



Agenda

Cowlitz Transit Authority

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

Wednesday, February 9, 2022

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 February 9, 2022 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/88396329493>

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

1 699 900 6833

1 301 715 8592

1 312 626 6799

1 646 876 9923

Webinar ID: 883 9632 9493

For information about Zoom accessibility, please contact the Board Clerk at (360) 442-5663. Longview 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 at least 48 hours in advance if you require special accommodations to attend the meeting.

Agendas are made available the Friday before the meeting at www.mylongview.com under "Agendas & Minutes".

Next meeting

Wednesday, March 9, 2022

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER**2. ROLL CALL****3. PUBIC COMMENTS****4. CONSIDERATION OF MINUTES FOR THE JANUARY 12, 2022 MEETING**

22-00070 January 12, 2022, CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

22-00071 INVOICE - City Of Longview - 2022 03 \$249,701.67

22-00072 INVOICE - Cowlitz County Auditor - 2021 Mailing Costs \$2.44

22-00073 INVOICE - CWCOC - LKRATS Q2 \$1,942.56

22-00074 INVOICE - CWCOC - Mobility Match \$3,000

22-00075 INVOICE - Frank F Randolph - Legal Service \$180

22-00076 December 2021 Cowlitz County Treasurer Report

22-00077 December 2021 CTA Fund Balance Report

6. REPORTS

22-00078 2022 Annual Fixed Route Ridership

22-00079 2022 January Monthly Fixed Route Ridership

22-00080 2022 January Fixed Route Ridership by Hour

22-00081 2022 January Fixed Route Average Passengers per Trip

22-00082 2022 January Monthly LIFT Ridership

22-00083 2022 Five Year Ridership Graph

22-00084 PTBA Sales Tax Data 2021 vs 2020

7. ELECTION OF OFFICERS ~ Presented by Jim Seeks

In accordance with the By-Laws of the Cowlitz Transit Authority, Section VI, 6.2, Term, the Board is required to elect a Chair and Vice Chair from among its members at the first meeting in February of each year.

8. COWLITZ TRANSIT AUTHORITY LEGAL CONSULTING SERVICES

22-00086 SUMMARY STATEMENT

CTA Legal Consulting Services

9. MANAGER'S REPORT ~ Presented by Jim Seeks

10. MISCELLANEOUS

11. ADJOURNMENT



Minutes

Cowlitz Transit Authority
Agenda
RiverCities Transit

Cowlitz Transit Authority

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

Wednesday, January 12, 2022	4:00 PM	Zoom/Hybrid Longview Council Chambers 1525 Broadway St, Longview
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NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on Wednesday, January 12, 2022, at 4:00 p.m. at the Council Chamber, City Hall, 1525 Broadway St, Longview. The meeting is also available via Zoom.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/89134370836>

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Webinar ID: 891 3437 0836

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Next Meeting:

Wednesday, February 12, 2022

4:00 p.m. - Regular Board Meeting

1. CALL TO ORDER

Council Member Wallin called the meeting to order at 4:06 p.m.

2. ROLL CALL

Present: Chair Dennis Weber, Member Lisa Alexander; Member Mike Wallin, Member (Alternate) MaryAlice Wallis

Absent: Member (Non-Voting) Anthony Harris, (Alternate) Nancy Malone, Member (Alternate) Arne Mortensen

Staff Present: Ken Hash, Public Works Director; James Seeks, Transit Manager; C. Maureen Wingler, Administrative Assistant; Nancy Vandehey, Administrative Assistant

Others Present: Ken Pearrow, CWCOG

3. CONSTITUENT COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE DECEMBER 08, 2021 MEETING

A motion was made by Alexander, seconded by Wallis, to approve the minutes of the December 8, 2021, CTA Board meeting. The motion carried with all members voting in favor.

22-00018 December 08, 2021, CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

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

22-00019 Invoice - City of Longview - February 2022 \$249,701.67

22-00020 November County Treasurer's Report

22-00021 November CTA Fund Balance Report

6. REPORTS

A motion was made by Wallis, seconded by Alexander, to approve the Reports as presented. The motion carried with all members voting in favor.

22-00022 2021 Annual Fixed Route Ridership

22-00023 December 2021 Fixed Route Ridership

22-00024 December Fixed Route Ridership by Hour

22-00025 December Average Passengers per Trip

22-00026 December 2021 LIFT Ridership

22-00027 December CTA Ridership Graph

22-00028 PTBA Sales Tax Data 2021 VS 2020**7. HIRING UPDATE ~ Presented by James Seeks**

Transit Manager Seeks reported that Operator Judy Lavey has retired, and we wish her a happy retirement. RiverCities recently rehired an operator and has three new operators going through training. Currently, there are two operators on long-term leave as well as one administrative employee. The Transit Maintenance and Facilities Technician, Michael Richards, was promoted to Operations Supervisor effective Monday.

8. MANAGER'S REPORT ~ Presented by James Seeks

RiverCities is currently limping through the COVID surge. This surge has required some team members to work many more hours to provide coverage. The City's negotiations with the Amalgamated Transit Union are ongoing. I was able to take a couple of days of vacation in Central California last month. I did make it a bit of a "busman's holiday," as I spent a few hours visiting two transit agencies that had interesting projects and/or software that we will consider for fixed-route dispatching. One agency, Porterville Transit, is partnering with Uber to provide shared-ride micro-transit on a city-wide basis. Porterville has also had some interesting challenges with battery-electric buses and vans. In Hanford, CA, KART is very happy with the computer-aided dispatch software they use and is also planning to partner with Uber, but only in areas that are poorly served by fixed-route buses.

9. MISCELLANEOUS

None.

10. ADJOURNMENT

With no further business to discuss, Chair Weber adjourned the meeting at 4:22 p.m.

Tabitha Hayden, Pro Tem Clerk of the Board

Dennis Weber, Chair

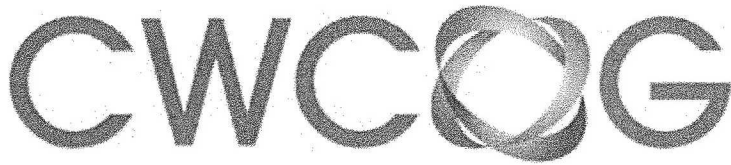
Date: 02/09/2022
Invoice # 2022-03

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

[illegible]

REMITTANCE	
Statement #	2022-03
Date	02/09/2022
Amount Due	\$249,701.67
Amount Enclosed	

Page 7 of 21

**Cowlitz-Wahkiakum Council of Governments**

Physical: Admin Annex / 207 4th Ave N

Mailing: PO Box 128

Kelso, WA 98626

Telephone: (360) 577-3041

E-Mail: cwcog@cwco.org

Fax: (360) 214-3425

Web: <http://www.cwcog.org/>**Invoice****Cowlitz Transit Authority**254 Oregon Way
Longview, WA 98632

Invoice Date: January 26, 2022

Invoice Number: 2022 - 48

Oct-Dec 21 - LKRATS

Item	Amount
Labor - Q2	\$1,239.61
Direct Program Support - Q2	\$7.01
Indirect Program Support - Q2	\$695.94
	<u>\$1,942.56</u>

*Please contact the CWCOG Finance Department with questions regarding this invoice.**All charges include tax unless otherwise noted.*

Printed 01/27/2022 at 10:36 AM

**Cowlitz-Wahkiakum Council of Governments**

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Kelso, WA 98626

Telephone: (360) 577-3041

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Fax: (360) 214-3425

Web: <http://www.cwco.org/>**Invoice****Cowlitz Transit Authority**

254 Oregon Way

Longview, WA 98632

Invoice Date: January 25, 2022

Invoice Number: 2022 - 38

Jan-Jun 22 Mobility Management Match

Item	Amount
	\$3,000.00
	<u>\$3,000.00</u>

*Please contact the CWCOG Finance Department with questions regarding this invoice.**All charges include tax unless otherwise noted.*

Printed 01/26/2022 at 02:06 PM

Frank F. Randolph
d.b.a. RANDOLPH LAW FIRM
P.O. BOX 457
LONGVIEW, WA 98632
(360) 749-2287
ffrlaw@comcast.net

CLIENT: RIVERCITIES TRANSIT AUTHORITY
1135 12TH Avenue
Longview, WA 98632

ATTN: JIM SEEKS

BILLING PERIOD: January 1-31, 2022
Billing Rate: \$200.00/Hour

<u>Date</u>	<u>Service</u>	<u>Hours</u>	<u>Charge</u>
0127	Review correspondence between Jim Seeks and Commissioner Weber re planning for meeting/elections on February 9 th ; research bylaws to see if elections can be postponed until after new Kelso member joins; phone conference with Jim, seeking additional information from he and Commissioner Weber before giving advice, offer phone conference tomorrow.	0.6	\$ 120.00
0128	Review and respond to email from Jim re special meeting in February.	0.1	\$ 20.00
0128	Research law regarding special meetings and draft email advising Executive Director.	0.2	\$ 40.00
TOTAL		0.9	\$ 180.00

If you have any questions or concerns, please let me know.

If not, please make check payable to "Frank F. Randolph" and mail to P.O. Box 457, Longview, WA 98632

Thank you.


2/1/2022

69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		353,847.41	439,078.84	- 452,504.44	- 13,425.60	340,421.81
1112000 WARRANTS OUTSTANDING		0.00	1,942.56	- 1,942.56	0.00	0.00
1180000 INVESTMENTS		6,150,144.37	200,860.21	0.00	200,860.21	6,351,004.58
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	251,644.23	- 251,644.23	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	- 4,677,906.94	0.00	- 438,061.14	- 438,061.14	- 5,115,968.08
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 4,372.26	0.00	- 860.21	- 860.21	- 5,232.47
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 2,678.14	0.00	- 157.49	- 157.49	- 2,835.63
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	- 698.00	0.00	0.00	0.00	- 698.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	2,439,905.30	251,644.23	0.00	251,644.23	2,691,549.53
Total		0.00	1,145,170.07	- 1,145,170.07	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: December 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	438,061.14	5,115,968.08
Interest Earnings/Investments	860.21	5,232.47
Local Sales Interest	157.49	2,835.63
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	698.00
Subtotal	\$ 439,078.84	\$ 5,124,734.18
CTA Expenditures		
City of Longview	249,701.67	2,679,155.03
City of Longview - Audit Services	-	-
Legal Counsel	-	1,040.00
Transit Center Security Services	-	2,175.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	1,942.56	9,179.50
Subtotal	\$ 251,644.23	\$ 2,691,549.53
CTA Ending Balance		\$ 6,691,426.39
CITY OF LONGVIEW		
Beginning Balance: January 1, 2021		\$ 1,617,906.72
Longview Revenue		
Farebox/Pass Sales	11,214.03	104,799.64
State Pool - Interest	145.09	1,816.66
Payments from CTA	249,701.67	2,676,055.03
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	270,188.00	1,533,349.00
Federal Grant Competitive- 5310 - Replacement Buses	-	-
Federal Grant Competitive- 5310 Paratransit Operating	-	250,977.00
State Special Needs Formula Grant - Paratransit Operating	-	123,912.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	901.21	10,814.52
Cashier Over-Short / NSF	-	1,248.52
Insurance Recoveries	300.00	9,079.70
Other Recoveries / Guest Rider	-	100.00
Miscellaneous Adjustments/Settlements	2,399.77	2,418.06
Subtotal	\$ 534,849.77	\$ 5,248,169.13
Longview Expenditures		
Subtotal	\$542,604.95	\$4,962,329.54
Longview Ending Balance		\$ 1,903,746.31
Combined CTA & Longview Ending Balance		\$ 8,595,172.70

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	30	754												754
	31	2,258												2,258
	32	1,861												1,861
	33	1,991												1,991
	44	986												986
	45	3,984												3,984
	46	399												399
	57	1,516												1,516
TOTAL		13,749	0	0	0	0	0	0	0	0	0	0	0	13,749

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021	30		488	936	976	799	891	925	816	815	781	714	704	8,845
	31	2,687	2,270	2,991	3,047	2,765	2,724	2,931	2,628	2,538	2,516	2,440	2,498	32,035
	32	1,461	1,424	1,861	1,980	1,747	1,897	2,038	1,688	1,770	1,905	1,772	1,951	21,494
	33	1,844	1,406	1,940	2,196	2,064	2,289	2,269	2,055	1,973	2,066	2,106	2,021	24,229
	44		553	1,240	1,265	1,108	1,119	1,237	1,236	1,130	1,201	1,176	1,093	12,358
	45	3,763	3,278	4,891	4,803	4,599	4,538	4,940	4,621	4,509	4,349	4,142	4,174	52,607
	46									272	422	369	400	1,463
	57	926	912	1,452	1,538	1,262	1,362	1,378	1,367	1,681	1,625	1,382	1,396	16,281
TOTAL		10,681	10,331	15,311	15,805	14,344	14,820	15,718	14,411	14,688	14,865	14,101	14,237	169,312

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

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Jan-22

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 46	ROUTE 57	TOTAL
1 H										
2										
3	44	134	84	74	55	92	93	32	54	662
4	38	111	94	77	65	96	70	18	64	633
5	32	118	67	99	55	100	79	18	74	642
6	32	84	80	80	31	81	51	15	50	504
7	38	85	91	93	53	104	46	21	52	583
8 S		78	56	72		135			56	397
9										
10	50	93	60	57	38	90	91	34	73	586
11	29	84	89	68	43	97	54	16	68	548
12	35	86	106	97	48	100	80	22	70	644
13	34	78	72	76	38	100	41	18	58	515
14	36	93	95	111	54	144	81	19	62	695
15 S		116	56	73		133			37	415
16										
17 R		106	37	50		137			37	367
18	34	79	96	84	57	101	66	15	58	590
19	46	80	71	84	67	94	77	22	67	608
20	40	96	56	104	51	105	58	12	83	605
21	36	100	72	66	50	130	72	13	48	587
22 S		63	36	74		101			33	307
23										
24	44	105	94	79	33	85	67	18	72	597
25	44	83	91	69	59	102	64	16	68	596
26	31	81	57	79	42	116	61	27	90	584
27	40	51	58	94	40	87	53	29	63	515
28	26	90	96	75	61	109	59	19	79	614
29 S		76	59	77		126			62	400
30										
31	45	88	88	79	46	94	62	15	38	555
TOTAL (25)	754	2258	1861	1991	986	2659	1325	399	1516	13749
WEEKDAY TOTAL (20)	754	1819	1617	1645	986	2027	1325	399	1291	11863
SATURDAY/REDUCED DAY TOTAL (5)		439	244	346		632			225	1886
DAILY AVERAGE	38	90	74	80	49	106	66	20	61	550
WEEKDAY AVERAGE	38	91	81	82	49	101	66	20	65	593
SATURDAY/REDUCED DAY AVERAGE		88	49	69		126			45	377

Ridership by Hour
1/1/2022 - 1/31/2022

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	16	106	116	146	172	169	203	180	163	210	161	107	70	1,819
32	8	33	93	130	141	147	174	184	199	209	131	112	56	1,617
33	7	141	118	94	152	158	123	133	202	173	151	137	56	1,645
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	49	56	49	76	122	109	81	76	93	84	63	81	47	986
57	94	93	70	92	120	89	96	110	124	154	114	90	45	1,291
Route					1030	1130	1230	1330	1430	1530	1630			
30					93	101	145	123	123	89	80			754
Route						1150	1250	1350	1450	1550				
46						61	101	89	76	72				399
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	49	58	38	94						133	74	61	42	3,352

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	20	32	30	44	71	67	55	49	41	30	439	
32	7	25	15	22	25	37	26	29	32	26	244	
33	33	31	21	40	42	40	35	41	35	28	346	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	6	16	22	16	30	26	22	34	33	20	225	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	23	24	32	25				39	20	19	11	632

Total Fixed Route

13,749

Average Passengers per Trip 1/1/2022 - 1/31/2022

Weekday

														Passengers per Revenue Service Hr	Avg daily boardings		
Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800				
31	0.8	5.3	5.8	7.3	8.6	8.5	10.2	9.0	8.2	10.5	8.1	5.4	3.5	7.3	91		
32	0.4	1.7	4.7	6.5	7.1	7.4	8.7	9.2	10.0	10.5	6.6	5.6	2.8	6.5	81		
33	0.4	7.1	5.9	4.7	7.6	7.9	6.2	6.7	10.1	8.7	7.6	6.9	2.8	6.6	82		
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820				
44	2.5	2.8	2.5	3.8	6.1	5.5	4.1	3.8	4.7	4.2	3.2	4.1	2.4	4.0	49		
57	4.7	4.7	3.5	4.6	6.0	4.5	4.8	5.5	6.2	7.7	5.7	4.5	2.3	5.2	65		
Route					1030	1130	1230	1330	1430	1530	1630						
30					4.7	5.1	7.3	6.2	6.2	4.5	4.0				5.4	38	
Route					1150		1250	1350	1450	1550							
46					3.1		5.1	4.5	3.8	3.6						4.0	20
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830				
45	2.5	2.9	1.9	4.7						6.7	3.7	3.1	2.1	8.6	168		

Saturday

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31	4.0	6.4	6.0	8.8	14.2	13.4	11.0	9.8	8.2	6.0	8.8	88
32	1.4	5.0	3.0	4.4	5.0	7.4	5.2	5.8	6.4	5.2	4.9	49
33	6.6	6.2	4.2	8.0	8.4	8.0	7.0	8.2	7.0	5.6	6.9	69
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	1.2	3.2	4.4	3.2	6.0	5.2	4.4	6.8	6.6	4.0	4.7	45
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45	4.6	4.8	6.4				7.8	4.0	3.8	2.2	12.6	126

System Productivity

Red Less than 3.0 passengers per hour

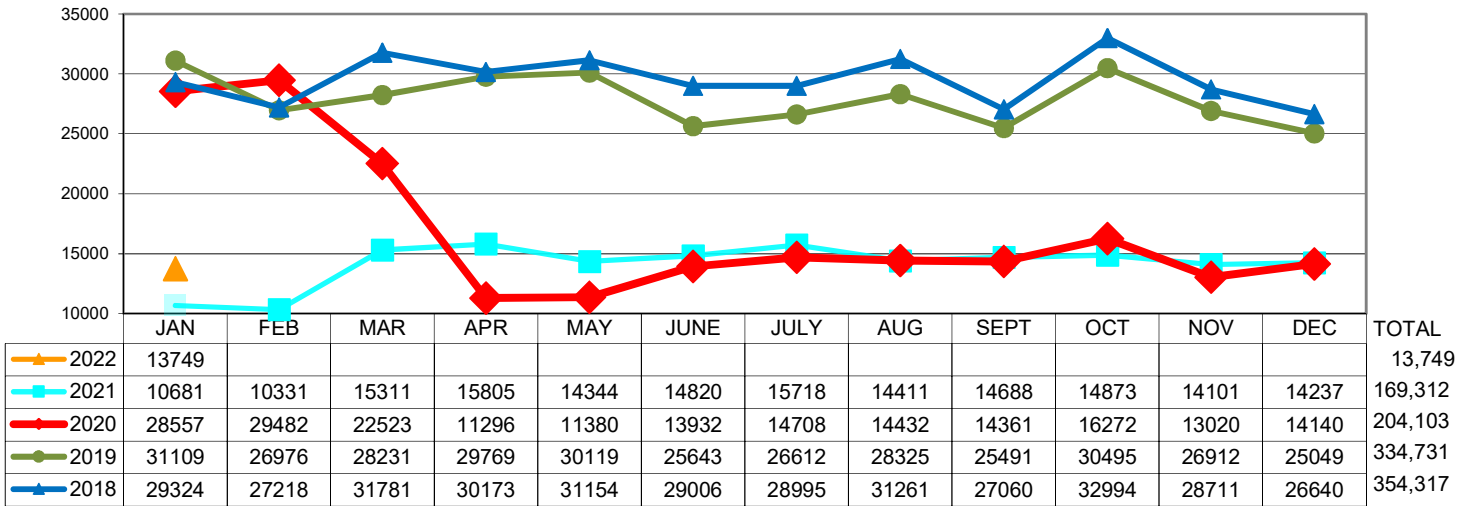
6.5

RiverCities LIFT
Paratransit Services

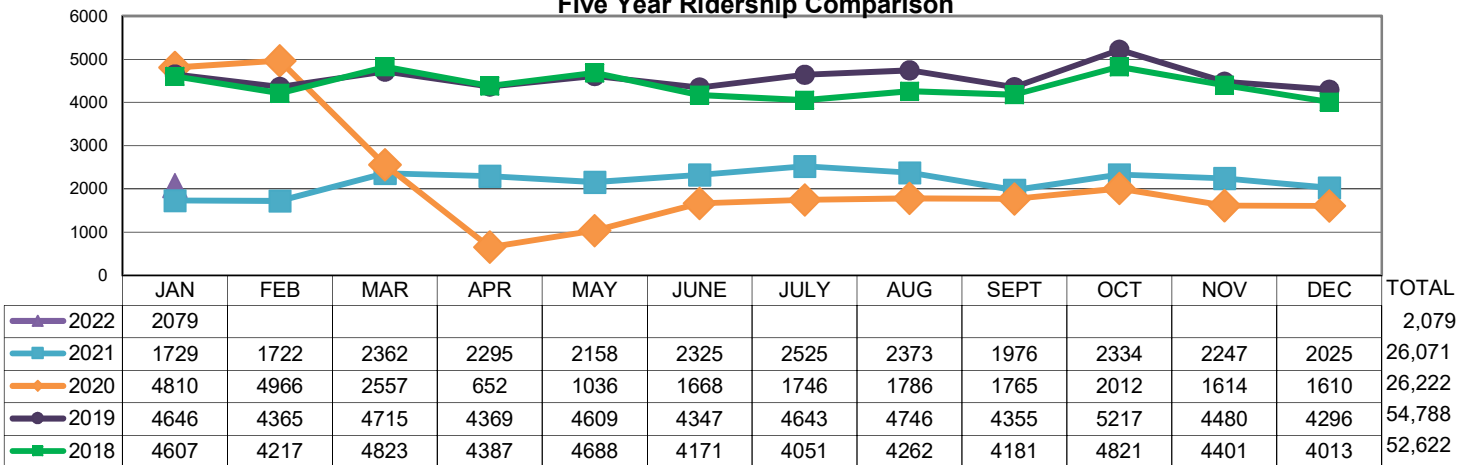
January 2022

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
1/3/2022	61	57	4	0	45	12	21.05%	1.60	4	0
1/4/2022	158	120	38	0	74	46	38.33%	2.40	15	0
1/5/2022	111	99	12	0	64	35	35.35%	1.76	12	2
1/6/2022	102	88	14	0	68	20	22.73%	1.77	13	1
1/7/2022	92	78	14	0	56	22	28.21%	1.89	5	0
1/8/2022	61	46	15	0	35	11	23.91%	2.07	5	3
1/10/2022	97	75	22	0	53	22	29.33%	2.03	16	1
1/11/2022	98	84	14	0	67	17	20.24%	1.85	20	3
1/12/2022	114	93	19	2	76	17	18.28%	2.00	13	3
1/13/2022	102	79	23	0	49	30	37.97%	2.03	10	1
1/14/2022	77	65	12	0	55	10	15.38%	1.74	12	1
1/15/2022	34	32	2	0	29	3	9.38%	1.54	6	3
1/17/2022	48	44	4	0	34	10	22.73%	1.57	7	0
1/18/2022	96	83	13	0	57	26	31.33%	1.65	17	3
1/19/2022	81	79	2	0	60	19	24.05%	1.45	8	0
1/20/2022	88	79	9	0	60	19	24.05%	1.86	12	4
1/21/2022	65	58	7	0	34	24	41.38%	1.53	9	2
1/22/2022	43	35	8	0	26	9	25.71%	2.04	4	0
1/24/2022	62	62	0	0	52	10	16.13%	1.38	8	2
1/25/2022	103	92	11	0	76	16	17.39%	1.78	11	1
1/26/2022	95	83	12	0	65	18	21.69%	1.64	6	0
1/27/2022	93	79	14	0	57	22	27.85%	1.88	6	1
1/28/2022	72	56	16	0	40	16	28.57%	1.95	4	1
1/29/2022	45	37	8	0	32	5	13.51%	1.88	4	0
1/31/2022	81	68	13	0	49	19	27.94%	1.93	17	2
	2079	1771	306	2	1313	458	24.90%	1.81	244	34

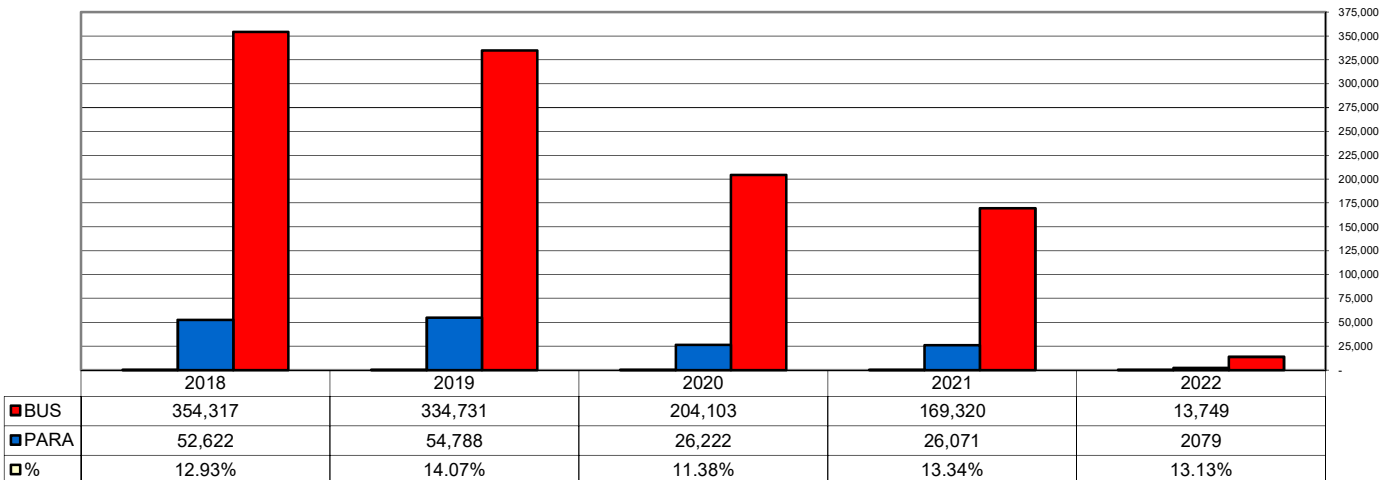
RiverCities Transit Fixed Route Five Year Ridership Comparison

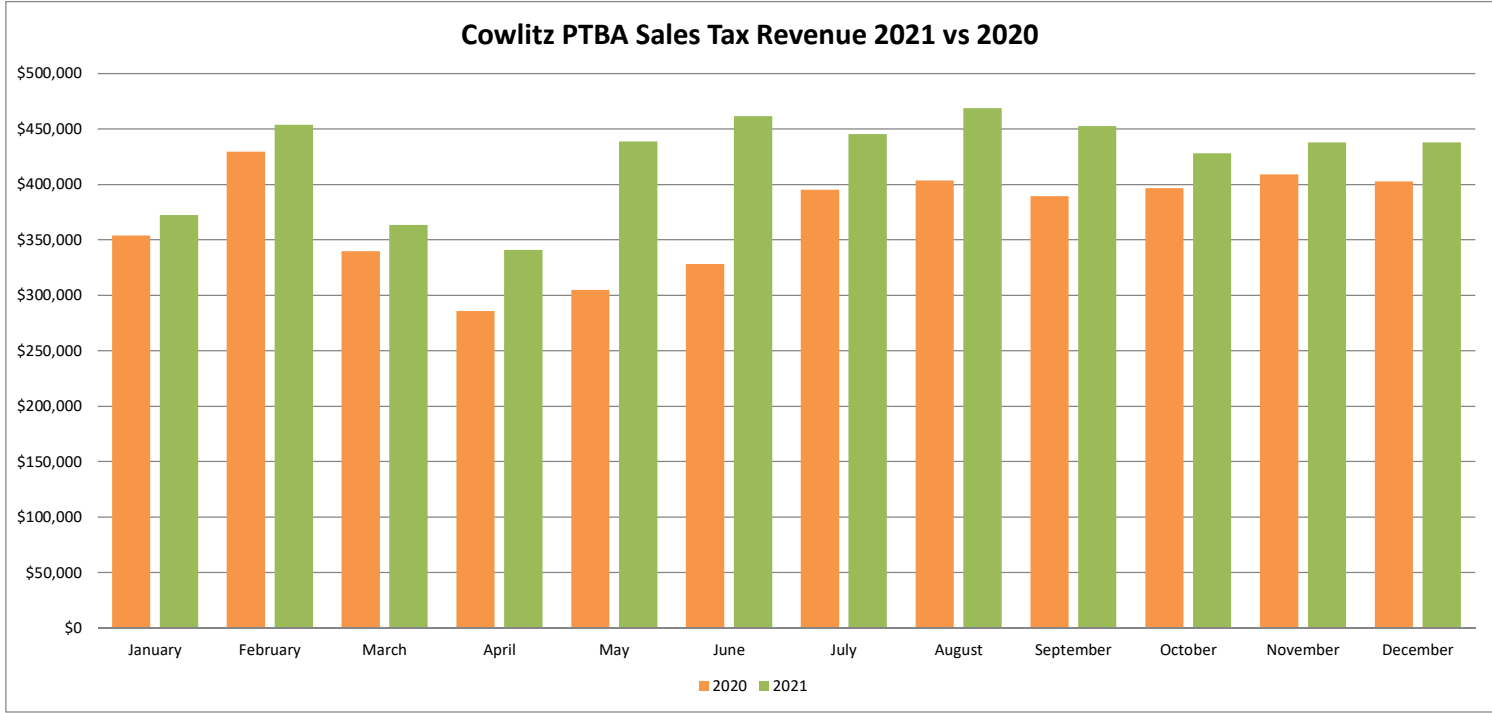
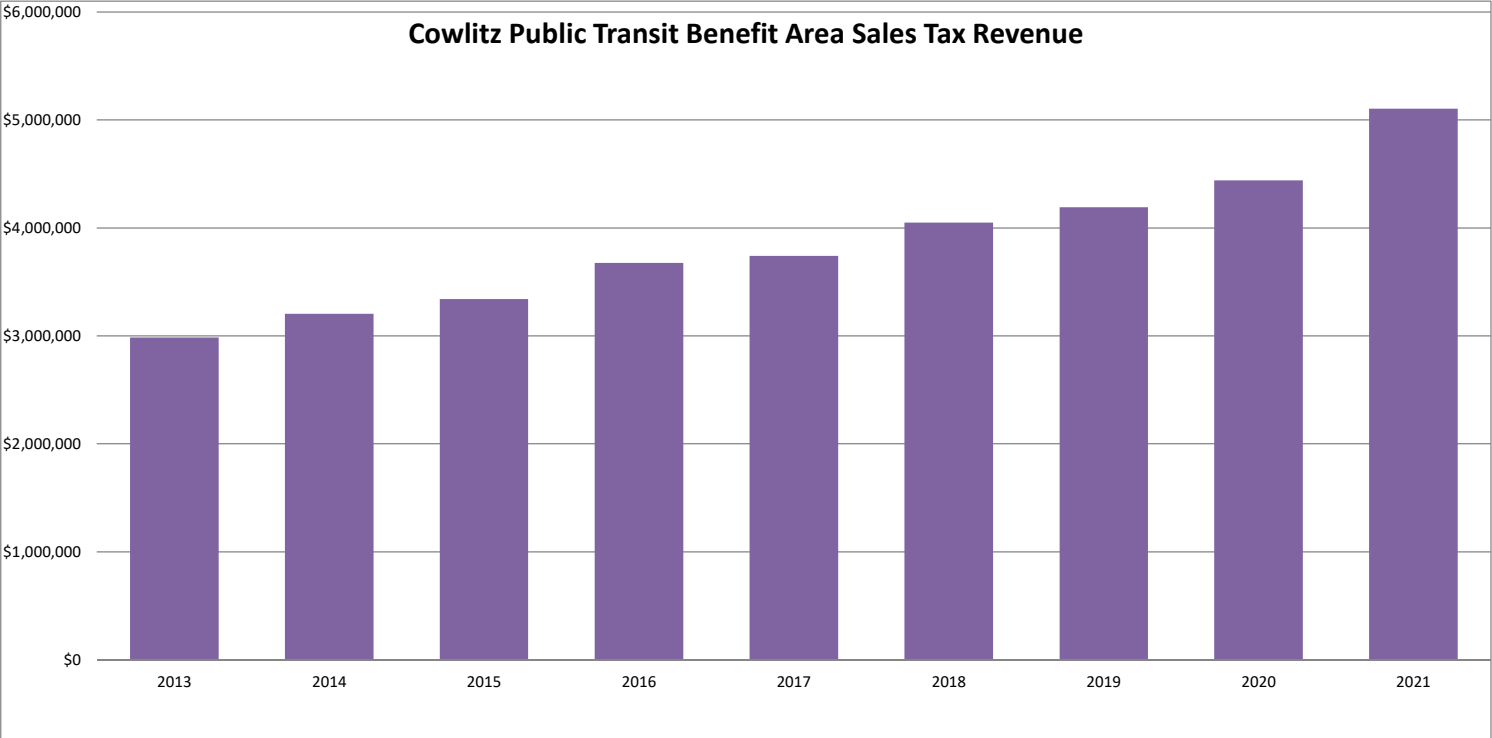


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

COWLITZ TRANSIT AUTHORITY LEGAL CONSULTING SERVICES

SUMMARY STATEMENT:

The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, and legal interpretation of state and federal laws.

Jesse D. Conway, PC, of Conway Law served as CTA's legal counsel from 2010 through 2018. After staff comparing rates of other local attorneys, the Board approved Frank Randolph with Walstead Mertsching as the new counsel for CTA in 2019, at a less expensive hourly rate.

In 2020, Mr. Randolph left Walstead Mertsching and CTA signed a new agreement to continue his services with Randolph Law Firm. The term of the current agreement ends on April 30, 2022.

In discussion with Mr. Randolph, and although we have only used his services on an "as needed" basis, he explained that he has another client for which he had a standing, second Wednesday of the month meeting from 3:00pm until as late as 6:00pm, and for which he records the minutes. This makes him unavailable for any regular CTA Board meeting.

Although Mr. Randolph favors attending in person, and is available any other Wednesday at 4:00pm., he states he feels comfortable with continuing in the "as needed" role.

RECOMMENDED ACTION:

Provide direction to staff as whether to

- Seek a new agreement with Randolph Law Firm beyond the current term of April 30, 2022, on an "as needed" basis,
- Compare availability and rates from other local attorneys, and/or
- Consider a different day and/or time for the CTA Board meetings.