



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, September 9, 2020

4:00 PM

Virtual Zoom Meeting

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, August 12, 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/84661587587>

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

Webinar ID: 846 6158 7587

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 AUGUST 12, 2020 MEETING**

20-000357 August 12, 2020 CTA Board Meeting Minutes

5. **CONSENT CALENDAR**

20-000358 Invoice - Northwest Enforcement, Inc - August \$698.00

20-000359 Invoice - Northwest Enforcement, Inc - September \$698.00

20-000360 Invoice - Randolph Law Firm - August \$20.00

20-000361 2020 July County Treasurer's Report

20-000362 2020 July CTA Fund Balance Report

6. **REPORTS**

20-000363 2020 Annual Fixed Route Ridership

20-000364 2020 August Monthly Fixed Route Ridership

20-000365 2020 August Monthly LIFT Ridership

20-000366 2020 August CTA Ridership Graph

20-000367 PTBA Sales Tax Data 2020 vs 2019

7. **CTA Budget Committee Update**

Presented by Jeffrey McAllister

8. **BOARD SIGNATURE AUTHORIZATION FORM**

Presented by Amy Asher

20-000376 SUMMARY STATEMENT Resolution 2017-03 Exhibit A - Amended 2020

RECOMMENDED ACTION:

None. The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

20-000377 Resolution 2017-03 Authorizing Certain Individuals to Approve and Submit Claims for Payment

20-000378 Resolution 2017-03 Exhibit A - Amended 2020

9. **LOWER COLUMBIA CAP LETTER OF SUPPORT**

Presented by Amy Asher

20-000379 SUMMARY STATEMENT CAP Letter of Support

RECOMMENDED ACTION:

Motion to approve issuing a letter of support for Lower Columbia CAP with a signature from the CTA Board Chair.

20-000380 Letter of Support for CAP 2021-23 Cons. Grant

10. **MANAGER'S REPORT**

Presented by Amy Asher

11. **ADJOURNMENT**



Minutes Agenda

Cowlitz Transit Authority

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Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84282391262>

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

Webinar ID: 842 8239 1262

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

Chairman Weber called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister; Member MaryAlice Wallis

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

Staff Present: Transit Manager Amy Asher; Transit Supervisor James Seeks; Clerk of the Board Elizabeth Halili

Others Present: Paratransit Manager Betsy Despain; CWCOCG Ken Pearrow

3. PUBLIC COMMENTS

None

4. CONSIDERATION OF MINUTES FOR JULY 8, 2020 MEETING

A motion was made by McAllister, seconded by Alexander, to approve the minutes of July 8, 2020. The motion carried with all members voting in favor.

20-000342 July 8, 2020 CTA Board Meeting Minutes

5. CONSENT CALENDAR

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

20-000323 Invoice - City of Longview - September \$262,763.33

20-000324 Invoice - CWCOCG - Apr-Jun (Qtr 4) - LKRATS \$2,739.56

20-000326 2020 June County Treasurer's Report

20-000327 2020 June CTA Fund Balance Report

6. REPORTS

20-000318 2020 Annual Fixed Route Ridership

20-000319 2020 July Monthly Fixed Route Ridership

20-000320 2020 July Monthly LIFT Ridership

20-000321 CTA Ridership Graph

20-000322 PTBA Sales Tax Data 2020 vs 2019

7. PUBLIC HEARING - RIVERCITIES TRANSIT 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

Presented by Amy Asher

Amy Asher gave a brief statement regarding the RiverCities Transit 2020-2025 Transit Development Plan and 2019 Annual Report:

- The Washington State Department of Transportation is required to develop an annual report that summarizes the status of public transportation systems in the state for the previous calendar year. RiverCities Transit is required to submit this annual report to assist in the development of that statewide plan. The report also serves as a tool to communicate our past accomplishments and future goals for our transit system to the community. It outlines our organizational structure, transportation services, major accomplishments, and proposed future action strategies and a program for funding those strategies.
- The Draft plan was offered for public comment beginning July 31, 2020. Chair Weber submitted written edits for consideration. There were no other comments received during the public comment period.

Chair Weber opened the public hearing to hear comments regarding the RiverCities Transit 2020-2025 Transit Development Plan and 2019 Annual Report at 4:13 p.m. There were no comments. The hearing was closed at 4:14 p.m.

A motion was made by McAllister, seconded by Alexander, to approve the RiverCities Transit 2020-2025 Transit Development Plan and 2019 Annual Report. The motion carried with all members voting in favor.

20-000343 SUMMARY STATEMENT - PUBLIC HEARING - RIVERCITIES TRANSIT 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

RECOMMENDED ACTION:

Hold public hearing,

THEN:

Motion to approve the RiverCities Transit 2020-2025 Transit Development Plan and 2019 Annual Report

8. MANAGER'S REPORT

Presented by Amy Asher

Amy Asher gave a brief report:

- Bus fares were reinstated, and we returned to full service on August 3, 2020.
- The Transit Center Lobby re-opened on July 27, 2020.
- Bus passes are now being sold five days prior to the first of the month to reduce crowding in the lobby.
- Fixed Route and Paratransit Weekday and Saturday Ridership levels remain low compared to pre-COVID- 19 levels. Paratransit Ridership is increasing.
- Staff will re-evaluate service hours to see if we need to "right-size" our service to the conditions when people are most likely to travel.
- Tabitha Hayden has kept the public informed of fare and service changes through multiple media outlets and press releases. She has also developed a campaign to educate riders about our bus routes and transfer points.
- Asher is currently working with the Longview City Manager and City Finance Department on the Biennial Budget. This will be presented to the board for adoption prior to being brought before the Longview City Council.
- Asher nominated the administrative team of RiverCities Transit consisting of Amy Waters, Michael Richards, Elizabeth Halili, Doreen Daggett, Ben Quam, Tabitha Hayden, and Jim Seeks for the 2020 WSDOT Wall of Fame award. This award honors employees that are doing excellent work in Transit.

Paratransit Manager, Betsy Despain reported that Paratransit Ridership is beginning to increase.

Member Lisa Alexander reported that the Kelso Highlander Parade is scheduled for September 12, 2020, at 11:00 a.m. and provided an update on the route that the parade will take.

9. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:26 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

NORTHWEST ENFORCEMENT, INC.
PO Box 30625
Portland, OR 97294 US
info@nwenforcement.com

Invoice

**BILL TO**

City of Longview
Cowlitz Transit Authority c/o River
Cities Transit
254 Oregon Way
Longview, WA 98632

SHIP TO

City of Longview
Cowlitz Transit Authority c/o River
Cities Transit
254 Oregon Way
Longview, WA 98632

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
20-2088	07/22/2020	\$698.00	08/21/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Patrol	August 2020 Patrol	1	698.00	698.00

BALANCE DUE

\$698.00

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INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
20-2284	08/21/2020	\$698.00	09/20/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Patrol	September 2020 Patrol	1	698.00	698.00

BALANCE DUE

\$698.00

Frank F. Randolph
d.b.a. RANDOLPH LAW FIRM
P.O. BOX 457
LONGVIEW, WA 98632
(360) 749-2287
ffrlaw@comcast.net

CLIENT: RIVERCITIES TRANSIT AUTHORITY
1135 12TH Avenue
Longview, WA 98632

ATTN: AMY ASHER

BILLING PERIOD: August 1-31, 2020
Billing Rate: \$200.00/Hour

<u>Date</u>	<u>Service</u>	<u>Hours</u>	<u>Charge</u>
082620	Phone conference with Steve Kerr, Longview Finance re RiverCities Transit pending audit, required legal support.	0.1	\$ 20.00
TOTAL		0.1	\$ 20.00

** Not included in billable hours, because background research.*

If you have any questions or concerns, please let me know.

If not, please make check payable to "Frank F. Randolph" and mail to P.O. Box 457, Longview,
WA 98632

Thank you.

69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		300,850.83	396,397.61	- 396,746.56	- 348.95	300,501.88
1112000 WARRANTS OUTSTANDING		- 698.00	1,396.00	- 698.00	698.00	0.00
1180000 INVESTMENTS		2,092,541.74	132,587.23	0.00	132,587.23	2,225,128.97
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	263,461.33	- 263,461.33	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	- 2,042,231.37	0.00	- 395,375.82	- 395,375.82	- 2,437,607.19
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 8,920.58	0.00	- 587.23	- 587.23	- 9,507.81
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 3,181.23	0.00	- 434.56	- 434.56	- 3,615.79
5492000 OTHER	8900000 DISTRICT ACTIVITIES	1,591,762.55	263,461.33	0.00	263,461.33	1,855,223.88
Total		0.00	1,057,303.50	- 1,057,303.50	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: July 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	395,375.82	2,437,607.19
Interest Earnings/Investments	587.23	9,507.81
Local Sales Interest	434.56	3,615.79
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 396,397.61	\$ 2,450,730.79

CTA Expenditures		
City of Longview	262,763.33	1,839,343.31
City of Longview - Audit Services	-	-
Legal Counsel	-	1,945.00
Transit Center Security Services	698.00	4,886.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	-	9,049.57
Subtotal	\$ 263,461.33	\$ 1,855,223.88

CTA Ending Balance **\$ 2,525,630.85**

CITY OF LONGVIEW
Beginning Balance: January 1, 2020 \$ 195,039.61

Longview Revenue		
Farebox/Pass Sales	1,573.00	47,240.18
State Pool - Interest	321.71	2,182.12
Payments from CTA	262,763.33	1,839,343.31
Federal Grant Competitive - 5339 - Transit Center	-	1,117,770.00
Federal Grant Competitive- 5339 Replacement Buses	-	831,985.00
Federal Grant Competitive- 5307 Flex - Transit Center	-	304,593.00
Federal Grant - 5307 Formula- Operating	-	1,107,172.00
Federal Grant - CARES ACT 5307 Formula-Operating	393,365.00	393,365.00
Federal Grant Competitive- 5310 - Replacement Buses	-	-
Federal Grant Competitive- 5310 Paratransit Operating	-	74,978.00
State Special Needs Formula Grant - Paratransit Operating	-	174,950.00
WSTIP Risk Management Grant	-	-
Bus Advertising	-	501.20
Paratransit Office Space Rental	607.68	4,253.76
Cashier Over-Short / NSF	-	-
Insurance Recoveries	-	16,254.36
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 658,630.72	\$ 5,914,587.93

Longview Expenditures		
Subtotal	\$402,952.88	\$4,813,723.58

Longview Ending Balance **\$ 1,295,903.96**

Combined CTA & Longview Ending Balance **\$ 3,821,534.81**

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					765					5021
	31	5,084	5,704	4,363	2,970	2,940	3,360	3,303	2,821					30,545
	32	4,206	4,287	3,023	1,541	1,655	1,991	2,151	2,049					20,903
	33	4,036	4,030	2,992	1,729	1,864	2,159	2,344	1,948					21,102
	44	2,043	2,131	1,801					940					6,915
	45	8,461	8,689	6,780	3,991	3,948	4,976	5,354	4,485					46,684
	57	3,250	3,152	2,274	1,065	973	1,446	1,556	1,424					15,140
TOTAL		28,557	29,482	22,523	11,296	11,380	13,932	14,708	14,432					146,310

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

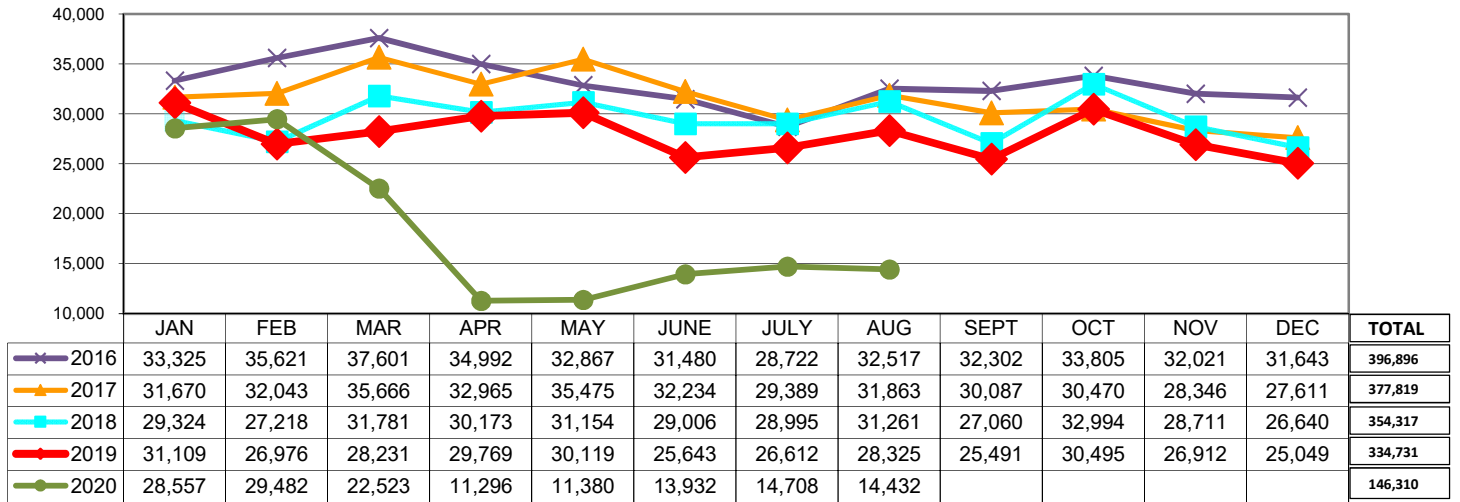
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Aug-20

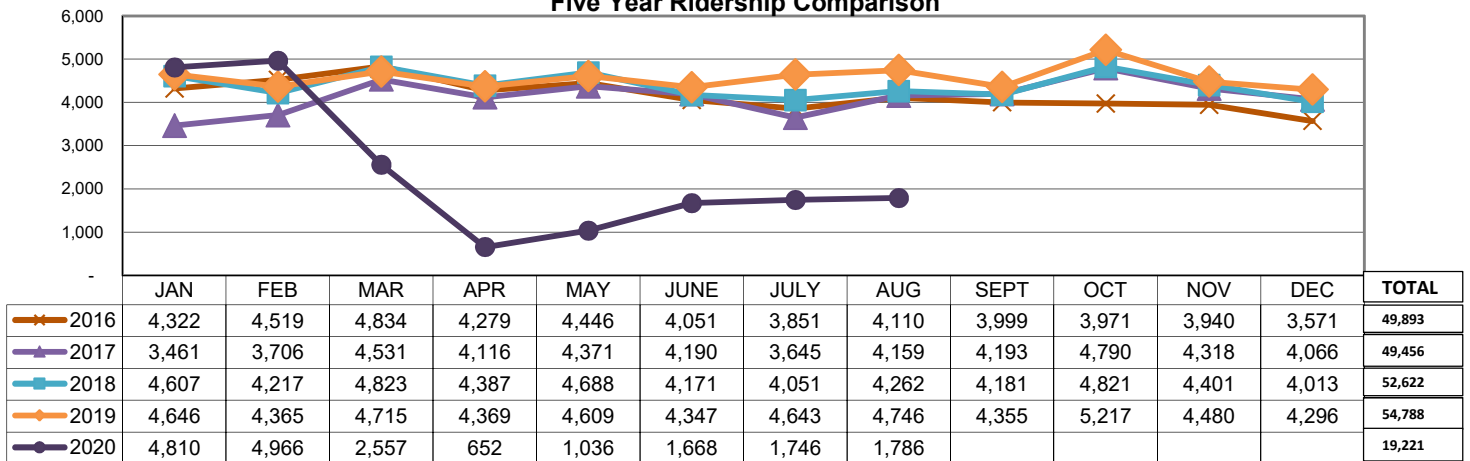
DATE	TRIPPER*	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45A	ROUTE 45B	ROUTE 57	TOTAL
1 S										
2										
3		39	159	127	80	35	159	73	79	751
4		53	142	98	87	36	146	95	60	717
5		30	110	103	80	40	112	119	72	666
6		35	92	92	85	28	84	67	57	540
7		38	126	58	80	55	156	88	62	663
8 S			72	56	64		105		42	339
9										
10		49	126	104	81	45	118	78	65	666
11		33	104	74	73	57	136	74	52	603
12		25	106	79	74	37	121	54	68	564
13		31	90	100	88	51	115	77	65	617
14		41	107	84	82	44	126	79	54	617
15 S	1		90	35	51		103		19	299
16										
17		34	143	88	72	53	124	83	51	648
18		36	118	54	73	49	114	66	59	569
19		35	123	84	83	44	109	67	59	604
20		41	86	73	62	54	127	62	48	553
21		26	118	75	90	38	101	76	46	570
22 S			68	65	68		112		48	361
23										
24		40	137	115	81	52	125	77	69	696
25		47	128	99	87	51	94	86	68	660
26		33	106	90	80	39	115	93	65	621
27		42	118	82	89	46	96	43	60	576
28		37	117	80	68	49	72	81	71	575
29 S			101	61	72		99		42	375
30										
31		20	134	73	98	37	106	71	43	582
TOTAL (25)	1	765	2821	2049	1948	940	2875	1609	1424	14432
WEEKDAY TOTAL (21)		765	2490	1832	1693	940	2456	1609	1273	13058
SATURDAY TOTAL (4)	1		331	217	255		419		151	1374
DAILY AVERAGE		36	113	82	78	45	115	77	57	603
WEEKDAY AVERAGE		36	119	85	79	45	116	77	59	616
SATURDAY AVERAGE	1		83	54	64		105		38	344

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
8/1/2020	40	36	4	0	28	8	22.22%	1.71	6	0
8/3/2020	61	58	0	3	44	14	24.14%	1.74	5	1
8/4/2020	103	92	11	0	68	24	26.09%	1.92	3	1
8/5/2020	89	77	12	0	52	25	32.47%	1.98	0	0
8/6/2020	89	75	14	0	47	28	37.33%	1.78	7	3
8/7/2020	68	61	7	0	41	20	32.79%	1.90	2	0
8/8/2020	48	44	4	0	34	10	22.73%	1.89	0	0
8/10/2020	75	69	6	0	47	22	31.88%	1.87	3	0
8/11/2020	70	64	4	2	51	13	20.31%	1.89	8	1
8/12/2020	75	73	2	0	59	14	19.18%	1.68	1	1
8/13/2020	94	79	13	2	51	28	35.44%	1.81	3	2
8/14/2020	81	73	6	2	51	22	30.14%	1.74	2	0
8/15/2020	42	34	6	2	31	3	8.82%	1.76	10	0
8/17/2020	57	53	4	0	42	11	20.75%	1.65	2	0
8/18/2020	89	83	6	0	61	22	26.51%	1.97	4	0
8/19/2020	55	53	2	0	43	10	18.87%	1.67	9	2
8/20/2020	71	63	7	1	49	14	22.22%	1.71	11	0
8/21/2020	68	62	4	2	49	13	20.97%	1.76	2	0
8/22/2020	33	31	2	0	24	7	22.58%	1.81	2	0
8/24/2020	85	70	11	4	49	21	30.00%	2.08	5	3
8/25/2020	84	73	10	1	57	16	21.92%	1.74	8	2
8/26/2020	87	78	9	0	53	25	32.05%	1.82	3	4
8/27/2020	62	57	5	0	33	24	42.11%	1.74	2	2
8/28/2020	69	66	3	0	48	18	27.27%	1.63	15	0
8/29/2020	26	24	2	0	18	6	25.00%	1.74	2	1
8/31/2020	65	58	5	2	43	15	25.86%	1.53	12	0
	1786	1606	159	21	1173	433	26.14%	1.79	127	23

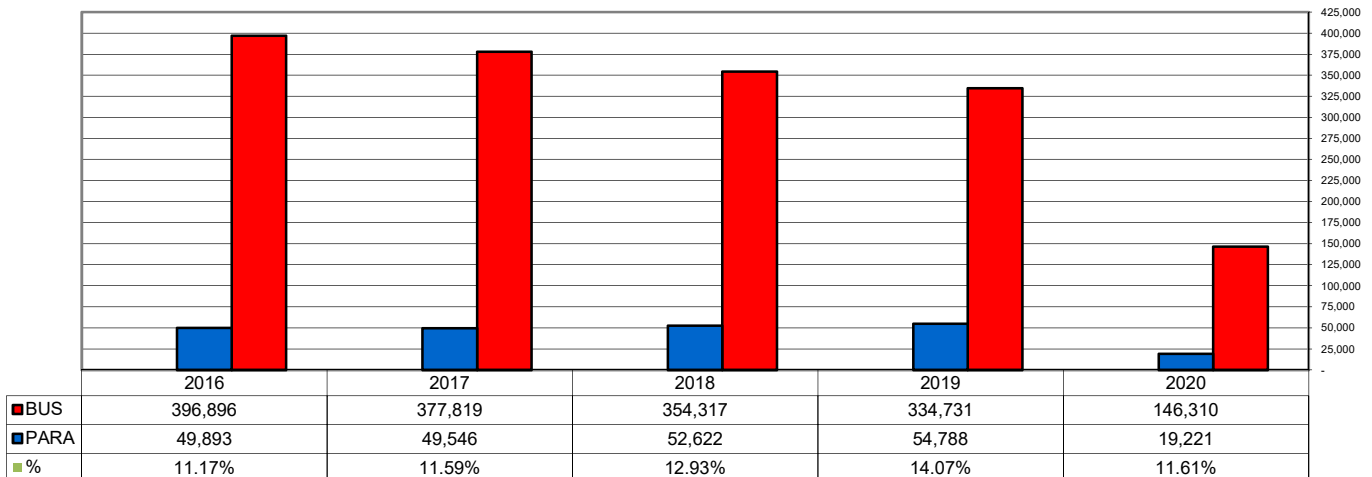
RiverCities Transit Fixed Route Five Year Ridership Comparison

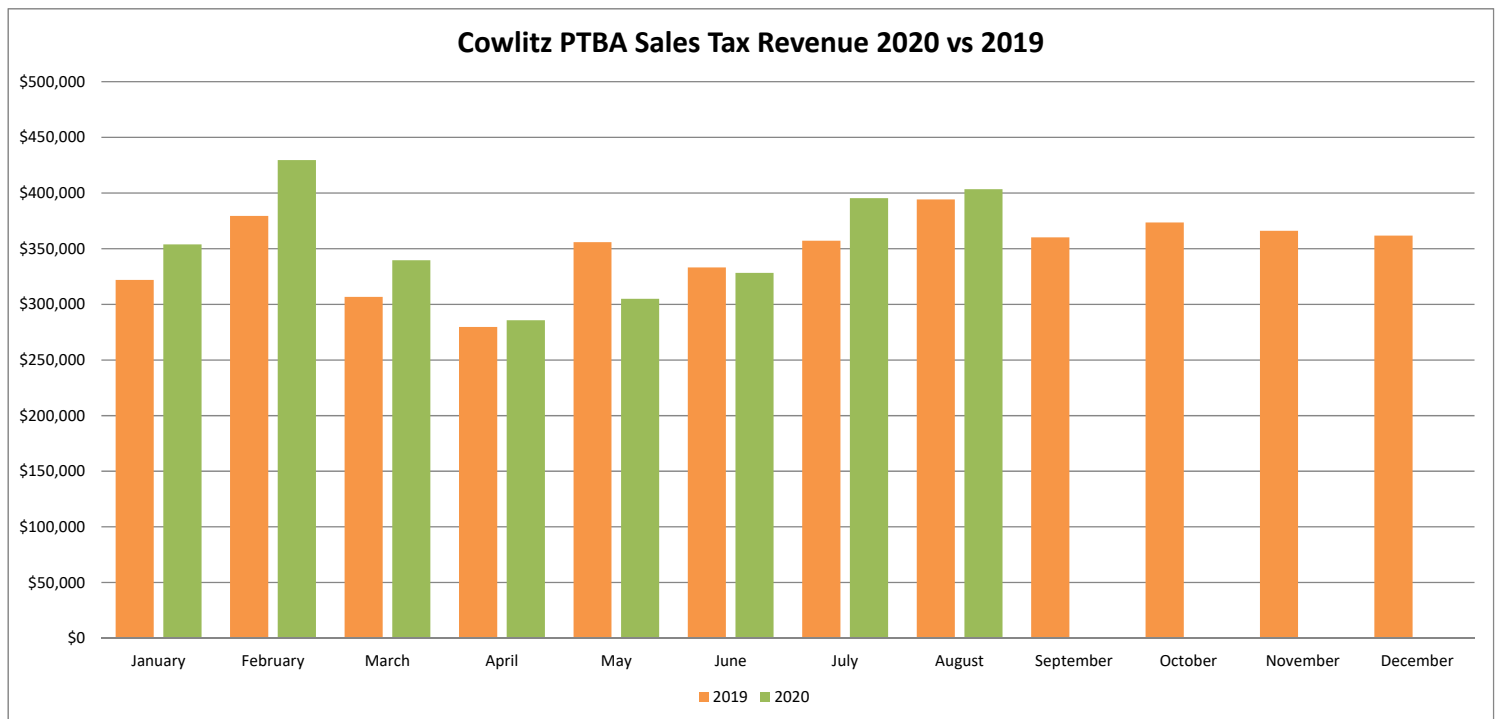
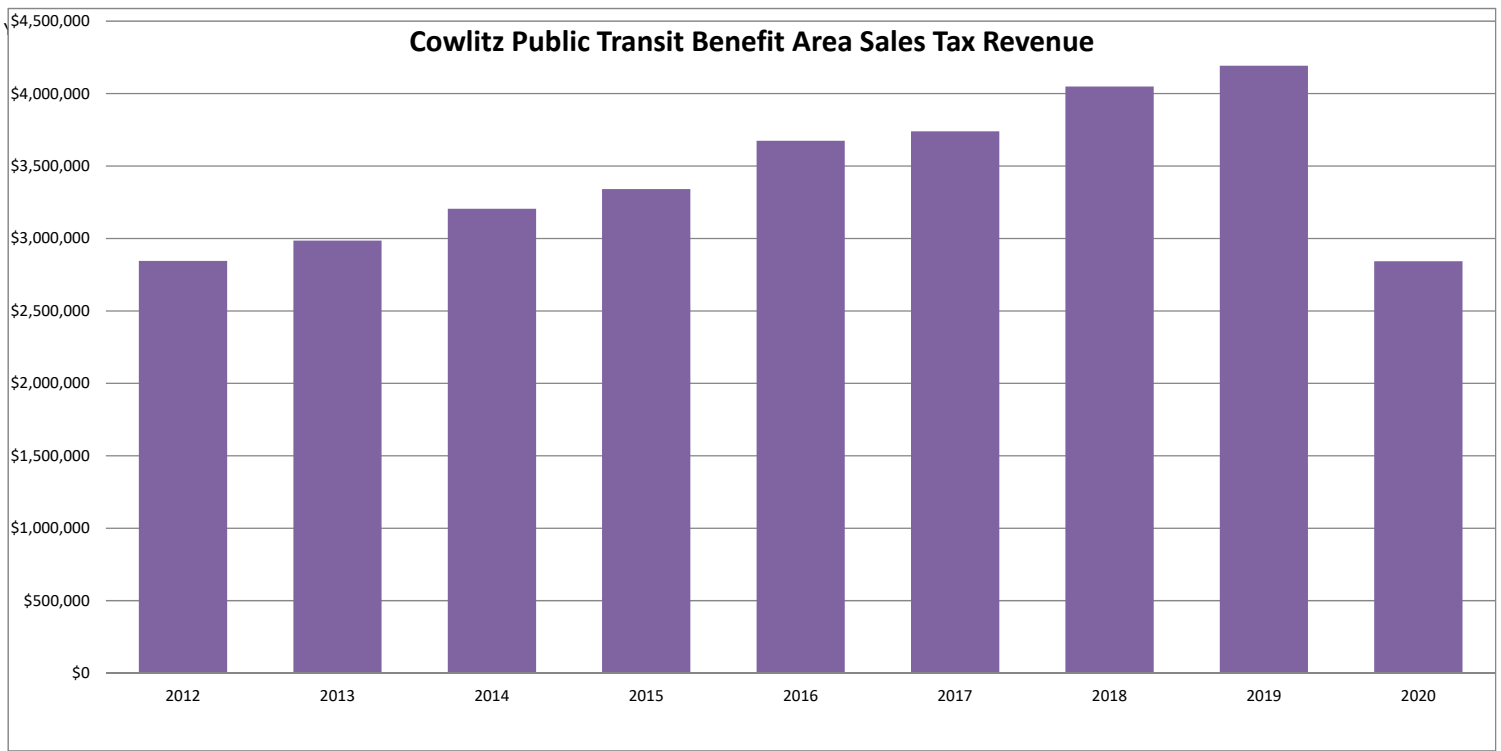


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

AMENDMENT TO RESOLUTION 2017-03 EXHIBIT A

SUMMARY STATEMENT:

In August of 2017, the Cowlitz Transit Authority (CTA) approved Resolution No. 2017-03, authorizing individuals in the following identified positions to approve and submit claims for payment:

RiverCities Transit/City of Longview Transit Manager
City of Longview Public Works Director
Cowlitz Transit Authority Board Chair
Cowlitz Transit Authority Board Vice Chair

This resolution was adopted because, although the CTA is scheduled to meet monthly, from time to time, board meetings are canceled or a lack of a quorum of board members prevents the meetings from being held. These canceled meetings delay payment to contractors, vendors, agencies, and individuals who have provided goods and services to the CTA. To avoid delaying claims payments, the board designated certain individuals as authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer. Claims must be signed by any two of the individuals occupying the positions identified above, and claims must be ratified and approved by the CTA board at its next regularly scheduled meeting.

Exhibit A of Resolution 2017-03 must be amended to include newly elected or appointed individuals serving in the above-identified positions.

A copy of Resolution 2017-03 and the amended Exhibit A is attached.

RECOMMENDED ACTION:

None. The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

RESOLUTION NO. 2017-03

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY AUTHORIZING CERTAIN
INDIVIDUALS TO APPROVE AND SUBMIT CLAIMS FOR PAYMENT ON BEHALF OF
THE COWLITZ TRANSIT AUTHORITY

WHEREAS, the Cowlitz Transit Authority is scheduled to meet monthly and from time to time the lack of a quorum of board members prevents such meetings from being held; and

WHEREAS, the lack of a meeting delays payments to contractors, vendors, agencies, and individuals who have provided goods and services; and

WHEREAS, the Cowlitz Transit Authority desires to pay such contractors, vendors, agencies, and individuals in a timely manner; and

WHEREAS, desires to designate certain individuals authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority as follows:

Section 1. Individuals in the following positions are authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer. Printed names and signatures of the authorized individuals shall be provided to the Auditor and Treasurer on the form attached as Exhibit A, and shall be updated each time a new individual occupies one of the identified positions.

RiverCities Transit/City of Longview Transit Manager
City of Longview Public Works Director
Cowlitz Transit Authority Board Chair
Cowlitz Transit Authority Board Vice Chair

Section 2. Claims submitted for payment shall be signed by any two of the individuals occupying the positions identified in Section 1 and the Cowlitz County Auditor and Treasurer shall make such payments in a timely manner upon receipt of such authorized claims.

Section 3. Claims submitted for payment and/or paid, shall be ratified and approved at the next regularly scheduled meeting of the Cowlitz Transit Authority for which a quorum of board members is present and action is taken.

PASSED by the Cowlitz Transit Authority in regular session and approved this 9th day of August, 2017.

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

DON JENSEN

Cowlitz Transit Authority

RICK ROBERSON
Cowlitz Transit Authority

MARY JANE MELINK
Cowlitz Transit Authority

LARRY ALEXANDER
Cowlitz Transit Authority

ATTEST:

Tabitha Hayden, Clerk of the Board

**COWLITZ TRANSIT AUTHORITY
RESOLUTION NO. 2017 – 03**

EXHIBIT A

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

In accordance with Cowlitz Transit Authority Resolution No. 2017 – 03, the following elected or appointed individuals are authorized to authenticate, certify, and submit claims chargeable against the Cowlitz Transit Authority until such time as this Exhibit A is updated and replaced to include newly elected or appointed individuals, or cancelled by Cowlitz Transit Authority resolution.

Name/Position

Authorized Signature

1. Dennis P. Weber, Chair
2. Don Jensen, Vice Chair
3. Amy Asher, Transit Manager
4. Jeff D. Cameron, Public Works Director

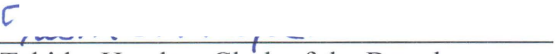


Dated: August 9, 2017



Chair, Cowlitz Transit Authority

ATTEST:



Tabitha Hayden, Clerk of the Board

**COWLITZ TRANSIT AUTHORITY
RESOLUTION NO. 2017 – 03**

EXHIBIT A – AMENDED 2020

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

In accordance with Cowlitz Transit Authority Resolution No. 2017 – 03, the following elected or appointed individuals are authorized to authenticate, certify, and submit claims chargeable against the Cowlitz Transit Authority until such time as this Exhibit A is updated and replaced to include newly elected or appointed individuals, or cancelled by Cowlitz Transit Authority resolution.

<u>Name/Position</u>	<u>Authorized Signature</u>
1. Dennis P. Weber, Chair	_____
2. Chet Makinster, Vice Chair	_____
3. Amy Asher, Transit Manager	_____
4. Kenneth Hash, Public Works Director	_____

Dated: _____

Chair, Cowlitz Transit Authority

ATTEST:

Elizabeth Halili, Clerk of the Board



Cowlitz Transit Authority

Agenda Summary

REQUEST FROM LOWER COLUMBIA CAP FOR LETTER OF SUPPORT

SUMMARY STATEMENT:

RiverCities Transit received a request from Lower Columbia CAP for a letter supporting their grant application for the Washington State Department of Transportation's 2021-2023 Consolidated Grant Program. If successful, this grant would continue to provide funding to CAP for their 'Connecting the I-5 Corridor' project, which provides transportation to communities from Castle Rock to Vancouver along the I-5 corridor.

The letter includes in-kind support from RiverCities for CAP's use of the Downtown Transit Center.

The Cowlitz Transit Authority has provided CAP a letter of support for this project for the past ten years.

BUDGET:

There is no impact to the CTA Budget.

RECOMMENDED ACTION:

Motion to approve issuing a letter of support for Lower Columbia CAP with a signature from the CTA Board Chair.



September 9, 2020

Amanda Rasmussen
Program Development Director
Lower Columbia Community Action Program (CAP)
1526 Commerce Avenue
Longview, WA 98632-8232

RE: Support of the Public Rural Transportation 2021-2023 Consolidated Grant Application
Connecting the I-5 Corridor: Castle Rock to Vancouver

Dear Ms. Rasmussen:

This letter is to express the Cowlitz Transit Authority and RiverCities Transit's support of CAP's grant application to the Washington State Department of Transportation 2021-2023 Consolidated Grant.

CAP's rural transportation service "Connecting the I-5 Corridor" provides an essential public transportation service to residents in Southwest Washington. Residents utilizing public transit rely on CAP's service to connect with other public transit systems in Cowlitz and Clark Counties and the region. This service provides some citizens their only transportation to employment within the region. It provides vulnerable citizens—seniors, students, and people living with disabilities—affordable transportation to essential services and education. The service also provides the option to save the wear and tear on a personal vehicle and protect our environment by cutting fossil fuel use and carbon emissions.

RiverCities Transit commits \$10,000 in in-kind contributions to this project for the use of the newly constructed Downtown Transit Center. CAP has use of this facility with a designated bus shelter for passenger pick-up, an indoor waiting area for passengers and restrooms. The facility is staffed to provide help to passengers making connections and provides printed and electronic CAP schedules.

We wholeheartedly support CAP in their quest for grant funding and wish you success.

Sincerely,

Dennis Weber
Board Chair
Cowlitz Transit Authority

Cc: Amy Asher, RiverCities Transit Manager