



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, June 10, 2020

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, June 10, 2020 at 4:00 p.m.

All members of the public are encouraged to listen in to the meeting and participate via a moderator. For information about Zoom accessibility, please contact the City Clerk's Office at (360) 442-5041.

Please click the link below to join the Zoom Meeting:

<https://us02web.zoom.us/j/9816641531>

Meeting ID: 981 664 1531

Telephone options (you may need to try more than one number if you receive a busy signal):

Dial by your location

**+1 253 215 8782 US (Tacoma)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Germantown)**

Meeting ID: 981 664 1531

Or; Find your local number: <https://us02web.zoom.us/j/kdRnj6Hm6o>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS**
4. **CONSIDERATION OF MINUTES FOR MAY 13, 2020 MEETING**
20-000266 May 13, 2020 Minutes
5. **CONSENT CALENDAR**
20-000267 Invoice - Columbia Security - June \$698.00

20-000267 Invoice - City of Longview - July \$262,763.33

20-000267 April County Treasurer's Report

20-000267 April Fund Balance Report
6. **REPORTS**
20-000268 2020 Annual Fixed Route Ridership

20-000268 2020 May Monthly Fixed Route Ridership

20-000268 2020 May Monthly LIFT Ridership

20-000268 CTA Ridership Graph

20-000268 PTBA Sales Tax Data
7. **RCT'S COVID-19 RESPONSE**
Presented by Amy Asher
8. **MANAGER'S REPORT**
Presented by Amy Asher
9. **ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

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<https://us02web.zoom.us/j/9816641531>

Dial any of the following numbers:

1 346 248 7799
1 408 638 0968
1 646 876 9923
1 669 900 6833
1 253 215 8782
1 301 715 8592
1 312 626 6799

Meeting ID: 981 664 1531

1. **CALL TO ORDER**

Chairman Weber called the meeting to order at 4:05.

2. **ROLL CALL**

Present: Chair Dennis Weber; Vice-Chair Chet Makinster; Councilmember Mike Wallin; Councilmember Lisa Alexander

Absent: Councilmember Jeffery McCallister; Councilmember (Non-voting) Anthony Harris

Staff Present: Public Works Director Ken Hash; Transit Manager Amy Asher; Clerk of the Board Elizabeth Halili; Staff Tabitha Hayden

Others Present: Paratransit Manager Elizabeth DeSpain, CWCOC Ken Pearrow

3. PUBLIC COMMENTS

None

4. CONSIDERATION OF MINUTES FOR MARCH 11, 2020 MEETING

A motion was made by Wallin, seconded by Makinster, to approve the minutes of March 11, 2020. The motion carried with all members voting in favor.

20-000205 March 11, 2020 Minutes

5. CONSIDERATION OF MINUTES FOR MARCH 24, 2020 EMERGENCY MEETING

A motion was made by Wallin, seconded by Makinster, to approve the minutes of March 24, 2020, Emergency Meeting. The motion carried with all members voting in favor.

20-000226 March 24, 2020 Emergency Meeting Minutes

6. CONSENT CALENDAR

A motion was made by Wallin, seconded by Makinster, to approve the Consent Calendar in its entirety. The motion carried with all members voting in favor.

20-000206 Invoice - Columbia Security - April \$698.00

20-000207 Invoice - Columbia Security - May \$698.00

20-000208 Invoice - City of Longview - May \$262,763.33

20-000209 Invoice - City of Longview - June \$262,763.33

20-000210 Invoice - CWCOC Jan-Mar 2020 (Qtr3) - LKRATS \$2,739.56

20-000211 Invoice - Walstead Mertching \$800.00

20-000212 2020 February County Treasurer's Report

20-000213 2020 March County Treasurer's Report

20-000214 2020 February Fund Balance Report

20-000215 2020 March Fund Balance Report

7. **REPORTS**

20-000216 2020 Annual Fixed Route Ridership

20-000217 2020 March Monthly Fixed Route Ridership

20-000218 2020 April Monthly Fixed Route Ridership

20-000219 2020 March LIFT Ridership

20-000220 2020 April LIFT Ridership

20-000221 CTA Ridership Graph

20-000222 PTBA Sales Tax Data 2020 vs 2019

8. COWLITZ TRANSIT AUTHORITY LEGAL SERVICES AGREEMENT**20-000224 SUMMARY STATEMENT:**

The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, and legal interpretation of state and federal laws. The CTA Board entered into a contract for legal services with Walstead Mertsching in November of 2019 to work specifically with Attorney, Frank Randolph. Mr. Randolph has retired from Walstead Mertsching and has set up his own firm. He would like to continue serving the CTA Board at the same \$200 hourly rate as was adopted in November.

RECOMMENDED ACTION:

Review the contract for legal services.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Frank Randolph of Randolph Law.

A motion was made by Makinster, seconded by Alexander, to approve the Cowlitz Transit Authority Legal Services Agreement between the Cowlitz Transit Authority and Frank Randolph of Randolph Law. The motion carried with all members voting in favor.

20-000225 CTA-Randolph Legal Services Agreement**9. RCTS'S COVID-19 RESPONSE**

Asher reported that operations have settled into a new normal, and the only recent change is limiting passenger loads to 10 persons. Currently, the staff is preparing for what the next stage may look like by meeting with other transit agencies, participating in conference calls with the American Public Transit Association, and the Federal Transit Administration. The Transit Center continues to remain closed until the Governor allows us to open.

RCT administrative staff is working from home. Only the dispatchers, drivers, and manager are reporting daily. Changes made to the driver's schedules allow them to drive the same bus all week. This schedule change helped reduce the amount of PPE, sanitizing supplies, and reduces their public exposure. All operators are still employed as RCT continues to meet our contractual minimum required hours per position.

RCT is still fare-free for several reasons. The transit center remains closed, and the earliest we would be able to open according to the Governor's directive is the middle of June. Another reason is half of our passes are issued through other agencies that are also closed. Our average monthly fares in 2019 were roughly \$15,000. This loss in fare revenue will be helped by the FTA Grant we received as part of the CARES package.

There is a continued reduction in ridership of about 57%, with an average of 515 riders per week on Fixed Route. Our Paratransit ridership decreased by 77% but is starting to increase slightly, with an average of 40 passengers per day for the first week of May. Typically we have 180 trips.

The staff has begun searching for new technologies, such as Square, or mobile ticketing, that will allow for less cash handling and fewer in-person transactions to prepare for when we re-open. We have implemented safety measures and have made some purchases to help keep our staff and the public safe.

- Disposable masks are available, and staff has been handing those out to riders if they want them.
- We have purchased both cloth and N95 masks for our operators to use for when they are close to wheelchair passengers they need to secure.
- We have asked a local manufacturer to craft a plexiglass sneeze guard/door to place between our drivers and the farebox.

We clean and sanitize our buses nightly. An electrostatic sprayer will be here in early fall.

10. MANAGER'S REPORT

No additional topics to discuss.

11. ADJOURNMENT

The meeting was adjourned at 04:32 PM.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Columbia Security Service & Systems, Inc.

PO Box 775

Longview, WA 98632

Invoice

Date

Invoice #

5/22/2020

34041

Bill To

City of Longview Transit Dept.

PO Box 128

Longview, WA 98632

PH 360-636-4477

FX 360-636-4442

P.O. No.

Terms

Due Date

Bus Transit Terminal

Net 10

6/1/2020

Description

Amount

Patrol services provided for June 2020

698.00

Longview

0.00

Thank you for your business.

Invoice Total

\$698.00

Date: 06/10/2020
Invoice # 2020-07

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

[illegible]

REMITTANCE	
Statement #	2020-07
Date	
Amount Due	
Amount Enclosed	

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69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		301,356.13	288,393.88	- 288,970.50	- 576.62	300,779.51
1112000 WARRANTS OUTSTANDING		- 698.00	2,196.00	- 1,498.00	698.00	0.00
1180000 INVESTMENTS		1,961,474.33	24,011.17	0.00	24,011.17	1,985,485.50
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	264,261.33	- 264,261.33	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	- 1,123,247.08	0.00	- 285,782.85	- 285,782.85	- 1,409,029.93
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 4,853.17	0.00	- 2,011.17	- 2,011.17	- 6,864.34
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,747.27	0.00	- 599.86	- 599.86	- 2,347.13
5492000 OTHER	8900000 DISTRICT ACTIVITIES	797,839.00	264,261.33	0.00	264,261.33	1,062,100.33
Total		0.00	843,123.71	- 843,123.71	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: April 30, 2020

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2020		\$ 1,930,123.94
CTA Revenue		
Metro Sales Tax	285,782.85	1,409,029.93
Interest Earnings/Investments	2,011.17	6,864.34
Local Sales Interest	599.86	2,347.13
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 288,393.88	\$ 1,418,241.40

CTA Expenditures		
City of Longview	262,763.33	1,051,053.32
City of Longview - Audit Services	-	-
Legal Counsel	800.00	1,945.00
Transit Center Security Services	698.00	2,792.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	-	6,310.01
Subtotal	\$ 264,261.33	\$ 1,062,100.33

CTA Ending Balance **\$ 2,286,265.01**

CITY OF LONGVIEW
Beginning Balance: January 1, 2020 \$ 446,072.44

Longview Revenue		
Farebox/Pass Sales	2,282.13	44,077.18
State Pool - Interest	-	1,436.38
Payments from CTA	-	788,289.99
Federal Grant - 5339	1,117,770.00	1,117,770.00
Federal Grant - 5339 Replacement Buses	-	831,409.00
Federal Grant - 5307 - Capital	304,593.00	304,593.00
Federal Grant - 5307 - Operating	-	-
Federal Grant - 5310 - Capital	-	-
Federal Grant - 5310	-	-
State Special Needs Grant	-	124,964.00
WSTIP Risk Management Grant	-	-
Bus Advertising	-	501.20
Paratransit Office Space Rental	607.68	2,430.72
Cashier Over-Short / NSF	-	-
Insurance Recoveries	-	14,734.99
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 1,425,252.81	\$ 3,230,206.46

Longview Expenditures		
Subtotal	\$383,278.93	\$3,364,646.86

Longview Ending Balance **\$ 311,632.04**

Combined CTA & Longview Ending Balance	\$ 2,597,897.05
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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	1,290										4,256
	31	5,084	5,704	4,363	2,970	2,940								21,061
	32	4,206	4,287	3,023	1,541	1,655								14,712
	33	4,036	4,030	2,992	1,729	1,864								14,651
	44	2,043	2,131	1,801										5,975
	45	8,461	8,689	6,780	3,991	3,948								31,869
	57	3,250	3,152	2,274	1,065	973								10,714
TOTAL		28,557	29,482	22,523	11,296	11,380								103,238

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455	1,238	1,693
	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

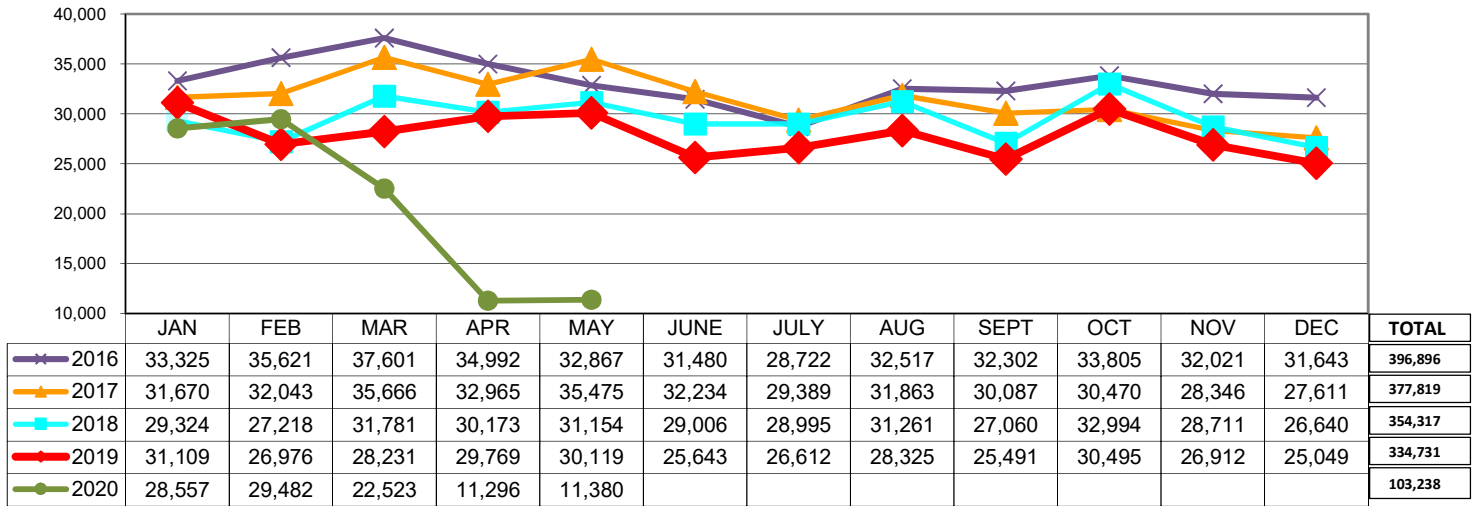
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

May-20

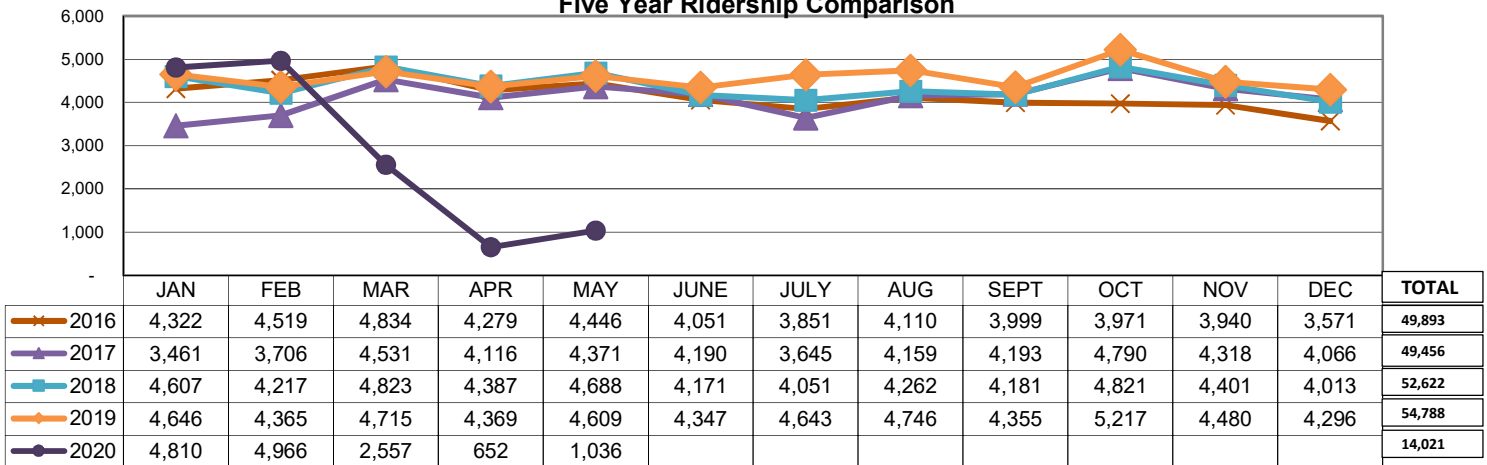
DATE	ROUTE 31 T	ROUTE 31	ROUTE 32 T	ROUTE 32	ROUTE 33 T	ROUTE 33	ROUTE 45 A	ROUTE 45 B	ROUTE 57	TOTAL
1	94	133		114	2	118	164	77	61	763
2 S										-
3										
4	61	124		104		125	147	94	41	696
5	34	101		75		67	133	70	46	526
6	60	101		59		55	102	60	39	476
7		139	2	88		92	95	69	41	526
8		162		63		92	122	61	50	550
9 S										-
10										
11	6	150		87		103	116	71	52	585
12		127		64		82	112	82	37	504
13		130		78		123	118	74	51	574
14		107		88	3	100	127	66	43	534
15	8	159		78	1	116	125	69	51	607
16 S										-
17										
18	5	144		81		78	102	63	48	521
19		133		73		94	146	86	43	575
20		148		53		90	131	76	53	551
21		121		92		84	113	66	53	529
22	10	144		101		78	108	74	46	561
23 S										-
24										
25 H										
26		146		92		90	133	61	66	588
27		135		64	1	63	119	86	51	519
28		139	5	94		98	136	78	60	610
29	3	116		100		109	138	78	41	585
30 S										-
31										
TOTAL (20)	281	2659	7	1648	7	1857	2487	1461	973	11380
WEEKDAY TOTAL (20)	281	2659	7	1648	7	1857	2487	1461	973	11380
SATURDAY TOTAL (0)										
DAILY AVERAGE	14	133	0	82	0	93	124	73	49	569
WEEKDAY AVERAGE	14	133	0	82	0	93	124	73	49	569
SATURDAY AVERAGE										

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
5/1/2020	36	36	0	0	25	11	30.56%	1.58	4	0
5/2/2020	39	35	4	0	25	10	28.57%	2.11	2	0
5/4/2020	26	22	4	0	20	2	9.09%	1.60	7	0
5/5/2020	56	52	4	0	38	14	26.92%	1.99	2	0
5/6/2020	36	36	0	0	27	9	25.00%	1.56	0	0
5/7/2020	44	36	8	0	28	8	22.22%	1.98	5	0
5/8/2020	44	40	4	0	28	12	30.00%	1.70	6	2
5/9/2020	37	31	6	0	23	8	25.81%	2.11	2	0
5/11/2020	45	45	0	0	32	13	28.89%	1.67	2	0
5/12/2020	40	38	2	0	24	14	36.84%	1.66	1	0
5/13/2020	36	36	0	0	24	12	33.33%	1.48	2	0
5/14/2020	31	31	0	0	27	4	12.90%	1.49	3	1
5/15/2020	49	47	2	0	37	10	21.28%	1.71	2	0
5/16/2020	33	31	2	0	21	10	32.26%	1.59	2	0
5/18/2020	33	31	2	0	28	3	9.68%	1.47	4	0
5/19/2020	65	61	4	0	43	18	29.51%	1.87	4	0
5/20/2020	49	47	2	0	37	10	21.28%	1.42	7	2
5/21/2020	47	42	5	0	32	10	23.81%	1.87	3	0
5/22/2020	45	41	4	0	32	9	21.95%	1.56	3	2
5/23/2020	44	42	2	0	30	12	28.57%	1.89	2	0
5/26/2020	30	26	4	0	18	8	30.77%	1.59	8	2
5/27/2020	56	53	3	0	37	16	30.19%	1.96	3	1
5/28/2020	48	45	3	0	31	14	31.11%	1.99	3	2
5/29/2020	38	36	2	0	29	7	19.44%	1.51	2	5
5/30/2020	29	28	1	0	18	10	35.71%	1.82	2	0
	1036	968	68	0	714	254	25.83%	1.73	81	17

RiverCities Transit Fixed Route Five Year Ridership Comparison



RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership

