



Agenda - Revised

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, July 8, 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, July 8, 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 Clerk of the Board's Office at (360) 442-5664.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87839767424>

Dial any of the following numbers:

1 253 215 8782

1 408 638 0968

1 669 900 6833

1 346 248 7799

1 312 626 6799

1 646 876 9923

1 301 715 8592

Meeting ID: 878 3976 7424

In response to COVID-19 and public health concerns, and in concert with Governor Inslee's emergency proclamation, the meetings of the Cowlitz Transit Authority Board will be viewed as ZOOM virtual online webinars.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

4. **CONSIDERATION OF MINUTES FOR MAY 13, 2020 MEETING**

20-000281 May 13, 2020 Minutes

5. **CONSIDERATION OF MINUTES FOR JUNE 10, 2020 MEETING**

20-000282 June 10, 2020 Minutes

6. **CONSENT CALENDAR**

20-000283 Invoice - City of Longview - August \$262,763.33

20-000286 Invoice - Columbia Security - July \$698.00

20-000287 2020 May County Treasurer's Report

20-000288 2020 May CTA Fund Balance Report

7. **REPORTS**

20-000284 2020 Annual Fixed Route Ridership

20-000285 2020 June Monthly Fixed Route Ridership – REVISED

20-000289 2020 June Monthly LIFT Ridership

20-000290 2020 June CTA Ridership Graph

20-000291 PTBA Sales Tax Data 2020 vs 2019

8. **ESTABLISH PUBLIC HEARING - 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT**

Presented by Chair Weber

20-000292 SUMMARY STATEMENT - ESTABLISH PUBLIC HEARING - 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 12, 2020 CTA Board meeting to receive citizen input on the 2020-2025 Transit Development Plan and 2019 Annual Report

9. **ESTABLISH BUDGET COMMITTEE**

Presented by Chair Weber

20-000293 SUMMARY STATEMENT - ESTABLISH A BUDGET COMMITTEE

RECOMMENDED ACTION:

Appointment of not more than two Authority Members to the Budget Committee by the Board Chair.

THEN:

Motion to approve those appointed by the Chair to the 2021 Budget Committee

10. **MANAGER'S REPORT**

Presented by Amy Asher

11. **ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

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Anthony Harris (Nonvoting), Nancy Malone (Alternate)
Arne Mortensen (Alternate), Mike Wallin,
MaryAlice Wallis (Alternate)*

Wednesday, May 13, 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, May 13th, 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 webinar:

<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



Minutes

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Cowlitz Transit Authority

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Arne Mortensen (Alternate), Mike Wallin,
MaryAlice Wallis (Alternate)*

Wednesday, June 10, 2020

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview

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<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/9816641531>

1. CALL TO ORDER

Chairman Weber called the meeting to order at 4:02 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Vice Chair Chet Makinster; Member Mike Wallin; Member Lisa Alexander; Member Jeffrey McAllister

Absent: Member (Alternate) Nancy Malone; Member (Alternate) MaryAlice Wallis; Member (Alternate) Arne Mortensen; Member (Non-voting) Anthony Harris

Staff Present: Amy Asher, Transit Manager; Tabitha Hayden, Transit Supervisor

Others Present: Elizabeth DeSpain, Paratransit Services; Ken Pearrow, CWCOC

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR MAY 13, 2020 MEETING

A motion was made by Vice Chairman Makinster to approve the minutes of the May 13, 2020 CTA Board meeting as presented. The motion was not taken up for lack of a second. Chairman Weber stated that the May 13, 2020 minutes would be laid over for consideration at the July 8, 2020 CTA Board meeting.

20-000266 May 13, 2020 Minutes

5. CONSENT CALENDAR

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

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

Asher provided a brief report on the status of RCT's COVID•19 response:

- No recent service changes have been made;
- Staff have been busy planning and preparing for potential future changes to the transit system as we continue through the COVID•19 pandemic event;
- The administrative staff is back working in the office to help develop plans for re•opening.

Asher recommended that transit remain fare free in July:

- The transit center is closed because we have not yet moved to phase 3. Given the continued increase in positive COVID•19 cases, the timeline to re•open the lobby to sell passes is a moving target with no certainty;
- Governor Inslee has not issued any re•opening guidance for public entities that are allowed to open in Phase 3. Suggested guidelines include frequent sanitizing and strict capacity limits. Staffing to enforce these guidelines is currently limited;
- Transit sells fifty percent of bus passes through outside agencies. These agencies are currently closed. Staff contacted these agencies to see what their status was during Phase 2 and moving into Phase 3. Most are operating with reduced staffing levels, and there is a delay in helping clients. Some agencies plan to have their clients come to the transit center to purchase passes rather than issue them directly. This could be a problem, as the lobby will have a limited occupancy of 5•6 people. We are currently studying ways to speed up the fare buying process and reduce cash handling.
- Plexiglas barrier doors between the driver and the passenger fare box have not yet been installed on the buses. The barriers were ordered at the end of April, but the order has been delayed due to broken machinery at the manufacturer.
- July bus passes need to be ordered by June 19. There are still too many unknowns and logistical challenges to consider;
- Bus fares make up only two to three percent of RCT's annual operating budget;
- The Federal Cares grant that transit received will help to supplement the loss of fares.

The board did not raise any objections to Asher's recommendation to remain fare free in July 2020.

Asher recommended that transit continue to run at reduced (Saturday) service levels:

- Transit has been reacting to new and continually changing directives from Governor Inslee and the CDC. These directives have an impact and create a level of uncertainty in our ability to keep stable staffing and our ability to provide service;
- Governor Inslee extended his proclamation providing high-risk workers the right to protect themselves from COVID without jeopardizing their job. As some RCT transit operators fit in this high-risk category, Asher has to leave room for them to leave if they choose to do so;
- Workers exposed to COVID-19 must be off the job for 14 days. This has happened a couple of times and can potentially result in Operator staffing shortages;
- The new mask requirement ordered by the Governor is also affecting staffing. Operators are in a Medium Risk category and are required to wear a non-cloth mask all day when they have passengers. Some operators cannot wear a mask and have to take leave to get medical documentation requiring that we find an alternative;
- Social distancing on the buses must be maintained with a ten passenger per bus maximum. We are currently running supplemental buses to accommodate passenger overflow. This is only possible because we are not running our full service.
- In combination with COVID requirements and regular staff leave, running our full service would put us in a precarious position;
- Adding service back only to take it away again is not fair to the public and makes transit unpredictable.
- Agencies that sell our passes have reported that our reduced service has not had an impact on their clients. Our operators and customer service clerk have said the same. We are reminding all of our front line customer service staff that we do have alternative transportation options available for riders to assist them with getting to work or essential appointments. We currently have three people using that service to fill the gap.

The board did not object to Asher's recommendation for transit service to remain at reduced service levels.

8. **MANAGER'S REPORT**

Asher reported that she will be asking the Chair to convene a two member committee to review the 2021 budget at the July 8, 2020 CTA Board meeting. Member McAllister informed the Chair that he was interested in serving on the committee.

9. **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: 07/08/2020
Invoice # 2020-08

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

[illegible]

REMITTANCE	
Statement #	2020-08
Date	
Amount Due	
Amount Enclosed	

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PO Box 775
Longview, WA 98632

Date _____

Invoice #

6/26/2020

34207

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

PH 360-636-4477

FX 360-636-4442

P.O. No.	Terms	Due Date
Bus Transit Terminal	Net 30	7/26/2020

Description	Amount
Patrol services provided for July 2020	698.00
Longview	0.00

Thank you for your business.

Invoice Total	\$698.00
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69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		300,779.51	306,663.67	- 304,017.35	2,646.32	303,425.83
1112000 WARRANTS OUTSTANDING		0.00	0.00	- 3,437.56	- 3,437.56	- 3,437.56
1180000 INVESTMENTS		1,985,485.50	41,254.02	0.00	41,254.02	2,026,739.52
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	266,200.89	- 266,200.89	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	- 1,409,029.93	0.00	- 304,956.17	- 304,956.17	- 1,713,986.10
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 6,864.34	0.00	- 1,254.02	- 1,254.02	- 8,118.36
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 2,347.13	0.00	- 453.48	- 453.48	- 2,800.61
5492000 OTHER	8900000 DISTRICT ACTIVITIES	1,062,100.33	266,200.89	0.00	266,200.89	1,328,301.22
Total		0.00	880,319.47	- 880,319.47	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: May 31, 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	304,956.17	1,713,986.10
Interest Earnings/Investments	1,254.02	8,118.36
Local Sales Interest	453.48	2,800.61
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 306,663.67	\$ 1,724,905.07
CTA Expenditures		
City of Longview	262,763.33	1,313,816.65
City of Longview - Audit Services	-	-
Legal Counsel	-	1,945.00
Transit Center Security Services	698.00	3,490.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	2,739.56	9,049.57
Subtotal	\$ 266,200.89	\$ 1,328,301.22
CTA Ending Balance		\$ 2,326,727.79

CITY OF LONGVIEW

Beginning Balance: January 1, 2020 \$ 195,039.61

Longview Revenue		
Farebox/Pass Sales	1,296.00	45,373.18
State Pool - Interest	57.06	1,493.44
Payments from CTA	525,526.66	1,313,816.65
Federal Grant - 5339	-	1,117,770.00
Federal Grant - 5339 Replacement Buses	576.00	831,985.00
Federal Grant - 5307 - Capital	-	304,593.00
Federal Grant - 5307 - Operating	1,107,172.00	1,107,172.00
Federal Grant - 5310 - Capital	-	-
Federal Grant - 5310	74,978.00	74,978.00
State Special Needs Grant	49,986.00	174,950.00
WSTIP Risk Management Grant	-	-
Bus Advertising	-	501.20
Paratransit Office Space Rental	607.68	3,038.40
Cashier Over-Short / NSF	-	-
Insurance Recoveries	1,519.37	16,254.36
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 1,761,718.77	\$ 4,991,925.23

Longview Expenditures

Subtotal	\$645,195.59	\$4,009,842.45
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Longview Ending Balance **\$ 1,177,122.39**

Combined CTA & Longview Ending Balance	\$ 3,503,850.18
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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	3,360							24,421
	32	4,206	4,287	3,023	1,541	1,655	1,991							16,703
	33	4,036	4,030	2,992	1,729	1,864	2,159							16,810
	44	2,043	2,131	1,801										5,975
	45	8,461	8,689	6,780	3,991	3,948	4,976							36,845
	57	3,250	3,152	2,274	1,065	973	1,446							12,160
TOTAL		28,557	29,482	22,523	11,296	11,380	13,932							117,170

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

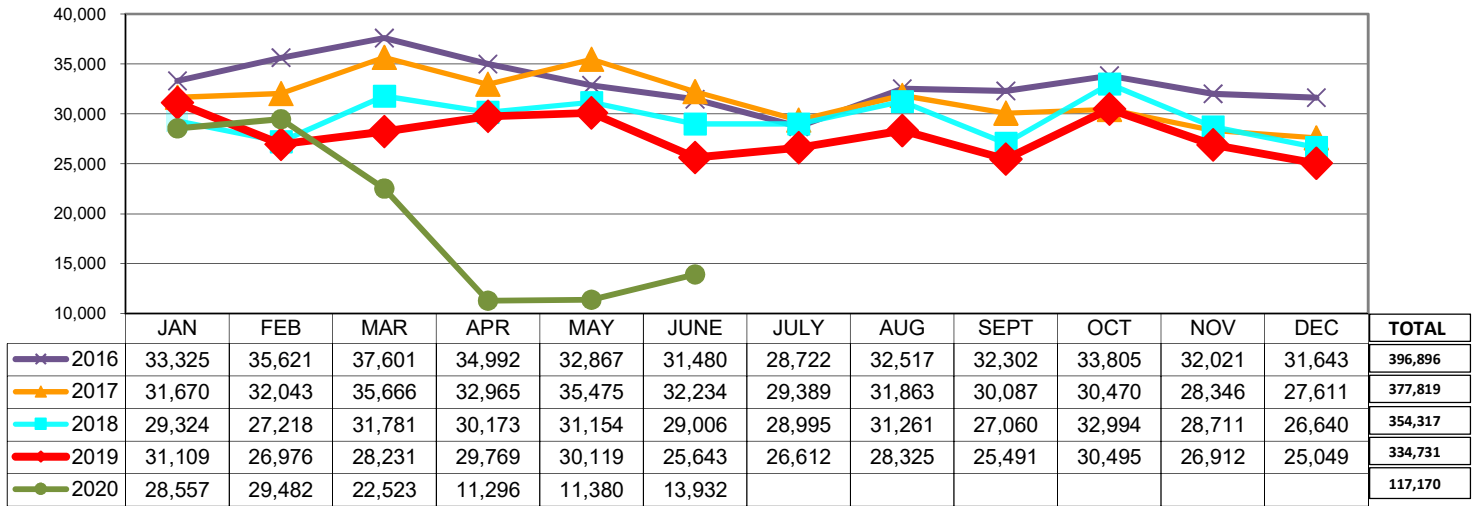
Jun-20

FARE FREE ALL MONTH

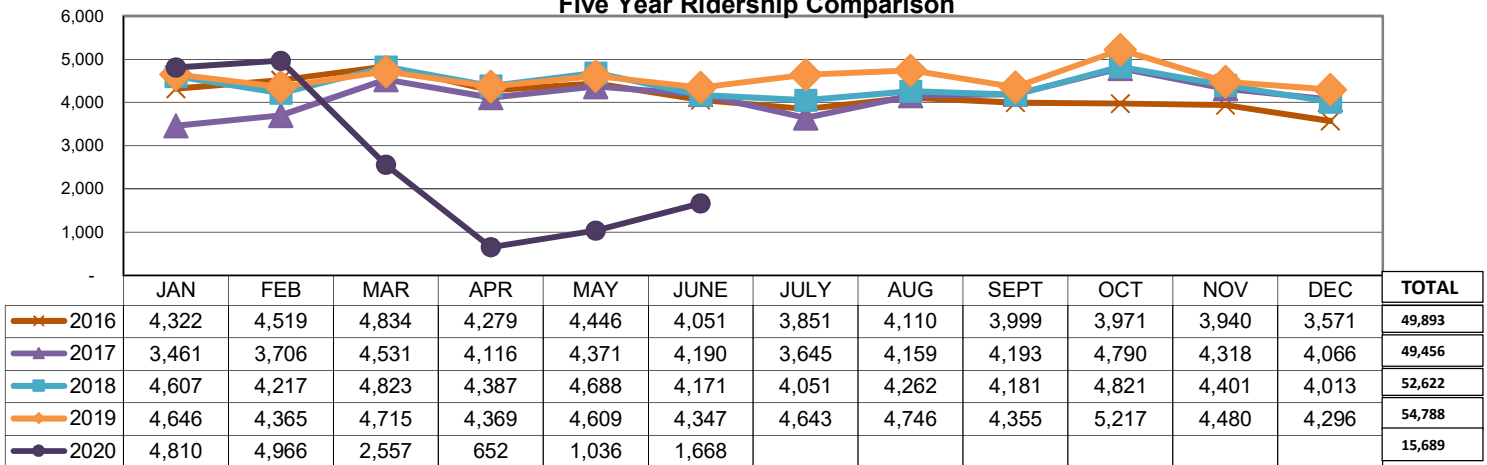
DATE	ROUTE 31 T	ROUTE 31	ROUTE 32 T	ROUTE 32	ROUTE 33 T	ROUTE 33	ROUTE 45A	ROUTE45B	ROUTE 57	TOTAL
1	94	107		133		109	155	102	72	772
2	92	90		70		94	144	72	34	596
3	95	81		119		88	206	71	71	731
4	103	76		82	2	128	136	78	57	662
5	118	73	5	108	1	105	134	92	77	713
6 S										-
7										-
8	128	78		130		85	168	82	77	748
9		132		82		101	107	61	63	546
10		147	1	84		74	115	62	69	552
11		123		80		110	151	60	59	583
12	10	129		73		80	134	94	66	586
13 S										-
14										-
15		136		92		105	114	78	61	586
16	1	170		68	1	99	141	96	64	640
17	3	141		111		114	159	89	51	668
18		135		76		94	162	99	60	626
19	11	138	1	100		117	119	124	58	668
20 S										-
21										-
22	2	136		70	1	99	134	104	76	622
23	1	133		92		87	160	49	54	576
24		133		64		105	146	61	72	581
25	3	131		100		100	141	74	72	621
26	4	120		80		92	133	99	66	594
27 S										-
28										-
29	3	147		93		100	123	97	82	645
30	3	133		77		68	143	107	85	616
TOTAL (22)	671	2,689	7	1,984	5	2,154	3,125	1,851	1,446	13,932
WEEKDAY TOTAL (22)	671	2,689	7	1,984	5	2,154	3,125	1,851	1,446	13,932
SATURDAY TOTAL (0)										
DAILY AVERAGE	31	122		90		98	142	84	66	633
WEEKDAY AVERAGE	31	122		90		98	142	84	66	633
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
6/1/2020	56	49	7	0	38	11	22.45%	1.89	0	0
6/2/2020	82	80	2	0	59	21	26.25%	1.79	8	3
6/3/2020	59	57	2	0	49	8	14.04%	1.66	4	1
6/4/2020	72	68	4	0	48	20	29.41%	1.74	4	1
6/5/2020	70	68	2	0	47	21	30.88%	1.66	4	0
6/6/2020	46	42	4	0	30	12	28.57%	1.67	5	0
6/8/2020	51	49	2	0	37	12	24.49%	1.68	2	1
6/9/2020	77	75	2	0	57	18	24.00%	1.76	5	2
6/10/2020	98	93	5	0	67	26	27.96%	1.91	4	1
6/11/2020	54	52	2	0	35	17	32.69%	1.53	3	1
6/12/2020	65	59	6	0	43	16	27.12%	1.80	7	2
6/13/2020	36	34	0	2	25	9	26.47%	1.53	6	0
6/15/2020	52	52	0	0	37	15	28.85%	1.43	7	3
6/16/2020	73	69	4	0	47	22	31.88%	1.69	10	2
6/17/2020	87	78	7	2	59	19	24.36%	2.01	9	0
6/18/2020	74	67	7	0	46	21	31.34%	1.83	3	0
6/19/2020	78	72	6	0	49	23	31.94%	1.76	2	0
6/20/2020	36	36	0	0	24	12	33.33%	1.67	7	0
6/22/2020	51	45	6	0	36	9	20.00%	1.95	5	1
6/23/2020	77	68	9	0	50	18	26.47%	1.84	8	2
6/24/2020	83	79	4	0	65	14	17.72%	1.82	2	0
6/25/2020	61	57	4	0	43	14	24.56%	1.71	2	1
6/26/2020	60	58	0	2	42	16	27.59%	1.69	2	1
6/27/2020	39	37	2	0	31	6	16.22%	1.70	6	0
6/29/2020	65	57	8	0	35	22	38.60%	1.82	7	0
6/30/2020	66	64	2	0	48	16	25.00%	1.55	5	3
	1668	1565	97	6	1147	418	26.62%	1.73	127	25

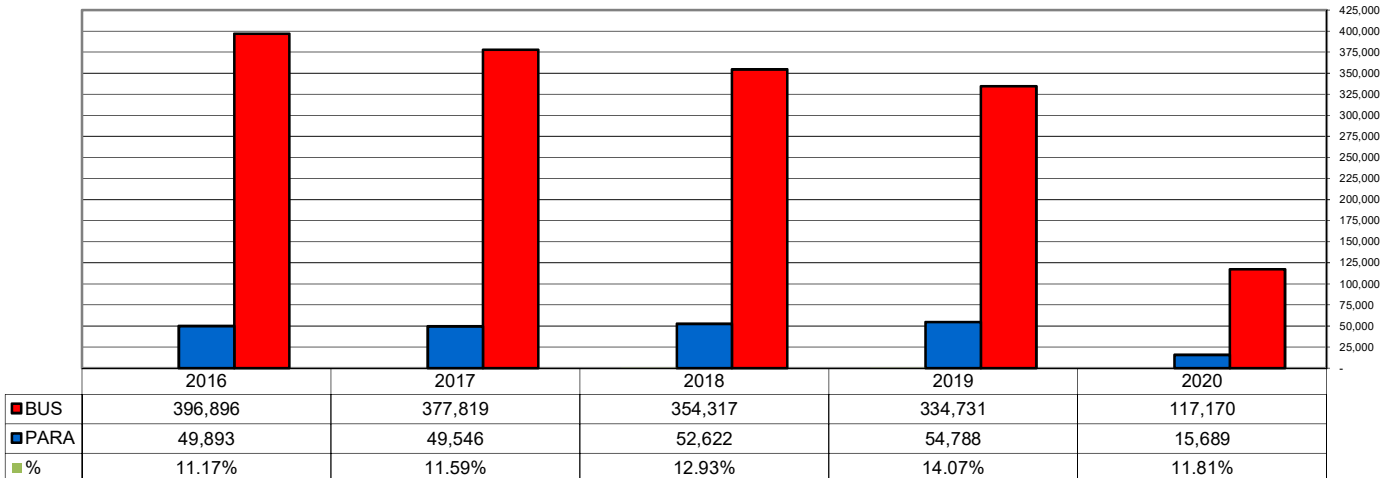
RiverCities Transit Fixed Route Five Year Ridership Comparison

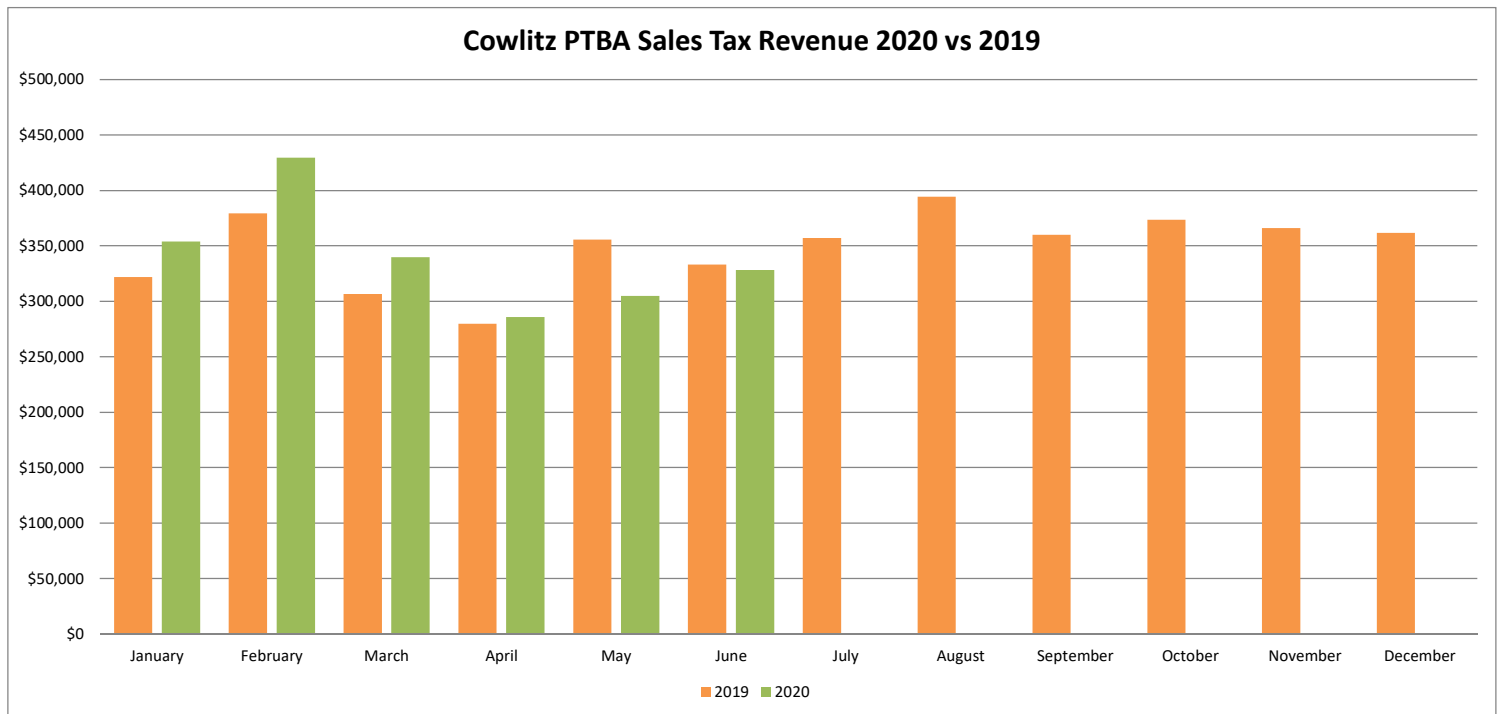
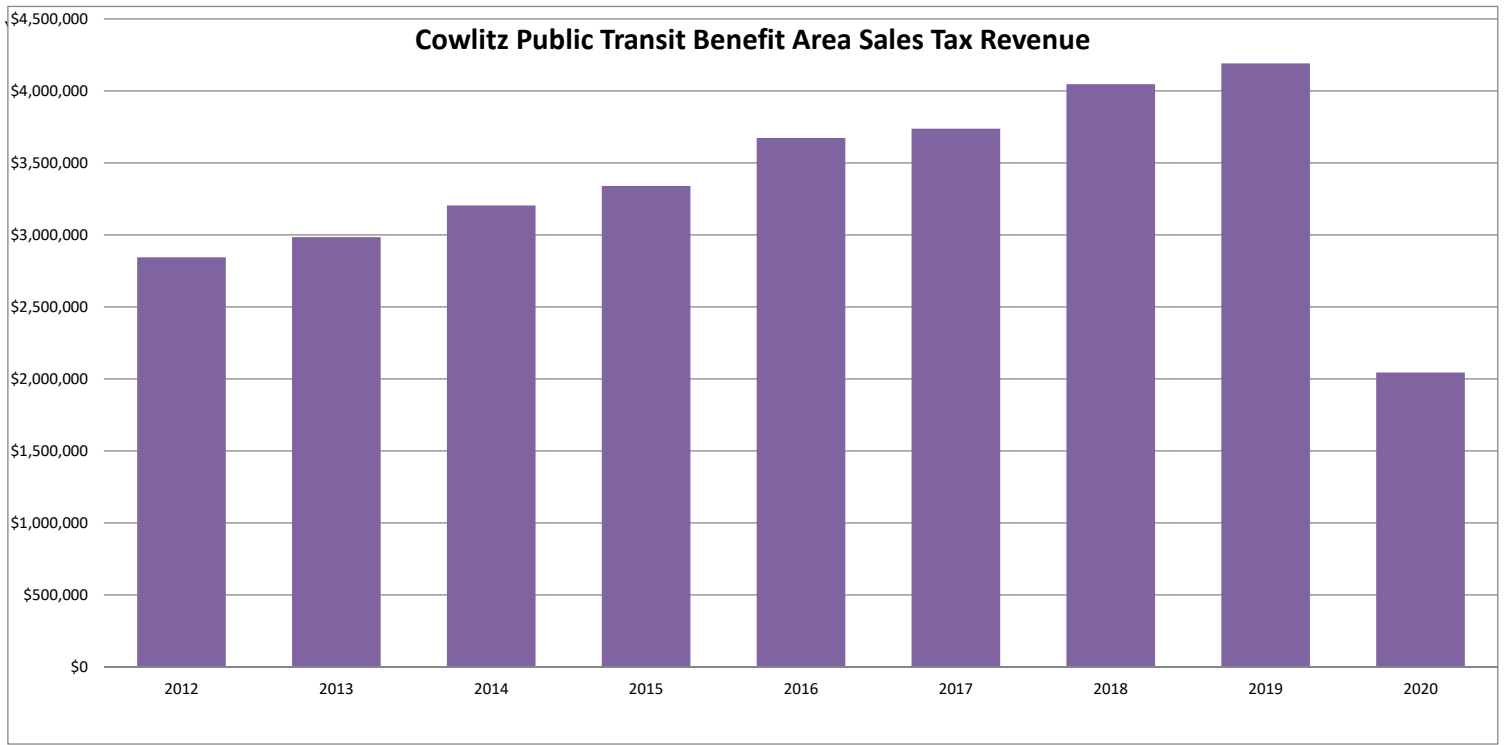


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING – 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

SUMMARY STATEMENT:

In compliance with RCW 35.58.2795, the Cowlitz Transit Authority is required to establish a public hearing to receive comments regarding the Six-Year Transit Development Plan.

Staff requests the Board establish a hearing at the next regular meeting on August 12, 2020, to receive citizen input. A draft copy of the 2020-2025 Transit Development Plan and 2019 Annual Report will be sent to Board Members and posted to our website by July 31, 2020.

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 12, 2020 CTA Board meeting to receive citizen input on the 2020-2025 Transit Development Plan and 2019 Annual Report.

Cowlitz Transit Authority



Agenda Summary

ESTABLISH A BUDGET COMMITTEE

SUMMARY STATEMENT:

The City of Longview operates a public transportation system for and on behalf of the Cowlitz Transit Authority. The City of Longview is the direct recipient of any state and federal transit grant funding, and all remaining costs are paid for by the Cowlitz Transit Authority. All operating and capital costs are set forth in an annual budget that must be adopted by the Cowlitz Transit Authority before being approved by the Longview City Council as part of the City Budget.

The 2021 Budget presents some challenges as a result of the economic uncertainty surrounding the COVID-19 pandemic. A Budget Committee will be established to allow for further discussion of the issue with staff so that a recommendation may be presented to the full board this fall.

In accordance with the By-Laws of the Cowlitz Transit Authority, Section VII, Committees, the Board Chair may establish standing committees to address specific issues. Each committee shall be composed of not more than two (2) Authority members. Committee Chairs and members shall be designated by the Authority Chair, subject to confirmation by a quorum of the Authority.

FINANCIAL SUMMARY:

There are no costs associated with these meetings..

RECOMMENDED ACTION:

Appointment of not more than two Authority Members to the Budget Committee by the Board Chair.

Motion to approve those appointed by the Chair to the 2021 Budget Committee.