



Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Lisa Alexander, Jeffrey McAllister, Mike Wallin,
Anthony Harris (Nonvoting), Nancy Malone (Alternate)
Arne Mortensen (Alternate), MaryAlice Wallis (Alternate)*

Wednesday, July 14, 2021

4:00 PM

Hybrid/Zoom – 2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on Wednesday, July 14, at 4:00 p.m. at the Council Chamber, City Hall, 1525 Broadway St, Longview. The meeting is also available by Zoom.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/84908164905>

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

Dial any of the following numbers:

1 253 215 8782

1 346 248 7799

1 408 638 0968

1 669 900 6833

1 301 715 8592

1 312 626 6799

1 646 876 9923

Webinar ID: 849 0816 4905

For information about Zoom accessibility, please contact the Board Clerk's Office at (360) 442-5664. 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.

Agendas can be found the Friday before the meeting at www.mylongview.com under "Agendas & Minutes".

Next meeting

Wednesday, August 11, 2021

4:00 p.m. – Regular Board Meeting

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

4. **CONSIDERATION OF MINUTES FOR THE JUNE 9, 2021 MEETING**

21-000832 June 9, 2021 CTA Board Meeting Minutes - DRAFT

5. **CONSENT CALENDAR**

21-000833 Invoice 2021-08 - City of Longview - August 2021 \$303294.16

21-000834 2021 May County Treasurer's Report

21-000835 2021 May CTA Fund Balance Report

6. **REPORTS**

21-000836 2021 Annual Fixed Route Ridership

21-000837 2021 June Monthly Fixed Route Ridership

21-000838 2021 June Fixed Route Boardings per Hour

21-000839 2021 June Average Passengers per Trip

21-000840 2021 June Monthly LIFT Ridership

21-000841 2021 June CTA Ridership Graph

21-000842 PTBA Sales Tax Data 2021 vs 2020

7. **ESTABLISH PUBLIC HEARING FOR 2021-2026 TRANSIT DEVELOPMENT PLAN AND 2020 ANNUAL REPORT**

Presented by Jim Seeks and Tabitha Hayden

21-000846 SUMMARY STATEMENT:

Establish Public Hearing for 2021-2026 Transit Development Plan and 2020 Annual Report

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 11, 2021 CTA Board meeting to receive citizen input on the 2021-2026 Transit Development Plan and 2020 Annual Report.

21-000847 Notice of Public Hearing - 2021-2026 Transit Development Plan and 2020 Annual Report

8. **BOARD SIGNATURE AUTHORIZATION FORM**

Presented by Jim Seeks

21-000843 SUMMARY STATEMENT Resolution 2017-03 Exhibit A - Amended 2021

RECOMMENDED ACTION:

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

21-000844 Resolution 2017-03 Authorizing certain Individuals to Approve and Submit Claims for Payment

21-000845 Resolution 2017-03 Exhibit A - Amended 2021

9. **TRANSIT DRIVER HIRING UPDATE**

Presented by Jim Seeks

10. **MANAGER'S REPORT**

Presented by Jim Seeks

11. **ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Lisa Alexander, Jeffrey McAllister, Mike Wallin,
Anthony Harris (Nonvoting), Nancy Malone (Alternate)
Arne Mortensen (Alternate), MaryAlice Wallis (Alternate)*

Wednesday, June 9, 2021

4:00 PM

Virtual Zoom Webinar

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, June 9, 2021 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/88103937952>

Dial any of the following numbers:

1 253 215 8782

1 669 900 6833

1 346 248 7799

1 408 638 0968

1 646 876 9923

1 301 715 8592

1 312 626 6799

Webinar ID: 881 0393 7952

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

Vice-Chair Makinster called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Chair Dennis Weber (arrived at Agenda Item #8); Vice-Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister; Member Mike Wallin; Member (Alternate) Nancy Malone (arrived at Agenda Item #6)

Absent: Member (Non-Voting) Anthony Harris; Member (Alternate) Arne Mortensen; Member (Alternate) MaryAlice Wallis

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

Others Present: Betsy Despain; Paratransit Manager, Ken Pearrow; CWCOG

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE MAY 12, 2021 MEETING

A motion was made by McAllister, seconded by Alexander, to approve the minutes of the May 12, 2021, CTA Board meeting. The motion carried with all members voting in favor.

21-000777 May 12, 2021 CTA Board Meeting Minutes – DRAFT

5. CONSENT CALENDAR

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

21-000778 Invoice 2021-07 - City of Longview - July 2021 \$303,294.16

21-000779 Invoice 2021-63 - CWCOG Jan-Mar (Q3) - LKRATS \$2,135.31

21-000780 2021 April County Treasurer's Report

21-000781 2021 April CTA Fund Balance Report

6. REPORTS

Member Alexander asked when the board would resume meeting in person. Asher replied that the CTA board meets in person in the Longview Council Chambers. Currently, the staff is installing hybrid meeting technology in the chambers so board members and the public can choose to attend either in person or via Zoom. As soon as the installation is complete, the board will resume meeting in person.

Member Alexander asked about the Lexington pilot project and transit accessibility to the recently built school. Asher stated that the school is outside of the service area. The Lexington pilot project is scheduled to start in the fall, and funds are limited. Asher met with the Kelso school superintendent to discuss the project and potential ridership options.

21-000782 2021 Annual Fixed Route Ridership**21-000783 2021 May Monthly Fixed Route Ridership****21-000784 2021 May Fixed Route Ridership by Hour****21-000785 2021 May Average Passengers per Trip****21-000786 2021 May LIFT Monthly Ridership****21-000787 2021 May CTA Ridership Graph****21-000788 PTBA Sales Tax Data 2021 vs 2020****7. TRANSIT DRIVER HIRING UPDATE**

Amy Asher gave a brief report:

- Placing Route 46 on the road by the end of July is dependent upon filling the remaining two driver vacancies and upon current drivers staying healthy;
- The staff is working to fill six driver vacancies. So far, four drivers have been hired;
- Asher noted that the dispatch, training, and supervisory teams have been doing an excellent job supporting each other where needed to get the new staff trained quickly.

8. MANAGER'S REPORT

Amy Asher gave a brief report:

- The staff is anticipating Governor Inslee moving the state into phase 4 on June 30, 2021:
 - Vehicle capacity constraints will be lifted;
 - Tripper buses will no longer be necessary;
 - Masks will still be required on buses by the Transportation Security Administration until mid-September;
 - The staff will focus on encouraging ridership with advertising and events.
- RiverCities Transit received \$368,000 in federal funds for the 2021-23 biennium through the State DOT's Consolidated Grant Program to replace four cutaways with propane cutaways for use in our ADA Paratransit program;
- The Triennial Review, an in-depth audit of all of our policies and procedures, came back clean with no deficiencies.

Betsy Despain gave a brief report:

- Paratransit Services is currently hiring LIFT operators;
- May ridership numbers are slightly down compared to April and May.

9. ADJOURNMENT

With no further business to discuss, Vice-Chair Makinster adjourned the meeting at 4:17 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Date: 06/09/2021
Invoice # 2021-08

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

[illegible]

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69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		300,906.23	439,542.91	- 389,706.46	49,836.45	350,742.68
1180000 INVESTMENTS		5,181,129.49	86,412.30	0.00	86,412.30	5,267,541.79
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	303,294.16	- 303,294.16	0.00	0.00
2880000 UNRESERVED FUND BALANCE		- 4,258,241.74	0.00	0.00	0.00	- 4,258,241.74
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	- 1,530,695.07	0.00	- 438,860.68	- 438,860.68	- 1,969,555.75
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 1,357.38	0.00	- 412.30	- 412.30	- 1,769.68
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,217.00	0.00	- 269.93	- 269.93	- 1,486.93
5492000 OTHER	8900000 DISTRICT ACTIVITIES	309,475.47	303,294.16	0.00	303,294.16	612,769.63
Total		0.00	1,132,543.53	- 1,132,543.53	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: May 31, 2021

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2021		\$ 4,258,241.74
CTA Revenue		
Metro Sales Tax	438,860.68	1,969,555.75
Interest Earnings/Investments	412.30	1,769.68
Local Sales Interest	269.93	1,486.93
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 439,542.91	\$ 1,972,812.36
CTA Expenditures		
City of Longview	303,294.16	606,588.32
City of Longview - Audit Services	-	-
Legal Counsel	-	1,040.00
Transit Center Security Services	-	2,175.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	-	2,966.31
Subtotal	\$ 303,294.16	\$ 612,769.63
CTA Ending Balance		\$ 5,618,284.47
CITY OF LONGVIEW		
Beginning Balance: January 1, 2021		\$ 1,617,906.72
Longview Revenue		
Farebox/Pass Sales	10,061.60	43,217.65
State Pool - Interest	104.34	648.02
Payments from CTA	303,294.16	606,588.32
Federal Grant Competitive - 5339 - Transit Center	-	-
Federal Grant Competitive- 5339 Replacement Buses	-	-
Federal Grant Competitive- 5307 Flex - Transit Center	-	161,651.00
Federal Grant - 5307 Formula- Operating	-	-
Federal Grant - CARES ACT 5307 Formula-Operating	-	780,464.00
Federal Grant Competitive- 5310 - Replacement Buses	-	-
Federal Grant Competitive- 5310 Paratransit Operating	-	74,978.00
State Special Needs Formula Grant - Paratransit Operating	-	49,986.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	901.21	4,506.05
Cashier Over-Short / NSF	-	1,248.52
Insurance Recoveries	-	3,512.47
Other Recoveries / Guest Rider	100.00	100.00
Miscellaneous Adjustments/Settlements	-	0.09
Subtotal	\$ 314,461.31	\$ 1,726,900.12
Longview Expenditures		
Subtotal	\$402,379.85	\$1,910,017.95
Longview Ending Balance		\$ 1,434,788.89
Combined CTA & Longview Ending Balance		\$ 7,053,073.36

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021	30		488	936	976	799	891							4,090
	31	2,687	2,270	2,991	3,047	2,765	2,724							16,484
	32	1,461	1,424	1,861	1,980	1,747	1,897							10,370
	33	1,844	1,406	1,940	2,196	2,064	2,289							11,739
	44		553	1,240	1,265	1,108	1,119							5,285
	45	3,763	3,278	4,891	4,803	4,599	4,538							25,872
	57	926	912	1,452	1,538	1,262	1,362							7,452
TOTAL		10,681	10,331	15,311	15,805	14,344	14,820							81,292

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	962	664	734	8,160
	31	5,084	5,704	4,363	2,970	2,940	3,360	3,303	2,821	2,884	3,204	2,709	3,137	42,479
	32	4,206	4,287	3,023	1,541	1,655	1,991	2,151	2,049	1,988	2,280	1,820	1,883	28,874
	33	4,036	3,582	3,747	1,729	1,864	2,159	2,344	1,948	1,947	2,269	1,827	1,950	29,095
	44	2,043	2,131	1,801					940	1,123	1,148	931	887	11,004
	45	8,461	8,689	6,780	3,991	3,948	4,976	5,354	4,485	4,279	4,835	3,952	4,353	64,103
	57	3,250	3,152	2,274	1,065	973	1,446	1,556	1,424	1,361	1,574	1,117	1,196	20,388
TOTAL		28,557	29,482	22,523	11,296	11,380	13,932	14,708	14,432	14,361	16,272	13,020	14,140	204,103

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455	1238	1,693
	31	6,989	5,734	5,954	6,350	6,176	5,497	5,975	6,522	5,350	6,332	5,494	4,713	71,086
	32	5,787	4,546	4,727	5,044	5,200	4,091	4,460	4,552	4,221	5,114	4,151	3,625	55,518
	33	3,750	3,582	3,747	3,873	3,896	3,610	3,381	3,586	3,305	3,969	3,655	3,455	43,809
	44	2,410	2,108	2,091	2,294	2,386	2,162	2,113	2,133	1,938	2,356	2,029	2,002	26,022
	45	9,099	8,185	8,759	9,102	9,239	7,596	8,172	8,954	8,261	9,742	8,250	7,504	102,863
	57	3,074	2,821	2,953	3,106	3,222	2,687	2,511	2,578	2,416	2,982	2,878	2,512	33,740
TOTAL		31,109	26,976	28,231	29,769	30,119	25,643	26,612	28,325	25,491	30,495	26,912	25,049	334,731

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2018	31	6,300	5,974	7,249	6,861	7,332	7,326	7,219	7,874	6,477	7,537	6,839	6,369	83,357
	32	5,751	5,490	6,064	5,452	5,875	5,304	5,417	5,500	5,047	6,274	5,081	4,720	65,975
	33	3,923	3,780	4,115	4,092	4,375	3,714	3,422	3,790	3,471	4,198	3,451	2,990	45,321
	44	2,940	2,481	3,008	2,621	2,717	2,416	2,413	2,696	1,963	2,415	2,059	2,007	29,736
	45	6,938	6,505	7,962	7,801	7,624	7,557	7,791	8,805	7,517	9,482	8,396	7,881	94,259
	56													
	57	3,472	2,988	3,383	3,346	3,231	2,689	2,733	2,596	2,585	3,088	2,885	2,673	35,669
TOTAL		29,324	27,218	31,781	30,173	31,154	29,006	28,995	31,261	27,060	32,994	28,711	26,640	354,317

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	31	7,060	6,878	7,628	7,359	8,085	7,477	6,817	7,525	7,082	6,696	6,069	6,471	85,147
	32	5,886	5,998	6,746	6,369	6,284	5,914	5,591	5,915	5,681	5,577	4,921	4,753	69,635
	33	4,164	3,924	4,315	4,350	4,541	3,855	3,741	3,735	3,478	4,129	3,803	3,595	47,630
	44	2,403	2,330	2,552	2,209	2,528	2,435	2,063	2,405	2,221	2,624	2,466	2,474	28,710
	45	8,985	9,478	10,639	9,309	10,115	8,957	8,282	9,010	8,101	7,874	7,907	7,320	105,977
	56	975	985	1,166	1,018	1,194	1,212	907	1,081	994	234			9,766
	57	2,197	2,450	2,620	2,351	2,728	2,384	1,988	2,192	2,530	3,336	3,180	2,998	30,954
TOTAL		31,670	32,043	35,666	32,965	35,475	32,234	29,389	31,863	30,087	30,470	28,346	27,611	377,819

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2016	31	7,360	7,768	8,290	7,542	6,746	6,675	6,747	7,612	7,502	7,765	7,454	7,706	89,167
	32	7,002	7,585	7,565	7,304	6,447	5,920	5,364	5,763	5,706	5,813	5,681	5,420	75,570
	33	3,979	4,118	4,158	4,049	4,314	3,697	3,339	3,737	3,612	3,930	3,723	3,673	46,329
	44	2,009	2,388	2,559	2,346	2,432	2,402	2,011	2,535	2,754	2,529	2,681	2,414	29,060
	45	8,991	9,468	10,634	9,657	8,962	9,062	8,362	9,716	9,323	9,909	9,179	9,339	112,602
	56	1,488	1,676	1,567	1,326	1,276	1,222	1,032	1,154	1,138	1,178	1,154	1,051	15,262
	57	2,496	2,618	2,828	2,768	2,690	2,502	1,867	2,000	2,267	2,681	2,149	2,040	28,906
TOTAL		33,325	35,621	37,601	34,992	32,867	31,480	28,722	32,517	32,302	33,805	32,021	31,643	396,896

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Jun-21

DATE	TRIPPER	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45A	ROUTE45B	ROUTE 57	TOTAL
1		43	139	122	114	56	140	112	48	774
2		51	117	80	120	67	113	78	43	669
3		40	101	98	105	55	126	79	70	674
4		36	146	101	122	60	128	78	61	732
5 S			85	54	63		109		56	367
6										
7		36	126	70	77	50	112	84	58	613
8		51	121	76	86	51	111	64	49	609
9		33	92	93	97	52	123	58	55	603
10		27	113	72	107	54	109	79	48	609
11		52	107	76	95	44	83	81	51	589
12 S			81	68	67		96		25	337
13										
14		45	112	64	77	32	96	62	49	537
15		52	106	87	93	41	100	68	62	609
16		55	96	59	91	50	140	86	47	624
17		26	94	71	84	46	113	59	70	563
18		43	145	69	90	67	125	73	54	666
19 S			117	56	75		122		49	419
20										
21		48	105	68	94	40	130	60	59	604
22		46	107	86	69	63	100	74	58	603
23		37	95	77	90	46	130	76	57	608
24		44	108	65	88	43	86	66	63	563
25		31	85	75	74	65	124	90	63	607
26 S			62	44	56		129		33	324
27										
28		33	81	49	61	37	96	47	48	452
29		30	95	58	105	48	110	51	35	532
30		32	88	59	89	52	113	49	51	533
TOTAL (26)		891	2724	1897	2289	1119	2964	1574	1362	14820
WEEKDAY TOTAL (22)		891	2379	1675	2028	1119	2508	1574	1199	13373
SATURDAY/REDUCED DAY TOTAL (4)			345	222	261		456		163	1447
DAILY AVERAGE		41	105	73	88	51	114	72	52	570
WEEKDAY AVERAGE		41	108	76	92	51	114	72	55	608
SATURDAY/REDUCED DAY AVERAGE			86	56	65		114		41	362

Ridership by Hour
6/1/2021 - 6/30/2021

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	2	73	165	173	222	221	284	300	245	193	196	177	128	2,379
32	14	46	80	151	179	163	208	179	162	182	114	135	62	1,675
33	17	105	223	205	181	174	177	194	200	179	157	127	89	2,028
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	19	54	59	132	150	102	115	121	113	97	84	52	21	1,119
57	14	65	61	88	92	100	95	107	117	126	131	132	71	1,199
Route					1030	1130	1230	1330	1430	1530	1630			
30					127	132	171	136	123	101	101			891
Route	<u>630</u>	<u>700</u>	<u>730</u>	<u>800</u>	not shown for brevity					<u>1700</u>	<u>1720</u>	<u>1800</u>	<u>1830</u>	
45A	63	93	63	126							91	64	14	2,508
45B										103				<u>1,574</u>
Total 45														4,082

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700			
31	24	24	42	34	35	51	32	33	36	34	345		
32	7	22	27	36	26	22	31	25	12	14	222		
33	25	29	22	34	36	26	21	19	32	17	261		
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720			
57	12	16	15	13	8	19	23	20	22	15	163		
Route	<u>800</u>	<u>830</u>	<u>900</u>	<u>930</u>	not shown for brevity				<u>1600</u>	<u>1630</u>	<u>1700</u>	<u>1730</u>	
45A	21	23	36	25					29	16	7	8	456

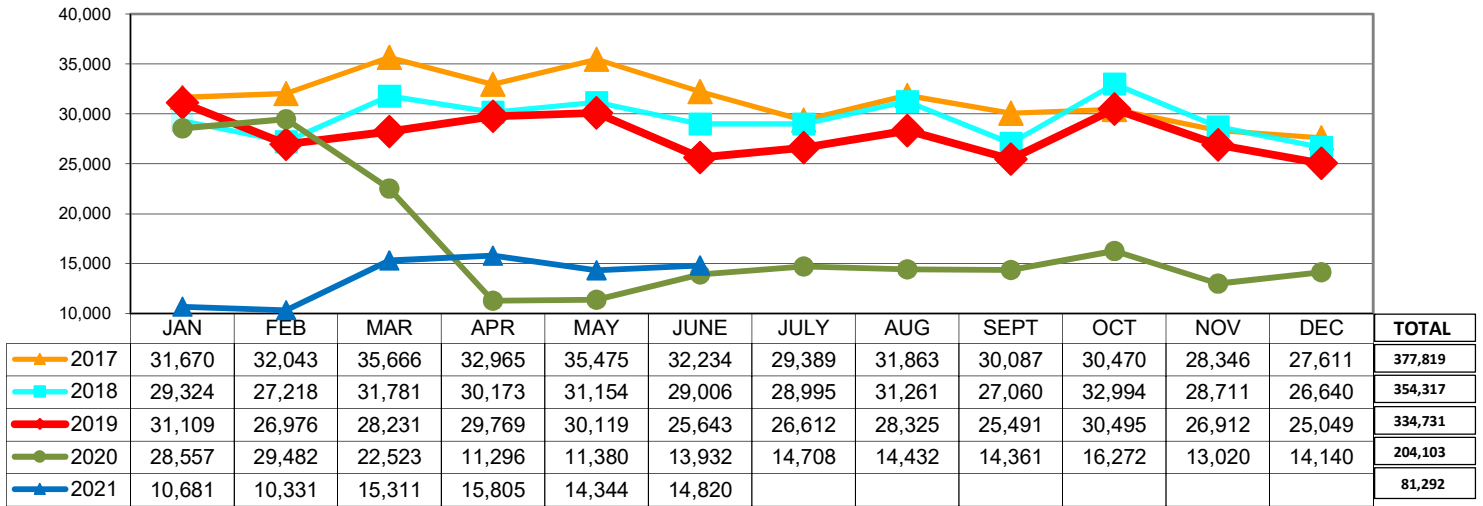
Total Fixed Route

14,820

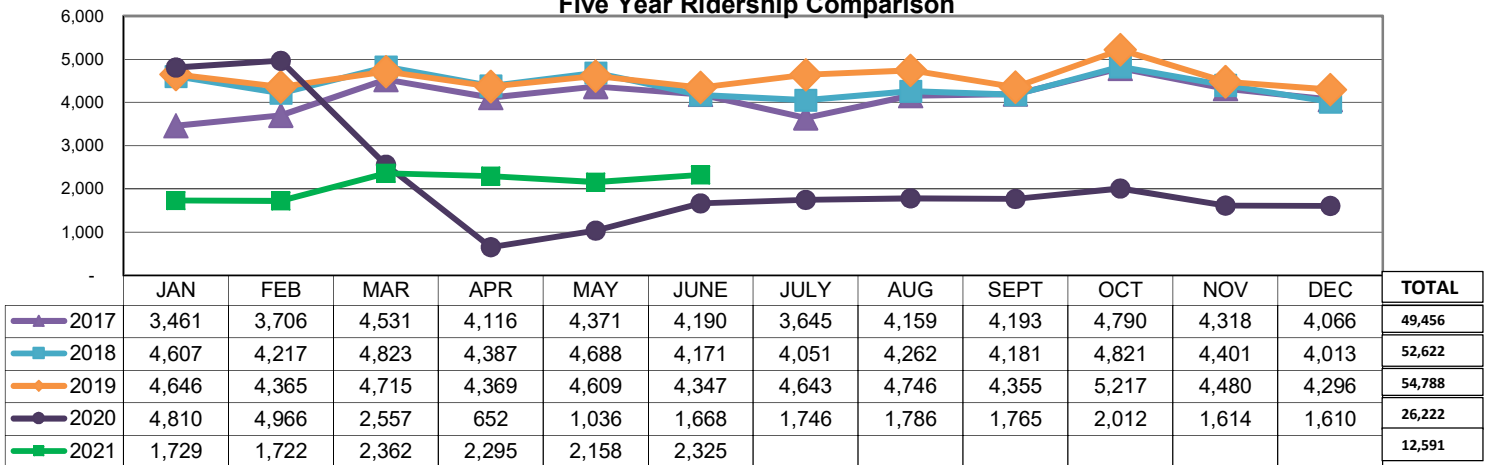
Average Passengers per Trip																
6/1/2021 - 6/30/2021																
Weekday																
	Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
	31	0.1	3.3	7.5	7.9	10.1	10.0	12.9	13.6	11.1	8.8	8.9	8.0	5.8	8.7	108
	32	0.6	2.1	3.6	6.9	8.1	7.4	9.5	8.1	7.4	8.3	5.2	6.1	2.8	6.1	76
	33	0.8	4.8	10.1	9.3	8.2	7.9	8.0	8.8	9.1	8.1	7.1	5.8	4.0	7.4	92
	Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
	44	0.9	2.5	2.7	6.0	6.8	4.6	5.2	5.5	5.1	4.4	3.8	2.4	1.0	4.1	51
	57	0.6	3.0	2.8	4.0	4.2	4.5	4.3	4.9	5.3	5.7	6.0	6.0	3.2	4.4	55
	Route					1030	1130	1230	1330	1430	1530	1630				
	30					5.8	6.0	7.8	6.2	5.6	4.6	4.6			5.8	41
	Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
	45A	2.9	4.2	2.9	5.7							4.1	2.9	0.6	9.2	114
	45B										4.7				10.1	72
	Total 45														9.5	186
Saturday																
	Route			800	900	1000	1100	1200	1300	1400	1500	1600	1700		Passengers per Revenue Service Hr	Avg daily boardings
	31			6.0	6.0	10.5	8.5	8.8	12.8	8.0	8.3	9.0	8.5		8.6	86
	32			1.8	5.5	6.8	9.0	6.5	5.5	7.8	6.3	3.0	3.5		5.6	56
	33			6.3	7.3	5.5	8.5	9.0	6.5	5.3	4.8	8.0	4.3		6.5	65
	Route			820	920	1020	1120	1220	1320	1420	1520	1620	1720			
	57			3.0	4.0	3.8	3.3	2.0	4.8	5.8	5.0	5.5	3.8		4.2	41
	Route		800	830	900	not shown for brevity					1600	1630	1700	1730		
	45A		5.3	5.8	9.0					7.3	4.0	1.8	2.0		11.4	114
System Productivity															6.9	
	Red	Less than 3.0 passengers per hour														

Date	Total Psgrs	Demand Response Client Trips	Number of Attends	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
6/1/2021	77	71	6	0	54	17	23.94%	1.89	10	2
6/2/2021	117	97	20	0	73	24	24.74%	1.93	14	2
6/3/2021	107	94	13	0	67	27	28.72%	1.80	8	3
6/4/2021	108	98	10	0	72	26	26.53%	1.84	6	1
6/5/2021	40	36	4	0	23	13	36.11%	1.56	6	1
6/7/2021	66	59	7	0	45	14	23.73%	1.77	9	3
6/8/2021	109	95	14	0	59	36	37.89%	1.81	7	1
6/9/2021	114	103	11	0	83	20	19.42%	1.76	10	1
6/10/2021	89	76	13	0	55	21	27.63%	1.74	12	3
6/11/2021	89	74	15	0	44	30	40.54%	1.78	7	0
6/12/2021	60	51	9	0	38	13	25.49%	1.91	6	1
6/14/2021	83	68	15	0	52	16	23.53%	1.91	10	1
6/15/2021	113	98	15	0	69	29	29.59%	1.92	8	0
6/16/2021	111	94	17	0	71	23	24.47%	1.98	5	2
6/17/2021	105	95	10	0	64	31	32.63%	1.70	6	0
6/18/2021	91	81	10	0	59	22	27.16%	1.68	4	2
6/19/2021	105	85	20	0	51	34	40.00%	2.65	1	1
6/21/2021	60	56	4	0	50	6	10.71%	1.52	11	2
6/22/2021	110	97	13	0	65	32	32.99%	1.86	11	4
6/23/2021	103	95	8	0	71	24	25.26%	1.70	12	0
6/24/2021	90	83	7	0	56	27	32.53%	1.64	13	2
6/25/2021	97	74	23	0	50	24	32.43%	2.17	4	0
6/26/2021	33	29	4	0	22	7	24.14%	1.50	11	0
6/28/2021	47	43	4	0	31	12	27.91%	1.45	12	0
6/29/2021	103	89	14	0	62	27	30.34%	1.83	1	2
6/30/2021	98	88	10	0	70	18	20.45%	1.78	6	1
	2325	2029	296	0	1456	573	28.03%	1.81	210	35

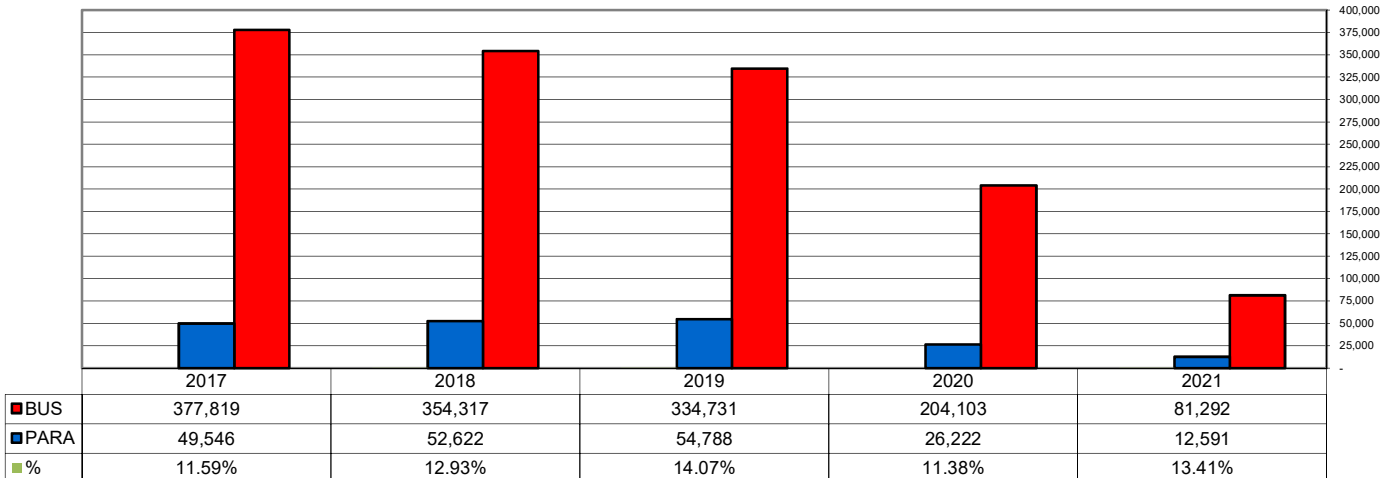
RiverCities Transit Fixed Route Five Year Ridership Comparison

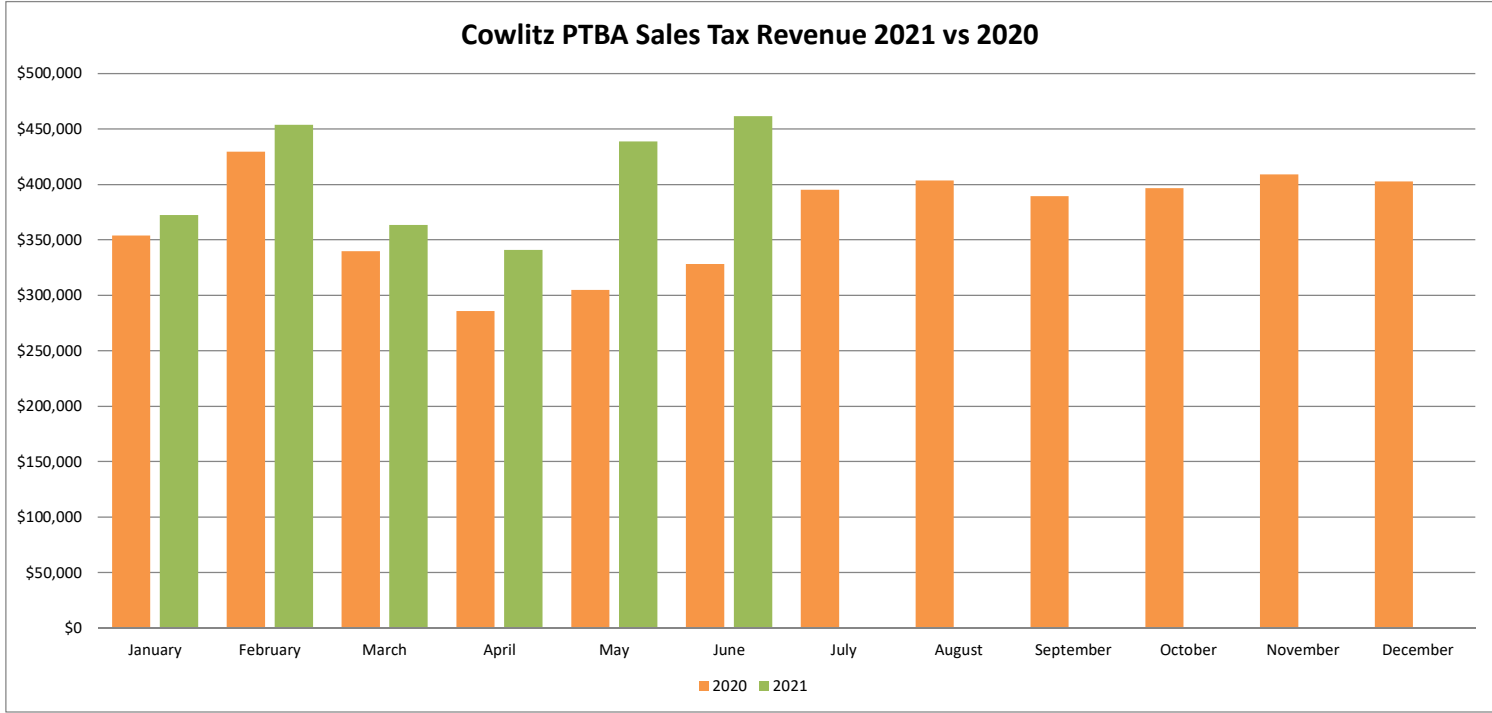
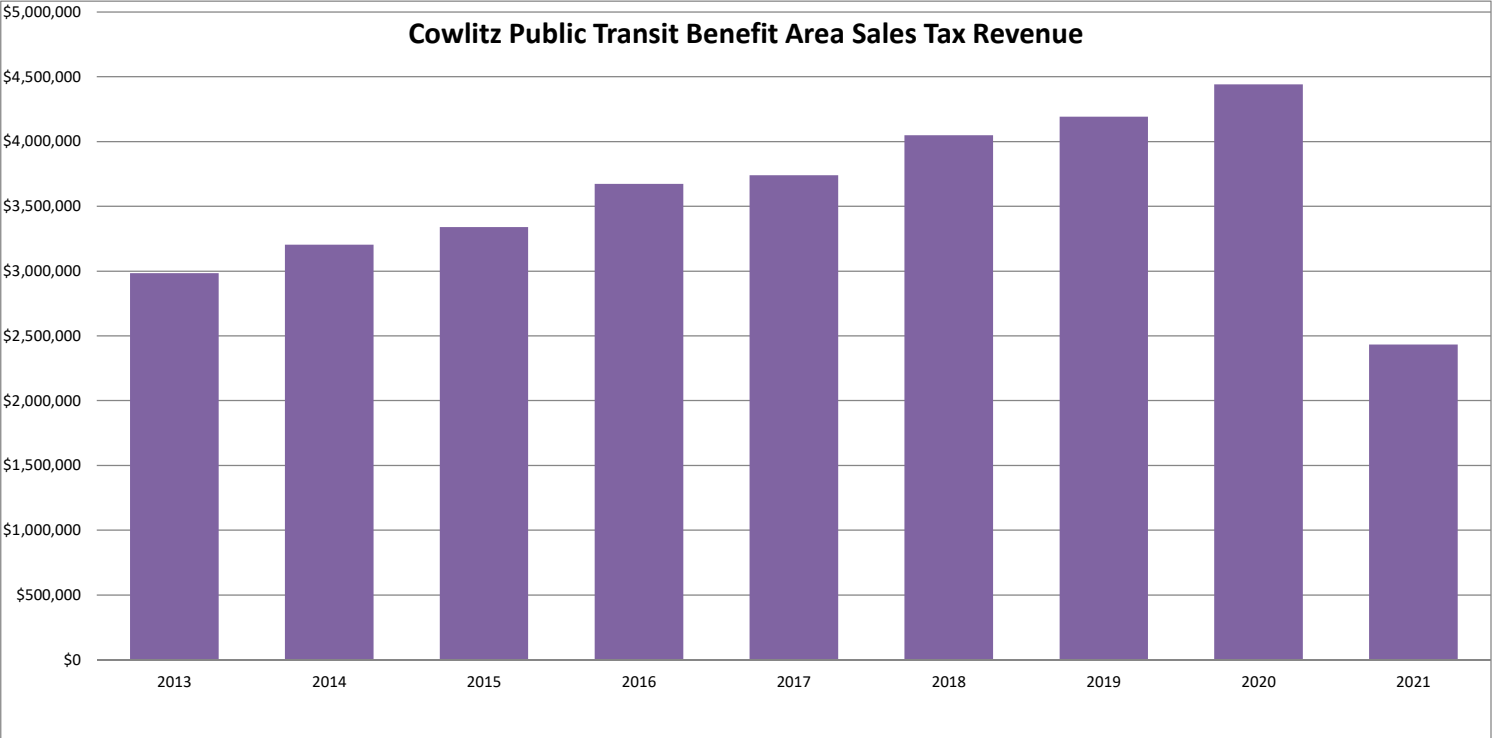


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING – 2021-2026 Transit Development Plan and 2020 Annual Report

SUMMARY STATEMENT:

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

Staff requests the Board establish a hearing at the next regular meeting on August 11, 2021, to receive citizen input. A draft copy of the 2021-2026 Transit Development Plan and 2021 Annual Report will be sent to Board Members and posted to our website by July 30, 2021.

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 11, 2021 CTA Board meeting to receive citizen input on the 2021-2026 Transit Development Plan and 2020 Annual Report.

NOTICE OF PUBLIC HEARING
COWLITZ TRANSIT AUTHORITY

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will hold a Public Hearing on **Wednesday, August 11, 2021 at 4:00 p.m.** in the Longview City Hall Council Chambers, Longview, Washington and by Virtual Zoom Webinar.

The purpose of the hearing is to receive any comments concerning the adoption of the Transit Development Plan 2021-2026 and 2020 Annual Report for RiverCities Transit.

The City Hall is accessible for persons with disabilities. Please let us know forty-eight (48) hours in advance if you will need any special accommodations to attend the meeting.

Any person interested may attend and be heard on said matter 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/87593453709>

Dial any of the following numbers:

1 253 215 8782

1 346 248 7799

1 408 638 0968

1 669 900 6833

1 301 715 8592

1 312 626 6799

1 646 876 9923

Webinar ID: 875 9345 3709

No Registration Required

DATED at Longview, Washington, this 14th day of July 2021.

Dennis Weber
Chair
Cowlitz Transit Authority

Published: July 30, 2021 in the Longview Daily News



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

[Handwritten signature]

Dated: August 9, 2017

[Handwritten signature]

Chair, Cowlitz Transit Authority

ATTEST:

[Handwritten signature]

Tabitha Hayden, Clerk of the Board

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

EXHIBIT A – AMENDED 2021

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. James Seeks, Transit Manager	_____
4. Kenneth Hash, Public Works Director	_____

Dated: _____

Chair, Cowlitz Transit Authority

ATTEST:

Elizabeth Halili, Clerk of the Board