



Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice Chair),
Lisa Alexander, Kim LeFebvre, MaryAlice Wallis
Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),
Mike Karnofski (Alternate), Arne Mortensen (Alternate)*

Wednesday, August 10, 2022

4:00 PM

Longview Council Chambers
1525 Broadway St, Longview
Hybrid Meeting

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on **Wednesday August 10, 2022, at 4:00 p.m.** in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

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

Zoom meeting link: <https://us02web.zoom.us/j/81667884437>

Telephone options (dial any of the following numbers):

1 253 215 8782

1 408 638 0968

1 669 900 6833

1 346 248 7799

1 312 626 6799

1 646 876 9923

1 301 715 8592

Webinar ID: 816 6788 4437

For information about Zoom accessibility, please contact the Clerk's Office at (360) 442-5664. Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Clerk's Office at (360) 442-5664 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

Written comments may be submitted up to forty-eight (48) hours in advance via email at customerservice@rctransit.org.

Next meeting

Wednesday, September 14, 2022

4:00 p.m. – Regular Board Meeting

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS**
4. **CONSIDERATION OF MINUTES FOR THE JULY 13, 2022, BOARD COMPOSITION REVIEW SPECIAL MEETING**

22-000493 July 13, 2022, Board Composition Review Special Meeting Minutes
5. **CONSIDERATION OF MINUTES FOR THE JULY 13, 2022, REGULAR BOARD MEETING**

22-000494 July 13, 2022, Regular CTA Board Meeting Minutes
6. **CONSENT CALENDAR**

22-000495 INV #2022-09 - City of Longview \$375,401.00

22-000496 INV #2022-146 - CWCOC LKRATS Q4 \$1,942.58

22-000497 INV #2022-155 - Mobility Management Match Jul-Dec \$3,000.00

22-000498 INV #July 1-31, 2022 - Randolph Law Firm \$567.00

22-000499 2022 June County Treasurer's Report

22-000500 2022 June CTA Fund Balance Report
7. **REPORTS**

22-000501 2022 Annual Fixed Route Ridership

22-000502 2022 July Daily Fixed Route Ridership

22-000503 2022 July Fixed Route Ridership per Hour

22-000504 2022 July Average Fixed Route Passengers per Trip

22-000505 2022 July LIFT Ridership

22-000506 2022 July Five Year Ridership Graph

22-000507 PTBA Sales Tax Data 2022 vs 2021
8. **PUBLIC HEARING: 2022-2027 TRANSIT DEVELOPMENT PLAN AND 2021 ANNUAL REPORT**

22-000512 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.

RECOMMENDED ACTION:
Hold public hearing.

THEN:
Motion to approve the RiverCities Transit 2022-2027 Transit Development Plan and 2021 Annual Report.

22-000515 2022-2027 RiverCities Transit Development Plan and 2021 Annual Report - DRAFT

9. RCT STAFF REPORT ON BOARD MOTIONS: UNACCOMPANIED RIDERS POLICY AND INCOME-BASED ZERO FARE POLICY

22-000518 RCT Staff Report on July CTA Board Motions

10. MANAGER'S REPORT

11. MISCELLANEOUS

12. ADJOURNMENT



Special Meeting Minutes

Cowlitz Transit Authority Board Composition Review

*Dennis Weber (Chair), Mike Wallin (Vice Chair),
Lisa Alexander, Kim LeFebvre, MaryAlice Wallis
Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),
Mike Karnofski (Alternate), Arne Mortensen (Alternate)*

Wednesday, July 13, 2022

3:30 PM

Longview Council Chambers
1525 Broadway St, Longview
Hybrid Meeting

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that a Special Meeting will be held by the Cowlitz County legislative authority and an elected representative of each city within the boundaries of the Public Transportation Benefit Area (Longview-Kelso) in the Longview City Hall Council Chamber, 1525 Broadway, Longview, Washington on **Wednesday, July 13, 2022, at 3:30 p.m.**

The purpose of this meeting is to review the composition of the governing board of the PTBA in accordance with RCW 36.57A.055. Final disposition shall be taken on no other matter. The meeting is also available by Zoom.

Should a quorum not be present, the Special Meeting shall be adjourned and reconvened during a recess of the regularly scheduled Cowlitz Transit Authority Board meeting on July 13, 2022, at 4:00 p.m. in the Longview Council Chamber, 1525 Broadway, Longview, Washington.

Zoom meeting link: <https://us02web.zoom.us/j/82996102309>

Telephone options (dial any of the following numbers):

1 253 215 8782

1 408 638 0968

1 669 900 6833

1 346 248 7799

1 312 626 6799

1 646 876 9923

1 301 715 8592

Webinar ID: 829 9610 2309

The City Hall is accessible for persons with disabilities. Any person interested may attend and be heard on the said matter via a moderator. Special equipment to assist the hearing impaired is also available. Please contact the Clerk's Office at (360) 442-5664 forty-eight (48) hours in advance if you require special accommodations to attend the meeting and information about Zoom accessibility.

1. CALL TO ORDER

Commissioner Weber called the meeting to order at 3:30 p.m.

2. ROLL CALL

Present: Dennis Weber, Cowlitz County Commissioner; MaryAlice Wallis, Longview City Mayor; Mike Wallin, Longview City Mayor Pro-tem; Ruth Kendall, Longview City Councilmember; Mike Karnofski, Kelso City Mayor; Lisa Alexander, Kelso City Councilmember

Absent: Arne Mortensen, Cowlitz County Commissioner; John Jabusch, Cowlitz County Commissioner; Spencer Boudreau, Longview City Councilmember; Christopher Ortiz, Longview City Councilmember; Hillary Strobel, Longview City Councilmember; Angie Wean, Longview City Councilmember; Keenan Harvey, Kelso City Councilmember; Kim LeFebvre, Kelso City Deputy Mayor; LaDonna Page, Kelso City Councilmember; Brian Wood, Kelso City Councilmember

Staff Present: James Seek, Transit Manager; Ken Hash, Longview Public Works Director; Tabitha Hayden, Transit Supervisor; Michael Richards, Transit Supervisor; Elizabeth Halili, Clerk of the Board

Others Present: Cowlitz Transit Authority Board Member (Non-voting ATU Representative) Anthony Harris

3. SPECIAL MEETING TO REVIEW COWLITZ TRANSIT AUTHORITY BOARD COMPOSITION

Presented by Tabitha Hayden

Commissioner Weber provided a brief explanation of the meeting's purpose.

22-000406 SUMMARY STATEMENT:

In accordance with RCW 36.57A.055 and RCW 36.57A.050, public transportation benefit areas are required to conduct a review of the composition of PTBA boards every four years. The last review of the Board composition was performed at a public hearing on June 13, 2018.

RECOMMENDED ACTION:

Review RCW 36.57A.055 and RCW 36.57A.050

22-000424 RCW 36.57A.055

22-000425 RCW 36.57A.050

4. PUBLIC HEARING - COWLITZ TRANSIT AUTHORITY BOARD COMPOSITION REVIEW

Commissioner Weber opened the public hearing to receive citizen input on the Cowlitz Transit Authority Board Composition Review at 3:35 p.m.

Receiving no public comments, Commissioner Weber closed the public hearing at 3:36 p.m.

A motion was made by Kelso City Councilmember Alexander, seconded by Longview City Mayor Wallis, to maintain the existing Cowlitz Public Transportation Benefit Area board composition as it currently stands. The motion carried unanimously.

22-000407 RECOMMENDED ACTION:

Hold a public hearing to receive citizen input on the Cowlitz Transit Authority Board Composition Review;

THEN:

Motion to maintain the existing Cowlitz Public Transportation Benefit Area board composition as it currently stands.

5. **ADJOURNMENT**

With no further business to discuss, Commissioner Weber adjourned the meeting at 3:42 p.m. with a recess until the commencement of the Regular Cowlitz Transit Authority Board meeting at 4:00 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Cowlitz County Commissioner



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice Chair),
Lisa Alexander, Kim LeFebvre, MaryAlice Wallis
Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),
Mike Karnofski (Alternate), Arne Mortensen (Alternate)*

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4:00 PM

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Written comments may be submitted up to forty-eight (48) hours in advance via email at customerservice@rctransit.org.

Next meeting

Wednesday, August 10, 2022

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 Mike Wallin; Member MaryAlice Wallis; Member Lisa Alexander; Member (Alternate) Mike Karnofski; Member (Non-voting) Anthony Harris

Absent: Member Kim LeFebvre; Member (Alternate) Spencer Boudreau; Member (Alternate) Arne Mortensen

Staff Present: James Seek, Transit Manager; Ken Hash, Longview Public Works Director; Tabitha Hayden, Transit Supervisor; Michael Richards, Transit Supervisor; Elizabeth Halili, Clerk of the Board

Others Present: Morrie Christensen, Paratransit Services Manager; Lauren Read, CWCOG

3. PUBLIC COMMENTS

Chair Weber noted for the record that the Board had received written comments from the following members of the public:

22-000489 Written comment dated July 11, 2022, from Kate Denman of Longview, WA

22-000490 Written comment dated July 13, 2022, from Cindi Buchanan of Longview, WA

22-000491 Written comment dated July 13, 2022, from Chris Reinertson, City Unstated

In addition, Chair Weber noted that the Board received nine thank you cards from the Pathfinder's Teen Adventure Camp youth participants.

There were no further public comments made.

Member Wallin formally requested that the Staff provide full disclosure of all printed and electronic communication (all records) concerning RiverCities Transit since June 1, 2022, to present between any Member of the CTA Board, CTA Staff, and the City of Longview Staff with Chris Reinertson, Mr. Bashor, Mr. Evans, Ms. Haan, Ms. Fassett, Mr. Scudder, Mr. Baldwin, Mr. Moya, Ms. Hawelu, Ms. DeWitt, Ms. Jorgensen, Ms. Moore, Ms. Pierson, Ms. Buchanan, Mr. Fest, Mr. Harrison, Mr. Saari, and Ms. Scudder to the CTA Board prior to the next regular Board meeting.

4. CONSIDERATION OF MINUTES FOR THE JUNE 8, 2022 MEETING

A motion was made by Member Alexander, seconded by Member Wallis, to approve the minutes of the June 8, 2022, CTA Board meeting. The motion carried unanimously.

22-000436 June 8, 2022, CTA Board Meeting Minutes - DRAFT

5. CONSENT CALENDAR

A motion was made by Member Wallis, seconded by Member Wallin, to accept the Consent Calendar in its entirety. The motion carried unanimously.

22-000437 INV #2022-08 - City of Longview \$375,401.00

22-000438 INV June 1-30, 2022 - Randolph Law Firm \$63.00

22-000439 2022 May County Treasurer's Report

22-000440 2022 May CTA Fund Balance Report

6. REPORTS

22-000441 2022 Annual Fixed Route Ridership

22-000442 2022 June Monthly Fixed Route Ridership

22-000455 2022 June Fixed Route Ridership per Hour

22-000456 2022 June Average Fixed Route Passengers per Trip

22-000443 2022 June Monthly LIFT Ridership

22-000444 2022 June Five Year Ridership Graph

22-000445 PTBA Sales Tax Data 2022 vs 2021

7. ESTABLISH PUBLIC HEARING FOR THE 2022-2027 TRANSIT DEVELOPMENT PLAN AND 2021 ANNUAL REPORT

A motion was made by Member Alexander, seconded by Member Wallis, to establish a public hearing to be held at the August 10, 2022, CTA Board Meeting to receive citizen input on the 2022-2027 Transit Development Plan and 2021 Annual Report. The motion carried unanimously.

22-000446 SUMMARY STATEMENT:

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

RECOMMENDED ACTION:

Motion to establish a public hearing to be held at the August 10, 2022, CTA Board Meeting to receive citizen input on the 2022-2027 Transit Development Plan and 2021 Annual Report.

22-000447 Notice of Public Hearing - 2022-2027 Transit Development Plan and 2021 Annual Report

8. MINIMUM AGE FOR UNACCOMPANIED RIDERS AND STAFF TRAINING

Mr. Ken Hash gave a presentation.
The Board discussed the presentation.

Linda King, city unstated, provided public comment.
Jeff Wilson of Longview provided public comment.
A citizen of Kelso, name unstated, provided public comment.
A citizen, name, and city unstated provided public comment.
Lauren Read, CWCOC Mobility Management Coordinator, provided public comment.
Marcella of Longview provided public comment.

The Board discussed the options listed under the Recommended Action.

A motion was made by Member Wallis, seconded by Member Wallin, to direct staff to create a policy based on the

following parameters:

1. Fixed Route that would require mandatory reporting
2. Routes would allow free 18 and under passes
3. Drivers would require background checks:
 - a. BOTL Training
 - b. CPR Training
 - c. Youth Protection Training
4. Riders under 15 would require supervision by a parent or guardian

The Board discussed the motion.

Jeff Wilson of Longview provided public comment.

Linda King, city unstated, provided public comment.

The motion carried by the following vote:

AYES: Member Wallis, Member Wallin, Member Alexander, Chair Weber

NAYS: Member Karnofski

22-000448 SUMMARY STATEMENT:

Minimum Age for unaccompanied riders and staff training.

RECOMMENDED ACTION:

There are three options to address the minimum age for unaccompanied riders on RiverCities Transit:

1. Do nothing. Keep our policy silent on youth ridership and allow parents to decide for their own children.
2. Direct staff to create a draft policy based on this board's recommended parameters and select the best from the aforementioned policies to use as a template.
3. Convene a committee of board members, parents, child advocates, etc., to recommend a youth ridership policy.

22-000449 Memorandum on Unaccompanied Minors and Driver Education

22-000450 Busing On The Lookout Materials

22-000492 PowerPoint Presentation – Unaccompanied Minors and Free Youth Ridership

9. RESOLUTION NO. 2022-01 ZERO FARE POLICY FOR PASSENGERS AGED 18 AND UNDER WITH PROPER IDENTIFICATION

Mr. Ken Hash gave a presentation.

The Board discussed the presentation.

Jeff Wilson of Longview provided public comment.

Allison Moyer of Longview provided public comment.

Kirstin, last name unstated, of Kelso provided public comment.

A motion was made by Member Wallin, seconded by Member Alexander, directing Staff to prepare a Resolution for adoption at the next meeting that would make the Resolution 2022-01 subject to the CTA Board's adoption of an updated Youth Ridership Policy that would include demonstrated need of income eligibility of 200% of the Federal

poverty level and extend the zero-fare for passengers aged 18 and under through December 31st, 2023.
The Board discussed the motion.
The motion carried unanimously.

22-000451 SUMMARY STATEMENT:

Fare Policy Change: Zero-Fare for Age 18 and Under

RECOMMENDED ACTION:

Motion to approve Resolution 2022-01 authorizing a zero-fare policy for passengers aged 18 and under with proper identification effective August 1, 2022, through December 31, 2039.

22-000452 Memorandum on Free Youth Fare**22-000453 Section 422 of ESSB 5974****22-000454 WSDOT Estimates on Transit Support Grants, revised July 1, 2022****22-000457 Resolution No. 2022-01 Zero Fare Policy for Passengers Aged 18 and Under with Proper Identification****10. MANAGER'S REPORT**

Transit Manager Seeks provided a report:

- Two summer facilities help staff have been hired;
- The Department of Enterprise Services recently agreed on price increases with bus and mini-bus vendors:
 - Pricing for full-size buses increased 11%;
 - Pricing for mini-buses increased 50%.
- Mr. Seeks stated that he plans to work with Mr. Hash and the City of Longview Fleet Manager to determine what mix of vehicles transit will use in the future to provide services such as LIFT.
- Mr. Seeks stated that he is coordinating with Lower Columbia CAP and Twin Transit to determine connection schedules. Twin Transit intends to provide six trips on weekdays to Castle Rock Visitor Center and Park & Ride. Additionally, to enhance transfers to CAP's Vancouver and RiverCities Transit routes, the Longview Transit Center will be the final destination rather than the Kelso Safeway.
- A survey is currently available to riders and potential customers of Route 411 on the rctransit.org website, on Facebook, in the City Info newsletter, and on buses, and will be sent to residents by the TimWA manager via newsletter.

Paratransit Services Manager Morrie Christensen gave a report:

- Paratransit experienced a 16.04% increase in ridership during the first six months of 2022 vs. the equivalent in 2021.
- A fifth bus has been added to the Saturday route schedule.
- One part-time driver has been moved to full-time.
- Two additional part-time drivers have been hired.

11. MISCELLANEOUS

Member Alexander provided an announcement.

12. ADJOURNMENT

With no further business to discuss, Chair Weber adjourned the meeting at 5:34 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Date: 08/10/2022
Invoice # 2022-09

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

[illegible]

REMITTANCE	
Statement #	2022-09
Date	08/10/2022
Amount Due	\$375,401.00
Amount Enclosed	

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**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@cwcog.org

Fax: (360) 214-3425

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

Invoice Date: July 28, 2022

Invoice Number: 2022 - 146

Apr-Jun 22 - LKRATS

Item	Amount
Labor - Q4	\$1,254.00
Direct Program Support - Q4	\$101.14
Indirect Program Support - Q4	\$542.56
Consultant - Q4	\$44.88
	<u>\$1,942.58</u>

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

Printed 07/28/2022 at 05:05 PM

**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@cwcog.org

Fax: (360) 214-3425

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

Invoice Date: July 29, 2022

Invoice Number: 2022 - 155

Jul-Dec 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 07/29/2022 at 09:16 AM

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: July 1-31, 2022
Billing Rate: \$210.00/Hour

<u>Date</u>	<u>Service</u>	<u>Hours</u>	<u>Charge</u>
0714	Extended phone conference with Senator Jeff Wilson re RCT meeting, draft report to Commissioner Weber and Jim.	0.4	\$ 84.00
0718	Review additional legal and bylaw issues ICW unaccompanied minors on the bus, whether free passes are desirable.	0.2	\$ 42.00
0719	Conduct research into question posed by Jim re proposed policy re unaccompanied minors on buses. Draft status report to Jim, identifying possible issues before change in policy.	2.0	\$ 420.00
0719	Review Jim's response to the above research.	0.1	\$ 21.00
TOTAL		2.7	\$ 567.00

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.

69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		380,187.90	450,775.44	- 479,429.02	- 28,653.58	351,534.32
1112000 WARRANTS OUTSTANDING		- 40.00	40.00	0.00	40.00	0.00
1180000 INVESTMENTS		6,872,179.60	103,988.02	0.00	103,988.02	6,976,167.62
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	375,401.00	- 375,401.00	0.00	0.00
2880000 UNRESERVED FUND BALANCE		- 6,691,426.39	0.00	0.00	0.00	- 6,691,426.39
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	- 2,189,161.57	0.00	- 446,511.14	- 446,511.14	- 2,635,672.71
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 4,433.28	0.00	- 3,988.02	- 3,988.02	- 8,421.30
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 863.16	0.00	- 276.28	- 276.28	- 1,139.44
5492000 OTHER	8900000 DISTRICT ACTIVITIES	1,633,556.90	375,401.00	0.00	375,401.00	2,008,957.90
Total		0.00	1,305,605.46	- 1,305,605.46	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: June 30, 2022

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2022		\$ 6,691,426.39
CTA Revenue		
Metro Sales Tax	446,511.14	2,635,672.71
Interest Earnings/Investments	3,988.02	8,421.30
Local Sales Interest	276.28	1,139.44
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 450,775.44	\$ 2,645,233.45
CTA Expenditures		
City of Longview	375,401.00	2,001,007.34
City of Longview - Audit Services	-	2.44
Legal Counsel	-	220.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	-	7,728.12
Subtotal	\$ 375,401.00	\$ 2,008,957.90
CTA Ending Balance		\$ 7,327,701.94

CITY OF LONGVIEW		
Beginning Balance: January 1, 2022		\$ 1,967,740.36
Longview Revenue		
Farebox/Pass Sales	9,351.50	55,008.90
State Pool - Interest	1,558.19	4,080.02
Payments from CTA	375,401.00	2,001,007.34
Federal Grant Competitive - 5339 - Transit Center	-	-
Federal Grant Competitive- 5339 Replacement Buses	-	-
Federal Grant Competitive- 5307 Flex - Transit Center	-	-
Federal Grant - 5307 Formula- Operating	-	-
Federal Grant - CARES ACT 5307 Formula-Operating	-	-
Federal Grant Competitive- 5310 - Replacement Buses	-	-
Federal Grant Competitive- 5310 Paratransit Operating	-	-
State Special Needs Formula Grant - Paratransit Operating	-	294,128.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	927.10	5,562.60
Cashier Over-Short / NSF / Bank Returns Fees	-	32.00
Insurance Recoveries	702.50	6,501.99
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 387,940.29	\$ 2,366,320.85
Longview Expenditures		
Subtotal	\$471,268.81	\$2,660,699.48
Longview Ending Balance		\$ 1,673,361.73
Combined CTA & Longview Ending Balance		\$ 9,001,063.67

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	30	754	766	954	894	979	1,089	979						6,415
	31	2,258	2,303	3,065	2,931	2,888	3,142	3,056						19,643
	32	1,861	1,873	2,302	2,128	2,155	2,285	2,528						15,132
	33	1,991	1,986	2,292	2,311	2,111	2,134	1,988						14,813
	44	986	1,022	1,350	1,110	1,242	1,511	1,161						8,382
	45	3,984	4,401	5,169	4,927	4,937	5,142	4,530						33,090
	46	399	353	452	357	402	396	332						2,691
	57	1,516	1,592	1,860	1,761	1,768	1,834	1,825						12,156
	411					61	80	72						213
TOTAL		13,749	14,296	17,444	16,419	16,543	17,613	16,471						112,535

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

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Jul-22

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 46	ROUTE 57	ROUTE 411	TOTAL
1	67	179	106	95	83	159	117	26	106	10	948
2 S		172	107	105		151			43	1	579
3											
4 H											
5	48	166	99	79	57	137	110	13	98	3	810
6	44	133	80	73	35	132	70	15	66	15	663
7	47	138	127	77	71	130	61	21	88	2	762
8	54	119	77	71	89	117	68	17	53	15	680
9 S		120	59	58		109			52	0	398
10											
11	55	134	114	94	49	147	55	10	87	1	746
12	53	128	75	81	52	131	86	16	76	2	700
13	73	153	106	95	66	132	65	23	70	2	785
14	48	119	96	70	53	116	51	22	83	4	662
15	58	113	100	128	52	133	83	14	78	0	759
16 S		106	64	61		119			38	0	388
17											
18	44	117	75	104	63	108	47	26	84	1	669
19	49	90	117	83	56	134	55	19	95	1	699
20	52	130	105	78	37	124	61	12	101	3	703
21	45	111	111	91	62	114	49	11	61	2	657
22	44	109	81	65	63	123	57	16	68	1	627
23 S		109	67	59		104			55	1	395
24											
25	55	93	120	68	53	123	69	15	68	0	664
26	39	95	142	71	45	123	78	8	65	3	669
27	39	124	153	75	55	133	70	19	75	2	745
28	33	108	144	59	56	132	47	15	73	1	668
29	32	97	133	74	64	99	52	14	94	2	661
30 S		93	70	74		149			48	0	434
31											
TOTAL (25)	979	3056	2528	1988	1161	3179	1351	332	1825	72	16471
WEEKDAY TOTAL (20)	979	2456	2161	1631	1161	2547	1351	332	1589	70	14277
SATURDAY/REDUCED DAY TOTAL (5)		600	367	357		632			236	2	2194
DAILY AVERAGE	49	122	101	80	58	127	68	17	73	3	659
WEEKDAY AVERAGE	49	123	108	82	58	127	68	17	79	4	714
SATURDAY/REDUCED DAY AVERAGE		120	73	71		126			47	0	439

Ridership by Hour
7/1/2022 - 7/31/2022

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	7	63	221	225	255	211	256	233	205	273	209	166	132	2,456
32	16	70	87	137	188	192	227	342	189	270	249	136	58	2,161
33	6	64	122	123	138	156	175	198	173	179	122	109	66	1,631
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	55	93	70	100	115	120	110	116	115	87	69	75	36	1,161
57	29	143	99	143	148	174	128	128	160	148	108	90	91	1,589
Route					1030	1130	1230	1330	1430	1530	1630			
30					129	141	187	160	164	111	87			979
Route						1150	1250	1350	1450	1550				
46						50	71	68	96	47				332
Route	630	700	730	800						1700	1720	1800	1830	
45	63	138	72	110						145	128	77	54	3,898
Route		720	745			1145						1700	1800	
411		7	3			26						21	13	70

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	43	48	49	83	73	66	57	52	96	33	600	
32	14	18	23	53	47	40	60	47	43	22	367	
33	40	29	37	30	39	42	36	31	33	40	357	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	13	33	20	26	33	23	30	15	30	13	236	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	14	26	37	28				32	21	19	9	632
Route			920	945				1500				
411			0	0				2				2

Total Fixed Route

16,471

Average Passengers per Trip
7/1/2022 - 7/31/2022

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	0.4	3.2	11.1	11.3	12.8	10.6	12.8	11.7	10.3	13.7	10.5	8.3	6.6	9.8	123
32	0.8	3.5	4.4	6.9	9.4	9.6	11.4	17.1	9.5	13.5	12.5	6.8	2.9	8.6	108
33	0.3	3.2	6.1	6.2	6.9	7.8	8.8	9.9	8.7	9.0	6.1	5.5	3.3	6.5	82
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.8	4.7	3.5	5.0	5.8	6.0	5.5	5.8	5.8	4.4	3.5	3.8	1.8	4.7	58
57	1.5	7.2	5.0	7.2	7.4	8.7	6.4	6.4	8.0	7.4	5.4	4.5	4.6	6.4	79
Route					1030	1130	1230	1330	1430	1530	1630				
30					6.5	7.1	9.4	8.0	8.2	5.6	4.4			7.0	49
Route						1150	1250	1350	1450	1550					
46						2.5	3.6	3.4	4.8	2.4				3.3	17
Route	630	700	730	800	not shown for brevity						1700	1720	1800	1830	
45	3.2	6.9	3.6	5.5							7.3	6.4	3.9	2.7	10.0
Route		720	745			1145					1700	1800			
411		0.35	0.15			1.30					1.05	0.65		1.3	4

Saturday

Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31		8.6	9.6	9.8	16.6	14.6	13.2	11.4	10.4	19.2	6.6	12.0	120
32		2.8	3.6	4.6	10.6	9.4	8.0	12.0	9.4	8.6	4.4	7.3	73
33		8.0	5.8	7.4	6.0	7.8	8.4	7.2	6.2	6.6	8.0	7.1	71
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		2.6	6.6	4.0	5.2	6.6	4.6	6.0	3.0	6.0	2.6	4.9	47
Route		800	830	900	not shown for brevity				1600	1630	1700	1730	
45		2.8	5.2	7.4					6.4	4.2	3.8	1.8	12.6
Route			920	945					1500				
411			0.0	0.0					0.4			0.3	0

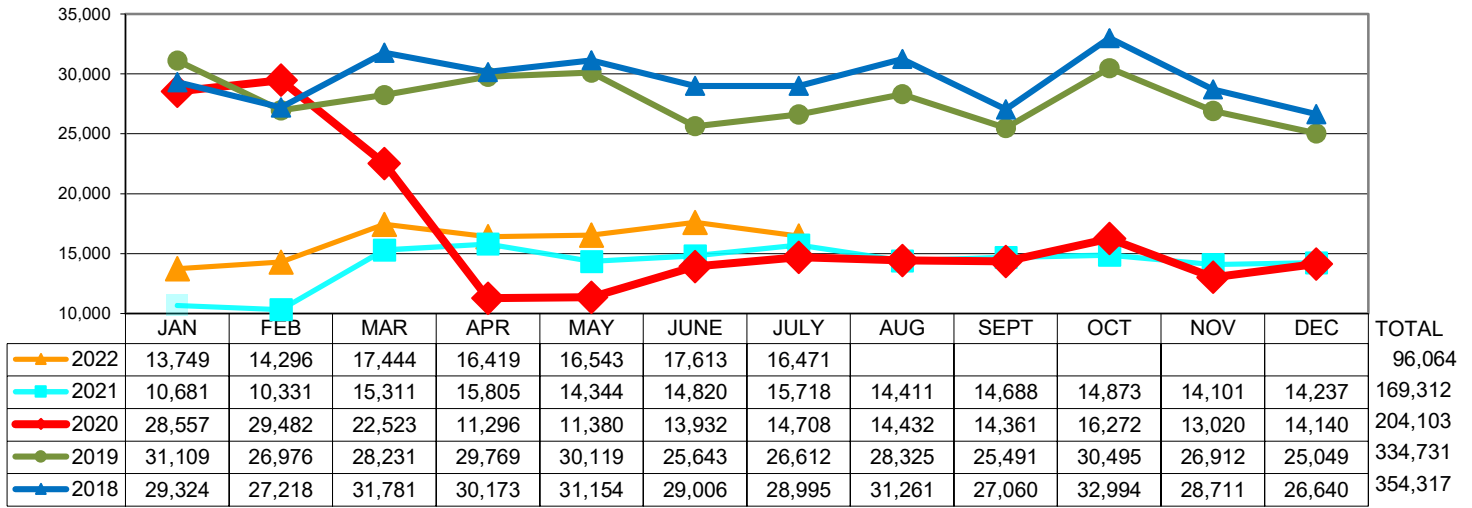
System Productivity

Red Less than 3.0 passengers per hour

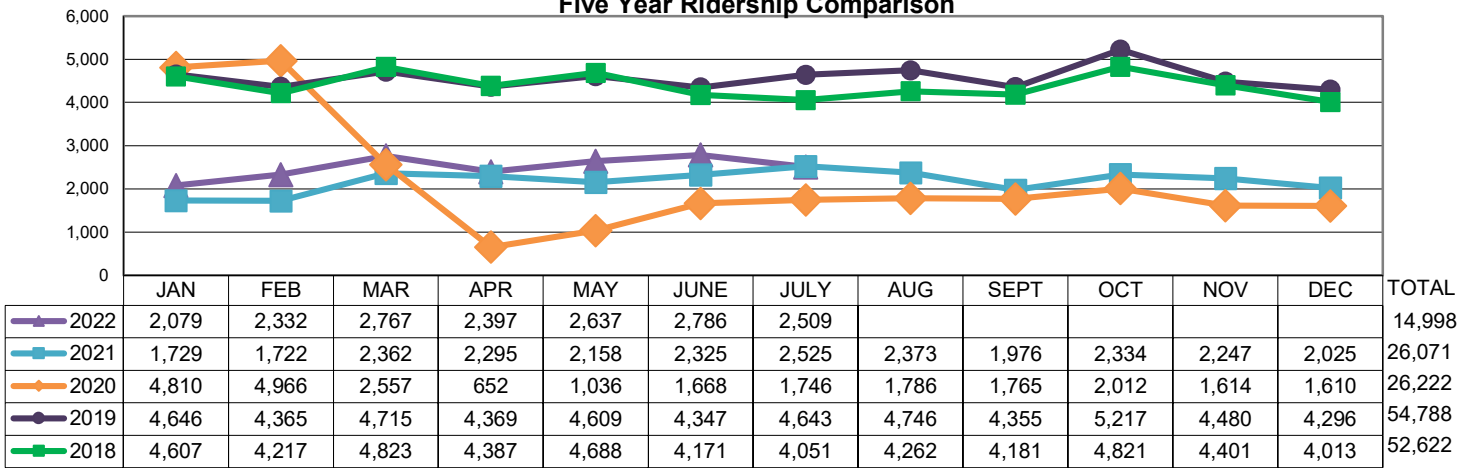
7.5

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
7/1/2022	97	86	11	0	52	34	39.53%	1.80	12	3
7/2/2022	60	51	9	0	39	12	23.53%	1.92	11	0
7/5/2022	83	72	10	1	54	18	25.00%	1.60	12	1
7/6/2022	129	117	12	0	80	37	31.62%	2.12	16	1
7/7/2022	112	97	15	0	75	22	22.68%	2.05	7	4
7/8/2022	101	89	12	0	50	39	43.82%	1.83	11	0
7/9/2022	76	63	13	0	42	21	33.33%	2.09	11	0
7/11/2022	87	81	6	0	59	22	27.16%	1.91	11	2
7/12/2022	132	108	22	2	80	28	25.93%	2.36	11	1
7/13/2022	114	94	20	0	74	20	21.28%	1.83	14	3
7/14/2022	122	98	24	0	70	28	28.57%	2.49	8	0
7/15/2022	126	103	23	0	68	35	33.98%	2.40	10	1
7/16/2022	67	52	11	4	38	14	26.92%	2.07	10	2
7/18/2022	95	76	17	2	47	29	38.16%	2.04	11	1
7/19/2022	124	104	20	0	78	26	25.00%	2.02	10	2
7/20/2022	103	81	20	2	65	16	19.75%	2.13	12	3
7/21/2022	117	101	16	0	62	39	38.61%	2.20	9	2
7/22/2022	98	82	16	0	57	25	30.49%	2.04	5	0
7/23/2022	62	53	9	0	40	13	24.53%	2.10	11	2
7/25/2022	70	64	6	0	48	16	25.00%	1.60	19	0
7/26/2022	120	97	23	0	77	20	20.62%	1.97	18	4
7/27/2022	126	102	24	0	72	30	29.41%	2.18	3	0
7/28/2022	97	82	15	0	68	14	17.07%	1.83	15	6
7/29/2022	121	102	19	0	66	36	35.29%	2.54	7	0
7/30/2022	70	58	12	0	43	15	25.86%	2.10	4	0
	2509	2113	385	11	1504	609	28.53%	2.05	268	38

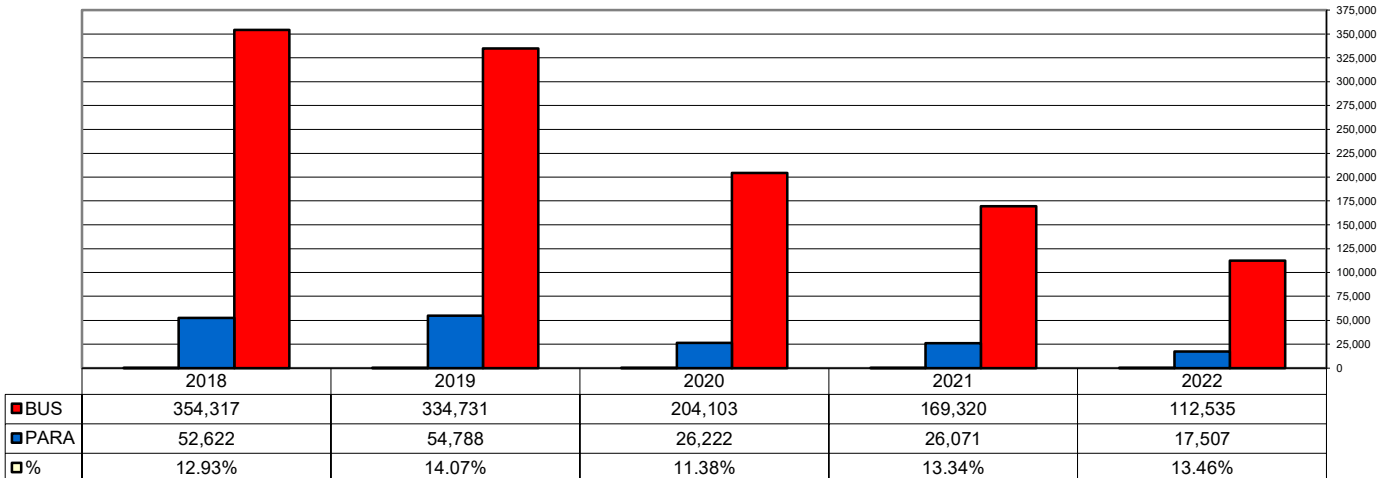
RiverCities Transit Fixed Route Five Year Ridership Comparison

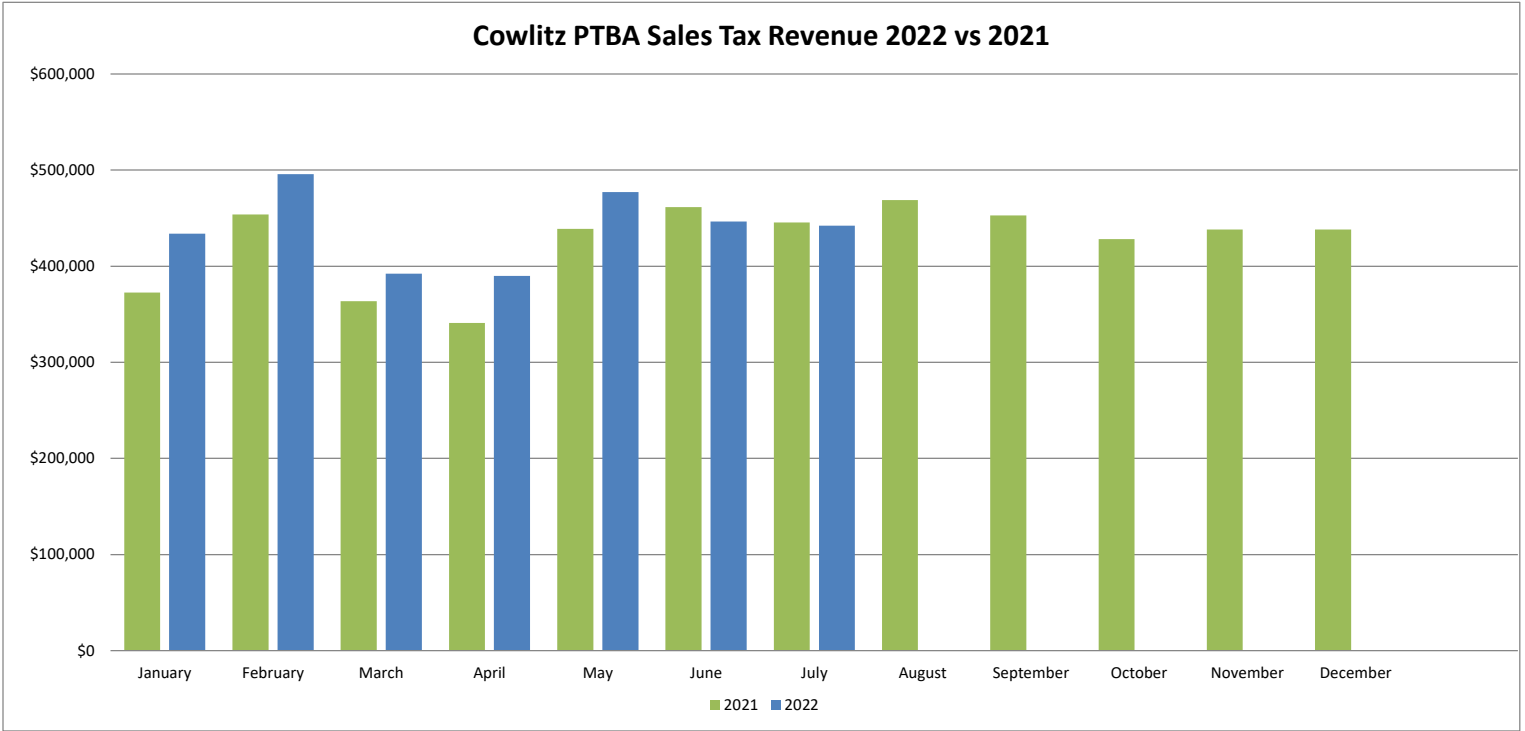
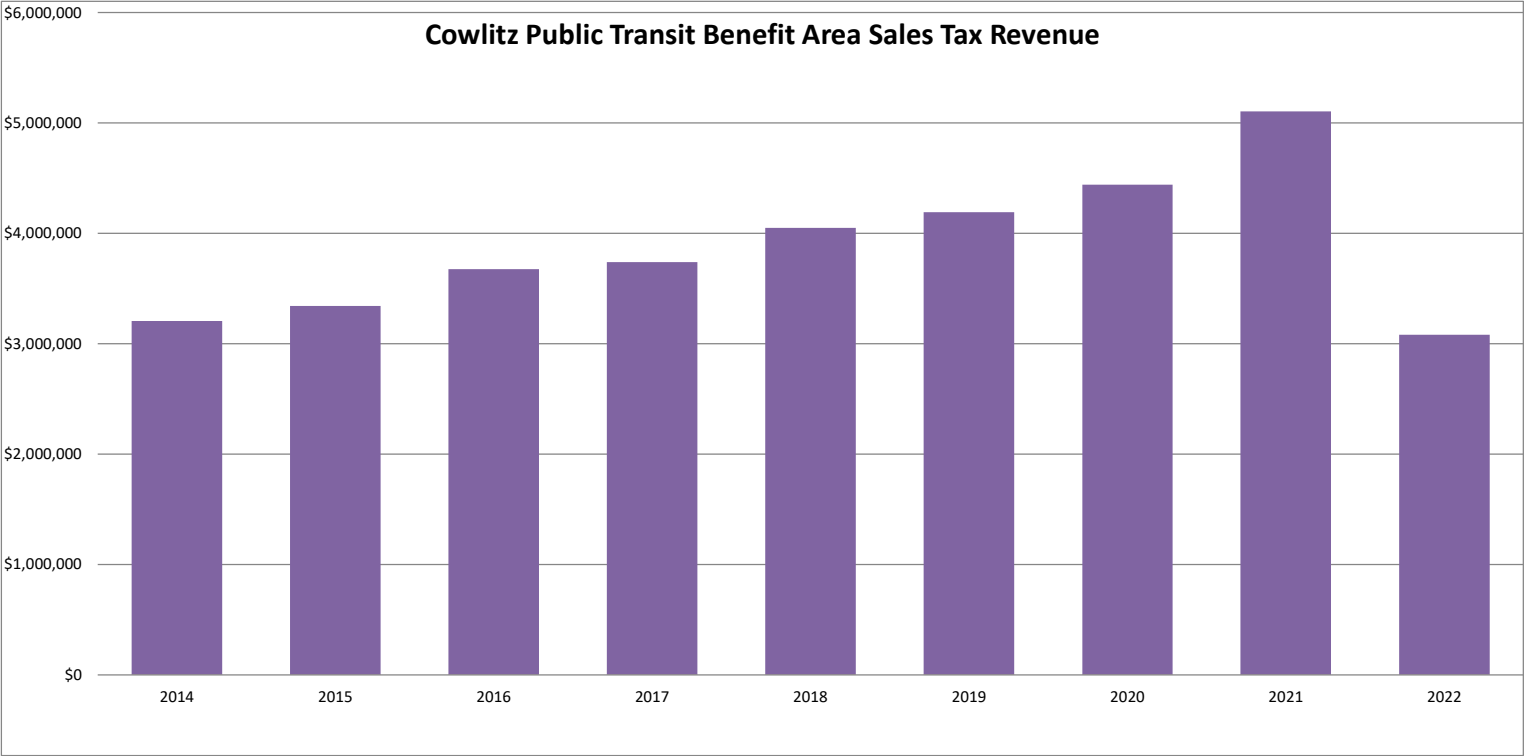


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING: 2022-2027 TRANSIT DEVELOPMENT PLAN AND 2021 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 2022-2027 Transit Development Plan and 2021 Annual Report.

2021 Annual Report 2022-2027 Transit Development Plan



Photo taken by Arthur Ross 09/2020



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

2021 Annual Report

2022-2027 Transit Development Plan

Prepared by RiverCities Staff
For the Cowlitz Transit Authority
Public Hearing held
August 10, 2022

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, contact RiverCities Title VI Coordinator at (360) 442-5663.

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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 2021 Annual Report and 2022-2027 Transit Development Plan on August 10, 2022

Public Participation Process

Public Comment Period July 29, 2022 – August 10, 2022

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 10, 2022, 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 2021 Annual Report and 2022-2027 Transit Development Plan to its website at www.rctransit.org on July 29, 2021.

Digital and paper copies of the plan

RiverCities will post the 2021 Annual Report and 2022-2027 Transit Development Plan to its website on July 29, 2022, 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 86 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*)

2021 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

2021 Organizational Structure

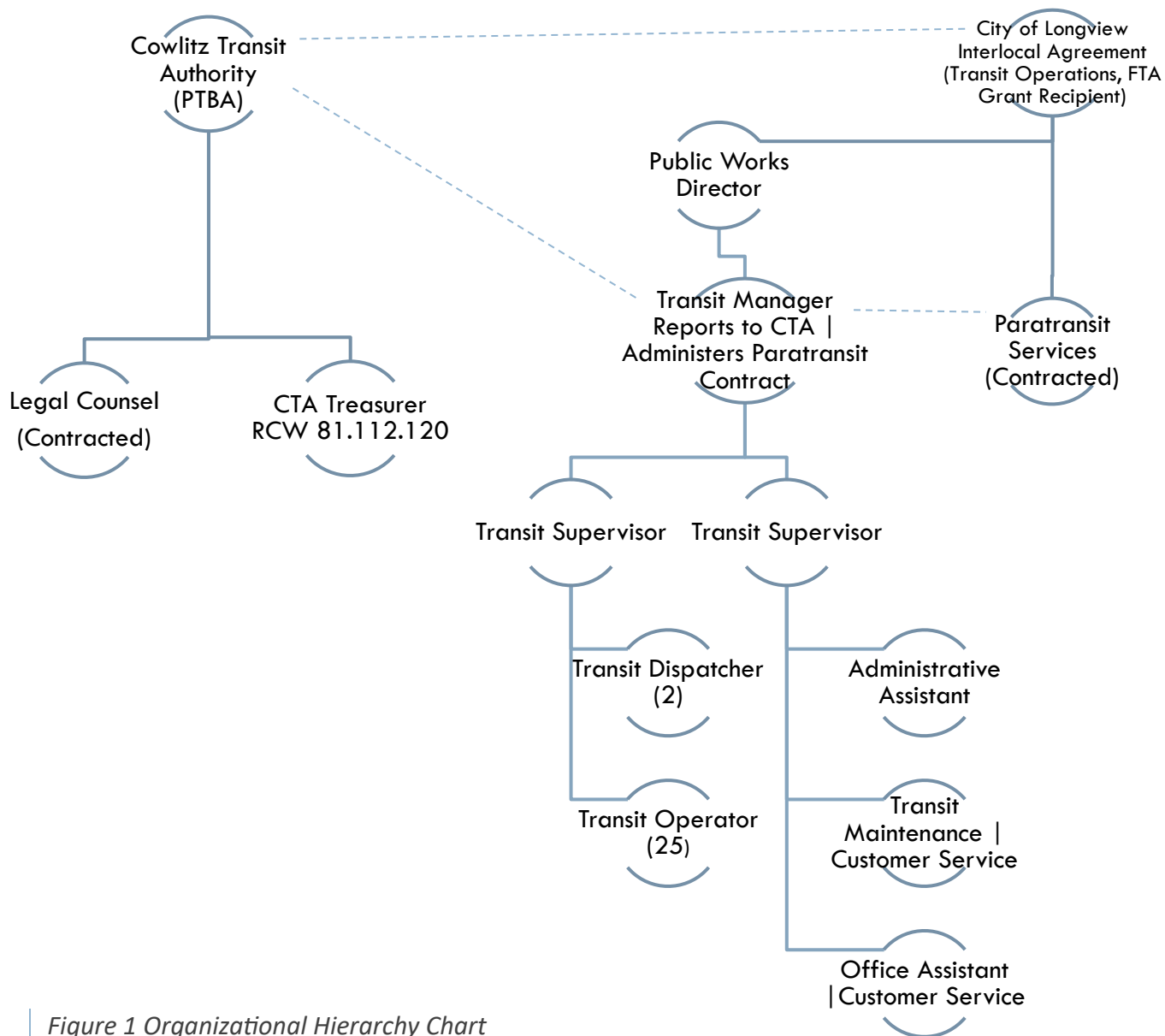


Figure 1 Organizational Hierarchy Chart

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.

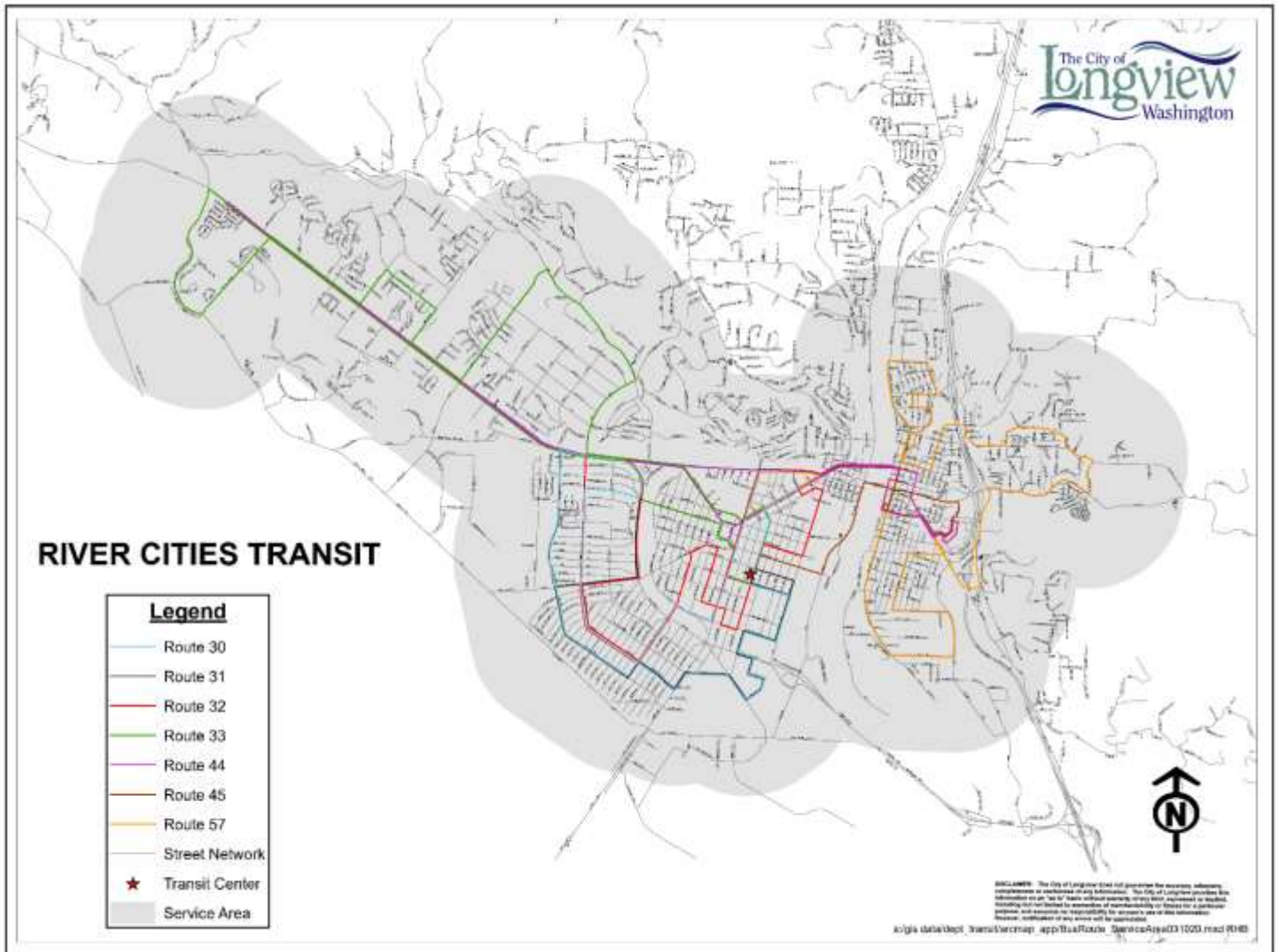


Figure 2 Service Area Map March 10, 2020

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.



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.



Figure 6 Heron Pointe Turnaround

Operations

RCT services include Fixed Route and Paratransit.

Fixed Route Operations

RiverCities Transit operates eight 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 seven 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 September 2021, RCT added Route 46, which connects north Kelso to shopping and downtown Longview.



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 2022-2027 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

2021 Annual Report
2022-2027 Transit Development Plan

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
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.

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

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

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
2022	Passenger Vehicle	2	
	Bus Stop Amenities & Pads		
2023	35' Coach	4	
	Lift-equipped Van	1	
	Light-duty Cutaway	8	1
	Bus Stop Amenities & Pads		
2024	35' Coach	1	
	Light-duty Cutaway	2	
	Bus Stop Amenities & Pads		
2025	35' Coach	1	
	Light-duty Cutaway	1	
	Bus Stop Amenities & Pads		
2026	Bus Engine Overhaul	1	
	Bus Stop Amenities & Pads		
2027	35' Coach	1	
	Bus Stop Amenities & Pads		

Figure 13 RCT 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 2022 and 2026, 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 which started spring of 2022. 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
2022	Annual service updates	Launch pilot to Lexington Explore route to Castle Rock
2023	Annual service updates	Continue pilot to Lexington
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 up to 80%, matched at 20%, or more if necessary, 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	2022	2023	2024	2025	2026	2027
Cutaways	109,160	1,082,150	428,000	214,000		
Coaches		3,154,720	788,680	788,860		788,860
Security cameras	33,000					
Bus stop improvements	10,000	150,000	25,000	25,000	25,000	25,000
Supervisor vehicles		97,000				
Relief vehicles	66,000					
Bus overhauls					324,000	
Total Capital Expenditures	218,600	4,483,870	1,241,680	1,027,860	349,000	813,600
Capital Revenue	2022	2023	2024	2025	2026	2027
Federal Competitive	53,000	1,588,800	185,611	616,716	279,200	650,880
State Grants	84,800	607,400	807,733	205,572	69,800	162,720
Local Funds	86,400	2,287,670	248,336	205,572	69,800	162,720
Total Capital Revenue	218,600	4,483,870	1,241,680	1,027,860	349,000	813,600

Figure 15 Multiyear Capital Purchases Table

Operating Financial Assumptions:

- Local Sales Tax – A 3% growth rate has been used to project out through 2027.
- Operating Grants – Federal 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 from projected 2022 fare revenue.
- Salaries and Benefits – The Transit Operator contract with the Amalgamated Transit Union provides for a 3.25% wage increase in 2023 and 2024, as well as longevity pay increases. A 3% increase in wages and benefits is assumed per year in years 2025-2027.
- Fuel and Maintenance – Assumed 3% growth.
- Liability Insurance – The insurance market has seen significant premium increases due to the volume of property claims, social costs, and other factors.
- Other Goods and Services – Assumed 3% growth.
- Transfers from Reserves through 2027 total \$1,530,144.

Multiyear Operating Financial Plan

Operating Revenue	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Federal Operating Grants	1,231,000	856,530	856,530	1,000,000	1,000,000	1,000,000
WSDOT RMG Grant		82,800		120,000	120,000	
WSDOT Paratransit Special Needs	312,930	187,659	405,000	420,000	430,000	445,000
CTA Revenue (Sales Tax, LCC, Interest)	4,776,650	5,449,180	5,612,670	5,781,040	5,957,470	6,133,100
Farebox	157,000	111,120	112,230	113,350	114,490	115,630
WSTIP Grants	9,500	9,500	9,500	9,500	9,500	9,500
Building Lease	10,800	11,300	11,800	12,300	12,800	13,300
State Pool	7,500	7,500	7,500	7,500	7,500	7,500
Other Recoveries	9,470	9,470	9,470	9,500	9,500	9,500
Transfers from Reserves		171,641	162,940	328,148	356,247	511,168
Total Operating Revenue	6,514,850	6,891,980	7,187,640	7,381,338	7,587,507	7,799,698
Annual % Change		6.4%				
Operating and Maintenance Expenses	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Fixed Route						
Salaries & Wages	1,919,470	2,121,260	2,220,480	2,287,095	2,355,710	2,426,380
Personnel Benefits	1,031,681	1,072,110	1,091,320	1,124,060	1,157,780	1,192,515
Supplies	41,050	39,800	39,800	40,995	42,225	43,490
Liability Insurance	91,500	131,650	152,360	156,930	161,640	166,490
Other services & charges	748,890	705,635	762,985	763,943	771,582	779,298
Fuel and Vehicle Maintenance	628,650	870,240	882,030	908,490	935,745	963,815
ADA Paratransit						
Contract for services	1,324,000	1,456,400	1,529,220	1,575,095	1,622,350	1,671,020
Fuel and Maintenance - ADA	318,440	354,060	358,860	369,625	380,715	392,135
Liability Insurance	40,900	58,850	68,110	70,155	72,260	74,430
Other services & charges	69,000	81,975	82,475	84,950	87,500	90,125
Total Operating Expenses	6,213,581	6,891,980	7,187,640	7,381,338	7,587,507	7,799,698
Profit (Loss)	301,269	0	0	0	0	0

Figure 16 RCT's Multiyear Operating Financial Plan

Projects of Regional Significance

Year	Project Name	Total Project Cost
2022	SR 432 California Way Intersection Improvement	\$3,750,000
2023	Industrial Way – Oregon Way Intersection	\$98,430,000
	Washington Way	\$4,219,000
	46 th Avenue, Ocean Beach Hwy to Olympia Way	\$4,478,893
2024	Ocean Beach Highway Corridor	\$2,877,000

Figure 17 Projects of Regional Significance

2021 Accomplishments

Community Outreach and Partnership Accomplishments

During much of 2021, most meetings continued to be held on online meeting platforms. In addition, the annual events that RiverCities participates in were not held. Staff is eagerly awaiting 2022, 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.
- Attended local Community Resource Meetings
- Held travel training events with local high school staff and students

System Accomplishments

Route 46

RiverCities launched Route 46 in September 2021. Route 46 was designed using two community surveys. The first survey was to determine community needs. Staff used the data from that survey to draft three different routes. The public was then surveyed on which of the three routes options would best fit their needs. The data from the last survey was presented to the Cowlitz Transit Authority for their final decision.

RiverCities Fixed Route Operators

RiverCities Transit held six operator training courses during 2021. Successfully reaching staffing levels for sustainable transit operations.

FTA Triennial Review

RiverCities Transit went through the FTA's triennial review process with zero findings.

Operating and Performance Data 2021-2026

Fixed Route	2021	2022	2023	2024	2025	2026
	Actual	Projected	Projected	Projected	Projected	Projected
<i>Revenue Vehicle Hours</i>	21,193	23,200	26,000	26,000	26,000	26,000
<i>Total Vehicle Hours</i>	21,930	24,000	27,900	27,900	27,900	27,900
<i>Revenue Vehicle Miles</i>	265,192	282,000	322,000	322,000	322,000	322,000
<i>Total Vehicle Miles</i>	272,633	290,000	350,000	350,000	350,000	350,000
<i>Passenger Trips</i>	204,103	250,000	300,000	350,000	400,000	400,000
<i>Diesel Fuel Consumed (Gal)</i>	57,300	67,000	80,000	80,000	80,000	80,000

Figure 18 RCT's Fixed Route 2021 – 2026 Performance Data

Paratransit	2021	2022	2023	2024	2025	2026
	Actual	Projected	Projected	Projected	Projected	Projected
<i>Revenue Vehicle Hours</i>	13,576	16,000	18,500	19,600	19,600	19,600
<i>Total Vehicle Hours</i>	15,115	17,300	20,200	21,400	21,400	21,400
<i>Revenue Vehicle Miles</i>	107,612	116,000	135,000	142,300	142,300	142,300
<i>Total Vehicle Miles</i>	121,143	126,200	147,000	156,000	156,000	156,000
<i>Passenger Trips</i>	26,222	30,000	35,000	37,000	37,000	37,000
<i>Diesel Fuel Consumed (Gal)</i>	115	50	0	0	0	0
<i>Gasoline Fuel Consumed (Gal)</i>	11,094	12,000	9,000	7,000	5,000	5,000
<i>Propane Fuel Consumed (Gal)</i>	15,857	16,300	24,000	28,000	30,000	30,000

Figure 19 RCT's Paratransit 2021 – 2026 Performance Data

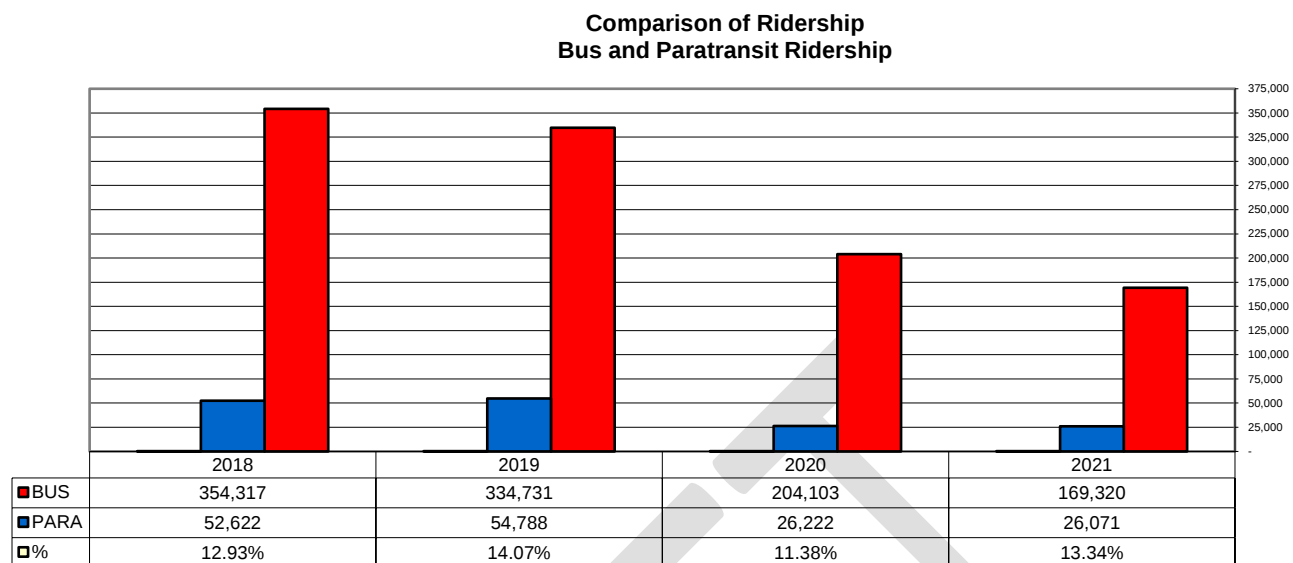


Figure 20 RCT's Fixed Route and Paratransit Ridership Comparison

Appendix A – Notice of Public Hearing

Notice of Public Hearing published in the Longview Daily News.



August 8, 2022

TO: Cowlitz Transit Authority

FROM: Jim Seeks, Transit Manager

SUBJECT: Staff Report on CTA Board Motions During July 13, 2022, Meeting

Board Members,

At the Cowlitz Transit Authority Meeting on July 13, 2022, two motions were adopted by the Board affecting policy. As taken from the meeting minutes these were as follows:

First: *A motion was made by Member Wallis, seconded by Member Wallin, to direct staff to create a policy based on the following parameters:*

- 1. Fixed Route that would require mandatory reporting*
- 2. Routes would allow free 18 and under passes*
- 3. Drivers would require background checks:*
 - a. BOTL Training*
 - b. CPR Training*
 - c. Youth Protection Training*
- 4. Riders under 15 would require supervision by a parent or guardian.*

Second: *A motion was made by Member Wallin, seconded by Member Alexander, directing Staff to prepare a Resolution for adoption at the next meeting that would make the Resolution 2022-01 subject to the CTA Board's adoption of an updated Youth Ridership Policy that would include demonstrated need of income eligibility of 200% of the Federal poverty level and extend the zero-fare for passengers aged 18 and under through December 31st, 2023.*

Staff is not yet prepared to provide the Board with a completed policy or a resolution due to several questions regarding the motions.

Parameter 1 – Mandatory vs permissive reporting:

State regulations generally designate whom shall report for suspected child abuse or neglect [RCW 26.44.030 (1)] or may report such an incident [RCW 26.44.030 (3)]. Likewise in cases of abuse of vulnerable adults, under RCW 74.34.020 (13) and (16), transit staff are not listed as

July 13, 2022

Page 2 of 4

mandatory reporters, but can be permissive reporters. Board Member Tony Harris may be a mandatory reporter because his employer, Paratransit Services, probably considers itself a social service agency. But that status isn't inherent to a bus driver position in general. We can provide appropriate training in any case.

In trying to clarify the RCWs with CTA Counsel Frank Randolph, he responded in part:

Bottomline: I don't think there is legal authority clearly stating that a bus driver is or is not a reporting person ICW RCW 26.44 (Abuse of Children). However, there is certainly legal risk that they may be.

Mr. Randolph also raised the concerns of union response and insurance liability if RCT requires that transit operators become reporters. At his suggestion, I contacted the Washington State Transit Insurance Pool (WSTIP). As part of my discussions with WSTIP staff, Claims Manager Cedric Adams shared his email with Community Transit (CT), which was considering an unaccompanied age limit of 10 years old. His email read in part:

From our point of view, nothing has changed regarding coverage for an individual regardless of whether or not they pay a fare or what age they are. So, CT has the same coverage it did before accepting 'under 18 years old' fare free riders.

Our recommendation is that you are as diligent as possible with the idea of independent riders. We suggest language that focuses on "a child has to be independent to ride unsupervised". We want to make sure there is no special treatment expected from drivers thus creating any more duty than they already have.

We don't think age is the deciding factor necessarily on risk, its more about the ability to ride unaccompanied. Our concern is if you create anything byway of verbal or nonverbal communication that creates a sense of extra care being afforded, this creates extra liability.

Given all this information, my recommendation to the City is that we continue to require transit operators to report any incidents on board or at bus stops, which is already our policy. We will also provide additional training on recognizing child abuse and neglect and how to report those incidents specifically. I will contact the local school districts to enquire about the training for their drivers.

Parameter 2 -- Routes would have 18 and under free fare [subsequently modified in following motion]:

Staff takes this to intend all modes, both fixed route and LIFT ADA paratransit service.

Parameter 3 – Background checks and training:

All City employees undergo background checks prior to the final offer of employment. For transit operators, this includes a fingerprint check performed by Longview Police Department

and transmitted to the Washington State Patrol. Department staff states this produces the Washington conviction record.

In addition, the City has a background check performed by Sterling, a national firm specializing in this work. This check includes

- Social Security Number Trace -- Identifies where a candidate has resided and the alternate names they have used so records can be discovered in places where they have lived.
- Enhanced Nationwide Criminal Database -- Expands the search for criminal records to include State, County and Corrections records from across the nation; these added incarceration records help by locating additional places where a candidate may have committed a crime. Records are checked back to seven years.
- Locator Select -- Checks over 2,400 jurisdictions across the U.S. for arrest records and relevant criminal activity. Locator Select examines most of the incarcerated population in the U.S., adding the discovery of arrest records to the scope of the criminal background search and further expanding the identification of places where a candidate may have criminal history.

Training elements:

- Busing on the Lookout (BOTL): All new transit employees receive this training. We will institute refresher training on this subject periodically.
- CPR (and First Aid) – This has been a regular part of transit training. All staff are beginning to go through retraining, which was suspended during COVID.
- Youth Protection Training – Staff is reaching out to school district transportation departments to learn what training school bus drivers receive, so as to provide similar training in-house.

Parameter 4 – Unaccompanied Rider Age Limit:

Staff requests a CTA Board committee be formed to provide assistance in developing this policy, given potential implications including:

- How do handle youth transfers from other transportation agencies?
- How do we handle youth going home from after school activities?
- What is the implementation date?

Resolution on demonstrated need of income eligibility of 200% of the Federal poverty level to qualify for the Youth Pass:

Staff also requests the CTA Board committee assistance in developing this resolution. Questions staff has include:

- Does the poverty level screen apply to individuals or to families or both?

- RCT is not a social service agency, has no direct access to income records, and has no way to verify them. How does staff establish this status? How does our limited staff do so cost effectively?

Transit Support Grant eligibility:

Following up on this policy, Don Chartock, Assistant Director of the WSDOT Public Transportation Division, stated in an email:

Unfortunately, limiting free fares to those 18 and under that are also less than 200% of the poverty level doesn't meet the requirements of the Transit Support grant.

The policy will not save residents or businesses any taxes or fees. This will shift Cowlitz County's transit support grant dollars to other transit agencies.

Recommendation:

Staff recommends that the Board Chair appoint a committee to fully develop the youth fare policy.