



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes

Cowlitz Transit Authority

Wednesday, July 13, 2016

4:00 PM

Longview Council Chambers

1. Call To Order

The meeting was called to order by Chair Jensen at approximately 4:00 pm in the Longview Council Chambers.

2. Roll Call

Present: 4 - Mary Jane Melink, Dennis Weber, Anthony Harris (nonvoting member) and Don Jensen

Absent: 1 - Larry Alexander

Excused: 1 - Rick Roberson

Altern Abs: 2 - Chet Makinster and Jim Hill

Staff Present

Amy Asher, City of Longview
Jeff Cameron, City of Longview
Ben Nolen, City of Longview
Tabitha Hayden, City of Longview

Others Present

Betsy DeSpain, Paratransit Services
Judith Donovan, CWCOG

3. Constituent Comments

None.

4. Consideration of Minutes

On a motion from Melink, seconded by Weber, the minutes of the regular meeting held on June 8, 2016, were unanimously approved.

5. Consent Calendar

On a motion from Weber, seconded by Melink, the items on the consent calendar less the 2016 Fixed Route Riderhip were approved. The motion carried unanimously.

Weber shared a chart he prepared that depicts the decline in ridership by route. RiverCities performance goal has been an increase in ridership of 8-12%. Asher reported that fares have increased, and the industry expectation is for every 10% increase in fares you see a 3% decrease in ridership. Asher opened the RCT web portal to show the changes in routes and the ridership generators. RouteMatch allows us to pull the exact number of boardings from each stop.

Paratransit has seen a decrease of 6%. A large part of that is the fare increase. The 20 ride punch card is very popular. The punch cards don't expire allowing the client to budget their rides. The application process is screening some of the ridership. There are also clients choosing to ride fixed route when conditions are favorable.

Weber asked about ridership trends state wide. Asher responded that RiverCities was one of the very few agencies with a ridership increase last year. CTRAN is seeing a decrease in ridership.

On a motion from Weber, seconded by Melink, the 2016 June Fixed Route Ridership was approved. The motion carried unanimously.

2016 Annual Fixed Route Ridership

2016 June Fixed Route Ridership

2016 June Paratransit Ridership

May 2016 County Treasurer's Report

May 2016 Fund Balance Report

6. Consideration of Invoices

On a motion from Melink, seconded by Weber, all invoices were approved for payment. The motion carried unanimously.

Staff and board members discussed the continued use of the Kelso Train Station. The Train Station is a multi modal regional transportation hub that offers convenience to passengers. There are some crowding issues at times as well as unfavorable characters, which has caused staff to look at different options. Our operators do appreciate use of the break room.

Invoice - City of Kelso \$551.96

Invoice - City of Longview \$300,207.08

Invoice - Columbia Security Service \$520.00

Invoice - TCF Architecture \$2,169.50

7. Establish Public Hearing - RiverCities Six-Year Transit Development Plan 2016-2021

On a motion from Melink, seconded by Weber, the RiverCities Six-Year Transit Development Plan 2016-2021 Public Hearing was set for August 10, 2016. The motion carried unanimously.

Establish Public Hearing
2016-2021 Transit Development Plan and 2015 Annual Report

8. Manager's Report

Sales tax for June 2016 was up 32.8% over June 2015. Year to date Sales Tax revenue is up 12.1% over 2015.

Vanpool – Ben is working with our very first vanpool group. They will be renting the 12 passenger van and will have a 130 mile round trip commute. He is getting them registered, applications filled out and will be training drivers soon.

Our transit department was awarded the 2016 Safety Star Award for small transit agencies from the Washington State Transit Insurance Pool. The Award is given to the three state transit agencies (small, medium and large) whose employees contributed in a significant way to fulfilling the Insurance Pool's mission by reducing risk exposure or claims. They look at the percentage of our exposure, which are the number of miles we travel, and our percentage of losses in comparison to the pool and for small transit agencies we have had the best overall performance over the past five years. The award is for the amount of \$1,500 and must be used on employee recognition. We haven't yet determined what that will entail.

We have hired a new supervisor, Jim Seeks who will start on August 1st. Jim will be joining us from the Northshore Senior Center in Bothell where he currently manages their transportation program and supervises 23 employees. He has 38 years in the transportation industry and we are thrilled to have him.

We are in the process of reviewing applications to fill our downtown transit center dispatch position and hope to have that filled by the end of August.

9. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 4:32 p.m.

Tabitha Hayden, Clerk of the Authority

Don Jensen, Chairman