



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, September 8, 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 September 8, 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/81100465060>

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

1 669 900 6833

1 346 248 7799

1 408 638 0968

1 646 876 9923

1 301 715 8592

1 312 626 6799

Webinar ID: 811 0046 5060

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, October 13, 2021

4:00 p.m. – Regular Board Meeting

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS**
4. **CONSIDERATION OF MINUTES FOR THE AUGUST 11, 2021 MEETING**

21-000936 August 11, 2021, CTA Board Meeting Minutes - DRAFT

5. **CONSENT CALENDAR**

21-000937 Invoice 2021-10 - City of Longview \$303,294.16

21-000938 2021 July County Treasurer's Report

21-000939 2021 July CTA Fund Balance Report

6. **REPORTS**

21-000940 2021 Annual Fixed Route Ridership

21-000941 2021 August Monthly Fixed Route Ridership

21-000942 2021 August Fixed Route Boardings per Hour

21-000943 2021 August Average Passengers per Trip

21-000944 2021 August Monthly LIFT Ridership

21-000945 2021 August CTA Ridership Graph

21-000946 PTBA Sales Tax Data 2021 vs 2020

7. **2021 - 2022 LCC RIDERSHIP AGREEMENT**

Presented by Tabitha Hayden

21-000947 SUMMARY STATEMENT: 2021-22 Lower Columbia College Ridership Agreement

RECOMMENDED ACTION:

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

21-000948 2021-22 RCT LCC Ridership Agreement

8. **ROUTE 46 UPDATE | FARE FREE SEPTEMBER 13-18**

Presented by James Seeks

9. **DRIVER HIRING UPDATE**

Presented by James Seeks

10. **MANAGER'S REPORT**

21-000949 3-Quarter Mile Outside Service Area

11. **MISCELLANEOUS**

12. **ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Lisa Alexander, Jeffrey McAllister,
Anthony Harris (Nonvoting), Nancy Malone (Alternate)
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Next meeting

Wednesday, September 8, 2021

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

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

2. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Chet Makinster; Member Jeffrey McAllister; Member Mike Wallin

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

Staff Present: James Seek, Interim Transit Manager; Tabitha Hayden, Transit Supervisor; Elizabeth Halili, Clerk of the Board

Others Present: Betsy Despain, Paratransit Manager

3. PUBLIC COMMENTS

None.

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

A motion was made by Makinster, seconded by McAllister, to approve the minutes of the July 14, 2021, CTA Board meeting. The motion carried with all members voting in favor.

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

5. CONSENT CALENDAR

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

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**

Tabitha Hayden gave a brief statement regarding the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report:

- The Washington State Department of Transportation (WSDOT) 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 Draft Plan was offered for public comment beginning July 31, 2021. The staff received no comments during the public comment period.
- The RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report was reformatted to include the following as required by WSDOT:
 - 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.
- The 2021-2026 Transit Development Plan and 2020 Annual Report was drafted by Tabitha Hayden with the guidance of Amy Asher and James Seeks.
- The staff made few changes to the document as most of the 2020-2025 Transit Development Plan items were rolled into the 2021-2026 Transit Development Plan.

Chair Weber opened the public hearing at 4:08 p.m. to hear comments regarding the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report. There were no comments. The hearing was closed at 4:09 p.m.

McAllister made a motion, seconded by Wallin, to approve the RiverCities Transit 2021-2026 Transit Development Plan and 2020 Annual Report. The motion carried with all members voting in favor.

Member Wallin congratulated the staff on a job well done and encouraged the public to participate next year.

Chair Weber noted the Lexington Pilot Project, funded by the State of Washington, will begin in 2022. Because Lexington is outside of transit boundaries, the boundaries will need to be extended for the route to continue past the project stage. Currently, the only public transit service to Lexington is provided by CAP.

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

James Seeks gave a brief update:

- Two new Operators have completed training. There are 22 Operators on the roster;
- Three Operators are out on long-term leave;
- One new Operator started training this week. Expected completion of training in mid-September;
- Seeks is reviewing additional applications and is currently awaiting a response from HR to set up the next step in the hiring process.

9. MANAGER'S REPORT - Presented by James Seeks

James Seeks gave a brief report:

- The Transportation Security Administration mandate regarding masks on transportation systems remains in effect until September 13, 2021. It is unclear whether this mandate will be extended past this date;
- Staff will begin shifting the advertising focus from hiring to informing the public about Route 46, which will go into service on Monday, September 13, 2021;
- Route 46 will provide weekday service between North and Central Kelso to LCC, 7th Avenue Walmart, and the Transit Center, from 11:50 a.m. to 4:45 p.m.;
- Seeks expressed gratitude to Elizabeth Halili and Tabitha Hayden for helping him during his transition as Interim Transit Manager.

Betsy Despain gave a brief report:

- In July, Paratransit ridership increased by 200 riders over June's numbers;
- Paratransit Services hired an additional driver in July.

10. MISCELLANEOUS

Chair Weber proposed two items to the Board:

1. Weber stated that he would like transit to set a goal to double the number of bus shelters to improve service and increase ridership.

Members Makinster and Wallin stated that they were in favor of this goal. Member Wallin noted that he would like staff to survey the public to determine where current riders would like new shelters.

James Seeks replied that the staff programs improvements annually. A rough cost estimate of twenty complete shelters (shelter, solar lights, benches, trash cans) would cost \$1,000.00 per shelter. This estimate does not include installation, which would likely be put out for bid. Although transit cannot utilize ARPA funds for capital projects, it is anticipated that sales tax funds would be available.

The Board directed the staff to bring a recommendation to the November or December Board Meeting. In addition, the Board directed the staff to gather public comments on shelter locations.

2. Weber stated that he would like the Paratransit Service Area Boundary expanded from 3/4 mile of all fixed to one mile.

Betsy Despain stated that she would defer to RiverCities Transit for guidance.

Jim Seeks replied that the staff could request the City of Longview's GIS Mapping Dept. to map a potential ADA Service boundary expansion. According to federal law, Seeks noted that transit must prioritize ADA LIFT clients within the 3/4 mile boundary over clients living outside the 3/4 mile boundary. In addition, the staff would need to look at vehicle capacity, staffing levels, and future funding.

Betsy Despain noted that ridership had fallen dramatically since the beginning of the pandemic. As a result, service costs have decreased. When ridership returns to pre-pandemic levels, these costs will rise.

Seeks stated that the staff would look into Weber's request.

Weber replied that he would like a recommendation from the staff for an expanded ADA Service Area boundary without incurring additional expenses.

11. ADJOURNMENT

With no further business to discuss, Chair Weber adjourned the meeting at 4:28 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Date: 09/08/2021
Invoice # 2021-10

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		307,057.12	446,025.48	- 428,604.77	17,420.71	324,477.83
1180000 INVESTMENTS		5,467,862.42	125,310.61	0.00	125,310.61	5,593,173.03
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	- 2,431,060.49	0.00	- 445,483.74	- 445,483.74	- 2,876,544.23
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 2,090.31	0.00	- 310.61	- 310.61	- 2,400.92
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,726.10	0.00	- 231.13	- 231.13	- 1,957.23
5492000 OTHER	8900000 DISTRICT ACTIVITIES	918,199.10	303,294.16	0.00	303,294.16	1,221,493.26
Total		0.00	1,177,924.41	- 1,177,924.41	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: July 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	445,483.74	2,876,544.23
Interest Earnings/Investments	310.61	2,400.92
Local Sales Interest	231.13	1,957.23
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 446,025.48	\$ 2,880,902.38
CTA Expenditures		
City of Longview	303,294.16	1,213,176.64
City of Longview - Audit Services	-	-
Legal Counsel	-	1,040.00
Transit Center Security Services	-	2,175.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	-	5,101.62
Subtotal	\$ 303,294.16	\$ 1,221,493.26
CTA Ending Balance		\$ 5,917,650.86
CITY OF LONGVIEW		
Beginning Balance: January 1, 2021		\$ 1,617,906.72
Longview Revenue		
Farebox/Pass Sales	11,998.76	61,426.04
State Pool - Interest	282.89	1,030.49
Payments from CTA	303,294.16	1,213,176.64
Federal Grant Competitive - 5339 - Transit Center	-	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	482,697.00	1,263,161.00
Federal Grant Competitive- 5310 - Replacement Buses	-	-
Federal Grant Competitive- 5310 Paratransit Operating	124,961.00	250,977.00
State Special Needs Formula Grant - Paratransit Operating	-	123,912.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	901.21	6,308.47
Cashier Over-Short / NSF	-	1,248.52
Insurance Recoveries	200.00	7,849.77
Other Recoveries / Guest Rider	-	100.00
Miscellaneous Adjustments/Settlements	-	18.29
Subtotal	\$ 924,335.02	\$ 3,462,807.22
Longview Expenditures		
Subtotal	\$439,499.65	\$2,803,122.05
Longview Ending Balance		\$ 2,277,591.89
Combined CTA & Longview Ending Balance		\$ 8,195,242.75

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	816					5,831
	31	2,687	2,270	2,991	3,047	2,765	2,724	2,931	2,628					22,043
	32	1,461	1,424	1,861	1,980	1,747	1,897	2,038	1,688					14,096
	33	1,844	1,406	1,940	2,196	2,064	2,289	2,269	2,055					16,063
	44		553	1,240	1,265	1,108	1,119	1,237	1,236					7,758
	45	3,763	3,278	4,891	4,803	4,599	4,538	4,940	4,621					35,433
	57	926	912	1,452	1,538	1,262	1,362	1,378	1,367					10,197
TOTAL		10,681	10,331	15,311	15,805	14,344	14,820	15,718	14,411					111,421

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

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Aug-21

DATE	TRIPPER*	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45A	ROUTE 45B	ROUTE 57	TOTAL
1										
2		33	124	76	85	49	153	89	60	669
3		37	139	79	84	61	174	94	43	711
4		34	123	60	83	48	116	80	32	576
5		51	111	80	90	79	120	65	58	654
6		37	133	66	88	58	153	76	69	680
7 S			73	55	64		100		31	323
8										
9		46	140	88	74	60	96	63	79	646
10		47	91	77	87	59	126	69	57	613
11		23	72	51	66	50	112	45	35	454
12		29	57	48	76	51	131	51	43	486
13		34	101	51	77	63	125	54	68	573
14 S			96	61	47		109		35	348
15										
16		41	88	81	90	58	149	68	74	649
17		29	98	67	103	60	119	69	48	593
18		23	97	68	81	49	112	53	63	546
19		45	107	73	68	51	99	71	50	564
20		63	108	103	108	68	118	74	51	693
21 S			102	40	66		121		42	371
22										
23		35	102	68	82	48	122	58	63	578
24		50	88	70	81	57	111	68	58	583
25		32	87	49	75	49	125	53	41	511
26		24	78	56	68	58	102	61	68	515
27		35	107	56	80	68	117	72	61	596
28 S			83	39	53		105		31	311
29										
30		26	123	70	86	38	135	58	55	591
31		42	100	56	93	54	113	67	52	577
TOTAL (26)		816	2,628	1,688	2,055	1,236	3,163	1,458	1,367	14,411
WEEKDAY TOTAL (22)		816	2,274	1,493	1,825	1,236	2,728	1,458	1,228	13,058
SATURDAY/REDUCED DAY TOTAL (4)			354	195	230		435		139	1,353
DAILY AVERAGE		37	101	65	79	56	122	66	53	554
WEEKDAY AVERAGE		37	103	68	83	56	124	66	56	594
SATURDAY/REDUCED DAY AVERAGE			89	49	58		109		35	338

Ridership by Hour
8/1/2021 - 8/31/2021

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	15	79	141	178	200	223	192	290	259	222	225	140	110	2,274
32	8	41	68	110	151	163	167	163	196	171	118	88	49	1,493
33	18	71	139	148	146	181	200	190	184	197	158	122	71	1,825
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	56	63	84	117	124	115	105	126	156	102	74	87	27	1,236
57	21	65	48	98	102	97	95	123	124	161	133	81	80	1,228
Route					1030	1130	1230	1330	1430	1530	1630			
30					94	131	166	109	105	123	88			816
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	90	124	171							102	79	33	2,728
45B										106				<u>1,458</u>
Total 45														4,186

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	20	28	34	34	44	45	49	33	49	18	354	
32	11	19	21	28	26	17	15	28	19	11	195	
33	24	21	21	24	20	33	30	16	25	16	230	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	7	14	10	12	15	20	24	16	12	9	139	
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	20	31	30	24				27	10	8	6	435

Total Fixed Route

14,411

Average Passengers per Trip

8/1/2021 - 8/31/2021

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	0.7	3.6	6.4	8.1	9.1	10.1	8.7	13.2	11.8	10.1	10.2	6.4	5.0	8.3	103
32	0.4	1.9	3.1	5.0	6.9	7.4	7.6	7.4	8.9	7.8	5.4	4.0	2.2	5.4	68
33	0.8	3.2	6.3	6.7	6.6	8.2	9.1	8.6	8.4	9.0	7.2	5.5	3.2	6.6	83
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.5	2.9	3.8	5.3	5.6	5.2	4.8	5.7	7.1	4.6	3.4	4.0	1.2	4.5	56
57	1.0	3.0	2.2	4.5	4.6	4.4	4.3	5.6	5.6	7.3	6.0	3.7	3.6	4.5	56
Route					1030	1130	1230	1330	1430	1530	1630				
30					4.3	6.0	7.5	5.0	4.8	5.6	4.0			5.3	37
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45A	2.8	4.1	5.6	7.8							4.6	3.6	1.5	10.0	124
45B										4.8				9.3	66
Total 45														9.8	190

Saturday

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31	5.0	7.0	8.5	8.5	11.0	11.3	12.3	8.3	12.3	4.5	8.9	89
32	2.8	4.8	5.3	7.0	6.5	4.3	3.8	7.0	4.8	2.8	4.9	49
33	6.0	5.3	5.3	6.0	5.0	8.3	7.5	4.0	6.3	4.0	5.8	58
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	1.8	3.5	2.5	3.0	3.8	5.0	6.0	4.0	3.0	2.3	3.6	35
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45A	5.0	7.8	7.5				6.8	2.5	2.0	1.5	10.9	109

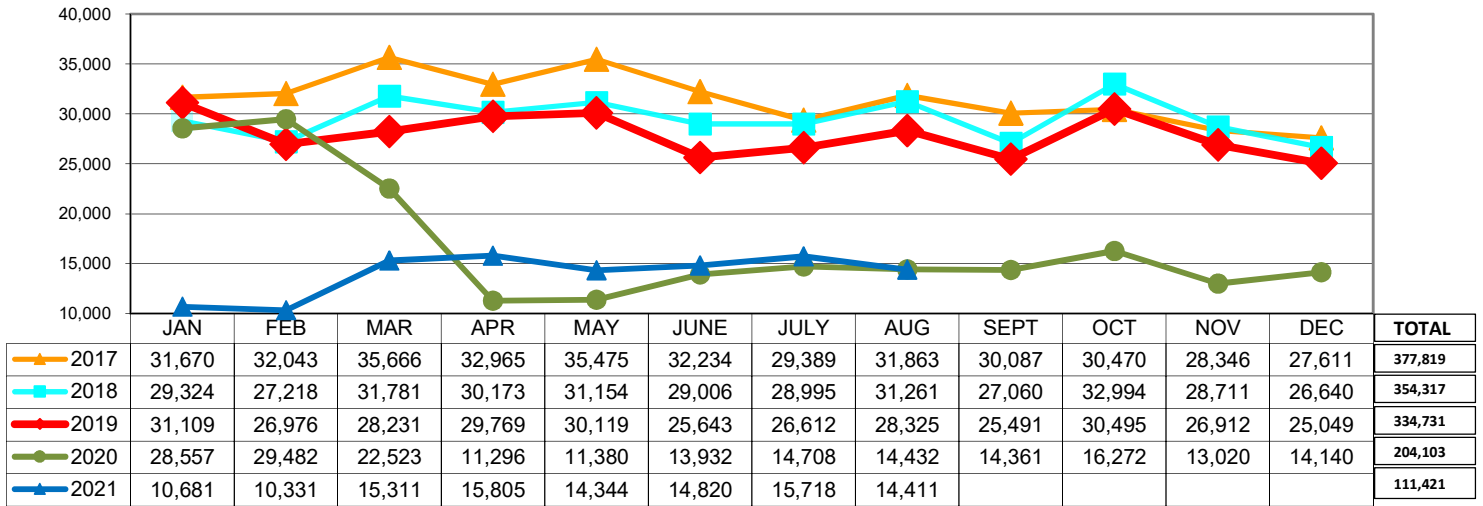
System Productivity

6.7

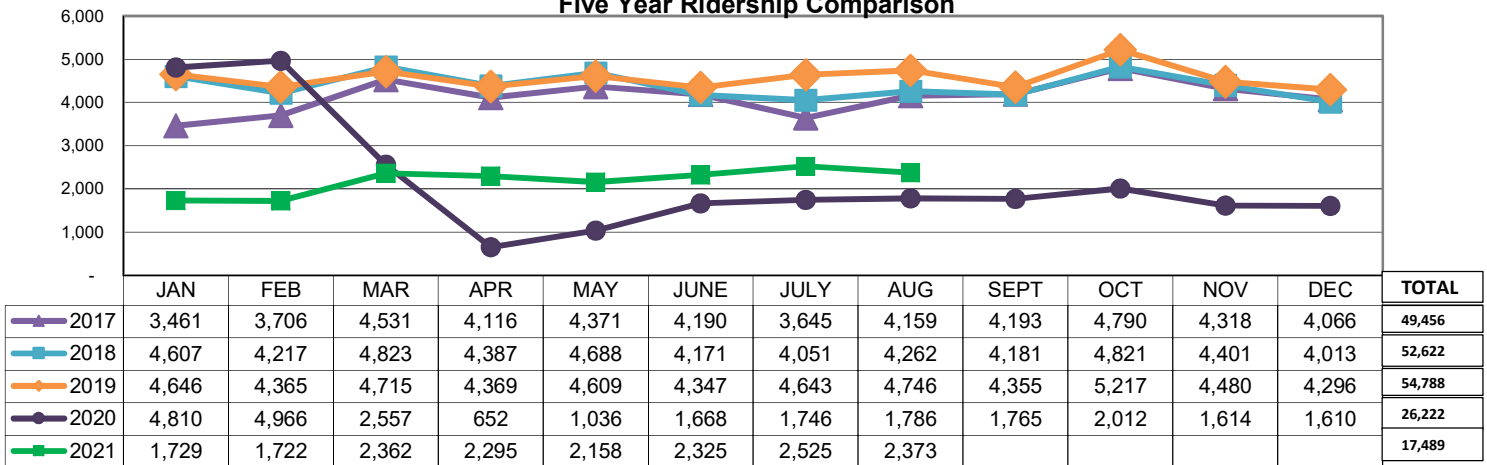
Red Less than 3.0 passengers per hour

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
8/2/2021	65	55	10	0	44	11	20.00%	1.92	8	0
8/3/2021	141	124	17	0	93	31	25.00%	2.03	4	0
8/4/2021	146	126	20	0	86	40	31.75%	2.18	10	0
8/5/2021	94	78	16	0	56	22	28.21%	1.80	9	1
8/6/2021	108	86	22	0	56	30	34.88%	2.11	11	4
8/7/2021	72	60	12	0	37	23	38.33%	1.89	6	1
8/9/2021	82	71	11	0	53	18	25.35%	1.69	21	0
8/10/2021	133	109	24	0	81	28	25.69%	2.28	6	2
8/11/2021	129	103	26	0	79	24	23.30%	2.17	13	2
8/12/2021	65	63	2	0	56	7	11.11%	1.72	14	1
8/13/2021	106	88	18	0	64	24	27.27%	2.34	10	0
8/14/2021	45	39	6	0	25	14	35.90%	1.87	7	2
8/16/2021	69	59	10	0	47	12	20.34%	1.75	11	0
8/17/2021	124	107	17	0	75	32	29.91%	2.02	3	0
8/18/2021	104	89	15	0	65	24	26.97%	1.92	9	1
8/19/2021	99	87	12	0	66	21	24.14%	2.03	6	0
8/20/2021	68	56	12	0	42	14	25.00%	1.67	16	1
8/21/2021	103	76	27	0	52	24	31.58%	2.71	1	1
8/23/2021	73	63	10	0	45	18	28.57%	1.71	15	0
8/24/2021	113	101	10	2	75	26	25.74%	1.78	14	1
8/25/2021	73	69	4	0	53	16	23.19%	1.70	9	1
8/26/2021	84	77	7	0	58	19	24.68%	1.79	9	3
8/27/2021	81	68	13	0	46	22	32.35%	1.90	5	4
8/28/2021	49	43	6	0	29	14	32.56%	1.70	3	0
8/30/2021	65	59	4	2	47	12	20.34%	1.76	6	0
8/31/2021	82	72	10	0	59	13	18.06%	1.89	4	1
	2373	2028	341	4	1489	539	26.55%	1.94	230	26

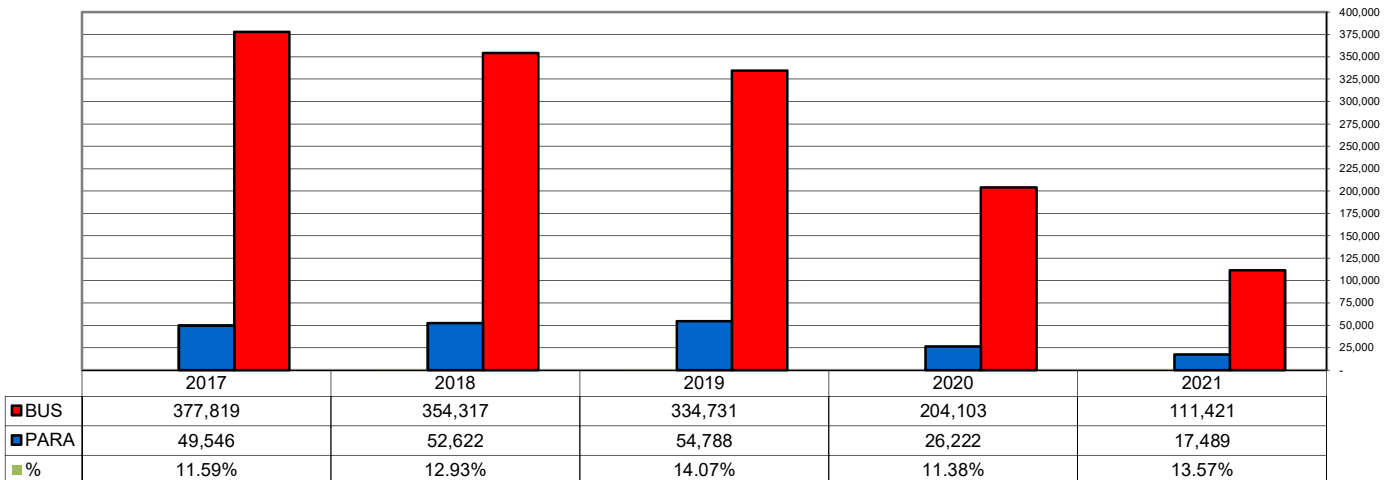
RiverCities Transit Fixed Route Five Year Ridership Comparison

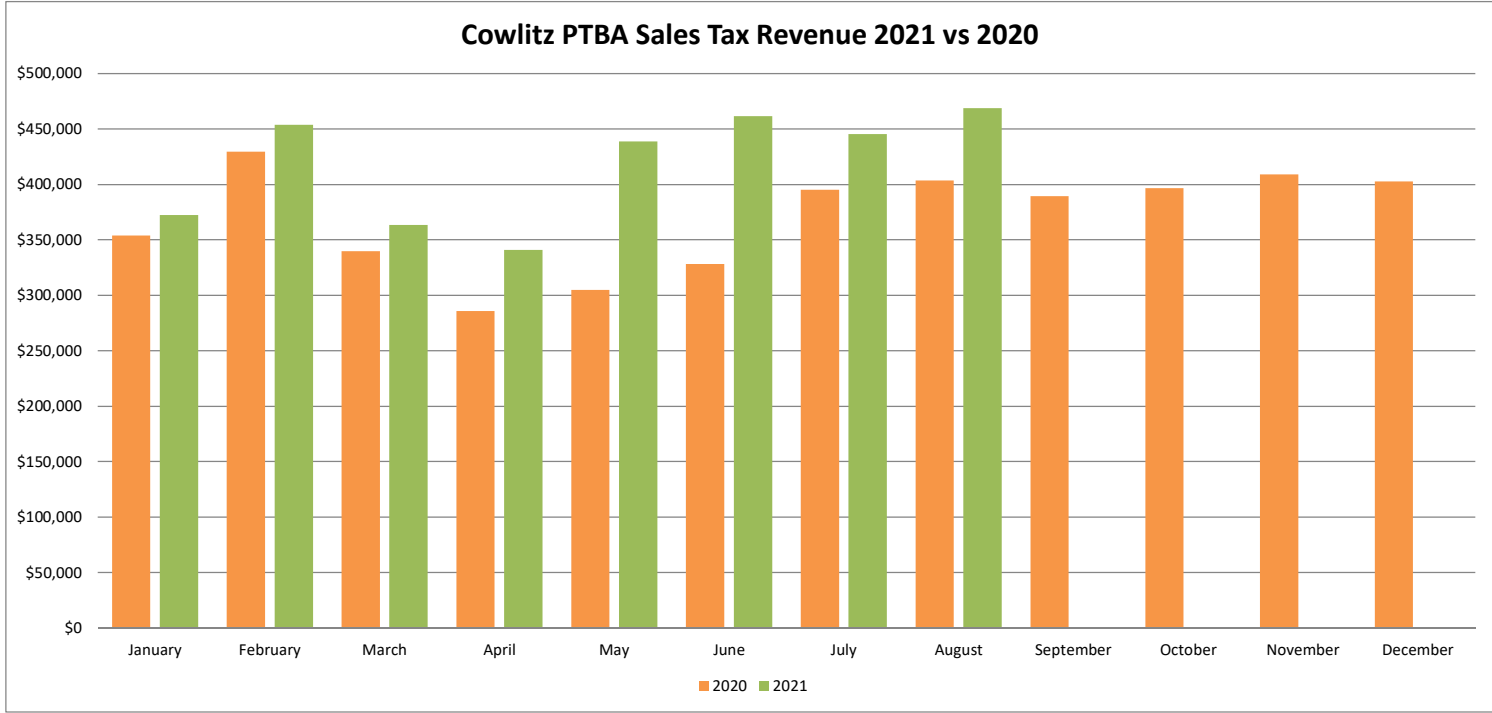
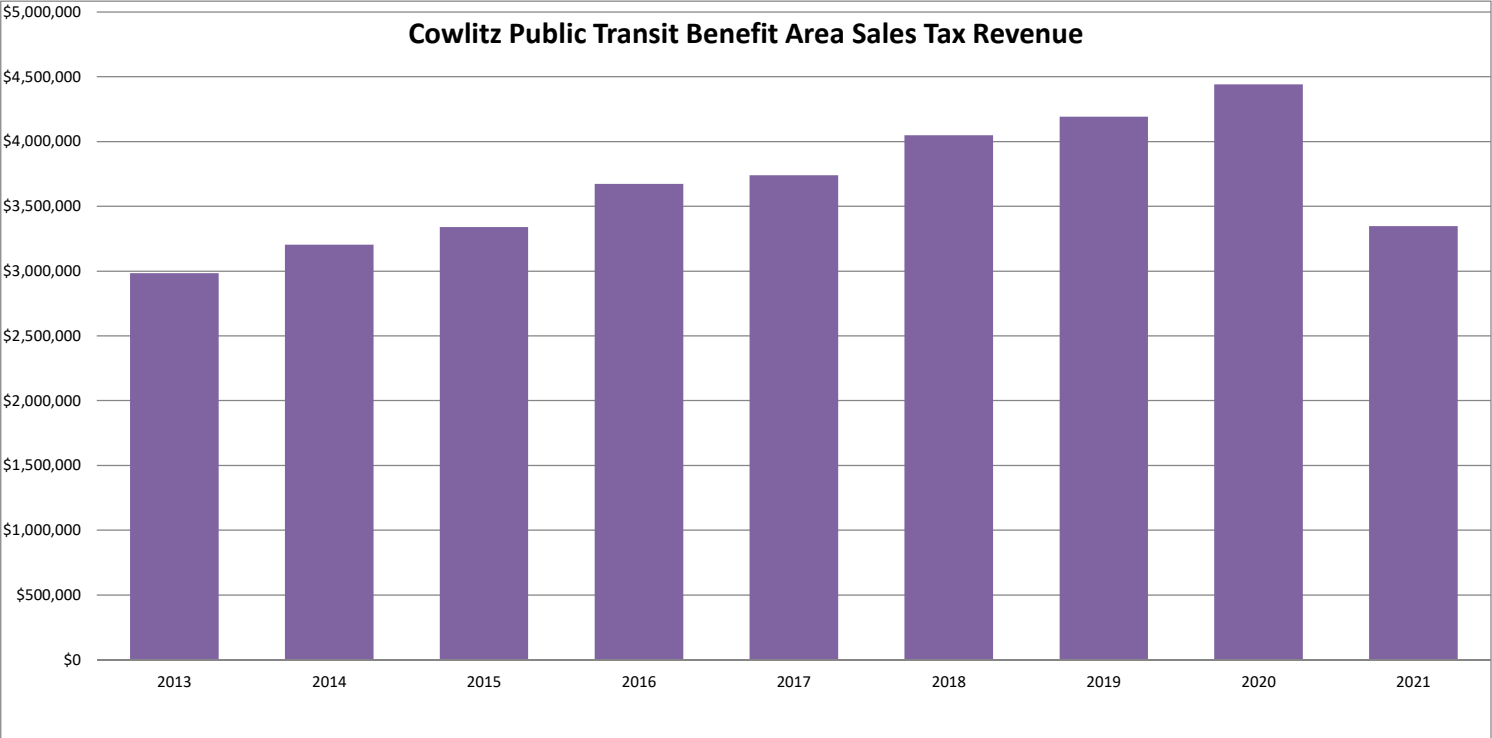


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





Cowlitz Transit Authority



Agenda Summary

RIDERSHIP AGREEMENT BETWEEN THE COWLITZ TRANSIT AUTHORITY AND LOWER COLUMBIA COLLEGE

SUMMARY STATEMENT:

RiverCities Transit staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities staff is recommending the renewal of this agreement for the 2021-2022 school year.

This ridership agreement with Lower Columbia College allows RiverCities Transit Staff on campus to market and perform outreach to students and faculty. RiverCities Transit is obligated to track ridership of Lower Columbia College students and staff. RiverCities provided Lower Columbia College pass holders two thousand nine hundred ninety three (2,993) trips during the 2020-2021 school year. The term of this agreement is for one year starting September 1, 2021, continuing through August 30, 2022, and subject to annual renewal.

BUDGET:

This agreement will generate \$698.00 in fare revenue.

RECOMMENDED ACTION:

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

RIDERSHIP AGREEMENT

Effective Date: September 1, 2021

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

and

Lower Columbia College
1600 Maple St.
Longview, WA 98632

RECITALS:

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

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

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

AGREEMENT:

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

2. LCC will pay CTA a one-time payment of six hundred ninety eight dollars (\$698.00) on the effective date of this agreement.
3. LCC will allow CTA to conduct marketing and outreach on LCC's campus.
4. CTA will track all ridership of LCC staff and students.
5. The term of this agreement, or the period that LCC staff and students may receive free fare, will begin on September 1, 2021, and end on August 31, 2022. The parties agree to renegotiate this contract every year on May 1st.
6. Choice of Law. The parties agree that the laws of the State of Washington shall control any interpretation or construction of this Agreement, or any claim or cause of action related thereto.
7. Choice of Forum. The parties agree to arbitration any dispute regarding this matter in Longview, Washington.
8. Attorney Fees. In the event of any action to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover attorneys' fees and costs from the non-prevailing party.
9. Entire Agreement. The parties agree that this document sets forth the entire agreement and understanding between the parties regarding the subject matter of this Agreement, and that there have been no other promises or inducements, oral or written, given by any party or representative thereof to the other to enter into this Agreement.
10. Multiple Counterparts. This Agreement may be executed by facsimile signature of the parties on separate signature pages, each of which shall be deemed an original for all purposes.
11. Representation. THE PARTIES WARRANT THAT THEY HAVE READ THIS ENTIRE AGREEMENT, UNDERSTAND ALL OF ITS TERMS AND PROVISIONS, HAVE CONSULTED WITH THEIR RESPECTIVE COUNSEL OR HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT COUNSEL AND SIGN THE SAME VOLUNTARILY WITH FULL KNOWLEDGE OF ITS LEGAL SIGNIFICANCE AND WITH THE INTENT TO BE FULLY AND LEGALLY BOUND BY ITS TERMS.

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

Dated this 08th day of September 2021.

Date Signed: _____

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

Date Signed: _____

Lower Columbia College
1600 Maple St.
Longview, WA 98632

RIVER CITIES TRANSIT

Legend

- ★ Transit Center
- Route 30
- Route 31
- Route 32
- Route 33
- Route 44
- Route 45
- Route 57
- Street Network
- ADA Service Area
- .75 Mile Outside of Service Area



DISCLAIMER: The City of Longview does not guarantee the accuracy, adequacy, completeness or usefulness of any information. The City of Longview provides this information on an "as is" basis without warranty of any kind, expressed or implied, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of this information. However, notification of any errors will be appreciated.

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