and the local economy; and

WHEREAS, RiverCities Transit's employees are its most important asset and RiverCities Transit is not able to perform its essential public service without employees who are ready and available to perform their job duties; and

WHEREAS, RiverCities Transit has experienced significant decreases in ridership and recognizes that the COVID-19 situation is rapidly changing and it is imperative that the Transit Manager be empowered to manage both regular and paratransit service levels to protect the safety and welfare of its employees and the general public;

NOW THEREFORE BE IT RESOLVED that, effective immediately, the Transit Manager is hereby authorized to, within applicable emergency powers of the State of Washington

- Modify existing transit and paratransit service as deemed necessary to ridership demands and the needs of the public with the direction to give as much notice to the public as practicable.
- Amend and modify fare collections in the interest of preserving public and employee health

and safety.

- Suspend any other policies or standard practices to the extent necessary to preserve the safety of our staff, riders and the community at large.

BE IT FURTHER RESOLVED, pursuant to, and as authorized by RCW 36.57A.110, RCW 38.52.070(2), and the laws of the United States; the Transit Manager is hereby authorized to waive the competitive bidding requirements for RiverCities Transit's purchase of essential materials, supplies, and public works required to operate the transit system, and the Transit Manager is directed and authorized to take all necessary and appropriate steps to ensure uninterrupted operation of the Public Transportation Benefit Area ("PTBA") systems.

BE IT FURTHER RESOLVED that the foregoing authority extends for the duration of the emergency, or until the Board withdraws such authority; and the Board directs the Transit Manager to provide regular updates regarding the state of the emergency and an accounting of emergency expenditures and responses, no less frequently than monthly.

BE IT FURTHER RESOLVED that this resolution is not intended to establish a precedent for how similar emergency situations will be addressed in the future.

ADOPTED at an open public meeting of the Board of Directors of the Cowlitz Transit Authority on March 24, 2020.

Dennis Weber, Chair

Attest/Authentication

Elizabeth Halili, Administrative Secretary

Approved as to form:

Frank F. Randolph, General Counsel

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT
Mar-20

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 57	TOTAL
1									
2	81	270	219	169	122	260	172	143	1436
3	93	280	240	193	141	297	195	199	1638
4	111	259	183	211	107	254	132	154	1411
5	110	236	195	163	137	196	158	131	1326
6	81	229	190	155	115	240	137	118	1265
7 S		204	88	133		201		95	721
8									
9	75	220	150	164	112	201	123	109	1154
10	79	207	167	186	101	230	126	128	1224
11	82	255	160	179	123	256	150	151	1356
12	70	214	136	142	105	216	146	156	1185
13	69	190	142	135	94	171	98	93	992
14 S		124	83	89		164		59	519
15									
16	58	226	133	155	105	189	112	88	1066
17	39	163	121	109	110	149	101	75	867
18	54	111	95	119	73	169	105	68	794
19	50	145	85	81	73	139	78	80	731
20	52	142	89	84	55	148	75	56	701
21 S		114	43	58		119		41	375
22									
23									0
24									0
25									0
26									0
27									0
28 S									0
29									
30									0
31									0
TOTAL (26)	1104	3589	2519	2525	1573	3599	1908	1944	18761
WEEKDAY TOTAL (22)	1104	3147	2305	2245	1573	3115	1908	1749	17146
SATURDAY TOTAL (4)	0	442	214	280	0	484	0	195	1615
WEEKDAY AVERAGE	50	143	105	102	72	142	87	80	779
SATURDAY AVERAGE	0	111	54	70	0	121	0	49	404

		Demand Response			Number	Number	Delivered	Delivered	%											On-Time	
Date	Total Psgrs	Client Trips		of	Attends	of Guests	AMB Psgrs	W/C Psgrs	Psgrs	Rev	CXLS	Shows	Psgrs	Trips	REV	Non	REV	Non	Service	Service	Perform-
3/2/2020	166	142			24	0	104	38	26.76%	2.23	23.00	1.00	2.04	1.91	620	63	74.53	6.97	683	81.50	100.00%
3/3/2020	272	229			41	2	173	56	24.45%	2.61	12.00	4.00	2.42	2.20	915	82	104.10	8.40	997	112.50	98.67%
3/4/2020	239	214			25	0	164	50	23.36%	2.36	52.00	6.00	2.14	2.11	834	94	101.30	10.45	928	111.75	100.00%
3/5/2020	180	150			28	2	114	36	24.00%	2.17	28.00	4.00	2.01	1.81	735	74	83.05	6.45	809	89.50	100.00%
3/6/2020	170	152			16	2	101	51	33.55%	2.00	25.00	12.00	1.82	1.78	714	65	85.20	8.30	779	93.50	100.00%
3/7/2020	120	94			22	4	73	21	22.34%	2.77	12.00	1.00	2.42	2.17	349	51	43.33	6.17	400	49.50	97.80%
3/9/2020	161	135			26	0	101	34	25.19%	2.17	41.00	11.00	1.96	1.82	594	72	74.28	7.97	666	82.25	96.95%
3/10/2020	198	170			28	0	130	40	23.53%	2.30	27.00	5.00	2.08	1.98	744	75	85.95	9.05	819	95.00	100.00%
3/11/2020	203	189			14	0	163	26	13.76%	2.26	26.00	1.00	2.06	2.10	744	78	89.90	8.85	822	98.75	99.46%
3/12/2020	142	120			22	0	90	30	25.00%	1.83	35.00	2.00	1.66	1.54	570	85	77.75	7.75	655	85.50	100.00%
3/13/2020	131	118			13	0	89	29	24.58%	1.90	22.00	2.00	1.69	1.71	554	81	69.05	8.45	635	77.50	100.00%
3/14/2020	65	58			7	0	42	16	27.59%	1.80	20.00	0.00	1.63	1.61	280	33	36.05	3.95	313	40.00	100.00%
3/16/2020	81	73			8	0	57	16	21.92%	1.60	67.00	0.00	1.37	1.44	429	63	50.73	8.27	492	59.00	98.53%
3/17/2020	70	65			5	0	52	13	20.00%	1.81	12.00	1.00	1.53	1.68	285	49	38.75	7.00	334	45.75	100.00%
3/18/2020	50	46			4	0	40	6	13.04%	1.46	8.00	1.00	1.34	1.35	255	35	34.20	3.05	290	37.25	97.67%
3/19/2020	43	39			4	0	32	7	17.95%	1.71	9.00	0.00	1.48	1.55	203	28	25.20	3.80	231	29.00	91.43%
3/20/2020	44	42			2	0	36	6	14.29%	1.65	3.00	2.00	1.48	1.57	237	14	26.68	3.07	251	29.75	100.00%
3/21/2020	27	27			0	0	23	4	14.81%	1.65	2.00	0.00	1.48	1.65	119	27	16.35	1.90	146	18.25	100.00%
3/23/2020	0								#DIV/0!												
3/24/2020	0								#DIV/0!												
3/25/2020	0								#DIV/0!												
3/26/2020	0								#DIV/0!												
3/27/2020	0								#DIV/0!												
3/28/2020	0								#DIV/0!												
3/30/2020	0								#DIV/0!												
3/31/2020	0								#DIV/0!												
	2362	2063			289	10	1584	479	#DIV/0!	1.40	424	53	1.25	1.23	9181	1069	1116.4	119.9	10250	1236.25	68.48%