



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, August 11, 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, August 11, 2021 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/87593453709>

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: 875 9345 3709

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, September 8, 2021

4:00 p.m. – Regular Board Meeting

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

4. **CONSIDERATION OF MINUTES FOR THE JULY 14, 2021 MEETING**

21-000882 July 14, 2021, CTA Board Meeting Minutes - DRAFT

5. **CONSENT CALENDAR**

21-000896 Invoice 2021-09 - City of Longview \$303,294.16

21-000897 Invoice 2021-104 - CWCOC LKRATS Q4 \$2,135.32

21-000898 2021 June County Treasurer's Report

21-000899 2021 June CTA Fund Balance Report

6. **REPORTS**

21-000900 2021 Annual Fixed Route Ridership

21-000901 2021 July Monthly Fixed Route Ridership

21-000902 2021 July Fixed Route Boardings per Hour

21-000903 2021 July Average Passengers per Trip

21-000904 2021 July Monthly LIFT Ridership

21-000905 2021 July CTA Ridership Graph

21-000906 PTBA Sales Tax Data 2021 vs 2020

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

21-000908 2021-2026 Transit Development Plan and 2020 Annual Report – DRAFT

Presented by Tabitha Hayden

21-000907 SUMMARY STATEMENT - PUBLIC HEARING: 2021-2026 RIVERCITIES TRANSIT DEVELOPMENT PLAN AND 2020 ANNUAL REPORT

RECOMMENDED ACTION:

Hold Public Hearing

THEN

Motion to approve the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report

8. **TRANSIT DRIVER HIRING UPDATE**
Presented by James Seeks
9. **MANAGER'S REPORT**
Presented by James Seeks
10. **MISCELLANEOUS**
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, 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

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

2. ROLL CALL

Present: Vice-Chair Chet Makinster, Member Lisa Alexander, Member Jeffrey McAllister, Member (Alternate) MaryAlice Wallis (arrived at Agenda Item #10)

Absent: Chair Dennis Weber, Member Mike Wallin, Member (Non-Voting) Anthony Harris, Member (Alternate) Nancy Malone, Member (Alternate) Arne Mortensen

Staff Present: James Seek; Interim 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; CWCOC

3. PUBLIC COMMENTS

None.

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

A motion was made by Alexander, seconded by McAllister, to approve the minutes of the June 9, 2021, CTA Board meeting. The motion carried with all members voting in favor.

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

5. CONSENT CALENDAR

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

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**

Tabitha Hayden gave a brief report:

- The 2021-2026 Transit Development Plan and 2020 Annual Report are requirements to comply with the State RCW;
- Staff requests that the Board establish a public hearing to hear comments on the report;
- The report will be published on the RCT website and emailed to the Board on or before July 30, 2021.

McAllister made a motion, seconded by Alexander, 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. The motion carried with all members voting in favor.

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**

Seeks 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.

As James Seeks is now the Interim Transit Manager, and Amy Asher has resigned and accepted a new position at Mason Transit, Seeks requests an amendment to update the Transit Manager's signature on Exhibit A of Resolution 2017-03.

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

Seeks gave a brief update:

- Twenty Transit Operators are currently on the roster;
- One Operator is out on long-term leave with two more starting before the end of July;
- Two new hires are in CDL training with an expected completion of route training at the end of July;
- Two to four candidates are in the hiring pipeline.

Seeks plans to place route 46 in service as soon as possible.

10. MANAGER'S REPORT

Seeks gave a brief report:

- Capacity restraints have been lifted on board the buses, and head signs are being modified to reflect this. The head signs will only note the mask requirement;
- The Transportation Security Administration mandate regarding masks on transportation systems remains in effect until September 13, 2021;
- Currently, all transit advertising is hiring focused;
- Transit received grant funding to purchase additional cutaway minibusses and transit coaches. Seeks plans to begin the procurement process;

Seeks noted that, as he completes his 44th year in public and community-based transportation, he appreciates the confidence the City has placed in him to lead RiverCities Transit during the interim.

Betsy Despain gave a brief report:

- Paratransit is seeing an increase in ridership.

Vice-Chair Makinster congratulated James Seeks on his appointment to Interim Transit Manager

Ken Hash; Longview Public Works Director, stated that he was very glad James Seeks accepted the offer of Interim Transit Manager.

11. ADJOURNMENT

With no further business to discuss, Vice-Chair Makinster adjourned the meeting at 4:13 p.m.

Elizabeth Halili, Clerk of the Board

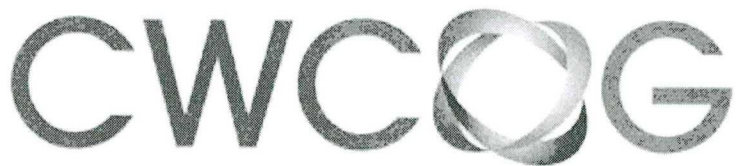
Dennis Weber, Chairman

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

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

[illegible]

Page 8 of 47

**Cowlitz-Wahkiakum Council of Governments**

Administration Annex
207 North Fourth Avenue
Kelso, WA 98626

Telephone: (360) 577-3041

E-Mail: cwcog@cwcog.org

Fax: (360) 214-3425

Web: <http://www.cwcog.org/>

Invoice**Cowlitz Transit Authority**

254 Oregon Way
Longview, WA 98632

Invoice Date: August 2, 2021

Invoice Number: 2021 - 104

Apr-Jun 21 - LKRATS

Item	Amount
Labor - Q4	\$1,096.40
Direct Program Support - Q4	\$143.33
Indirect Program Support - Q4	\$602.40
Consultant - Q4	\$293.19
	<u>\$2,135.32</u>

Please contact the CWCOCG Finance Department with questions regarding this invoice.

All charges include tax unless otherwise noted.

Printed 08/02/2021 at 04:23 PM

69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		350,742.68	462,064.54	- 505,750.10	- 43,685.56	307,057.12
1112000 WARRANTS OUTSTANDING		0.00	2,135.31	- 2,135.31	0.00	0.00
1180000 INVESTMENTS		5,267,541.79	200,320.63	0.00	200,320.63	5,467,862.42
2131020 ACCOUNTS PAYABLE - AP MODULE		- 305,429.47	305,429.47	0.00	305,429.47	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	- 1,969,555.75	0.00	- 461,504.74	- 461,504.74	- 2,431,060.49
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 1,769.68	0.00	- 320.63	- 320.63	- 2,090.31
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,486.93	0.00	- 239.17	- 239.17	- 1,726.10
5492000 OTHER	8900000 DISTRICT ACTIVITIES	918,199.10	0.00	0.00	0.00	918,199.10
Total		0.00	969,949.95	- 969,949.95	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: June 30, 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	461,504.74	2,431,060.49
Interest Earnings/Investments	320.63	2,090.31
Local Sales Interest	239.17	1,726.10
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 462,064.54	\$ 2,434,876.90
CTA Expenditures		
City of Longview	303,294.16	909,882.48
City of Longview - Audit Services	-	-
Legal Counsel	-	1,040.00
Transit Center Security Services	-	2,175.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	2,135.31	5,101.62
Subtotal	\$ 305,429.47	\$ 918,199.10
CTA Ending Balance		\$ 5,774,919.54
CITY OF LONGVIEW		
Beginning Balance: January 1, 2021		\$ 1,617,906.72
Longview Revenue		
Farebox/Pass Sales	6,209.63	49,427.28
State Pool - Interest	99.58	747.60
Payments from CTA	303,294.16	909,882.48
Federal Grant Competitive - 5339 - Transit Center	371,948.00	371,948.00
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	51,038.00	126,016.00
State Special Needs Formula Grant - Paratransit Operating	73,926.00	123,912.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	901.21	5,407.26
Cashier Over-Short / NSF	-	1,248.52
Insurance Recoveries	4,137.30	7,649.77
Other Recoveries / Guest Rider	-	100.00
Miscellaneous Adjustments/Settlements	18.20	18.29
Subtotal	\$ 811,572.08	\$ 2,538,472.20
Longview Expenditures		
Subtotal	\$452,515.30	\$2,363,622.40
Longview Ending Balance		\$ 1,792,756.52
Combined CTA & Longview Ending Balance		\$ 7,567,676.06

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	925						5,015
	31	2,687	2,270	2,991	3,047	2,765	2,724	2,931						19,415
	32	1,461	1,424	1,861	1,980	1,747	1,897	2,038						12,408
	33	1,844	1,406	1,940	2,196	2,064	2,289	2,269						14,008
	44		553	1,240	1,265	1,108	1,119	1,237						6,522
	45	3,763	3,278	4,891	4,803	4,599	4,538	4,940						30,812
	57	926	912	1,452	1,538	1,262	1,362	1,378						8,830
TOTAL		10,681	10,331	15,311	15,805	14,344	14,820	15,718						97,010

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	4,030	2,992	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

Ridership by Hour
7/1/2021 - 7/31/2021

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	7	86	158	197	232	204	249	333	258	250	225	144	108	2,451
32	10	24	79	143	189	166	192	184	186	204	142	137	51	1,707
33	17	90	152	177	180	156	192	217	187	160	147	161	94	1,930
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	23	63	75	116	131	157	113	127	126	116	85	74	31	1,237
57	28	67	50	80	95	105	110	115	129	118	125	103	69	1,194
Route					1030	1130	1230	1330	1430	1530	1630			
30					106	126	172	148	131	142	100			925
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	62	72	87	137							101	76	33	2,733
45B										101				<u>1,539</u>
Total 45														4,272

Saturday - Passengers by Hour

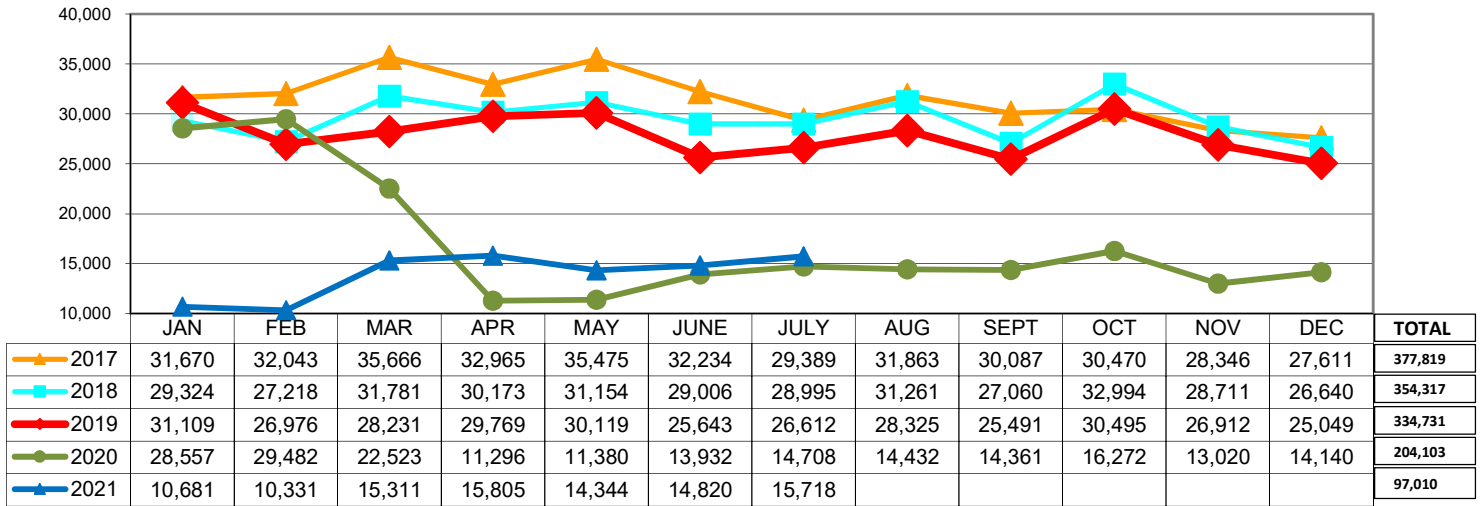
Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700			
31	32	31	59	45	49	55	67	57	52	33	480		
32	15	31	26	47	31	37	38	42	39	25	331		
33	28	22	24	47	41	48	34	25	40	30	339		
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720			
57	14	17	17	21	20	11	16	31	16	21	184		
Route	<u>800</u>	<u>830</u>	<u>900</u>	<u>930</u>	not shown for brevity				<u>1600</u>	<u>1630</u>	<u>1700</u>	<u>1730</u>	
45A	32	35	51	31					34	31	20	9	668

Total Fixed Route

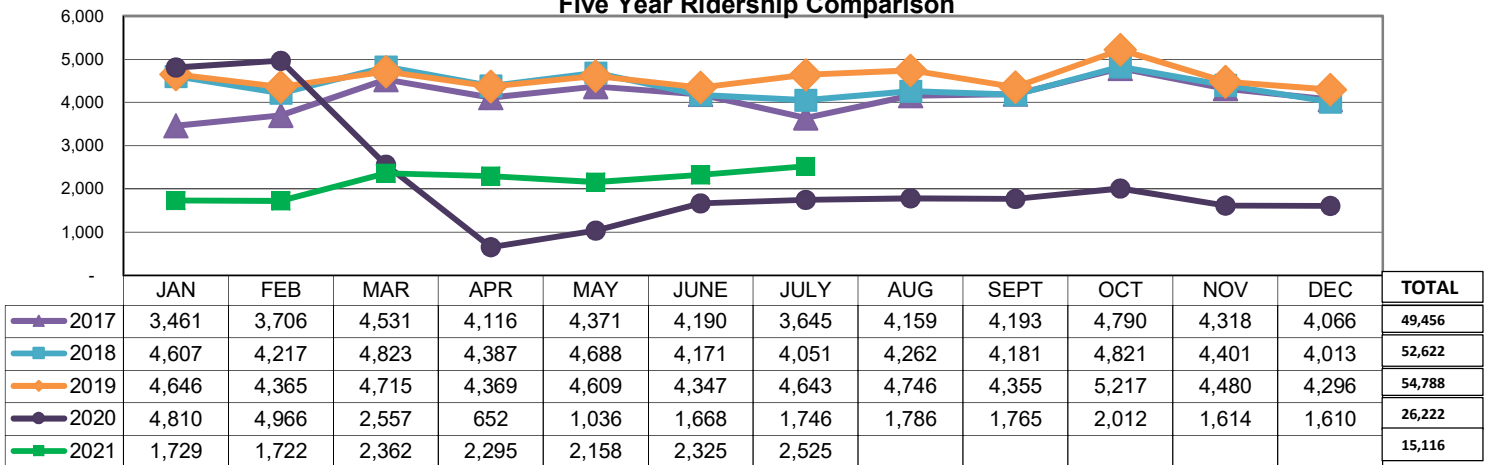
15,718

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
7/1/2020	94	85	9	0	57	28	32.94%	1.58	10	1
7/2/2020	86	74	12	0	50	24	32.43%	1.75	4	1
7/3/2020	69	56	13	0	37	19	33.93%	2.17	12	0
7/5/2021	58	49	9	0	38	11	22.45%	1.75	12	1
7/6/2021	132	118	14	0	89	29	24.58%	2.02	3	4
7/7/2021	86	82	4	0	70	12	14.63%	1.50	15	1
7/8/2021	109	97	12	0	73	24	24.74%	1.87	10	0
7/9/2021	97	87	10	0	64	23	26.44%	1.95	6	0
7/10/2021	59	54	5	0	44	10	18.52%	1.90	12	0
7/12/2021	55	49	6	0	37	12	24.49%	1.59	3	0
7/13/2021	114	103	11	0	72	31	30.10%	1.74	14	1
7/14/2021	110	99	11	0	78	21	21.21%	1.68	9	1
7/15/2021	98	88	10	0	59	29	32.95%	1.79	5	1
7/16/2021	89	78	11	0	61	17	21.79%	2.01	13	1
7/17/2021	83	67	16	0	43	24	35.82%	2.06	3	0
7/19/2021	75	73	2	0	61	12	16.44%	1.56	12	5
7/20/2021	128	112	16	0	75	37	33.04%	2.07	6	1
7/21/2021	117	103	14	0	72	31	30.10%	2.00	3	0
7/22/2021	117	101	16	0	62	39	38.61%	1.91	18	1
7/23/2021	78	68	10	0	54	14	20.59%	2.13	2	1
7/24/2021	76	64	12	0	50	14	21.88%	2.10	5	0
7/26/2021	62	59	3	0	50	9	15.25%	1.53	10	1
7/27/2021	131	117	14	0	96	21	17.95%	2.06	15	2
7/28/2021	117	104	13	0	79	25	24.04%	1.99	9	0
7/29/2021	106	97	9	0	55	42	43.30%	1.74	9	2
7/30/2021	117	94	21	2	63	31	32.98%	2.11	9	1
7/31/2021	62	50	12	0	29	21	42.00%	1.95	7	0
	2525	2228	295	2	1618	610	27.16%	1.87	236	26

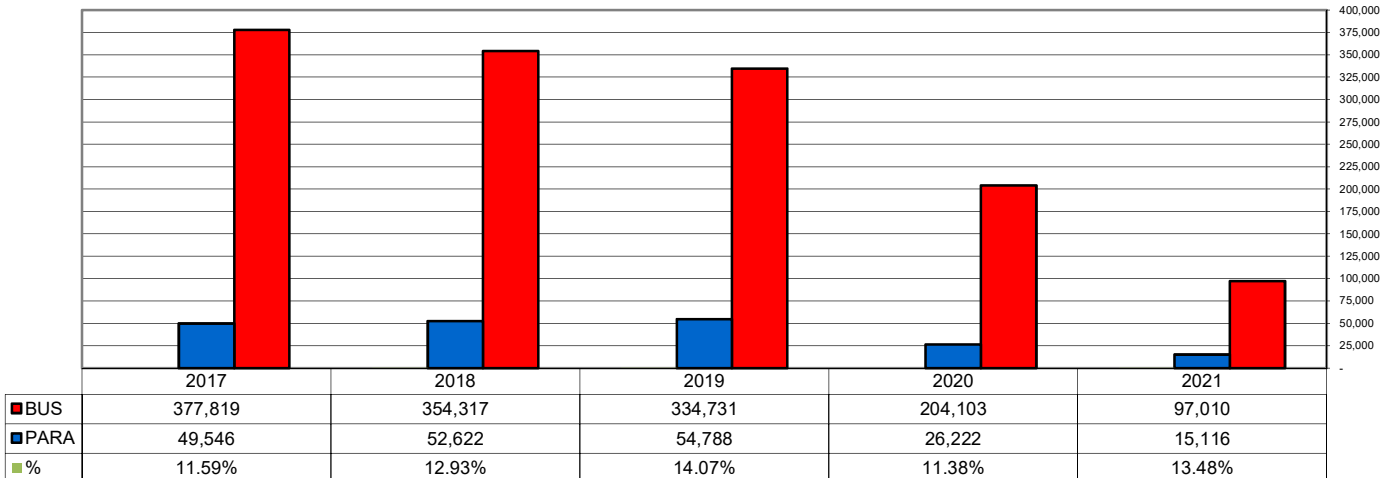
RiverCities Transit Fixed Route Five Year Ridership Comparison

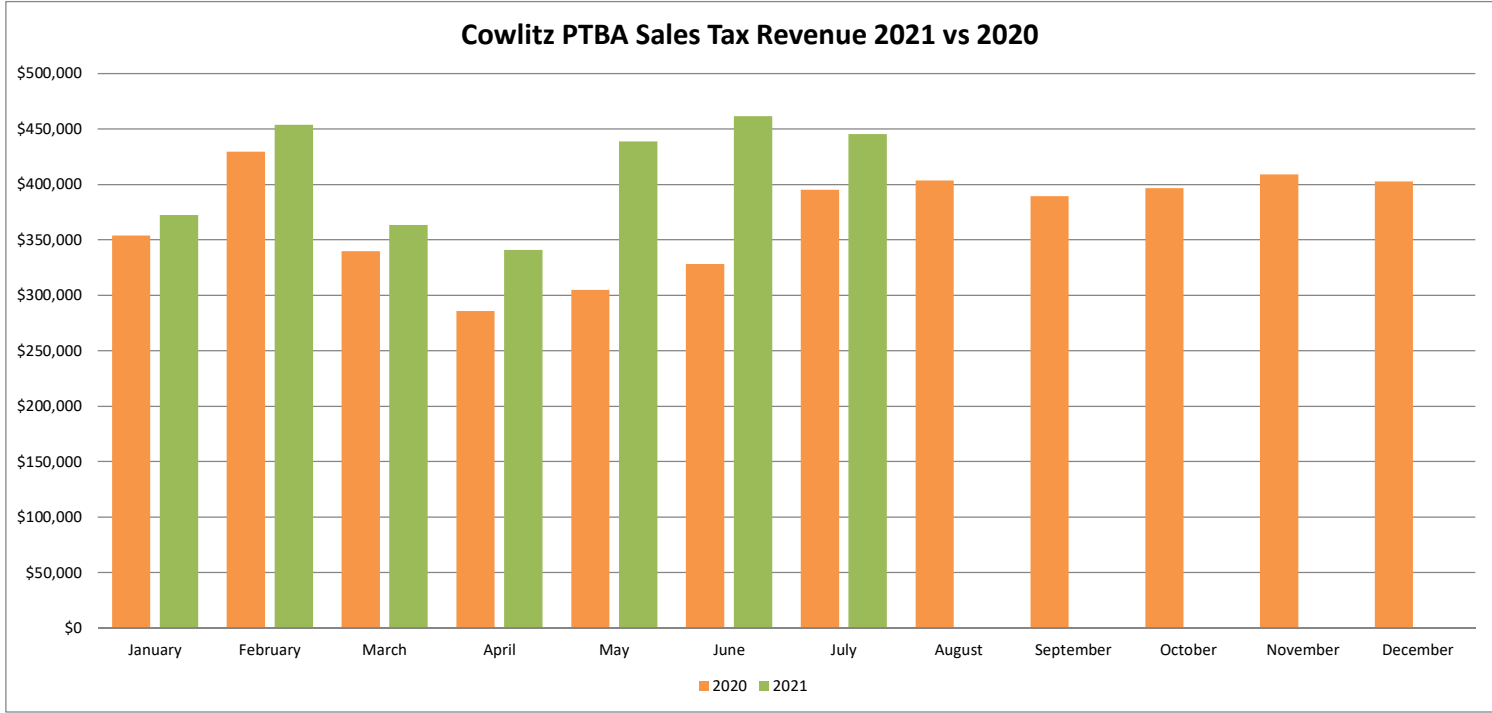
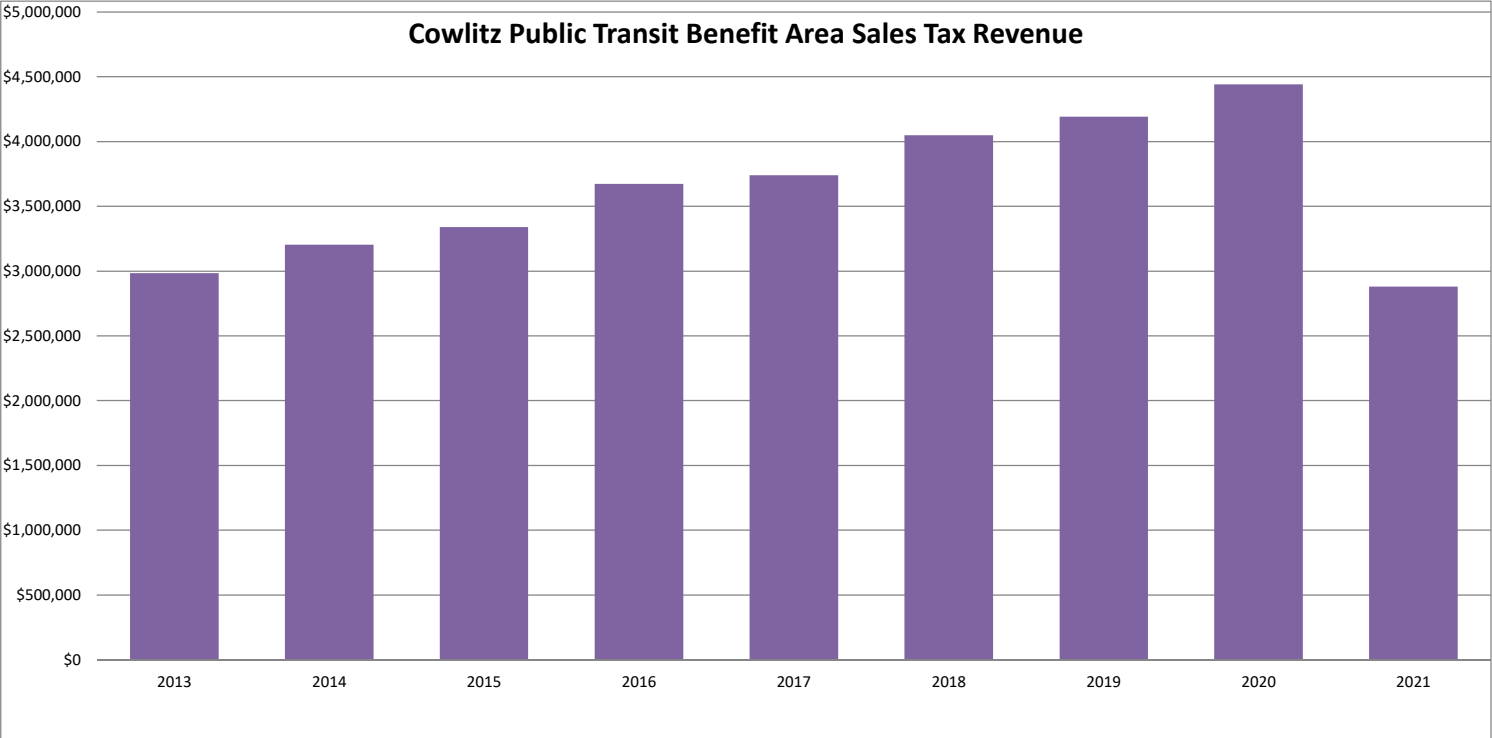


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





2020 Annual Report

2021-2026 Transit

Development Plan



Photo taken by Arthur Ross 09/2020



Prepared by RiverCities Transit Staff
For the Cowlitz Transit Authority
Adopted August 11, 2021

2020 Annual Report

2021-2026 Transit Development Plan

Prepared by RiverCities Staff
For the Cowlitz Transit Authority
Public Hearing held
August 11, 2021

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing RiverCities Transit at customerservice@rctransit.org or calling (360) 442-5663. Persons who are deaf or hard of hearing may make a request by calling the TTY Relay at 711.

Title VI Notice to Public

It is RiverCities Transit's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with RiverCities Transit or the Federal Transit Administration. For more information regarding our non-discrimination obligations, please contact RiverCities Title VI Coordinator at (360)442-5663.

DRAFT

Table of Contents

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION	1
TITLE VI NOTICE TO PUBLIC.....	1
TABLE OF CONTENTS	3
INTRODUCTION.....	5
PLAN ADOPTION, PUBLIC HEARING, AND DISTRIBUTION	5
Plan Adoption	5
Public Participation Process.....	5
Public Hearing.....	5
Notice of published in local paper	6
Notice of posted to the website.....	6
Digital and paper copies of the plan	6
Plan Distribution	6
THE AGENCY	7
History and Governance	7
2020 Cowlitz Transit Authority Board Members.....	7
2020 Organizational Structure	8
Service Area	9
Facilities	10
Longview City Shop	10
Longview Transit Center	11
Kelso Train Depot	12
Heron Pointe Turnaround.....	12
Operations	13
Fixed Route Operations.....	13
Fixed Route Fares	14
Paratransit Operations	15
Paratransit Fares.....	15
Service Connections	15
Wahkiakum on the Move	15
Lower Columbia Community Action Program (CAP).....	16
Cowlitz Tribe Transit	16
Intermodal Connections.....	16
STATE AND AGENCY GOALS, OBJECTIVES, AND STRATEGIES	17

LOCAL PERFORMANCE MEASURES AND TARGETS18

Vehicle Load 18

Vehicle Headway 18

On-Time Performance 18

Service Availability 18

Preventive Maintenance 18

State of Good Repair 18

Useful Life Benchmark (ULB)..... 19

PLANNED CAPITAL EXPENSES.....20

PLANNED OPERATING CHANGES.....21

MULTIYEAR FINANCIAL PLAN.....22

Capital Improvement:..... 22

Multiyear Capital Purchases 22

Operating Financial Assumptions: 23

Multiyear Operating Financial Plan 24

PROJECTS OF REGIONAL SIGNIFICANCE.....25

2020 ACCOMPLISHMENTS25

Capital 25

Longview Transit Center 25

Fixed Route Buses 25

Paratransit Cutaways..... 25

Community Outreach and Partnership Accomplishments 25

System Accomplishments 26

COVID 19 Response 26

Fixed Route Stop Survey..... 26

Fixed Route Hiring 26

RiverCities LIFT Office Move..... 26

OPERATING AND PERFORMANCE DATA 2020-2025.....27

Fixed Route 27

Paratransit 27

Introduction

RiverCities Transit (RCT) staff drafts the Transit Development Plan (TDP) annually. The Cowlitz Transit Authority (CTA) then approves it. It fulfills *RCWs 35.58.2795* and *35.58.2796*. These laws require the creation of a *Public Transportation System Six-year Transit Plan* and an *Annual Report*, respectively.

The Washington State Department of Transportation is required to develop an annual report that summarizes the status of public transportation systems in the state for the previous calendar year. RCT submits our annual report to assist in the development of the statewide plan. The document also serves as a tool to communicate our accomplishments and goals to the community. It outlines our organizational structure, transportation services, significant achievements, proposed action strategies, and a program for funding those strategies.

Plan Adoption, Public Hearing, and Distribution

Plan Adoption

The Cowlitz Transit Authority Board adopted the 2020 Annual Report and 2021-2026 Transit Development Plan on August 11, 2021

Public Participation Process

Public Comment Period	July 30, 2021 – August 11, 2021
-----------------------	---------------------------------

Comments submitted to	customerservice@rctransit.org RiverCities Transit PO Box 128 Longview WA 98632
-----------------------	--

Public Hearing

Cowlitz Transit Authority will hold a public hearing during the regularly scheduled board meeting on the TDP on August 11, 2021, at 4:00 p.m.

Notice of published in local paper

The Longview Daily News published notice of the hearing on the TDP. A notification will also run in the City Info Weekly, a weekly newsletter prepared and published by the City of Longview.

Notice of posted to the website

RiverCities Transit will post a notice of the public hearing on the 2020 Annual Report and 2021-2025 Transit Development Plan to its website at www.rctransit.org on July 30, 2021.

Digital and paper copies of the plan

RiverCities will post the 2020 Annual Report and 2021-2025 Transit Development Plan to its website on July 15, 2021, at <https://rctransit.org/about-us/planning/>. Paper copies are available at the Longview Transit Center at 1135 12th Ave, Longview, WA 98632 upon request.

Plan Distribution

Distribution of the TDP will include:

- Washington Department of Transportation
- Transportation Improvement Board
- City of Longview
- City of Kelso
- Southwest Washington Regional Transportation Planning Organization
- Washington State Transit Insurance Pool

The Agency

History and Governance

RiverCities Transit has a long history in Longview and Kelso, WA. It began over 85 years ago, serving mill workers as they traveled to and from work. Several private owners ran the bus service until 1975 when the City of Longview purchased the operation. The City of Longview subsequently became the grant recipient for the Federal Transit Administration.

CTA's Mission

"To enhance the quality of life in our area, the Cowlitz Transit Authority provides safe, reliable, and efficient transit services that link people, jobs, and communities."

CTA 2009

The Cowlitz Public Transportation Benefit Authority (PTBA) was formed in 1987 to fund the transit system. The Cowlitz Transit Authority (CTA), a five-member board consisting of two members of the Longview City Council, two members of the Kelso City Council, one Cowlitz County Commissioner, and one non-voting Amalgamated Transit Union representative, governs the PTBA. The CTA functions as a taxing authority only. The CTA has contracts for legal counsel and utilizes the services of the Cowlitz County Treasurer but has no other staff. The CTA contracts all transit operations, maintenance, and capital improvement-related functions including, management, administration, drivers, and maintenance, to the City of Longview. The City of Longview subcontracts to provide the required complementary paratransit service. The City of Longview and the CTA jointly govern the public transportation system, which operates as RiverCities Transit (RCT). (*Figure 1 Organizational Hierarchy Chart*)

2020 Cowlitz Transit Authority Board Members

Dennis Weber	Board Chair	Cowlitz County Commissioner
Chet Makinster	Board Vice-Chair	Longview City Council Member
Lisa Alexander		Kelso City Council Member
Jeffery McAllister		Kelso City Council Member
Mike Wallin		Longview City of Longview Mayor Pro Tem
Anthony Harris	Non-Voting	Amalgamated Transit Union Labor Representative
Nancy Malone	Alternate	Kelso City Council Mayor
Arne Mortensen	Alternate	Cowlitz County Commissioner
MaryAlice Wallis	Alternate	Longview City Council Mayor

2020 Organizational Structure

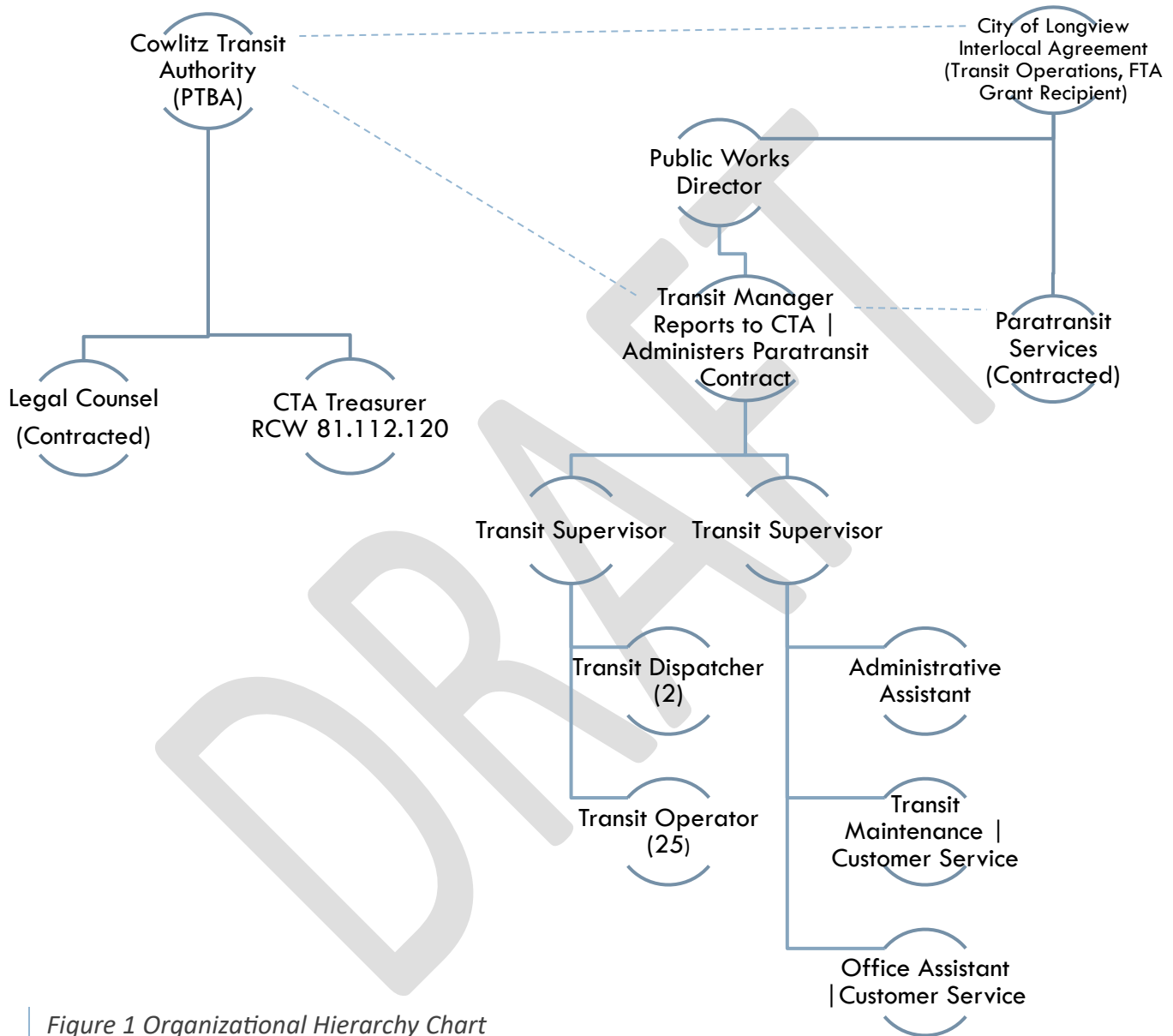


Figure 1 Organizational Hierarchy Chart

Service Area

RiverCities Transit operates within Longview and Kelso, WA, as shown in the map below. (Figure 2 Service Area Map) This service area encompasses approximately 27 square miles as and contains a population of roughly 50,000 residents.

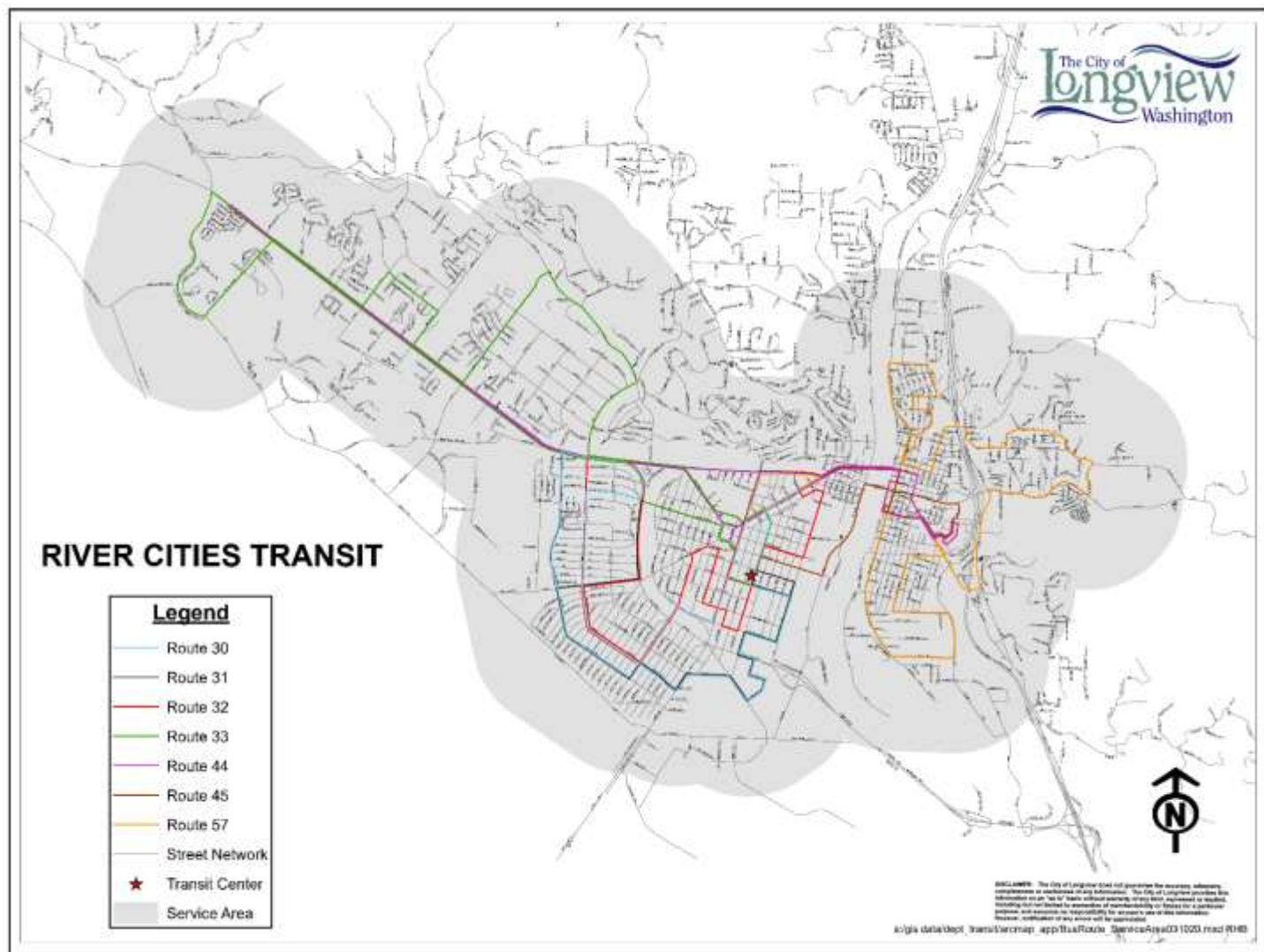


Figure 2 Service Area Map March 10, 2020

Facilities

Longview City Shop

RiverCities Transit and RiverCities LIFT dispatch from the Longview City Shop (*Figure 3 Longview City Shop*) at 254 Oregon Way, Longview WA. The facility is approximately 8,000 SF; in addition to Transit, it houses the Fleet Maintenance, Facilities Maintenance, and the entire City of Longview fleet.



Figure 3 Longview City Shop

Longview Transit Center

The Transit Center (*Figure 4 Transit Center*), located in downtown Longview at 1135 12th Avenue, opened January 30, 2020. This facility includes a lobby with a customer service window, administrative offices, training room, and break rooms for operators and administrative staff. Five RCT fixed routes and three regional service providers serve the Longview Transit Center.



Figure 4 Longview Transit Center

Kelso Train Depot

Located at 501 S First Street, Kelso, WA, the Kelso Train Depot (*Figure 5 Kelso Train Depot*) is a multimodal location with connections to Amtrak, Greyhound (BOLT), Wahkiakum on the Move, and RiverCities Transit. RiverCities Transit also rents a breakroom for operators from the City of Kelso at the Kelso Train Depot.



Photo by Michael Richards 08/2020

Figure 5 Kelso Train Depot

Heron Pointe Turnaround

Built in 2012, the Heron Pointe turnaround (*Figure 6 Heron Pointe*) is used by RCT to turn westbound Route 44 eastbound safely. Route 33 also services Heron Pointe.



Photos taken by Tabitha Hayden 08/2020



Figure 6 Heron Pointe
Turnaround

Operations

RCT services include Fixed Route and Paratransit.

Fixed Route Operations

RiverCities Transit operates seven fixed routes within the urban areas of Longview and Kelso, WA. RCT System Map and Schedule (Figure 7 System Map & Schedule) illustrates the 2020 fixed route service area and depicts route frequency. RCT's fixed routes circulate through most urbanized neighborhoods in Longview and Kelso Monday through Friday from 6:30 AM to 7 PM. Five routes operate Saturday from 8 AM to 6 PM. RCT designed six routes to complete a round trip in fifty minutes, allowing them to run on sixty-minute headways. This scheduling allows for transfer connections at the Transit Center, Kelso Train Depot, and The Three Rivers Mall. This scheduling provides simplicity and convenience for customers, allowing passengers to travel between almost two points in the Longview-Kelso region with a maximum of one transfer and little wait time for transfers. RCT's most heavily traveled route offers service every thirty minutes during the morning and evening runs. Midday, this route runs on a forty-minute schedule with a second bus, therefore offering service every twenty minutes. In November 2019, RCT added Route 30, which provides thirty-minute service at the busiest stops.



Figure 7 System Map & Schedule Effective 01/30/2020

Fixed Route Fares

Fares and pass prices established on January 1, 2016, are shown in Figure 8. Passes entitle the holder to unlimited rides during their specified periods and are nontransferable. Transfers are free with the purchase of one-way fare and valid for one use only on the day of purchase.

	One – Way Fare	Daily Pass	Monthly Pass	Quarterly Pass	Annual Pass
Adult	\$1.00	\$2.00	\$14.00	\$42.00	\$168.00
Student	\$1.00	\$2.00	\$7.00	\$21.00	\$84.00
Reduced	\$.50	\$1.00	\$7.00	\$21.00	\$84.00
LCC Students & Faculty	Free				
LIFT Approved	Free				
PCA	Free				
Youth Pass					Free

Figure 8 Fixed Route Fare Table

- **Adult** passes are for those ages 18 and older.
- **Student** passes are available to children between six and eighteen years of age or those with a student ID showing the holder is currently attending classes and earning college credit at an accredited school of higher education.
 - **Student Summer Passes** are issued at twice the rate of a monthly student pass and are valid June 1st through August 31st each year.
- **Reduced** fare is available to citizens age 65 or older, Medicare cardholders, and persons with disabilities. Applicants are required to show proof of age, Medicare Card, or complete an application for a reduced fare permit.
- **LCC** (Lower Columbia College) pays an annual fee based on its students and staffs prior year's ridership. Those wishing to take advantage of the program show their LCC ID to the bus operator.
- **LIFT** qualified individuals are eligible to ride fixed route free of charge.
- **PCA** (personal care attendant) rides free of charge when accompanying a LIFT qualified individual.
- **Youth** pass is a free annual pass available to those eighteen and younger who turn in a completed consent form. The Annual Youth Pass is a pilot program that started in January 2020 to encourage local youth to ride transit and to reduce the transportation barrier to youth activities and programs.

Paratransit Operations

RCT provides federally mandated complementary paratransit service within $\frac{3}{4}$ of a mile of all fixed routes according to the Americans with Disabilities Act (ADA) requirements. The service area boundary is shown in Figure 2. This service is identified as RiverCities LIFT. The City of Longview contracts with Paratransit Services Inc. to operate LIFT. Paratransit Services Inc. is a non-profit organization headquartered in Bremerton, Washington. Paratransit Services Inc provides the operators, scheduling/dispatch staff, supervisor, and a manager. The City of Longview owns and provides the vehicles.

To qualify for LIFT, individuals must complete an application process and be certified as unable to independently utilize fixed route transportation due to their disability. LIFT provides paratransit service on a next-day reservation basis. In addition, LIFT offers same-day response as a “premium” service at an additional cost. LIFT operates on the same schedule as fixed route service weekdays from 6:30 AM to 7 PM and Saturday from 8 AM to 6 PM. LIFT provides trips for any purpose and does not limit the number of trips an individual may take. The ADA requires there to be no capacity constraints or trip denials.

Paratransit Fares

Fares and prices established on January 1, 2016 shown in Figure 9.

	One – Way Fare	Monthly Pass	5 Ride Punch Card	20 Ride Punch Card
LIFT Approved	\$1.00	\$15.00	\$5.00	\$10.00
PCA	Free			

Figure 9 Paratransit Fare Table

Service Connections

In addition to services provided by RCT, several regional programs operate services from outlying areas to the Longview – Kelso area. Longview-Kelso serves as a regional destination for medical appointments, shopping, employment, school, and other transportation connections. These connections are each described below. RCT is a partner with many of these agencies as they utilize the Longview Transit Center.

Wahkiakum on the Move

Wahkiakum on the Move (WOTM) provides service between Cathlamet and Longview-Kelso four times a day and between Naselle (with connections to Pacific Transit in Pacific County) and Longview-Kelso

twice a day. WOTM makes connections with RCT at the Kelso Train Depot and the Longview Transit Center. They also stop at St John’s Medical Center, the 7th Avenue Wal-Mart, Triangle Mall, and Fred Meyers. While the service is available to the public, half of the WOTM riders are seniors. Passengers use the service to access shopping, medical appointments, and LCC.

Lower Columbia Community Action Program (CAP)

The Lower Columbia Community Action Program (CAP) provides several transportation services in the Longview-Kelso area. CAP offers Senior Transportation to those age 60 and over. This service is for those residents living outside the RiverCities Transit service area to come into Longview-Kelso for medical appointments and for all seniors to get to medical appointments in the Portland-Vancouver area to the south and as far north as Olympia. They provide medical and shopping trips in wheelchair-accessible vans to residents living outside and inside the RCT service area. Another service they offer is Medicaid Transportation. Medicaid transportation is provided to eligible individuals for Medicaid, and trips are authorized by the Human Services Council Medical Transportation program. Lastly, CAP Transportation offers a fixed route service from the Longview Transit Center to the Vancouver 99th Street Station six times a day and from the Longview Transit Center to the Castle Rock Park and Ride twice a day. This service is available to the public and costs two dollars each way.

Cowlitz Tribe Transit

The Cowlitz Indian Tribe provides Dial-a-Ride service to tribal members and the public. The Tribe's service area encompasses Cowlitz and South Lewis counties. Service is available Monday through Friday. The Tribe does not provide service within Longview except when requested by a tribal member. People needing transportation within Longview are referred to RCT.

Intermodal Connections

Several other services provide regional public transportation connections. RCT makes connections with Amtrak and Greyhound at the Kelso Train Depot. It also connects with several rural and Paratransit providers, as previously described.

State and Agency Goals, Objectives, and Strategies

Efforts by RiverCities Transit from 2021-2026 will address the following strategies. The figure below (Figure 10 Goals, Objectives, and Strategies) shows how RCT's strategies align with the state goals established in the Washington State Transportation Plan and defined below.

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Operate transportation systems reliably and responsibly.	X	X				X
Provide viable mobility choices for the customer and expand the system to accommodate growth and future transportation infrastructure.	X		X	X		X
Implement facilities and equipment solutions that are in the best interest of the community.	X	X	X	X	X	X

Figure 10 Goals, Objectives and Strategies Table

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State.
- **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Local performance measures and targets

Vehicle Load

Vehicle load indicates the extent or probability of overcrowding and may indicate the need for additional vehicles to maintain useful service. RCT monitors the vehicle load factor to ensure that it does not exceed 1.5. A vehicle load factor of 1.5 would mean all thirty-two seats are occupied, with approximately sixteen passengers left standing. Vehicle Load Factor is reviewed regularly using passenger count data to determine whether additional capacity should be added to specific trips or routes based on passenger demand.

Vehicle Headway

RiverCities Transit has a vehicle headway goal of at least 45-minute headways on all routes. RCT currently operates six routes on 60-minute headways and one route on a variable headway of 20 to 30 minutes. Several factors, including ridership productivity, transit and pedestrian friendly streets, and density of transit dependent population and activities, will determine headway standards for future routes.

On-Time Performance

On-time performance is an indicator of RCT's service reliability. A bus is considered late if it departs the published time point five or more minutes later than the scheduled time. A bus is considered early if it leaves from a published time point before the scheduled departure. It is RCT's goal to be on time at least 90 percent of the time.

Service Availability

RCT aims to ensure all residents of the urbanized area live within one-half mile of a bus stop provided geographic constraints, such as rivers and topography. Transit access is determined using the Geographic Information Systems (GIS) by mapping the distance of all bus stops to the centroid of 2010 Census block groups.

Preventive Maintenance

RiverCities Transit's preventive maintenance intervals for fleet vehicles are conducted based on the number of miles driven and are met within +/- 10% of the defined mileage. These preventive maintenance schedules are adhered to at least 80% of the time to meet FTA's required on-time threshold, with a goal of completing preventative maintenance 100% on time.

State of Good Repair

Decisions to repair, replace, and expand capital assets are conducted based on the ongoing communication between Fleet, Transit, and the Executive Office of the City of Longview. The condition rating, defined in the table below (Figure 11 Transit Asset Condition Rating Scale), serves as a guide to help prioritize assets that are in need of replacement to keep them in a state of good repair. Assets

listed between a 1 or 2 on the condition rating scale are prioritized first for replacement. Those listed as a 3 or 4 may be candidates for a rebuild or overhaul.

TRANSIT ASSET CONDITION RATING SCALE

Asset CONDITION CRITERIA				Asset RATING SCALE		
Asset Useful Life Benchmark (ULB)	Asset Condition	Asset Performance	Asset Level of Maintenance Required	Rating	Rating Description	Rating Range
Percent of ULB Based on Age Remaining	Quality, Level of Maintenance Required	Reliability, Safety, Meets Industry Standards	Level of Preventive and Corrective Maintenance			
Asset is new or nearly new 75% - 100%	Asset is new or like new	Asset meets or exceeds all performance and reliability metrics, industry standards	Asset requires routine preventative maintenance according to scheduled maintenance cycles.	5	Excellent	4.8 to 5.0
Asset is nearing or at its mid-point of ULB 50%-75%	Asset is showing minimal signs of wear and deterioration	Asset generally meets performance and reliability, based on manufacturer's performance standards	Asset needs some minor repairs for minor subcomponents between maintenance cycles	4	Good	4.0 to 4.7
Asset has passed its mid-point of ULB 25%-50%	Asset is showing moderately signs of defective or deteriorated components	Asset's performance and reliability may decrease and cause service interruption for none schedule maintenance	Asset needs more frequent minor repairs on subcomponents.	3	Adequate	3.0 to 3.9
Asset nearing or at end of its ULB 0%-25%	Asset's major subcomponents needs to be rebuilt or replace	Asset performance and reliability is becoming more substantial, but does not pose safety risk	Asset's maintenance is significant increased in repairs between preventative maintenance cycles	2	Marginal	2.0 to 2.9
Asset passed its ULB	Asset is no longer serviceable	Asset does not meet performance standards and would pose safety hazard if put in service	Major component failures	1	Poor	1.0 to 1.9

3 points or greater rating scale, the asset is in SGR

Less than 3 points rating scale, the asset is NOT in SGR

Asset ULB	Asset Condition	Asset Performance	Level of Maintenance	Asset Condition Rating
3	4	2	3	3

Enter a value between 1 and 5 for each condition criteria above.

Use this asset condition rating scale for each asset, equipment and facility.

Figure 11 Transit Asset Condition Rating Scale Table

Useful Life Benchmark (ULB)

Rolling stock useful life begins when the vehicle is placed in revenue service and continues until it is removed from revenue service. Useful live benchmark is the measure agencies use to track the performance of revenue vehicles (rolling stock) to set their performance measures targets. Each vehicle type's ULB estimates how many years that vehicle can be in service and still be in a state of good repair. RCT's ULB for each revenue vehicle type is listed in the table below. Figure 12 RCT's UBL Table

Vehicle Type	RCT's ULB (In Years)
Automobile	8
Bus	14
Cutaway	10
Minivan	8

Figure 12 RCT's UBL Table

Planned Capital Expenses

Year	Project	Preservation	Expansion
2021	Light Duty Cutaway		1
	Bus Barn Security Cameras		
	Transit Bus Stop Amenities & Pads		
2022	35' Coaches	4	
	Mini-cutaway	2	
	Light-duty Cutaway	9	
	Passenger Vehicle	2	
	Bus Mid-life overhauls	2	
	Bus Stop Amenities & Pads		
2023	35' Coaches	2	
	Bus Mid-life overhauls	2	
	Bus Stop Amenities & Pads		
2024	Light-duty Cutaway	3	
	SUV	1	
	Bus Stop Amenities & Pads		
2025	35' Coaches	1	
	Bus Stop Amenities & Pads		
2026	35' Coaches	1	
	Bus Stop Amenities & Pads		

Figure 13 RCT's Six Year Capital Programming

Planned Operating Changes

Changes to service hours, facilities, and equipment will be a direct result of available revenue for the next six years. As a public agency, RiverCities Transit cannot increase our main revenue stream without a public vote. Between 2021 and 2025, RCT forecasts no significant permanent increases in fixed route hours without first securing new reliable revenue; this is shown in the below table. (Figure 14 RCT's Operational Changes Table) RCT has secured funds for a short-term pilot project to bring service to Lexington slated to begin in late fall 2021. Within the next few years, the primary goal will be to preserve existing service levels and keep expenditures stable while exploring the need for expanded service in the surrounding areas. Significant uncertainty exists around how travel behavior will change as passenger confidence is restored in public transportation. RCT will continue to monitor ridership and plan to meet that demand accordingly.

Year	Preservation	Expansion
2021	Annual service updates	Develop service to Lexington
2022	Annual service updates	Continue pilot to Lexington Explore PTBA expansion
2023	Annual service updates	No change
2024	Annual service updates	No change
2025	Annual service updates	No change
2026	Annual service updates	No change

Figure 14 RCT's Operational Changes Table

Multiyear Financial Plan

Capital Improvement:

- Vehicle replacements are expected to be grant funded at 80%, matched at 20% by local funds.
- Bus stop improvements are expected to be grant funded at 80%, matched at 20% by local funds.
- Other improvements and preservation will be funded by reserves and appropriated through the capital budget presented annually.

Multiyear Capital Purchases

Capital Expenditure	2021	2022	2023	2024	2025	2026
Cutaways	106,000	1,015,867		325,995		
Coaches		2,080,000	1,067,000		600,000	600,000
Security cameras	33,000					
Bus stop improvements	25,000	141,630	25,000	25,000	25,000	25,000
Supervisor vehicles		97,000		45,000		
Relief vehicles		66,000				
Bus overhauls		324,000	324,000			
Total Capital Expenditures	164,000	3,724,497	1,416,000	395,995	625,000	625,000
Capital Revenue	2021	2022	2023	2024	2025	2026
Federal Competitive	0	2,280,742	1,113,000	36,000	480,000	480,000
State Grants	84,800	607,400	0	260,796	0	0
Local Funds	79,200	836,355	303,000	99,199	145,000	145,000
Total Capital Revenue	164,000	3,724,497	1,416,000	395,995	625,000	625,000

Figure 15 Multiyear Capital Purchases Table

Operating Financial Assumptions:

- Local Sales Tax – While the average growth rate of sales tax revenue has been 6% over the past five years, to remain conservative, a 3% growth rate has been used to project out through 2026.
- Operating Grants – Federal CARES and ARP (American Rescue Plan) grants have created a temporary balloon in operating funds. These grants will be programmed before additional competitive operations grants are sought.
- Fares – Fare revenue dropped significantly due to COVID restricted ridership. Assumes 1% growth beginning 2022.
- Salaries and Benefits – The current contract with the Amalgamated Transit Union ends December 31, 2021. A 2% increase in wages and benefits is assumed per year.
- Fuel and Maintenance – Assumed 3% growth.
- Liability Insurance – Used 4-year trend.
- Other Goods and Services – Assumed 1% growth.

Multiyear Operating Financial Plan

Operating Revenue	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected
Federal Operating Grants	2,789,930	1,543,930	2,141,335	1,676,325	1,676,325	1,676,325
WSDOT RMG Grant	292,000					
WSDOT Paratransit Special Needs		204,839	204,839			
CTA Revenue (Sales Tax, LCC, Interest)	2,934,540	4,450,350	4,583,861	4,721,376	4,863,018	5,008,908
Farebox	157,000	73,594	74,330	75,073	75,824	76,582
WSTIP Grants	9,500	9,500	9,500	9,500	9,500	9,500
Building Lease	10,800	10,800	10,800	10,800	10,800	10,800
State Pool	7,500	7,500	7,500	7,500	7,500	7,500
Other Recoveries	7,860	9,471	9,500	9,500	9,500	9,500
Transfers from Reserves				944,399	15,591	34,304
Total Operating Revenue	6,209,130	6,309,984	7,041,665	6,510,074	6,668,058	6,833,419
Annual % Change		1.6%	11.6%	-7.5%	2.4%	2.5%
Operating and Maintenance Expenses	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected
Fixed Route						
Salaries & Wages	1,881,480	1,919,470	1,957,859	1,997,017	2,036,957	2,077,696
Personnel Benefits	1,023,360	1,031,681	1,052,315	1,073,361	1,094,828	1,116,725
Supplies	41,050	41,050	43,102	45,258	47,521	49,897
Liability Insurance	79,500	91,500	106,048	122,910	142,453	165,103
Other services & charges	743,220	748,890	756,379	763,943	771,582	779,298
Fuel and Vehicle Maintenance	627,400	628,650	647,510	666,935	686,943	707,551
ADA Paratransit						
Contract for services	1,225,700	1,324,000	1,350,480	1,377,490	1,405,039	1,433,140
Fuel and Maintenance - ADA	317,810	318,440	327,993	337,833	347,968	358,407
Liability Insurance	35,500	40,900	47,403	54,940	63,676	73,800
Other services & charges	69,000	69,000	69,690	70,387	71,091	71,802
Total Operating Expenses	6,044,020	6,213,581	6,358,779	6,510,074	6,668,058	6,833,419
Profit (Loss)	165,110	96,403	682,886	0	0	0

Figure 16 RCT's Multiyear Operating Financial Plan

Projects of Regional Significance

Year	Project Name	Total Project Cost
2021	SR 432 California Way Intersection Improvement	\$3,750,000
2023	Industrial Way – Oregon Way Intersection	\$98,430,000

Figure 17 Projects of Regional Significance

2020 Accomplishments

Capital

Longview Transit Center

Construction was completed in January 2020, and the Longview Transit Center opened to the public on January 30, 2020. The revised bus lane and new shelters improve passenger safety. This facility now houses the RiverCities administration team.

Fixed Route Buses

RCT received two Biodiesel buses in early 2020. These replacement vehicles have three securement positions. One of which is a passive securement that lends itself to increased passenger independence.

Paratransit Cutaways

RCT received three propane cutaway replacement vehicles.

Community Outreach and Partnership Accomplishments

During much of 2020, most meetings were initially suspended and then moved to online meeting platforms. In addition, the annual events that RiverCities participates in were not held. Staff is eagerly awaiting 2021, so they can again encourage ridership when attending community events.

- Continued participating in regional information forums to exchange information with local and regional elected officials, public works directors, and senate staff.
- Continued participating in the Metropolitan Planning Organization (MPO) Technical Advisory Committee meetings.
- Continued participating in the Southwest Washington Regional Transportation Planning Organization (SWRTPO)
- Maintained a Facebook page to communicate with our riders and the community.

System Accomplishments

COVID 19 Response

RiverCities Transit reduced Fixed Route service during March 2020 to Monday through Friday from 8 AM to 6 PM. This action was taken in response to the State and County emergency orders and sudden ridership drops. Reducing service allowed RiverCities to schedule operators in a way that limited the number of operators behind the wheel of each conveyance. Operating at reduced service increased the number of available spare buses. RiverCities used the spares as tripper buses, deploying them when buses on route reached capacity. RiverCities also suspended fares and encouraged rear door boarding. RiverCities LIFT continued full service, including Saturday service, though they also went fare free. In addition to ADA service, RiverCities LIFT offered commuter service to those essential workers who relied on Fixed Route to commute to work during the early morning or late afternoon.

The lobby of the Longview Transit Center was closed, and administrative staff were encouraged to telecommute. The Transit Manager and Dispatchers continued to report to work on location. The Operations Supervisor and Maintenance Technician split their time between working from home and reporting to work at the City Shop. Due to inadequate Wi-Fi connection at home, the Office Assistant returned to working at the Longview Transit Center after only a few days. The rest of the administrative staff returned to the office on June 1, 2020. The Transit Center lobby was reopened to the public on July 27, 2020. To discourage loitering, staff removed the lobby seating and installed covers over the electrical outlets. Full service, including Saturday service, fare collection, and front door boarding resumed August 3, 2020. Plexiglass driver barriers were installed on all fixed route buses and paratransit cutaways as an added layer of protection.

Fixed Route Stop Survey

Staff visited each bus stop cataloging the coordinates and the amenities of each stop. Staff also created a photo journal of each route. Along with this project, staff created a new stop numbering system.

Fixed Route Hiring

RiverCities Transit ran two new operator classes during 2020. Hiring continues to be one of the challenges RiverCities faces. Staff will be exploring hiring incentives and new scheduling procedures to encourage applicants.

RiverCities LIFT Office Move

RiverCities LIFT moved to the second floor of the Longview City Shop. This location is a better fit for the LIFT Manager, Schedulers, and Dispatchers.

Operating and Performance Data 2020-2025

	2020	2021	2022	2023	2024	2025
Fixed Route						
	Actual	Projected	Projected	Projected	Projected	Projected
Revenue Vehicle Hours	21,193	23,200	26,000	26,000	26,000	26,000
Total Vehicle Hours	21,930	24,000	27,900	27,900	27,900	27,900
Revenue Vehicle Miles	265,192	282,000	322,000	322,000	322,000	322,000
Total Vehicle Miles	272,633	290,000	350,000	350,000	350,000	350,000
Passenger Trips	204,103	250,000	300,000	350,000	400,000	400,000
Diesel Fuel Consumed (Gal)	57,300	67,000	80,000	80,000	80,000	80,000

Figure 18 RCT's Fixed Route 2020 – 2025 Performance Data

	2020	2021	2022	2023	2024	2025
Paratransit						
	Actual	Projected	Projected	Projected	Projected	Projected
Revenue Vehicle Hours	13,576	16,000	18,500	19,600	19,600	19,600
Total Vehicle Hours	15,115	17,300	20,200	21,400	21,400	21,400
Revenue Vehicle Miles	107,612	116,000	135,000	142,300	142,300	142,300
Total Vehicle Miles	121,143	126,200	147,000	156,000	156,000	156,000
Passenger Trips	26,222	30,000	35,000	37,000	37,000	37,000
Diesel Fuel Consumed (Gal)	115	50	0	0	0	0
Gasoline Fuel Consumed (Gal)	11,094	12,000	9,000	7,000	5,000	5,000
Propane Fuel Consumed (Gal)	15,857	16,300	24,000	28,000	30,000	30,000

Figure 19 RCT's Paratransit 2020 – 2025 Performance Data

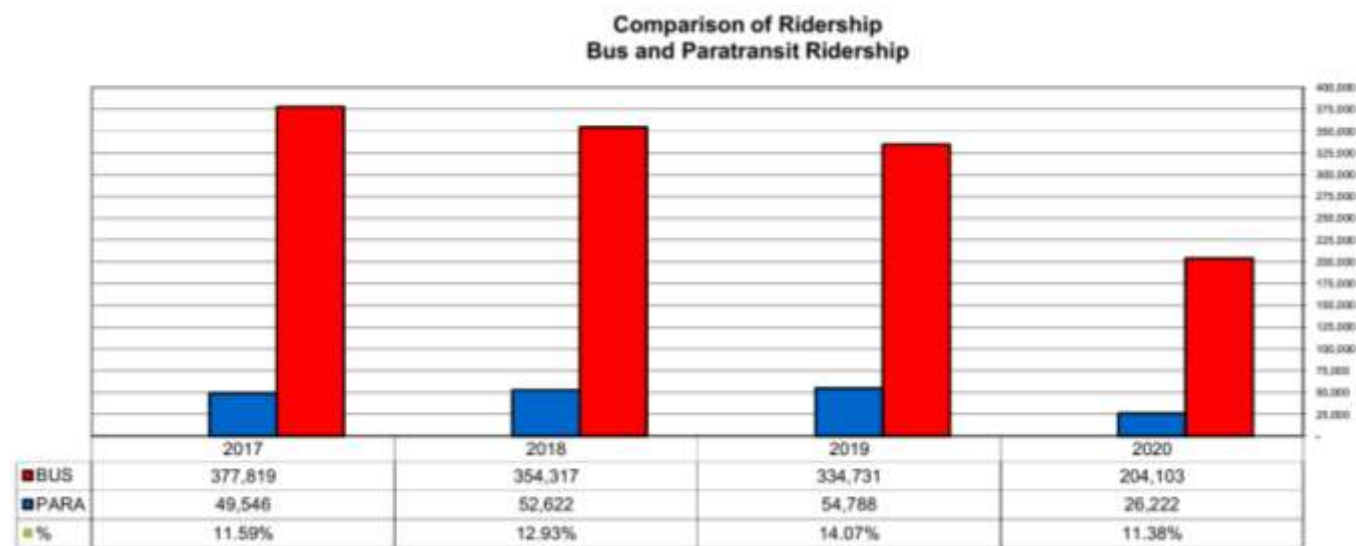


Figure 20 RCT's Fixed Route and Paratransit Ridership Comparison

Appendix A – Notice of Public Hearing

Notice of Public Hearing published in the Longview Daily News.

DRAFT

**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

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

SUMMARY STATEMENT:

The Transit Development Plan (TDP) is drafted by RiverCities Staff and approved by the Cowlitz Transit Authority annually. It serves to fulfill both RCW's 35.58.2795 and 35.58.2796 which requires the creation of a Public Transportation System Six-Year Transit Plan and Annual Report, respectively.

The Washington State Department of Transportation is required to develop an annual report that summarizes the status of public transportation systems in the state for the previous calendar year. RiverCities Transit is required to submit this annual report to assist in the development of that statewide plan. The plan must include the following elements:

- Plan adoption, public hearing, and distribution
- State and agency goals, objectives, and action strategies
- Local performance measures
- Planned capital expenses
- Planned operating changes
- Multiyear financial plan
- Projects of regional significance

RECOMMENDED ACTION:

Hold public hearing

Then

Motion to approve the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report.