



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, October 14, 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, October 14, 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/84179141318>

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: 841 7914 1318

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 THE SEPTEMBER 9, 2020 MEETING**
20-000418 September 9, 2020 CTA Board Meeting Minutes
5. **CONSENT CALENDAR**
20-000419 Invoice #20-2708 - Northwest Enforcement, Inc. - October \$698.00

20-000420 Invoice - Randolph Law Firm - September \$200.00

20-000421 2020 August County Treasurer's Report

20-000422 2020 August CTA Fund Balance Report
6. **REPORTS**
20-000423 2020 Annual Fixed Route Ridership

20-000424 2020 September Monthly Fixed Route Ridership

20-000425 2020 September Monthly LIFT Ridership

20-000426 2020 September CTA Ridership Graph

20-000427 PTBA Sales Tax Data 2020 vs 2019
7. **REQUEST TO MOVE NOVEMBER BOARD MEETING TO NOVEMBER 18, 2020**
Presented by Amy Asher

8. ESTABLISH PUBLIC HEARING FOR 2021 CTA BUDGET

20-000428 SUMMARY STATEMENT: Establish Public Hearing for 2021 CTA Budget

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 18, 2020 CTA Board Meeting to receive comments on the CTA's 2021 annual budget.

9. LCC RIDERSHIP AGREEMENT

Presented by Tabitha Hayden

20-000429 SUMMARY STATEMENT: Ridership Agreement between the Cowlitz Transit Authority and Lower Columbia College

RECOMMENDED ACTION:

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

20-000430 2020 09 14 LCC Ridership Agreement

10. PUBLIC HEARING - PROPOSED NOVEMBER 2020 SERVICE CHANGES

Presented by Jim Seeks

20-000431 SUMMARY STATEMENT: Public Hearing for November 2020 Proposed Fixed Route Service Changes

RECOMMENDED ACTION:

Hold public hearing for proposed November 2020 service changes;

THEN:

Motion to approve the November 2020 Fixed Route Service Change to eliminate unproductive trips.

20-000432 2020 Proposed Fixed Route Service Change

20-000433 Passengers per Trip Aug - Sep 2020

11. **CONSOLIDATED TRANSIT GRANT - COUNCIL OF GOVERNMENTS MOBILITY MANAGEMENT MATCH REQUEST**

Presented by Amy Asher; RCT and Ken Pearrow; CWCOC

20-000434 **SUMMARY STATEMENT: Request for Matching Funds from the Cowlitz Wahkiakum Council of Governments**

RECOMMENDED ACTION:

Motion to approve matching funds not to exceed \$6,000 per year for two years for the Cowlitz- Wahkiakum Council of Government's Mobility Management Coordinator grant and approval of the CTA Board Chair to sign Letter of Support for the project.

20-000435 **CWCOC Draft Mobility Mgmt Position Description**

20-000436 **Mobility Management Memo Regarding Shared Cost - RC**

20-000437 **LOS and Match for CWCOC 2021-23 Cons. Grant**

12. **CONSOLIDATED TRANSIT GRANT LETTER OF SUPPORT - WAHKIAKUM ON THE MOVE**

Presented by Amy Asher

20-000438 **SUMMARY STATEMENT: Request from Wahkiakum on the Move for Letter of Support.**

RECOMMENDED ACTION:

Motion to approve issuing a letter of support for Wahkiakum on the Move with a signature from the CTA Board Chair.

20-000439 **LOS for WOTM 2021-23 Cons. Grant**

13. **MANAGER'S REPORT**

Presented by Amy Asher

14. **ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

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Webinar ID: 846 6158 7587

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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 Mike Wallin; Member (Alternate) MaryAlice Wallis

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

Staff Present: Transit Manager Amy Asher; Transit Supervisor Tabitha Hayden; Clerk of the Board Elizabeth Halili

Others Present: Paratransit Manager Betsy Despain

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR AUGUST 12, 2020 MEETING

A motion was made by McAllister, seconded by Alexander, to approve the minutes of August 12, 2020. The motion carried with all members voting in favor.

20-000357 August 12, 2020 CTA Board Meeting Minutes

5. CONSENT CALENDAR

Chair Weber noted that the City of Longview invoice was not included in the Consent Calendar.

Asher stated that because the City of Longview has received \$3.5 million in Cares Act grant funding for transit purposes, the City will not bill the CTA for the remainder of 2020 as the grant will reimburse these funds. Asher discussed this with the CTA Budget Committee Members at their meeting on September 2, and the Committee agreed..

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.

20-000358 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**

Chair Weber noted that sales tax revenue has remained strong.

Asher stated that the combined sales tax revenue for the PTBA area, which includes the cities of Longview and Kelso, is up 4.2% over 2019.

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. BUDGET MEETING RE-CAP**

Member McAllister gave a brief report on the CTA Budget Committee meeting.

- The CTA Budget Committee met on Wednesday, September 2;
- The Cares Grant is for transit purposes, so the City of Longview will not bill the CTA for the remainder of 2020;
- Sales tax revenue is improving;
- Transit is "on-budget" to make new equipment purchases.

8. BOARD SIGNATURE AUTHORIZATION FORM

Asher reviewed the purpose of Resolution 2017-03 and explained the need to amend Resolution 2017-03 Exhibit A:

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

Asher noted that when the CTA Bylaws are updated, this will need to be included in the Bylaws and reviewed by the CTA Board attorney.

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**

A motion was made by Alexander, seconded by McAllister, to approve issuing a letter of support for Lower Columbia CAP with a signature from the CTA Board Chair. The motion carried with all members voting in favor.

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**

Amy Asher gave a brief report:

- Transit reinstated fares in August and has resumed full service to reduce vehicle loads and encourage riders to spread their trips out.
- Ridership in September is up over Ridership in August. We have had to run more supplemental buses because of increased Ridership.
- Overall, Fixed Route Ridership is down 40% compared to Pre-COVID 19 ridership data.
- Asher has been working with the Washington State Transit Association, the Washington State Department of Transportation, and other Washington Transit Agencies to request a waiver regarding buses' required social distancing. Oregon currently allows 3 feet of distance on buses, and Transit would like to request a similar waiver for our vehicles. It is unlikely that social distancing orders will change for Transit in Washington, which means that we will have to continue to run supplemental buses when loads reach 10-12 passengers. Transit agencies around the state are seeking creative solutions to bus shortage issues caused by social distancing.
- The Transit Center lobby has been re-opened, and passes are now sold five days prior to the first day of the month in an effort to reduce crowding in the lobby.
- We will keep an eye on Ridership and re-evaluate our service hours in the next month or two to see if we need to right-size our service to the conditions when people are most likely to travel. We are noticing that Ridership is low during the first and last hours of the day. Transit Supervisor, Jim Seek, is tracking this information, and we plan to bring this to the Board next month to discuss a revised service plan.

- Transit Supervisor, Tabitha Hayden, is posting to social media and on our website to keep the public informed of our fare and service changes and encourage spreading trips out.
- We have done an informal check of mask compliance at our Transit Center and determined that 90% of passengers are wearing masks. Transit received a large shipment of 1,000 cloth masks from the FTA. These masks will be made available to the public.
- The CTA is undergoing a State Audit, and Commissioner Weber will be speaking with the Auditor for a Risk Assessment. Asher will keep the Board informed of the audit results.
- Asher requested feedback from the Board as to whether the members still wanted weekly updates on ridership reports and changes related to COVID-19. The Board stated that monthly reports are acceptable instead of weekly reports.

11. **ADJOURNMENT**

With no further business to discuss, Chairman Weber adjourned the meeting at 4:25 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
20-2708	10/01/2020	\$698.00	10/31/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Patrol	October 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: September 1-30, 2020
Billing Rate: \$200.00/Hour

<u>Date</u>	<u>Service</u>	<u>Hours Charge</u>		
091620	Review request from Longview finance re legal statement in connection with audit. Forward to Amy Asher to discuss.	0.1	\$	20.00
091720	Review request from finance director re legal letter in connection with audit; forward to Executive Director, review response and offer a plan to obtain information I need to respond to request for counsel letter.	0.2	\$	40.00
091820	Review Executive Director's response re potential claims and requested information from state auditor; draft a proposed response to the SAO and forward to Amy and Steve Coons for review.	0.4	\$	80.00
092120	Finalize correspondence to state auditor regarding legal matters inquiry; email and mail letter to SAO and CTA staff.	0.3	\$	60.00
TOTAL		1.0	\$	200.00

** 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		300,501.88	404,338.10	- 401,289.69	3,048.41	303,550.29
1112000 WARRANTS OUTSTANDING		0.00	0.00	- 2,739.56	- 2,739.56	- 2,739.56
1180000 INVESTMENTS		2,225,128.97	138,526.36	0.00	138,526.36	2,363,655.33
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	265,502.89	- 265,502.89	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	- 2,437,607.19	0.00	- 403,469.73	- 403,469.73	- 2,841,076.92
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 9,507.81	0.00	- 526.36	- 526.36	- 10,034.17
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 3,615.79	0.00	- 342.01	- 342.01	- 3,957.80
5492000 OTHER	8900000 DISTRICT ACTIVITIES	1,855,223.88	265,502.89	0.00	265,502.89	2,120,726.77
Total		0.00	1,073,870.24	- 1,073,870.24	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: August 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	403,469.73	2,841,076.92
Interest Earnings/Investments	526.36	10,034.17
Local Sales Interest	342.01	3,957.80
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 404,338.10	\$ 2,855,068.89
CTA Expenditures		
City of Longview	262,763.33	2,102,106.64
City of Longview - Audit Services	-	-
Legal Counsel	-	1,945.00
Transit Center Security Services	-	4,886.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	2,739.56	11,789.13
Subtotal	\$ 265,502.89	\$ 2,120,726.77
CTA Ending Balance		\$ 2,664,466.06
CITY OF LONGVIEW		
Beginning Balance: January 1, 2020		\$ 195,039.61
Longview Revenue		
Farebox/Pass Sales	7,742.94	54,983.12
State Pool - Interest	293.00	2,475.12
Payments from CTA	262,763.33	2,102,106.64
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	556,743.00	950,108.00
Federal Grant Competitive- 5310 - Replacement Buses	258,973.29	258,973.29
Federal Grant Competitive- 5310 Paratransit Operating	74,978.00	149,956.00
State Special Needs Formula Grant - Paratransit Operating	49,986.00	224,936.00
WSTIP Risk Management Grant	-	-
Bus Advertising	-	501.20
Paratransit Office Space Rental	607.68	4,861.44
Cashier Over-Short / NSF	-	-
Insurance Recoveries	300.00	16,554.36
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 1,212,387.24	\$ 7,126,975.17
Longview Expenditures		
Subtotal	\$572,562.70	\$5,386,286.28
Longview Ending Balance		\$ 1,935,728.50
Combined CTA & Longview Ending Balance		\$ 4,600,194.56

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	779				5,800
	31	5,084	5,704	4,363	2,970	2,940	3,360	3,303	2,821	2,884				33,429
	32	4,206	4,287	3,023	1,541	1,655	1,991	2,151	2,049	1,988				22,891
	33	4,036	4,030	2,992	1,729	1,864	2,159	2,344	1,948	1,947				23,049
	44	2,043	2,131	1,801					940	1,123				8,038
	45	8,461	8,689	6,780	3,991	3,948	4,976	5,354	4,485	4,279				50,963
	57	3,250	3,152	2,274	1,065	973	1,446	1,556	1,424	1,361				16,501
	TOTAL	28,557	29,482	22,523	11,296	11,380	13,932	14,708	14,432	14,361				160,671

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

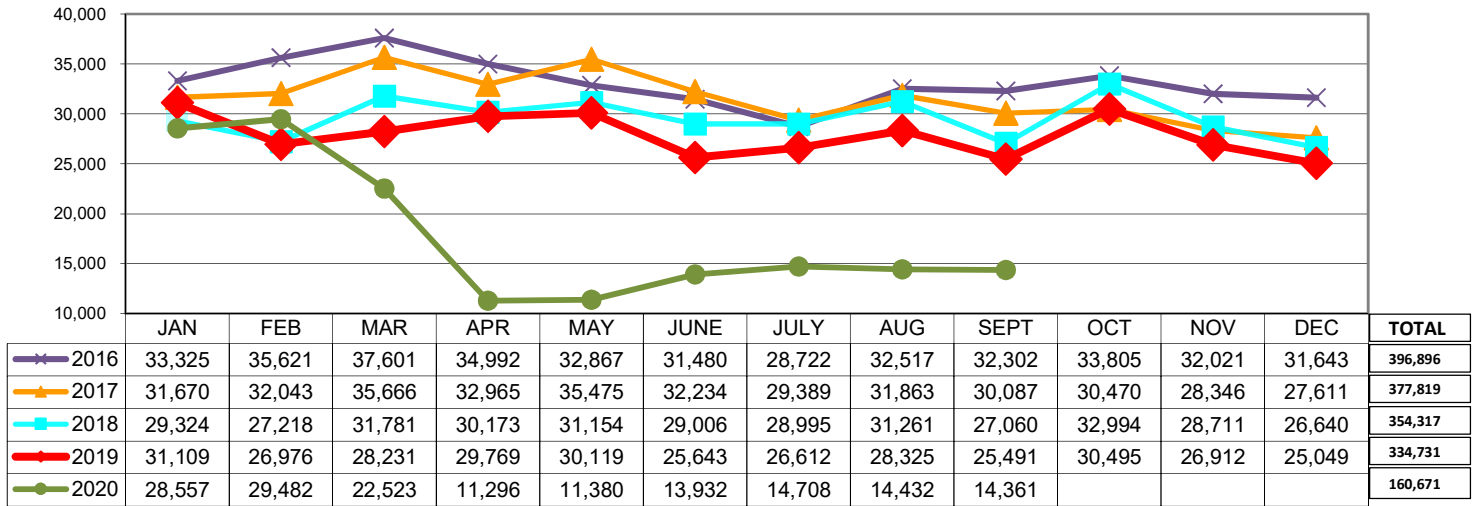
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Sep-20

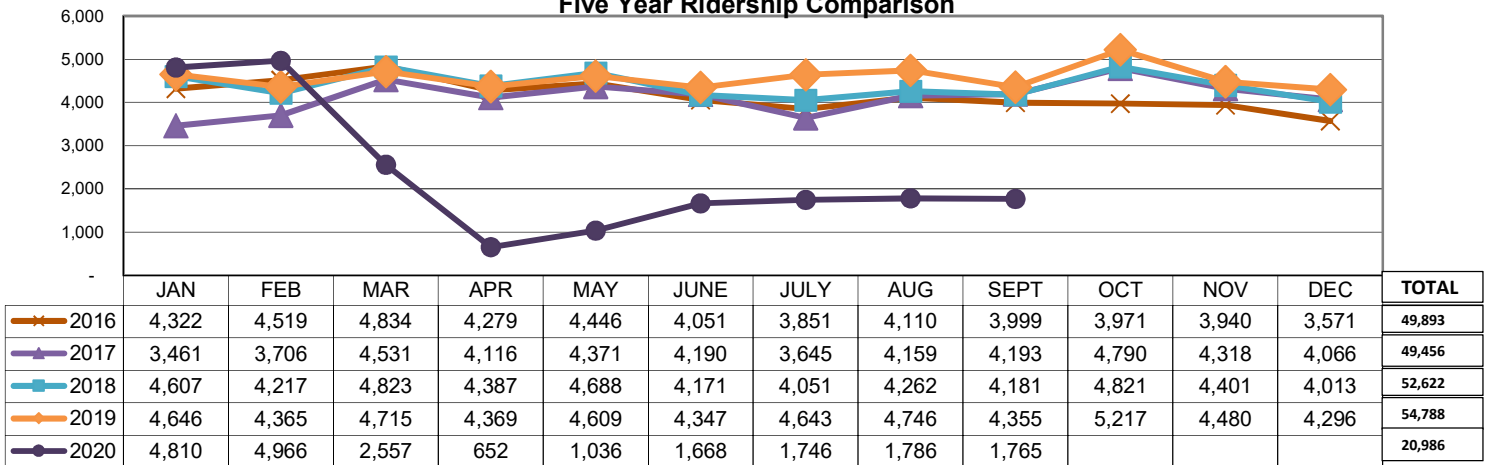
DATE	TRIPPER*	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45B	ROUTE 57	TOTAL
1	9	45	157	104	88	51	120	100	57	731
2		60	139	86	99	48	98	99	55	684
3		50	151	87	106	62	137	67	78	738
4	2	49	165	119	102	67	124	90	72	790
5 S	2		130	56	56		115		37	396
6										
7 H										
8		40	130	93	92	58	156	73	76	718
9		39	124	82	67	63	111	82	64	632
10		24	98	68	84	47	95	73	56	545
11		25	125	80	71	54	118	76	69	618
12 S			88	73	60		127		38	386
13										
14		34	89	82	62	47	118	51	44	527
15		33	95	69	83	55	104	59	47	545
16		19	125	79	75	48	125	72	59	602
17		28	113	70	68	49	91	57	53	529
18		33	92	73	72	57	76	69	55	527
19 S			82	54	54		84		36	310
20										
21		44	139	105	89	55	113	62	63	670
22		52	122	81	82	46	117	75	68	643
23		31	88	59	67	43	93	53	52	486
24		32	93	63	81	37	114	57	58	535
25		36	93	63	69	61	100	36	32	490
26 S			99	58	70		104		26	357
27										
28		37	134	96	99	48	109	85	65	673
29	4	28	111	94	77	44	107	75	49	589
30		40	102	94	74	83	98	97	52	640
TOTAL (25)	17	779	2,884	1,988	1,947	1,123	2,754	1,508	1,361	14,361
WEEKDAY TOTAL (21)	15	779	2,485	1,747	1,707	1,123	2,324	1,508	1,224	12,912
SATURDAY TOTAL (4)	2		399	241	240		430		137	1,449
DAILY AVERAGE	1	37	115	80	78	53	110	72	54	601
WEEKDAY AVERAGE	1	37	118	83	81	53	111	72	58	615
SATURDAY AVERAGE	1		100	60	60		108		34	363

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
9/1/2020	77	64	12	1	44	20	31.25%	1.92	4	0
9/2/2020	69	64	5	0	46	18	28.13%	1.79	5	3
9/3/2020	70	63	4	3	42	21	33.33%	1.76	3	0
9/4/2020	90	77	13	0	56	21	27.27%	1.94	4	1
9/5/2020	38	38	0	0	31	7	18.42%	1.44	7	1
9/8/2020	77	66	11	0	48	18	27.27%	1.78	8	1
9/9/2020	69	67	2	0	49	18	26.87%	1.62	5	1
9/10/2020	77	65	12	0	45	20	30.77%	1.77	8	2
9/11/2020	53	53	0	0	43	10	18.87%	1.48	9	1
9/12/2020	62	54	8	0	42	12	22.22%	1.87	5	1
9/14/2020	74	66	4	4	52	14	21.21%	1.71	18	1
9/15/2020	91	87	4	0	62	25	28.74%	1.74	6	1
9/16/2020	78	72	4	2	57	15	20.83%	1.73	4	2
9/17/2020	77	73	4	0	47	26	35.62%	1.69	5	0
9/18/2020	64	58	6	0	39	19	32.76%	1.53	5	0
9/19/2020	37	35	2	0	29	6	17.14%	1.26	1	0
9/21/2020	58	54	4	0	37	17	31.48%	1.38	11	1
9/22/2020	92	87	5	0	57	30	34.48%	1.60	7	3
9/23/2020	78	74	4	0	51	23	31.08%	1.57	7	2
9/24/2020	85	71	14	0	48	23	32.39%	1.82	3	1
9/25/2020	67	62	5	0	43	19	30.65%	1.47	10	0
9/26/2020	40	38	2	0	32	6	15.79%	1.80	3	0
9/28/2020	41	37	4	0	27	10	27.03%	1.62	9	1
9/29/2020	108	98	10	0	71	27	27.55%	1.89	5	2
9/30/2020	93	84	7	2	65	19	22.62%	1.88	9	2
	1765	1607	146	12	1163	444	26.95%	1.68	161	27

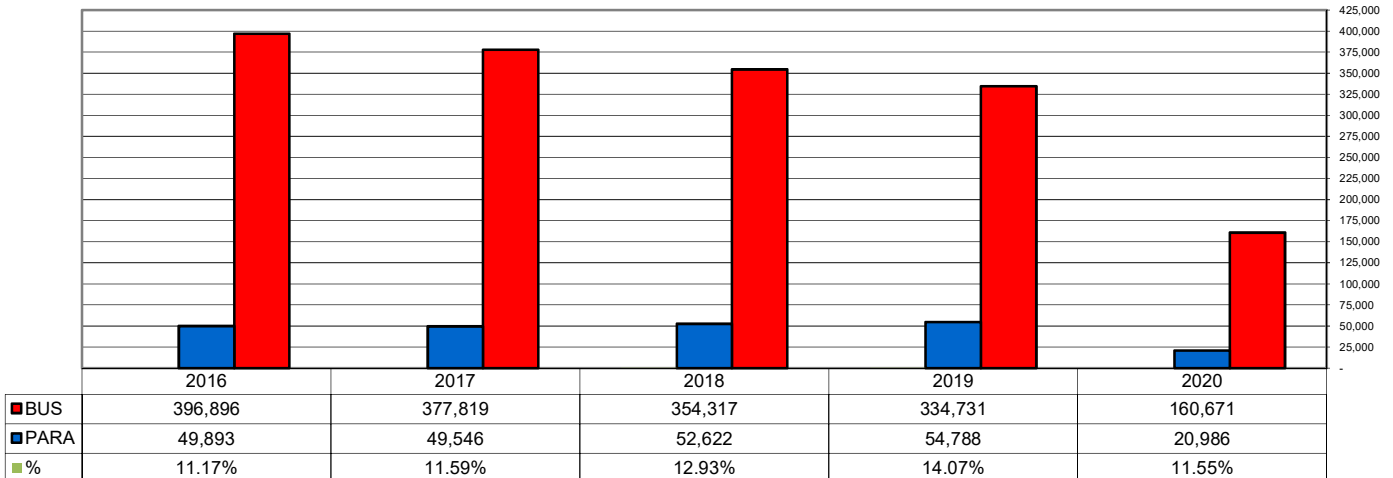
RiverCities Transit Fixed Route Five Year Ridership Comparison

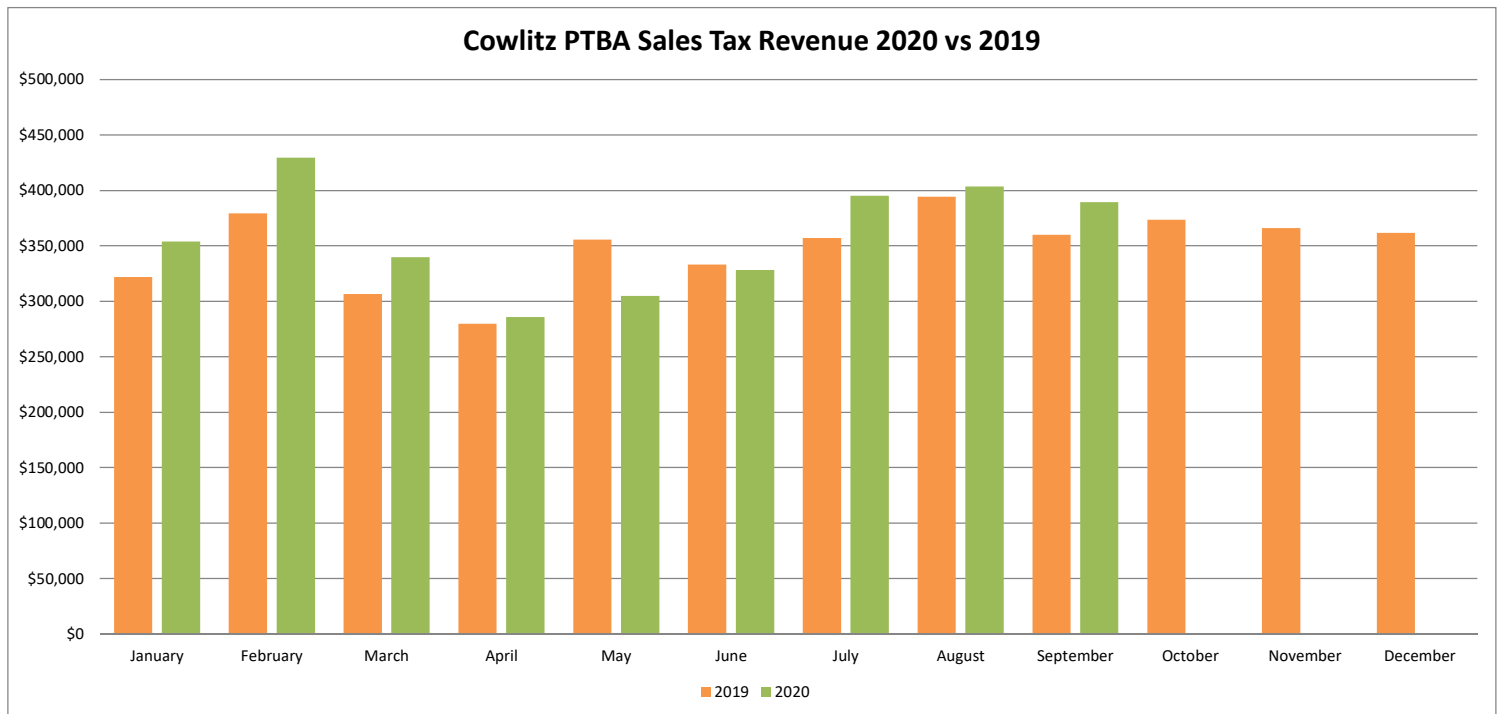
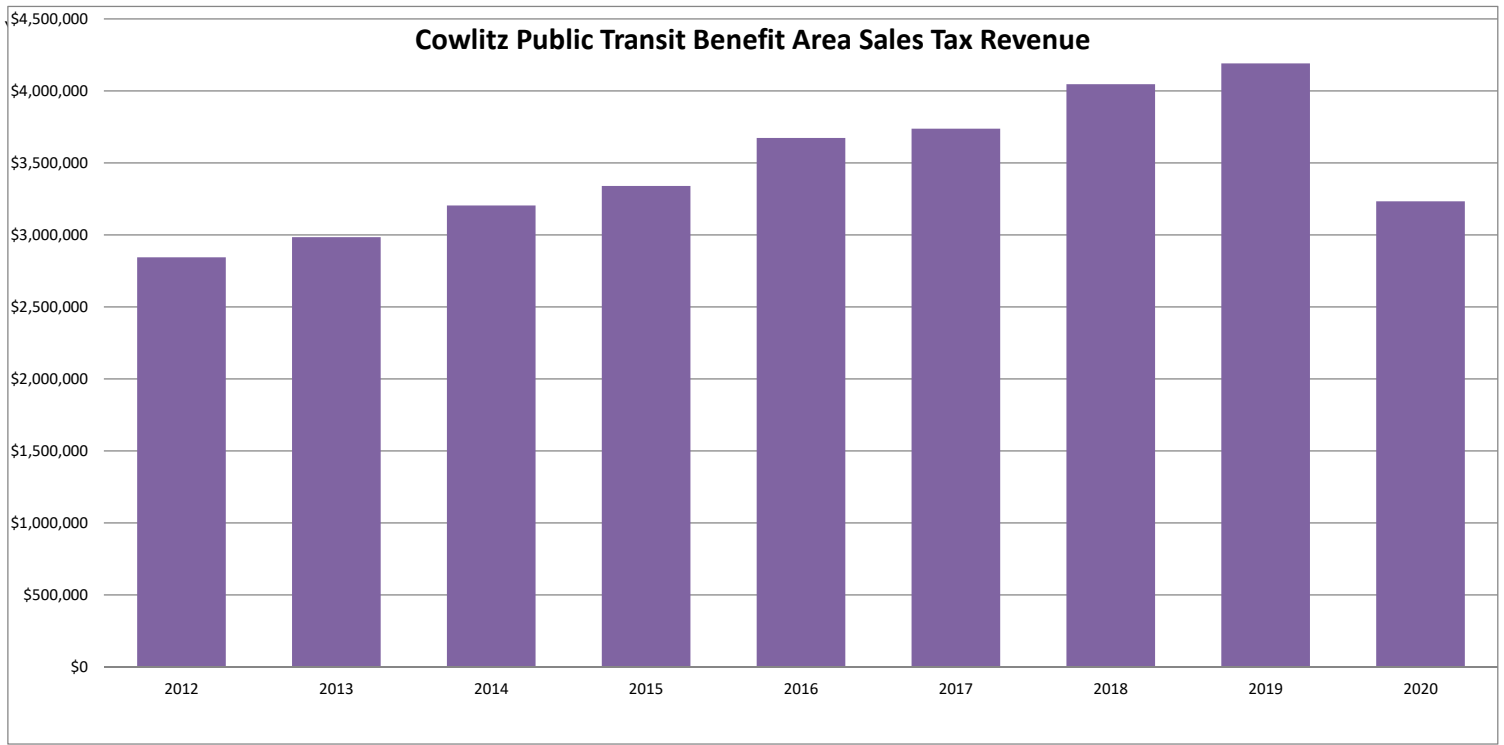


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING FOR 2021 CTA Budget

SUMMARY STATEMENT:

Each year the Cowlitz Transit Authority holds a public hearing to adopt the annual budget for the following year. The Cowlitz Transit Authority bylaws require holding a public hearing to solicit public comment on the annual budget. The Interlocal Agreement for Public Transportation Services between the City of Longview and the Cowlitz Transit Authority requires approval of this budget by the CTA prior to the Longview City Council's approval of their budget, of which this is part of.

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 18, 2020 CTA Board Meeting to receive comments on the 2021 annual budget.

Cowlitz Transit Authority



Agenda Summary

RIDERSHIP AGREEMENT BETWEEN THE COWLITZ TRANSIT AUTHORITY AND LOWER COLUMBIA COLLEGE

SUMMARY STATEMENT:

Rivercities Transit staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities staff is recommending the renewal of this agreement for the 2020-2021 school year.

This ridership agreement with Lower Columbia College allows RiverCities Transit Staff on campus to market and perform outreach to students and faculty. RiverCities Transit is obligated to track ridership of Lower Columbia College students and staff. RiverCities provided Lower Columbia College pass holders nineteen thousand thirty six (19,036) trips during the 2019-2020 school year. The term of this agreement is for one year starting September 1, 2020, continuing through August 30, 2021, and subject to annual renewal.

BUDGET:

This agreement will generate \$4,442.00 in fare revenue.

RECOMMENDED ACTION:

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

RIDERSHIP AGREEMENT

Effective Date: September 1, 2020

Parties: Cowlitz Transit Authority
d/b/a RiverCities Transit
254 Oregon Way
Longview, WA 98632

and

Lower Columbia College
1600 Maple St.
Longview, WA 98632

RECITALS:

A. Whereas Cowlitz Transit Authority ("CTA") provides public transportation services in the Longview-Kelso area and wishes to expand their ridership as well as conduct on-campus marketing at Lower Columbia College ("LCC") ; and

B. Whereas LCC is interested in providing its faculty, staff, employees and student body with the ability to ride public transportation in the Longview-Kelso area free of charge; so

C. THEREFORE, for the consideration and mutual promises described herein, the parties agree as follows:

AGREEMENT:

1. CTA will provide LCC faculty, staff, employees and student body with free fares on RiverCities Fixed Route buses in the Kelso-Longview area. LCC faculty, staff, employees and students must present valid LCC identification to receive the free fares. LCC faculty, staff, and employees must display their yearly LCC identification cards. LCC students must display their student identification cards with a valid ASB sticker showing they are a current student. Stickers are valid until the first day of class for the following quarter. All LCC faculty, staff, employees and students must abide by the CTA rules of conduct. CTA can deny ridership to anyone not displaying the proper identification or not abiding by the CTA rules of conduct without being in breach of this agreement.

2. LCC will pay CTA a one-time payment of four thousand four hundred forty two dollars (\$4,442.00) on the effective date of this agreement.
3. LCC will allow CTA to conduct marketing and outreach on LCC's campus.
4. CTA will track all ridership of LCC staff and students.
5. The term of this agreement, or the period that LCC staff and students may receive free fare, will begin on September 1, 2020, and end on August 31, 2021. The parties agree to renegotiate this contract every year on May 1st.
6. Choice of Law. The parties agree that the laws of the State of Washington shall control any interpretation or construction of this Agreement, or any claim or cause of action related thereto.
7. Choice of Forum. The parties agree to arbitration any dispute regarding this matter in Longview, Washington.
8. Attorney Fees. In the event of any action to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover attorneys' fees and costs from the non-prevailing party.
9. Entire Agreement. The parties agree that this document sets forth the entire agreement and understanding between the parties regarding the subject matter of this Agreement, and that there have been no other promises or inducements, oral or written, given by any party or representative thereof to the other to enter into this Agreement.
10. Multiple Counterparts. This Agreement may be executed by facsimile signature of the parties on separate signature pages, each of which shall be deemed an original for all purposes.
11. Representation. THE PARTIES WARRANT THAT THEY HAVE READ THIS ENTIRE AGREEMENT, UNDERSTAND ALL OF ITS TERMS AND PROVISIONS, HAVE CONSULTED WITH THEIR RESPECTIVE COUNSEL OR HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT COUNSEL AND SIGN THE SAME VOLUNTARILY WITH FULL KNOWLEDGE OF ITS LEGAL SIGNIFICANCE AND WITH THE INTENT TO BE FULLY AND LEGALLY BOUND BY ITS TERMS.

The parties have executed this Agreement to be effective upon signing by all parties identified forthwith.

Dated this 14th day of October 2020.

Cowlitz Transit Authority
d/b/a RiverCities Transit
254 Oregon Way
Longview, WA 98632

Date Signed: _____



Date Signed: 9/14/20

Lower Columbia College
1600 Maple St.
Longview, WA 98632



Cowlitz Transit Authority

Agenda Summary

PUBLIC HEARING FOR NOVEMBER 2020 PROPOSED FIXED ROUTE SERVICE CHANGES

SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws Section 5.3 states that the Authority shall hold a public hearing to solicit public comment on any change in transit service routes amounting to a change in excess of 20% of the total distance of any one route. Staff's proposal to reduce unproductive trips meets this criterion.

In January and February of this year, fixed route transit service provided an average of 1,236 passenger trips on weekdays, and 681 passenger trips on Saturdays.

In response to COVID-19, at the end of March, RCT reduced service to Monday through Friday, but at a Saturday level of routes and hours. This was an appropriate level for the conditions, in which RCT saw ridership decrease to below 50% of normal service. In turn, as businesses and other services opened up, RCT returned to full fixed route service, Monday – Saturday, effective August 3, 2020.

Staff analysis has shown however that for the months of August and September, ridership has averaged

- 618 passenger trips on weekdays, exactly 50% of January-February, and
- 353 trips, or 52% of January-February, on Saturdays.

Ridership productivity remains very low – less than 3 passengers per trip -- at the beginning and end of the day, on most routes. As a result, these trips become very expensive to operate. This stagnant ridership remains despite an advertising campaign attempting to get riders to spread their trips out to the early AM and later PM trips.

After careful hourly analysis, staff proposes to eliminate 10 morning and 3 evening trips, Monday through Friday, and 3 morning and 2 late afternoon trips on Saturday, as shown in the attachment. Staff estimates a cost savings of \$7,085 per week. These service changes would begin November 2, 2020.

Staff will continue to monitor ridership and conditions related to reopening the economy and schools re-opening and will request the addition of service as appropriate.

Staff also proposes minor timetable adjustments to Route 30 to promote better transfer connections.

BUDGET:

The cost of the service change is included in the approved budget.

RECOMMENDED ACTION:

Hold public hearing for proposed November 2020 service changes;

THEN:

Motion to approve the November 2020 Fixed Route Service Change to eliminate unproductive trips.

Attachments:

2020 Proposed Fixed Route Service Change
Passengers per Trip Aug - Sep 2020

Proposed November 2020 Service Change

Trip Reductions

In January and February of this year, fixed route transit service provided an average of 1,236 passenger trips on weekdays, and 681 passenger trips on Saturdays.

In response to COVID-19, at the end of March, RCT reduced service to Monday through Friday, but at a Saturday level of routes and hours. This was an appropriate level for the conditions, in which RCT saw ridership decrease to below 50% of normal service. In turn, as businesses and other services opened up, RCT returned to full fixed route service, Monday – Saturday, effective August 3, 2020.

Staff analysis has shown however that for the months of August and September, ridership has averaged

- 618 passenger trips on weekdays, exactly 50% of January-February, and
- 353 trips, or 52% of January-February, on Saturdays.

In one respect, this is a positive consequence, as RCT still encourages only essential trips and 50% seated capacity on the buses. However, productivity is very low – less than 3.0 passengers per trip -- at the beginning and end of the day, on most routes. As a result, these trips become very expensive to operate.

Currently, RCT also faces transit operator staffing challenges, due to a combination of vacancies, COVID-related leave, and long-term medical leaves. The available operator force is at 74% of the budgeted staffing level. This presents daily challenges to covering all of the routes, and has required the use of overtime.

Staff proposes to eliminate 10 morning and 3 evening trips, Monday through Friday, and 3 morning and 2 late afternoon trips on Saturday. Ridership on these trips, based on August and September data, are in the range of an average of 0.1 to 2.7 passengers per day.

Staff estimates cost savings of \$7,085 per week. Reducing the service span will also help solve some operator coverage issues.

The trips, by route, proposed to be eliminated are as follows:

Weekday

- 30 Weekday: No change
- 31 Weekday: No 6:30 am trip
- 32 Weekday: No 6:30 am or 7:00 am trips
- 33 Weekday: No 6:30 am or 7:00 am trips
- 44 Weekday: No 6:30 am, 7:20 am, 5:20 pm, or 6:20 pm trips
- 45A Weekday: No 6:30 am trip
- 45B Weekday: No change
- 57 Weekday: No 6:30 am, 7:20 am, or 6:20 pm trips

Saturday

- 31 (Sat): No change
- 32 (Sat): No 8:00 am trip
- 33 (Sat): No 8:00 am trip
- 45 (Sat): No 5:30 pm trip
- 57 (Sat): No 8:20 am or 5:20 pm trips

Notices of the proposed trip reductions will be posted on the buses, social media, on the RCT website and in the Daily News.

Staff will monitor ridership and conditions related to reopening the economy and schools. Some reductions may remain permanent if productivity does not reach sustainable levels; others trips will be restored as overall ridership increases and customer demand warrant.

Schedule Adjustments

Minor timetable adjustments will be made to Route 30 to permit smoother operation and better connections with Route 45.

Average Passengers per Trip

August - September 2020

Average Weekday - Passengers per Trip

Route	6:30a	7:00a	8:00a	9:00a	10:00a	11:00a	12:00p	1:00p	2:00p	3:00p	4:00p	5:00p	6:00p
31	0.2	3.8	6.3	10.8	12.3	10.7	12.5	13.3	12.8	11.9	10.9	6.9	3.7
32	0.2	1.5	6.5	6.0	9.0	8.4	8.7	9.2	9.7	9.1	7.2	5.0	3.6
33	0.1	2.7	5.2	8.1	7.7	9.2	7.4	8.2	8.7	8.1	5.5	5.3	3.3
Route	6:30a	7:20a	8:20a	9:20a	10:20a	11:20a	12:20p	1:20p	2:20p	3:20p	4:20p	5:20p	6:20p
44	1.0	2.1	3.0	4.5	5.1	5.5	5.5	5.7	4.9	5.1	3.3	2.5	0.9
57	0.3	2.3	2.7	4.8	5.2	5.5	5.8	5.8	6.7	7.0	6.3	4.7	2.4
Route					10:30a	11:30a	12:30p	1:30p[	2:30p	3:30p	4:30p		
30					4.7	5.6	6.8	6.1	5.2	4.5	3.7		
Route	6:30a	7:00a	7:30a	8:00a	not shown for brevity					5:00p	5:20p	6:00p	6:30p
45A	1.8	2.2	2.3	4.9						4.2		3.3	1.4
45B												3.1	

Average Saturday - Passengers per Trip

Route	8:00a	9:00a	10:00a	11:00a	12:00p	1:00p	2:00p	3:00p	4:00p	5:00p
31	7.0	8.9	9.1	11.0	10.1	10.5	11.9	8.3	7.6	7.5
32	1.4	4.0	6.4	8.4	6.6	9.8	5.8	5.9	5.3	3.8
33	2.5	6.4	5.1	8.1	7.9	6.9	7.1	5.9	7.4	4.4

Route	8:20a	9:20a	10:20a	11:20a	12:20p	1:20p	2:20p	3:20p	4:20p	5:20p
57	0.8	3.5	3.5	3.8	6.5	4.5	4.0	4.5	3.5	1.1

Route	8:00a	8:30a	9:00a	9:30a	not shown for brevity						4:00p	4:30p	5:00p	5:30p
45A	3.3	4.1	5.8	5.3							4.3	4.0	2.3	0.8

Red: Trips proposed to be eliminated

Cowlitz Transit Authority



Agenda Summary

REQUEST FOR MATCHING FUNDS FROM THE COWLITZ WAHKIAKUM COUNCIL OF GOVERNMENTS

SUMMARY STATEMENT:

RiverCities Transit received a request for grant matching funds to help support the Cowlitz-Wahkiakum Council of Governments (CWCOG) in their Washington State Department of Transportation Consolidated Transit Grant application for a Mobility Management Coordinator position. The request for \$6,000 per year for two years fulfills a portion of the match that will be shared with neighboring jurisdictions. A draft position description is attached. The Mobility Manager position benefits RiverCities Transit by serving as an additional coordinator with local transit providers, social service agencies that identify transportation as a need when serving clients, and individuals that need help navigating the transportation resources available in our five-county region and beyond. While RCT has a staff person that performs similar tasks on occasion as requested, there are many other job duties that prevent doing this beneficial outreach and coordination work full time. The need for additional coordination has been identified in the region's Coordinated Public Transit Human Services Transportation Plan through citizen and agency surveys.

Attached is a draft letter supporting their grant application for the Washington State Department of Transportation's 2021-2023 Consolidated Grant Program and matching pledge. If successful, the CWCOG will bill the CTA for matching funds not to exceed \$6,000 per state fiscal year for the two year grant program.

BUDGET:

There are local sales tax funds available to be included in the 2021 and 2022 CTA Budget to support this project.

RECOMMENDED ACTION:

Motion to approve matching funds not to exceed \$6,000 per year for two years for the Cowlitz-Wahkiakum Council of Government's Mobility Management Coordinator grant and approval of the CTA Board Chair to sign Letter of Support for the project.

Attachments:

CWCOG Draft Mobility Mgmt Position Description.pdf
Mobility management memo regarding shared cost-RC.pdf
LOS and Match for CWCOG 2021-23 Cons. Grant

DRAFT

CWCOG Regional Mobility Management Coordinator Position

This position is responsible for planning and coordinating resources to improve the availability and accessibility of transportation services for persons with disabilities, youth, aging adults, rural population, and individuals of lower income. This position will coordinate with transportation service providers and human service providers in the five county RTPO (Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum).

This position would be funded by applying for mobility management funding through the Consolidated grant program.

Mobility Management Goal: Provide equity in transportation. (The same level of quality of service to all populations)

Mobility Management Strategies:

- Provide safe and efficient travel option for our most vulnerable populations;
- Move people instead of vehicles;
- The entire trip, not just that portion of the trip on one mode or another;
- Make visible improvements to the effectiveness, efficiency, and quality of the travel services being delivered;
- Offer a full range of travel options to the single-occupant auto;
- A focus on innovation, changing usual business practices – remove the burden of navigating transportation systems from the user;
- Cultivate partnerships and multi-agency activities;
- Connect community services and programs to improve coordination of transportation;
- Offer a single point of access for customers to multiple travel modes; and,
- Overcome transportation barriers and support through a coordinated region-wide transportation service network.

Duties include:

- Bring together human service agencies and transit providers to manage services and implement mobility management activities, as described in the region's Human Services Transportation Plan
- Lead the process to evaluate proposals for recommendation to committees and the SWRTPO Board
- Develop and implement compliance training materials for FTA related programs; work in conjunction with FTA staff and state agencies to ensure compliance standards are met
- Compile area transit and public transportation agencies performance measures and coordinate regional efforts to enhance performance, along with various committees, to track the effectiveness of service delivery

- Undertake outreach to the public, private sector, non-profits and government agencies, including planning and organization of SWRTPO mobility coordination events
- Make presentations to the general public, stakeholders, elected officials, boards, and other groups as required
- Bring together transit agencies and human service agencies to manage services and implement mobility management activities around a common goal(s)
- Prepare mobility management outreach materials for the general public including brochures, reports and printed materials, displays for meetings and maintenance of CWCOC's Mobility Management website page
- Facilitate the work of the Public Transportation Stakeholders Group to assess needs, strategize to address gaps, and improve efficiencies for transportation service delivery
- Plan and develop strategies to improve transportation services – co-create transportation services with the potential rider audience
- Coordinate mobility planning efforts with various public agencies and private organizations
- Plan, organize, and manage projects to promote timely use of funds and adherence to federal and state program guidelines and funding requirements
- Contribute to the development and management of the Human Services Transportation Plan and other Plans and/or Studies
- Perform regional transit asset management
- Design, organize and deliver training
- Represent organization and partners in federal, state, and regional advisory committees
- Provide technical assistance to community stakeholders
- Conducts surveys, focus groups, data analysis, and research
- Other related duties as assigned.



Administration Annex ~ 207 4th Avenue N ~ Kelso, WA 98626-4195
(360) 577-3041 ~ Fax (360) 214-3425 ~ www.cwcog.org

October 8, 2020

To: Cowlitz Transit Authority Board
From: Bill Fashing, Executive Director

RE: Local Match for the CWCOG Regional Mobility Management Coordinator Grant Project

This memo is regarding a request for assistance in funding a Regional Mobility Management Coordinator. The Coordinator, in conjunction with RiverCities Transit, will work to help fill gaps in travel training, education, coordination of services, marketing, and other needs as expressed by stakeholders and in the Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP). This position would be responsible for planning and coordinating resources to improve the availability and accessibility of transportation services for persons with disabilities, youth, aging adults, rural population, and individuals of lower income. This position will coordinate with transportation service providers and human service providers in the five county RTPO (Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum) including connections to adjacent counties.

Mobility Management Strategies may include:

- Provide safe and efficient travel option for our most vulnerable populations;
- Move people instead of vehicles;
- The entire trip, not just that portion of the trip on one mode or another;
- Make visible improvements to the effectiveness, efficiency, and quality of the travel services being delivered;
- Offer a full range of travel options to the single-occupant auto option;
- A focus on innovation, changing usual business practices – remove the burden of navigating transportation systems from the user;
- Cultivate partnerships and multi-agency activities;
- Connect community services and programs to improve coordination of transportation;
- Offer a single point of access for customers to multiple travel modes; and,
- Overcome transportation barriers and support through a coordinated region-wide transportation service network.

CWCOG is applying for Consolidated Grant funds to hire a Regional Mobility Management Coordinator. Mobility Management Grants under the Consolidated Grant Program require a 20 percent local match. In order to meet the match requirements CWCOG is needing assistance from transportation providers. We are applying for a 2-year grant for this project with an estimated budget of \$140,000 to \$145,000 per year. The local match is estimated to be \$30,000 to \$31,000 per year.

We are asking for your support for this project and for RiverCities Transit to provide \$6,000 per year as local match during the 2-year grant cycle to help meet the match requirements for the grant. If funded, this project would begin in July of 2021 and end in June of 2023. The CWCOG would bill based on expenses on a quarterly basis.

Your signature signifies your agency's agreement to provide matching dollars in the amount of \$6,000 per year as local match for the Regional Mobility Management Coordinator Consolidated Grant Project. Please execute this agreement and return it to the CWCOC at bfashing@cwco.org.

Agreed to by:

Name

Title

Signature

Date

Agency



October 14, 2020

Bill Fashing
Executive Director
Cowlitz-Wahkiakum Council of Governments
Administration Annex
207 4th Avenue North
Kelso, WA 98626

RE: Commitment of Match Support of the 2021-2023 Consolidated Grant Application for the
CWCOG Regional Mobility Management Coordinator Project

Dear Mr. Fashing:

This letter is to express the Cowlitz Transit Authority and RiverCities Transit's support of the Cowlitz-Wahkiakum Council of Government's (CWCOG) grant application to the Washington State Department of Transportation 2021-2023 Consolidated Grant.

CWCOG's Regional Mobility Management Coordinator position is needed to support transportation service in Southwest Washington. The need for continued coordination and regional mobility management has been identified in the region's Coordinated Public Transit Human Services Transportation Plan as a strategy to meet unmet needs. This position will serve local transit providers, social service agencies that identify transportation as a need when serving clients, and individuals that need help navigating the transportation resources available in our five-county region and beyond.

RiverCities Transit's Cowlitz Transit Authority Board commits up to \$6,000 per year cash match to support this project.

We wholeheartedly support the Cowlitz-Wahkiakum Council of Governments in their quest for grant funding and wish you success.

Sincerely,

Dennis Weber
Board Chair
Cowlitz Transit Authority

Cc: Amy Asher, RiverCities Transit Manager



Cowlitz Transit Authority

Agenda Summary

REQUEST FROM WAHKIAKUM ON THE MOVE FOR LETTER OF SUPPORT

SUMMARY STATEMENT:

RiverCities Transit received a request from Wahkiakum on the Move 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 Wahkiakum on the Move for their operating project, which provides transportation from Pacific County to Cowlitz County.

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

The Cowlitz Transit Authority has provided Wahkiakum on the Move a letter of support for this project in years past.

BUDGET:

There is no impact to the CTA Budget.

RECOMMENDED ACTION:

Motion to approve issuing a letter of support for Wahkiakum on the Move with a signature from the CTA Board Chair.



October 14, 2020

Camille Goldsmith
Transportation Coordinator
Wahkiakum on the Move
42 Elochoman Valley Road
Cathlamet, WA 98612

RE: Support of the Public Rural Transportation 2021-2023 Consolidated Grant Application
Wahkiakum County Health & Human Services 2021-2025 Operations Grant

Dear Ms. Goldsmith:

This letter is to express the Cowlitz Transit Authority and RiverCities Transit's support of Wahkiakum on the Move's (WOTM) grant application to the Washington State Department of Transportation 2021-2023 Consolidated Grant.

WOTM's rural transportation program provides an essential public transportation service to residents in Southwest Washington. Residents utilizing public transit rely on WOTM's service to connect with other public transit systems in Cowlitz and Pacific Counties and the region. This service provides some citizens their only transportation to employment, medical appointments, and higher education.

RiverCities Transit commits \$10,000 in in-kind contributions to this project for the use of the newly constructed Downtown Transit Center. WOTM 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 Monday – Friday to provide help to passengers making connections and provides printed and electronic WOTM schedules.

We wholeheartedly support Wahkiakum on the Move in their quest for grant funding for continued operations and wish you success.

Sincerely,

Dennis Weber
Board Chair
Cowlitz Transit Authority

Cc: Amy Asher, RiverCities Transit Manager