



City of Longview

Cowlitz Transit Authority
Agenda
RiverCities Transit

Minutes Cowlitz Transit Authority

Wednesday, July 8, 2015

4:00 PM

Longview Council Chambers

1. Call To Order

The meeting was called to order by Authority Member Roberson at approximately 4:06 pm in the Longview Council Chambers.

2. Roll Call

Present: 4 - Rick Roberson, Gary Schimmel, Dennis Weber and Anthony Harris (nonvoting member)

Absent: 2 - Todd McDaniel and Mary Jane Melink

Staff Present

Jeff Cameron, City of Longview
Amy Asher, City of Longview
Brad Windler, City of Longview
Tabitha Hayden, City of Longview

Others Present

Betsy Despain, Paratransit
Judy Donavan, CWCOG

3. Constituent Comments

None

4. Consideration of Minutes for June 10, 2015

On a motion from Schimmel, seconded by Weber, the minutes of the regular meeting held on June 10, 2015, were unanimously approved.

5. Establish Public Hearing - RiverCities Six-Year Transit Development Plan 2015-2020

Motion was made by Schimmel, seconded by Weber, to establish a Public Hearing for the RiverCities Transit Six-Year Transit Development Plan 2015 - 2020 to be held August 12, 2015. The motion carried unanimously.

Establish Public Hearing - RiverCities Six-Year Transit Development
Plan 2015-2020

6. Consent Calendar

Weber commented that ridership showed a slight decline; which is expected over the summer months. This decline however is not as significant as previous years for the same time period. Weber said this speaks well for the routing, and is encouraging in terms of overall usage.

On a motion from Weber, seconded by Schimmel, the items on the consent calendar were approved. The motion carried unanimously.

June 2015 Annual Ridership

June 2015 Fixed Route Ridership

June 2015 Paratransit Ridership

May 2015 County Treasurer's Report

May 2015 CTA Fund Balance Report

7. Consideration of Invoices

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

Invoice City of Longview \$280,289.92

Invoice City of Kelso \$538.50

Invoice Columbia Security \$520.00

Invoice TCF Architecture \$860.50

8. Reasonable Modification of Policies and Practices for Individuals with Disabilities

Asher explained that the United States Department of Transportation (USDOT) recently revised its rules under the Americans with Disabilities Act (ADA), specifically to provide that transportation entities are required to make reasonable modifications/accommodations to policies, practices, and procedures to avoid discrimination and ensure that their programs are accessible to individuals with disabilities. The purpose is to eliminate barriers for those with disabilities so that they may fully utilize our service. RiverCities Transit and RiverCities LIFT have many of these policies already in place. This policy document is required to outline our process for receiving and responding to a reasonable modification request.

Schimmel moved to adopt the Reasonable Modification of Policies and Practices for Individuals with Disabilities, Weber seconded. The motion carried unanimously.

Reasonable Modification of Policies and Practices

9. Planning Committee Report

Asher reported Mayor Jensen attended the second planning committee meeting in June. The meeting started with a recap of the previous Planning Committee sessions, then there was a discussion on performance standards followed by a conversation about RiverCities Fares.

CTA Planning Meeting Report

10. RiverCities Transit Performance Standards

Asher presented on RiverCities Performance Standards as recommended in the Planning Committee meeting. Chapter five of the Cowlitz Transit Authority's Transit Enhancement Plan proposes performance standards and measures that could be used to evaluate the efficiency and effectiveness of existing transit services. Currently, RiverCities Transit staff provides an informational report to the CTA Board that indicates ridership counts and provides a five year trend in ridership. It has not established a process for evaluating the system or individual route structures for performance over time. By establishing performance standards we would be able track our goals and find opportunities for improvement.

Goals identified in the Transit Enhancement plan for the fixed route system include

- 1) The system's cost structure should not increase faster than inflation
- 2) Fares should cover the same proportion of operating costs that they do today
- 3) The productivity of the system should increase
- 4) System ridership should increase faster than the service area population.

The Transit Enhancement Plan suggests the following individual route goals

- 1) Route productivity should increase
- 2) Routes should maintain their current operating speed.

Common Industry Standards for Vanpool

- 1) Measure percent capacity utilization.

RiverCities LIFT service standards would review performance over time including:

Cost per revenue hour, cost per trip, cost per revenue mile, trips per hour, revenue miles per trip and percent of trips on-time.

The Paratransit Contract includes two service goals

- 1) an on-time performance on 90% or better
- 2) on board travel time is not to exceed 75 minutes.

Schimmel commented that having this information would be valuable. Asher expanded that it would give the board a better picture on agency performance and what needs to be changed.

Cameron said that staff will be bringing this topic back to the board for action at the next meeting.

RiverCities Transit Performance Standards

11. RiverCities Fares

Brad presented a fare review comparing RiverCities with other like sized agencies. RiverCities Transit has one of the lowest fares in Washington that services either an urban or small urban area. Despite ridership increases gained from service expansion, farebox recovery of our fixed route service has declined from 7.6% in 2008 to 4.0% in 2014 due to the on-going costs of the expanded service. RiverCities last fare increase was in 2007.

RiverCities Transit Current Fixed Route Fares

1-Way	Daily	Monthly	Monthly	Monthly	Transfer Policy
		Adult	Reduced	Student	
\$.60	\$1.20	\$10.00	\$5.00	\$6.00	Free for 3 hours

RiverCities Transit Proposed Fixed Route Fares

	1-Way	Daily	Monthly	Monthly	Monthly	Transfer Policy
			Adult	Reduced	Student	
1 Jan 2016	\$1.00	\$2.00	\$14.00	\$7.00	\$7.00	One use only
1 Jan 2017	\$1.25	\$2.50	\$18.00	\$9.00	\$9.00	One use only
1 Jan 2018	\$1.50	\$3.00	\$20.00	\$10.00	\$10.00	One use only

RiverCities LIFT (Paratransit) Current Fares

1-Way	Daily	Monthly
\$.60	\$1.20	\$5.00

RiverCities LIFT (Paratransit) Proposed Fares

	1-Way	Daily	Monthly
1 Jan 2016	\$1.00	NA	NA
1 Jan 2017	\$1.25	NA	NA
1 Jan 2018	\$1.50	NA	NA

In order to enact the new fares January 2016 the board would need to hold a public hearing followed by a board action in November. The public outreach should start by September.

After discussion by the board Schimmel made a motion seconded by Weber to start the public review process for a fare increase. The motion passed unanimously. Weber added that the discussion should include setting what a fair percentage of fare box recovery should be.

RiverCities Transit Fares

12. Manager's Report

Asher reported sales tax is down 4.1% for May, year to date we are up .3%. The new shelters are going up around Kelso and Longview. Staff is in the process of finalizing the Vanpool program. We are meeting with the City of Longview Finance department to set up a way to receive fares from Vanpool riders. The Vanpool manual and policies have been sent out for peer review. Staff's goal is to start marketing the Vanpool program within the next couple of weeks.

13. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 5:09 p.m.

Tabitha Hayden, Clerk of the Authority

Todd McDaniel, Chairman