



Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Larry Alexander, Don Jensen, Jeffrey McAllister,
Anthony Harris (Nonvoting), Jim Hill (Alternate),
Arne Mortensen (Alternate), Mike Wallin (Alternate)*

Wednesday, June 12, 2019

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. CONSTITUENT COMMENTS

4. APPROVAL OF MINUTES

19-000212 May 8, 2019 Minutes

5. CONSENT CALENDAR

19-000213 Invoice - City of Kelso - June \$579.90

19-000214 Invoice - City of Longview - July \$315,928.37

19-000215 Invoice - Columbia Security - June \$621.00

19-000216 2019 April County Treasurer's Report

19-000217 2019 April Fund Balance Report

6. REPORTS

19-000218 2019 Annual Fixed Route Ridership

19-000219 2019 May Fixed Route Ridership

19-000220 2019 May LIFT Ridership

19-000221 CTA Ridership Graph

19-000222 PTBA Sales Tax Data

7. **STATUS REPORT BUS FARE COMMITTEE**

Presented by Amy Asher

8. **FACILITIES UPDATE**

Presented by Amy Asher

9. **MANAGER'S REPORT**

Presented by Amy Asher

10. **ADJOURNMENT**



Minutes

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1. **CALL TO ORDER**

Vice Chairman Makinster called the meeting to order at 4:01 p.m.

2. **ROLL CALL**

Present: Councilmember Chet Makinster, Mayor Don Jensen, Member Jeffrey McAllister

Absent: Member Dennis Weber, Member Larry Alexander

Staff Present:

Jeff Cameron, Public Works Director; Amy Asher, Transit Manager; Tabitha Hayden, Transit Supervisor; Elizabeth Halili, Board Clerk

3. **CONSTITUENT COMMENTS**

None at this time.

4. **APPROVAL OF MINUTES**

A motion was made by Jensen, seconded by McAllister, to approve the minutes of April 10, 2019. The motion passed unanimously.

19-000168 April 10, 2019 Minutes

5. **CONSENT CALENDAR**

A motion was made by Jensen, seconded by McAllister, to accept the consent calendar in its entirety. The motion passed unanimously.

19-000156 Invoice - City of Kelso - May \$579.90

19-000157 Invoice - City of Longview - June \$631,856.66

19-000158 Invoice - Columbia Security - May \$621.00

19-000159 Invoice - CWCOC 2019-81 LKRATS - Jan-Mar \$2465.12

19-000160 2019 March Treasurer's Report

19-000161 2019 March Fund Balance Report

6. REPORTS

19-000162 2019 Annual Fixed Route Ridership

19-000163 2019 April Fixed Route Ridership

19-000164 2019 April LIFT Ridership

19-000165 CTA Ridership Graph

19-000166 PTBA Sales Tax Data

7. ESTABLISH A BUS FARE COMMITTEE

On a motion from McAllister, seconded by Jensen, the Cowlitz Transit Authority approved the appointment of not more than two Authority Members to the Bus Fare Committee by the Board Chair and to approve those appointed by the Chair to the Bus Fare Committee. Chet Makinster, Jeffrey McAllister, and Anthony Harris (non-voting) were officially appointed to the committee by the Board Chair.

19-000167 Establish a Bus Fare Committee - Summary Statement**8. GRANT FUNDING UPDATES**

Asher reported that two Consolidated Transit Grants have been awarded to RiverCities Transit for the 2019-2021 biennium:

- \$625,867 will be applied to continued Paratransit Services in Longview and Kelso;
- \$239,400 to replace three (3) Paratransit buses.

Asher reported that RiverCities Transit received a State Regional Mobility Grant in the amount of \$292,000 which will fund a pilot project to provide service to Lexington. The project will run between October, 2019 and June, 2021.

9. FACILITIES UPDATE

Asher provided a brief update on the downtown Transit Center project:

- Pile driving has been completed. No noise complaints were received;
- Construction of the new building foundation has begun. Foundation forms are set and underground utilities are currently being installed.

10. MANAGER'S REPORT

- Asher reported on ATU negotiations;
- RiverCities Transit assisted the Longview Police Department in transporting 30 staff members to Deputy Derosier's Service in late April. Asher thanked Operation's Supervisor Jim Seeks and driver Glinda Creekmore for coordinating with Portland, Oregon transit agency: Tri-met, to use their facilities during the event;
- The audit exit of the 2017 National Transit Database has been completed;
- Annual NTD reporting for 2018 has been completed.

11. ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:11 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

CITY OF KELSO**Request for Miscellaneous Billing 26049**Originating Department: Finance Date: 5/20/2019Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave., Room 111 (Train Depot)For: JuneRent : 105 15 362 5000Bill To: Cowlitz Transit AuthorityAmount: \$ 579.90 ✓Address: 254 Oregon WayLongview, WA 98632

Budget Account #(s) for Receipt of Payment:

105 15 362 5000

Approved by: _____ (Department Head)

For Finance Department Use

G/L Account Assignments: _____ (Accountant Initials)

Debit Account# (s) 105 12 250 Credit Account# (s) 105 11 110

Date Entered to A/R: _____ By: _____

Invoice Number: 19118

Budgetary Accounting Posting Batch Number: _____

Note/Comments: _____

Date: 06/12/2019
Invoice # 2019 - 07

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

[illegible]

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PO Box 775
Longview, WA 98632

Date	Invoice #
------	-----------

5/21/2019 | 32014

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	6/20/2019

[illegible]

Thank you for your business.

Invoice Total	\$621.00
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69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		688,604.82	1,440,116.05	- 1,778,486.91	- 338,370.86	350,233.96
1112000 WARRANTS OUTSTANDING		- 315,928.33	633,057.56	- 317,129.23	315,928.33	0.00
1180000 INVESTMENTS		1,150,000.00	1,142,952.90	- 1,154,952.90	- 12,000.00	1,138,000.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	317,129.23	- 317,129.23	0.00	0.00
2880000 UNRESERVED FUND BAL		- 1,455,143.26	0.00	0.00	0.00	- 1,455,143.26
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	- 1,008,076.92	0.00	- 279,660.39	- 279,660.39	- 1,287,737.31
3611100 INT EARNs ON INVEST	8900000 DISTRICT ACTIVITIES	- 4,391.85	2,476.45	- 4,952.90	- 2,476.45	- 6,868.30
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,757.71	0.00	- 549.86	- 549.86	- 2,307.57
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 6,752.00	0.00	0.00	0.00	- 6,752.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	953,445.25	317,129.23	0.00	317,129.23	1,270,574.48
Total		0.00	3,852,861.42	- 3,852,861.42	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: April 30, 2019

	Current Period	Y-T-D
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 01, 2019		\$ 1,455,143.26
CTA Revenue		
Metro Sales Tax	279,660.39	1,287,737.31
Interest Earnings/Investments	2,476.45	6,868.30
Local Sales Interest	549.86	2,307.57
LCC Ridership Agreement	-	6,752.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 282,686.70	\$ 1,303,665.18
CTA Expenditures		
City of Longview	315,928.33	1,263,713.32
City of Longview - Audit Services		-
Legal Counsel		-
Transit Center Security Services	621.00	2,484.00
Train Depot Room Lease	579.90	2,319.60
Subsistence - Meals		-
Cowlitz-Wahkiakum Council of Governments		2,057.56
Subtotal	\$ 317,129.23	\$ 1,270,574.48
CTA Ending Balance		\$ 1,488,233.96
CITY OF LONGVIEW		
Beginning Balance: January 1, 2019		\$ 122,854.97
Longview Revenue		
Farebox/Pass Sales	18,353.24	62,113.72
State Pool - Interest	-	2,500.19
Payments from CTA	315,928.33	1,579,641.65
Federal Grant - 5317		-
Federal Grant - 5310 - Capital		-
Federal Grant - 5310		52,097.00
State Special Needs Grant		37,078.00
WSTIP Risk Management Grant		-
Bus Advertising	2,370.10	7,675.26
Paratransit Office Space Rental	607.68	2,430.72
Cashier Over-Short / NSF		-
Insurance Recoveries	-	300.00
Other Recoveries / Guest Rider		1,232.36
Miscellaneous Adjustments/Settlements		-
Subtotal	\$ 337,259.35	\$ 1,745,068.90
Longview Expenditures		
Subtotal	\$768,490.84	\$ 2,162,150.30
Longview Ending Balance		\$ (294,226.43)
Combined CTA & Longview Ending Balance		\$ 1,194,007.53

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	31	6,989	5,734	5,954	6,350	6,176								31,203
	32	5,787	4,546	4,727	5,044	5,200								25,304
	33	3,750	3,582	3,747	3,873	3,896								18,848
	44	2,410	2,108	2,091	2,294	2,386								11,289
	45	9,099	8,185	8,759	9,102	9,239								44,384
	57	3,074	2,820	2,953	3,105	3,222								15,174
	TOTAL	31,109	26,975	28,231	29,768	30,119								146,202

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

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2015	31	7,734	7,610	7,954	7,911	7,554	8,432	8,063	7,795	7,957	8,074	7,563	8,362	95,009
	32	7,557	7,243	7,314	7,529	7,057	6,730	7,448	6,876	7,387	8,304	6,894	6,978	87,317
	33	4,469	4,620	4,485	4,727	4,701	4,052	3,793	3,884	4,320	4,656	4,050	3,877	51,634
	44	2,984	2,779	2,938	2,915	2,553	2,564	2,744	2,527	2,395	2,403	2,242	2,316	31,360
	45	9,144	8,738	9,320	9,790	9,036	9,220	9,171	9,330	8,966	9,537	8,560	8,943	109,755
	56	2,335	2,178	2,302	2,196	2,019	1,966	2,114	1,675	1,893	2,044	1,584	1,541	23,847
	57	1,814	2,013	2,454	2,639	2,627	2,432	2,503	2,376	2,466	3,016	2,459	2,517	29,316
	TOTAL	36,037	35,181	36,767	37,707	35,547	35,396	35,836	34,463	35,384	38,034	33,352	34,534	428,238

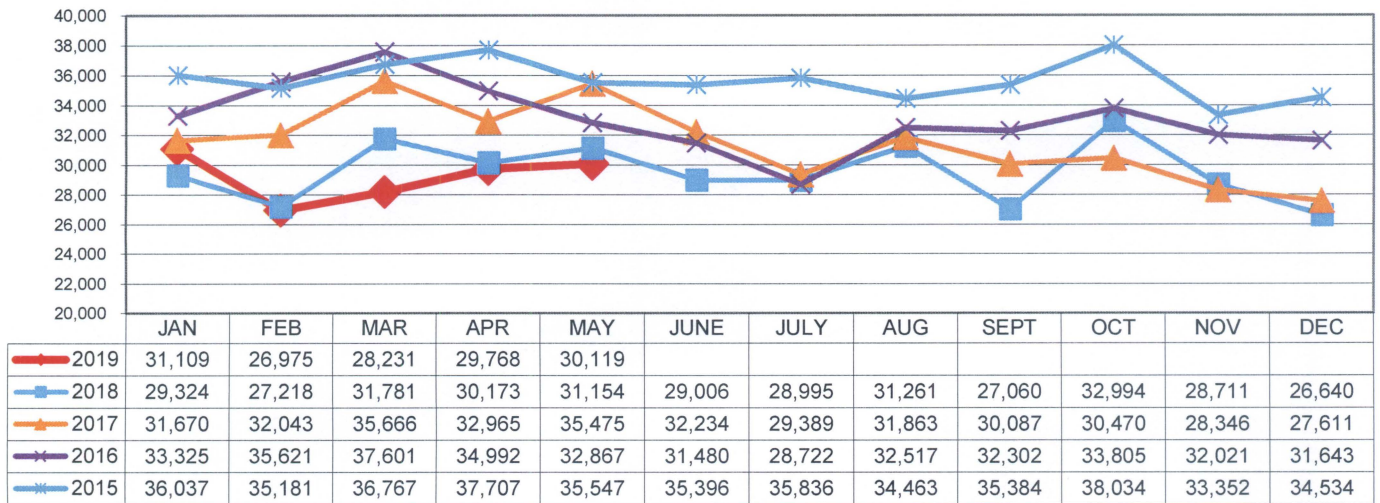
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

May-19

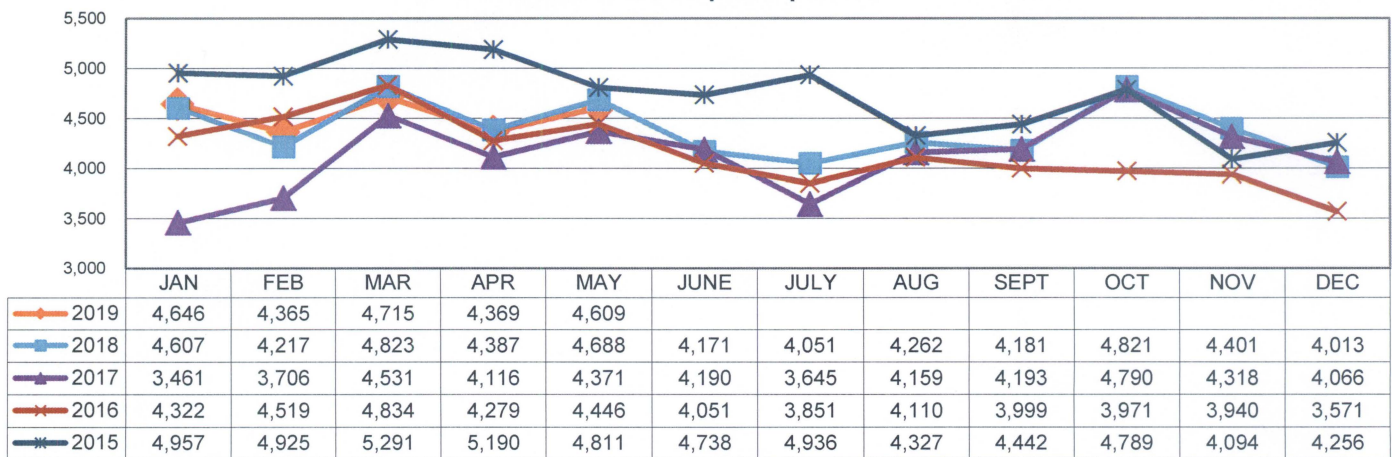
DATE	ROUTE 31 A	ROUTE 31 B	ROUTE 32 A	ROUTE 32 B	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 57	TOTAL
1	270		272		163	127	275	180	170	1457
2	249		240		186	106	252	152	134	1319
3	347		236		194	114	238	163	111	1403
4 S	203		134		101		268		89	795
5										
6	284		212		163	107	297	157	165	1385
7	266		234		176	91	214	134	147	1262
8	252		187		171	111	262	149	147	1279
9	231		170		132	114	221	127	120	1115
10	240		216		164	129	259	141	126	1275
11 S	152		117		115		223		83	690
12										
13	244		232		173	104	241	145	153	1292
14	221		219		161	79	247	134	96	1157
15	229		218		143	109	212	182	161	1254
16	221		163		146	96	220	98	127	1071
17	232		181		132	105	200	140	136	1126
18 S	197		112		85		192		80	666
19										
20	270		209		156	100	224	132	129	1220
21	230		206		160	94	236	125	123	1174
22	259		218		148	129	241	127	137	1259
23	224		198		139	95	214	130	115	1115
24	248		223		170	128	254	143	133	1299
25 S	142		108		85		212		83	630
26										
27 H										
28	209		227		183	89	233	122	102	1165
29	290		211		164	124	212	139	114	1254
30	213		229		145	116	249	151	121	1224
31	253		228		141	119	230	142	120	1233
TOTAL (26)	6176		5200		3896	2386	6126	3113	3222	30119
WEEKDAY TOTAL (22)	5482		4729		3510	2386	5231	3113	2887	27338
SATURDAY TOTAL (4)	694		471		386		895		335	2781
WEEKDAY AVERAGE	249		215		160	108	238	142	131	1243
SATURDAY AVERAGE	174		118		97		224		84	695

Date	Total Psgrs	Demand Response Client Trips	Number of Attends	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
5/1/2019	268	249	19	0	179	70	28.11%	2.28	8	5
5/2/2019	206	179	27	0	129	50	27.93%	2.39	15	3
5/3/2019	214	194	20	0	130	64	32.99%	2.20	10	7
5/4/2019	130	103	27	0	68	35	33.98%	2.41	13	10
5/6/2019	180	168	12	0	124	44	26.19%	2.16	22	3
5/7/2019	252	233	19	0	164	69	29.61%	2.25	9	4
5/8/2019	273	248	24	1	188	60	24.19%	2.33	18	7
5/9/2019	235	217	18	0	159	58	26.73%	2.27	16	2
5/10/2019	207	184	23	0	135	49	26.63%	2.28	15	3
5/11/2019	112	95	17	0	69	26	27.37%	2.90	8	0
5/13/2019	154	136	18	0	101	35	25.74%	1.94	33	9
5/14/2019	250	229	21	0	158	71	31.00%	2.32	20	4
5/15/2019	266	233	32	1	179	54	23.18%	2.52	18	5
5/16/2019	191	176	15	0	127	49	27.84%	2.29	34	4
5/17/2019	156	147	9	0	115	32	21.77%	1.89	17	7
5/18/2019	96	86	10	0	71	15	17.44%	2.48	10	0
5/20/2019	175	163	12	0	132	31	19.02%	2.14	23	3
5/21/2019	247	221	26	0	160	61	27.60%	2.33	14	4
5/22/2019	253	218	33	2	173	45	20.64%	2.44	15	6
5/23/2019	188	166	20	2	135	31	18.67%	2.29	19	5
5/24/2019	168	153	15	0	119	34	22.22%	2.13	14	2
5/25/2019	95	85	10	0	61	24	28.24%	2.19	19	0
5/28/2019	206	178	26	2	132	46	25.84%	2.45	11	2
5/29/2019	207	191	16	0	154	37	19.37%	2.12	20	2
5/30/2019	211	193	18	0	142	51	26.42%	2.10	11	10
5/31/2019	181	164	17	0	124	40	24.39%	2.16	5	1
	5121	4609	504	8	3428	1181	25.51%	2.28	417	108

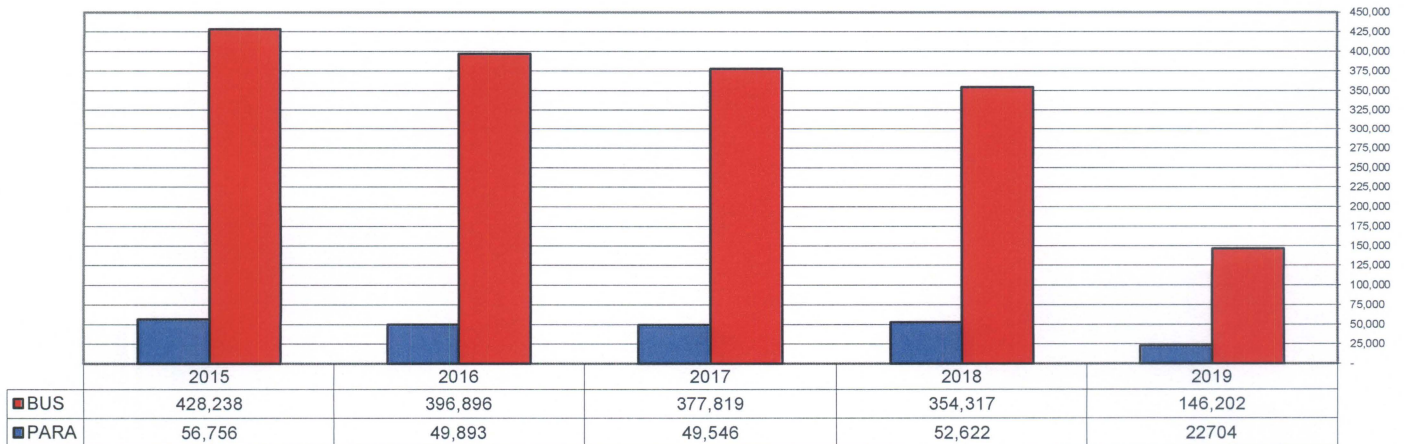
RiverCities Transit Fixed Route Five Year Ridership Comparison



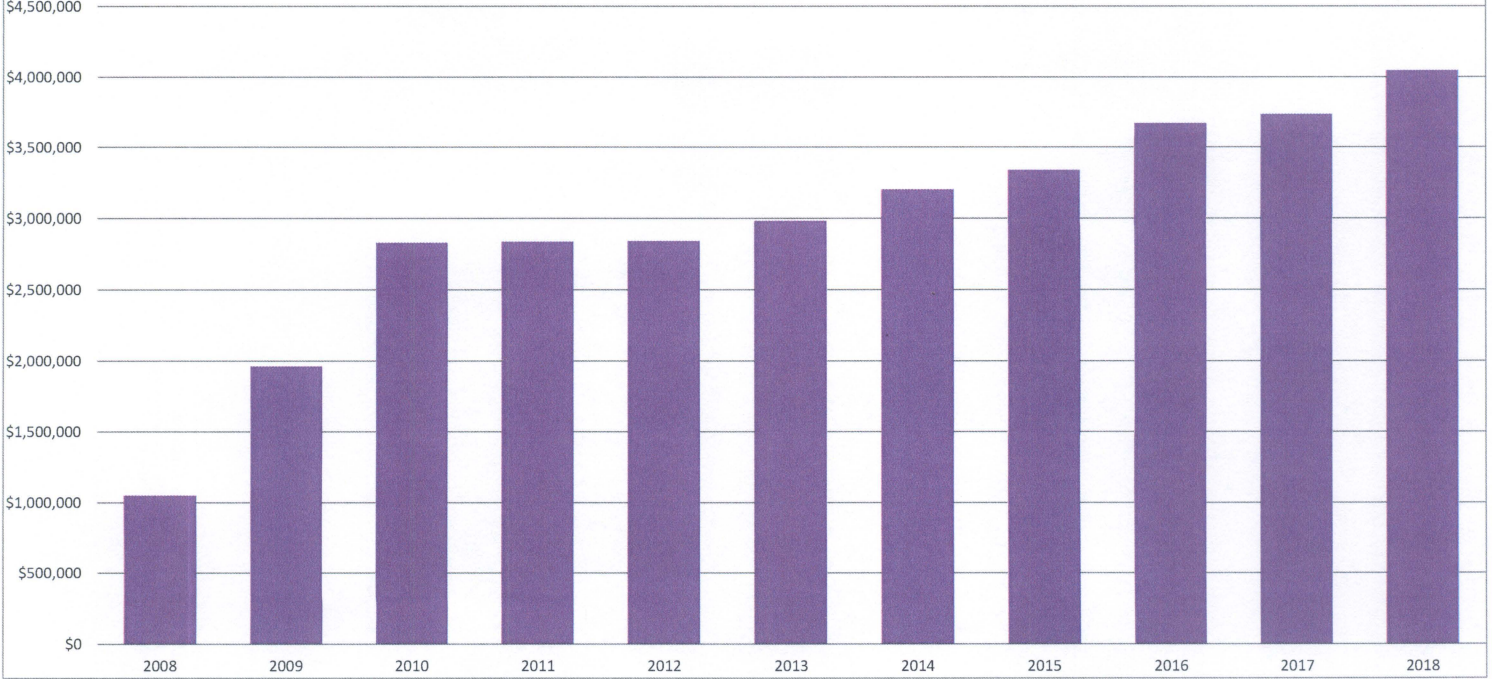
RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership



Cowlitz Public Transit Benefit Area Sales Tax Revenue



Cowlitz PTBA Sales Tax Revenue 2018 vs 2019

