



Agenda

Cowlitz Transit Authority

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

Wednesday, August 12, 2020

4:00 PM

Virtual Zoom Meeting

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will conduct a virtual Zoom meeting on Wednesday, August 12, 2020 at 4:00 p.m.

All members of the public are encouraged to listen in to the meeting and participate via a moderator. For information about Zoom accessibility, please contact the Clerk of the Board's Office at (360) 442-5664.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84282391262>

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: 842 8239 1262

In response to COVID-19 and public health concerns, and in concert with Governor Inslee's emergency proclamation, the meetings of the Cowlitz Transit Authority Board will be viewed as ZOOM virtual online webinars.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

4. **CONSIDERATION OF MINUTES FOR JULY 8, 2020 MEETING**

20-000342 July 8, 2020 CTA Board Meeting Minutes

5. **CONSENT CALENDAR**

20-000323 Invoice - City of Longview - September \$262,763.33

20-000324 Invoice - CWCOG - Apr-Jun (Qtr 4) - LKRATS \$2,739.56

20-000326 2020 June County Treasurer's Report

20-000327 2020 June CTA Fund Balance Report

6. **REPORTS**

20-000318 2020 Annual Fixed Route Ridership

20-000319 2020 July Monthly Fixed Route Ridership

20-000320 2020 July Monthly LIFT Ridership

20-000321 CTA Ridership Graph

20-000322 PTBA Sales Tax Data 2020 vs 2019

7. **PUBLIC HEARING - RIVERCITIES TRANSIT 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT**

Presented by Amy Asher

20-000343 SUMMARY STATEMENT - PUBLIC HEARING - RIVERCITIES TRANSIT 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

RECOMMENDED ACTION:

Hold public hearing,

THEN:

Motion to approve the RiverCities Transit 2020-2025 Transit Development Plan and 2019 Annual Report

8. **MANAGER'S REPORT**

Presented by Amy Asher

9. **ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

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<https://us02web.zoom.us/j/87839767424>

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

Meeting ID: 878 3976 7424

In response to COVID-19 and public health concerns, and in concert with Governor Inslee's emergency proclamation, the meetings of the Cowlitz Transit Authority Board will be viewed as ZOOM virtual online webinars.

1. CALL TO ORDER

Chairman Weber called the meeting to order at 4:02 p.m.

2. ROLL CALL

Present: Chair Dennis Weber; Vice Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister; Member (Alternate) Nancy Malone; Member (Alternate) MaryAlice Wallis

Absent: Member Mike Wallin; Member (Alternate) Arne Mortensen; Member (Non-voting) Anthony Harris

Staff Present: Transit Manager Amy Asher; Transit Supervisor Tabitha Hayden; Public Works Director Ken Hash; Clerk of the Board Elizabeth Halili

Others Present: Paratransit Manager Betsy Despain; CWCOC Robert Stevens

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR MAY 13, 2020 MEETING

A motion was made by Makinster, seconded by Alexander to approve the minutes of May 13, 2020. The motion carried with all members voting in favor.

20-000281 May 13, 2020 Minutes

5. CONSIDERATION OF MINUTES FOR JUNE 10, 2020 MEETING

A motion was made by Makinster, seconded by Alexander, to approve the minutes of June 10, 2020. The motion carried with all members voting in favor.

20-000282 June 10, 2020 Minutes

6. CONSENT CALENDAR

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

20-000283 Invoice - City of Longview - August \$262,763.33

20-000286 Invoice - Columbia Security - July \$698.00

20-000287 2020 May County Treasurer's Report

20-000288 2020 May CTA Fund Balance Report

7. REPORTS

20-000284 2020 Annual Fixed Route Ridership

20-000285 2020 June Monthly Fixed Route Ridership - REVISED

20-000289 2020 June Monthly LIFT Ridership

20-000290 2020 June CTA Ridership Graph

20-000291 PTBA Sales Tax Data 2020 vs 2019

8. ESTABLISH PUBLIC HEARING - 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

A motion was made by McAllister, seconded by Makinster to establish a public hearing for the August 12, 2020 CTA Board meeting to receive citizen input on the 2020-2025 Transit Development Plan and 2019 Annual Report. The motion carried with all members voting in favor.

20-000292 SUMMARY STATEMENT - ESTABLISH PUBLIC HEARING - 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 ANNUAL REPORT

RECOMMENDED ACTION:

Motion to establish a public hearing for the August 12, 2020 CTA Board meeting to receive citizen input on the 2020-2025 Transit Development Plan and 2019 Annual Report

9. ESTABLISH BUDGET COMMITTEE

On a motion from Alexander, seconded by Makinster, the Cowlitz Transit Authority approved the appointment of not more than two Authority Members to the Budget Committee by the Board Chair and to approve those appointed by the Chair to the 2021 Budget Committee. Jeffrey McAllister and Chet Makinster were officially appointed to the committee by the Board Chair.

20-000293 SUMMARY STATEMENT - ESTABLISH A BUDGET COMMITTEE

RECOMMENDED ACTION:

Appointment of not more than two Authority Members to the Budget Committee by the Board Chair.

THEN:

Motion to approve those appointed by the Chair to the 2021 Budget Committee

10. MANAGER'S REPORT

Asher gave a brief report:

- No service changes have been made;
- Staff plan to re-open the Transit Center lobby for ticket sales and are preparing to start charging fares again in August;
- Plexiglas Barrier doors have been installed on all Fixed Route buses;
- Tabitha Hayden is working with the Finance Department on cashless transaction options and is working with staff to change our pass sales dates so that we don't have as much of a rush at the beginning of the month;
- Fares cover 3.8% of our total operating cost;
- Service has remained at a reduced level. We are looking at ways to add service back while maintaining some level of cushion to allow for sick staff and drivers;
- Charging a fare again may help reduce vehicle loads;
- Staff have submitted the 2019 National Transit Database federal report. This data will be in the 2019 Annual Report at the next CTA Board meeting on August 12, 2020;
- We are finishing a visit from the State Auditor's office. We should have the results next month.

11. ADJOURNMENT

With no further business to discuss, Chairman Weber adjourned the meeting at 4:18 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Date: 08/12/2020
Invoice # 2020-09

City of Longview Transit
PO Box 128
Longview, WA 98632
360-442-5663

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

[illegible]

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Cowlitz-Wahkiakum Council of Governments

Administration Annex
207 North Fourth Avenue
Kelso, WA 98626

Telephone: (360) 577-3041
Fax: (360) 214-3425

E-Mail: cwcog@cwco.org
Web: <http://www.cwcog.org/>

Invoice

Cowlitz Transit Authority
254 Oregon Way
Longview, WA 98632

Invoice Date: July 14, 2020
Invoice Number: 2020 - 111

Apr-Jun 20 (QTR4) - LKRATS

Item	Amount
Labor - Qtr4	\$1,745.17
Direct Program Support - Qtr4	\$22.47
Indirect Program Support - Qtr4	\$971.92
	\$2,739.56

Please contact the CWCOG Finance Department with questions regarding this invoice.

All charges include tax unless otherwise noted.

Printed 07/14/2020 at 02:37 PM

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69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		303,425.83	329,428.11	- 332,003.11	- 2,575.00	300,850.83
1112000 WARRANTS OUTSTANDING		- 3,437.56	3,437.56	- 698.00	2,739.56	- 698.00
1180000 INVESTMENTS		2,026,739.52	65,802.22	0.00	65,802.22	2,092,541.74
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	263,461.33	- 263,461.33	0.00	0.00
2880000 UNRESERVED FUND BAL		- 1,930,123.94	0.00	0.00	0.00	- 1,930,123.94
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	- 1,713,986.10	0.00	- 328,245.27	- 328,245.27	- 2,042,231.37
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 8,118.36	0.00	- 802.22	- 802.22	- 8,920.58
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 2,800.61	0.00	- 380.62	- 380.62	- 3,181.23
5492000 OTHER	8900000 DISTRICT ACTIVITIES	1,328,301.22	263,461.33	0.00	263,461.33	1,591,762.55
Total		0.00	925,590.55	- 925,590.55	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: June 30, 2020

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2020		\$ 1,930,123.94
CTA Revenue		
Metro Sales Tax	328,245.27	2,042,231.37
Interest Earnings/Investments	802.22	8,920.58
Local Sales Interest	380.62	3,181.23
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 329,428.11	\$ 2,054,333.18
CTA Expenditures		
City of Longview	262,763.33	1,576,579.98
City of Longview - Audit Services	-	-
Legal Counsel	-	1,945.00
Transit Center Security Services	698.00	4,188.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	-	9,049.57
Subtotal	\$ 263,461.33	\$ 1,591,762.55
CTA Ending Balance		\$ 2,392,694.57

CITY OF LONGVIEW		
Beginning Balance: January 1, 2020		\$ 195,039.61
Longview Revenue		
Farebox/Pass Sales	294.00	45,667.18
State Pool - Interest	366.97	1,860.41
Payments from CTA	262,763.33	1,576,579.98
Federal Grant - 5339	-	1,117,770.00
Federal Grant - 5339 Replacement Buses	-	831,985.00
Federal Grant - 5307 - Capital	-	304,593.00
Federal Grant - 5307 - Operating	-	1,107,172.00
Federal Grant - 5310 - Capital	-	-
Federal Grant - 5310	-	74,978.00
State Special Needs Grant	-	174,950.00
WSTIP Risk Management Grant	-	-
Bus Advertising	-	501.20
Paratransit Office Space Rental	607.68	3,646.08
Cashier Over-Short / NSF	-	-
Insurance Recoveries	-	16,254.36
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 264,031.98	\$ 5,255,957.21
Longview Expenditures		
Subtotal	\$393,279.51	\$4,403,121.96
Longview Ending Balance		\$ 1,047,874.86
Combined CTA & Longview Ending Balance		\$ 3,440,569.43

RIVERCITIES TRANSIT

RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	30	1,477	1,489	1,290										4,256
	31	5,084	5,704	4,363	2,970	2,940	3,360	3,303						27,724
	32	4,206	4,287	3,023	1,541	1,655	1,991	2,151						18,854
	33	4,036	4,030	2,992	1,729	1,864	2,159	2,344						19,154
	44	2,043	2,131	1,801										5,975
	45	8,461	8,689	6,780	3,991	3,948	4,976	5,354						42,199
	57	3,250	3,152	2,274	1,065	973	1,446	1,556						13,716
TOTAL		28,557	29,482	22,523	11,296	11,380	13,932	14,708						131,878

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455	1,238	1,693
	31	6,989	5,734	5,954	6,350	6,176	5,497	5,975	6,522	5,350	6,332	5,494	4,713	71,086
	32	5,787	4,546	4,727	5,044	5,200	4,091	4,460	4,552	4,221	5,114	4,151	3,625	55,518
	33	3,750	3,582	3,747	3,873	3,896	3,610	3,381	3,586	3,305	3,969	3,655	3,455	43,809
	44	2,410	2,108	2,091	2,294	2,386	2,162	2,113	2,133	1,938	2,356	2,029	2,002	26,022
	45	9,099	8,185	8,759	9,102	9,239	7,596	8,172	8,954	8,261	9,742	8,250	7,504	102,863
	57	3,074	2,821	2,953	3,106	3,222	2,687	2,511	2,578	2,416	2,982	2,878	2,512	33,740
TOTAL		31,109	26,976	28,231	29,769	30,119	25,643	26,612	28,325	25,491	30,495	26,912	25,049	334,731

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2018	31	6,300	5,974	7,249	6,861	7,332	7,326	7,219	7,874	6,477	7,537	6,839	6,369	83,357
	32	5,751	5,490	6,064	5,452	5,875	5,304	5,417	5,500	5,047	6,274	5,081	4,720	65,975
	33	3,923	3,780	4,115	4,092	4,375	3,714	3,422	3,790	3,471	4,198	3,451	2,990	45,321
	44	2,940	2,481	3,008	2,621	2,717	2,416	2,413	2,696	1,963	2,415	2,059	2,007	29,736
	45	6,938	6,505	7,962	7,801	7,624	7,557	7,791	8,805	7,517	9,482	8,396	7,881	94,259
	56													
	57	3,472	2,988	3,383	3,346	3,231	2,689	2,733	2,596	2,585	3,088	2,885	2,673	35,669
TOTAL		29,324	27,218	31,781	30,173	31,154	29,006	28,995	31,261	27,060	32,994	28,711	26,640	354,317

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	31	7,060	6,878	7,628	7,359	8,085	7,477	6,817	7,525	7,082	6,696	6,069	6,471	85,147
	32	5,886	5,998	6,746	6,369	6,284	5,914	5,591	5,915	5,681	5,577	4,921	4,753	69,635
	33	4,164	3,924	4,315	4,350	4,541	3,855	3,741	3,735	3,478	4,129	3,803	3,595	47,630
	44	2,403	2,330	2,552	2,209	2,528	2,435	2,063	2,405	2,221	2,624	2,466	2,474	28,710
	45	8,985	9,478	10,639	9,309	10,115	8,957	8,282	9,010	8,101	7,874	7,907	7,320	105,977
	56	975	985	1,166	1,018	1,194	1,212	907	1,081	994	234			9,766
	57	2,197	2,450	2,620	2,351	2,728	2,384	1,988	2,192	2,530	3,336	3,180	2,998	30,954
TOTAL		31,670	32,043	35,666	32,965	35,475	32,234	29,389	31,863	30,087	30,470	28,346	27,611	377,819

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2016	31	7,360	7,768	8,290	7,542	6,746	6,675	6,747	7,612	7,502	7,765	7,454	7,706	89,167
	32	7,002	7,585	7,565	7,304	6,447	5,920	5,364	5,763	5,706	5,813	5,681	5,420	75,570
	33	3,979	4,118	4,158	4,049	4,314	3,697	3,339	3,737	3,612	3,930	3,723	3,673	46,329
	44	2,009	2,388	2,559	2,346	2,432	2,402	2,011	2,535	2,754	2,529	2,681	2,414	29,060
	45	8,991	9,468	10,634	9,657	8,962	9,062	8,362	9,716	9,323	9,909	9,179	9,339	112,602
	56	1,488	1,676	1,567	1,326	1,276	1,222	1,032	1,154	1,138	1,178	1,154	1,051	15,262
	57	2,496	2,618	2,828	2,768	2,690	2,502	1,867	2,000	2,267	2,681	2,149	2,040	28,906
TOTAL		33,325	35,621	37,601	34,992	32,867	31,480	28,722	32,517	32,302	33,805	32,021	31,643	396,896

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

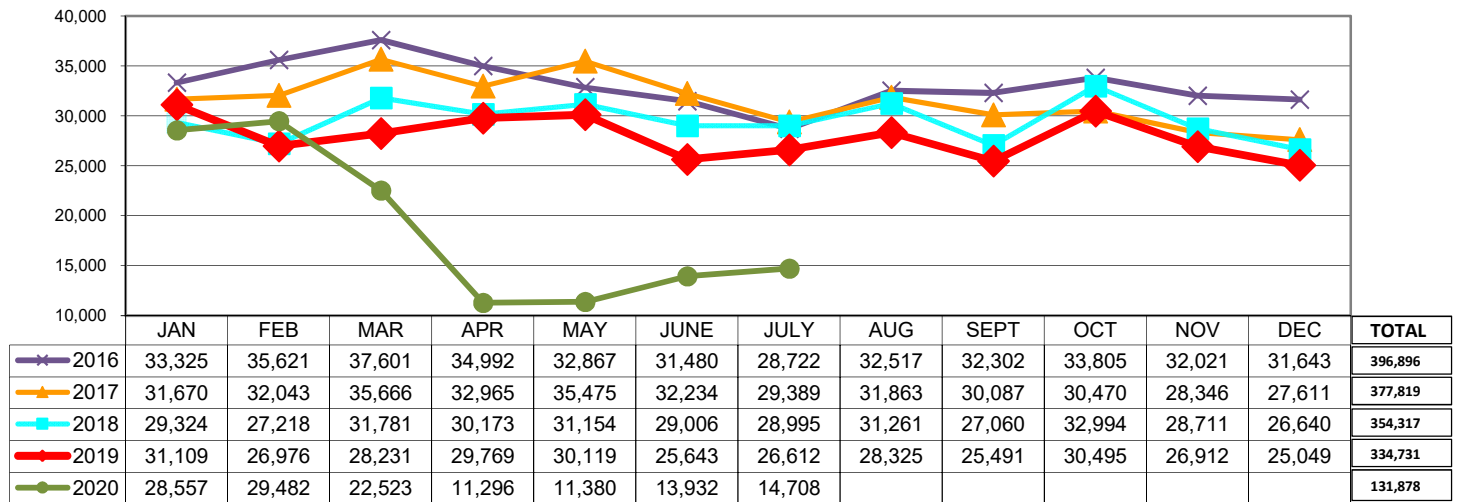
Jul-20

FARE FREE ALL MONTH

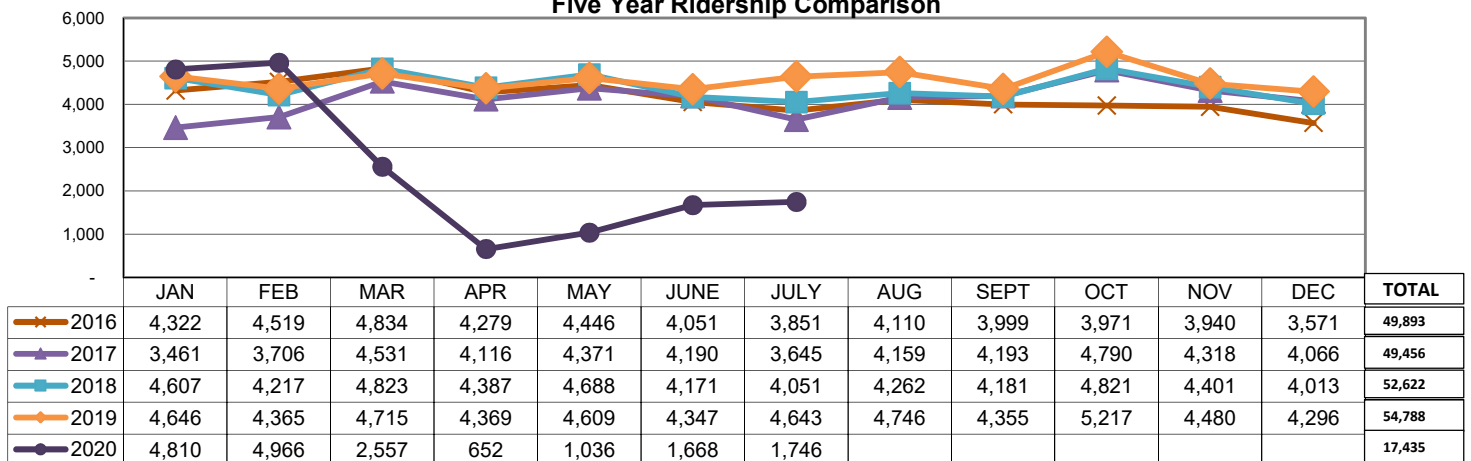
DATE	ROUTE 31 T	ROUTE 31	ROUTE 32 T	ROUTE 32	ROUTE 33 T	ROUTE 33	ROUTE 45 A	ROUTE 45 B	ROUTE 57	TOTAL
1	6	188		93	3	122	170	92	70	744
2		151		84	2	108	148	70	86	649
3		163		110		107	148	94	64	686
4 S H										
5										
6	11	183		109		95	156	110	70	734
7		123		56		85	143	88	70	565
8		161		99		84	130	59	65	598
9		101		56	1	105	121	81	67	532
10		139		95		106	132	76	63	611
11 S										
12										
13	2	164		130		97	135	96	74	698
14		128		86		85	149	80	61	589
15		126		93		116	158	63	68	624
16		116		81		97	135	59	72	560
17		146		100		102	134	97	61	640
18 S										
19										
20	2	170		116		105	151	99	69	712
21	7	131		106		94	139	80	40	597
22	3	152		83		107	106	113	58	622
23	2	122		71		97	163	77	58	590
24	2	136		92		92	165	81	66	634
25 S										
26										
27		131		114		88	128	82	71	614
28	3	124		92		86	176	91	77	649
29		117		90	5	109	154	83	64	622
30	2	112		99		116	166	105	78	678
31	18	161		96		130	171	100	84	760
TOTAL (26)	58	3245		2151	11	2333	3378	1976	1556	14708
WEEKDAY TOTAL (23)	58	3245		2151	11	2333	3378	1976	1556	14708
SATURDAY TOTAL (0)										
DAILY AVERAGE	3	141		94	0	101	147	86	68	639
WEEKDAY AVERAGE	3	141		94		101	147	86	68	639
SATURDAY AVERAGE										

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
7/1/2020	66	64	2	0	48	16	25.00%	1.78	3	1
7/2/2020	65	61	4	0	43	18	29.51%	1.70	3	1
7/3/2020	71	68	3	0	43	25	36.76%	1.53	12	3
7/6/2020	68	62	6	0	39	23	37.10%	1.78	3	0
7/7/2020	86	80	6	0	57	23	28.75%	1.77	2	2
7/8/2020	95	82	13	0	63	19	23.17%	1.92	2	1
7/9/2020	76	67	8	1	44	23	34.33%	1.63	5	3
7/10/2020	76	71	5	0	56	15	21.13%	1.60	5	1
7/11/2020	45	45	0	0	30	15	33.33%	1.85	0	0
7/13/2020	55	55	0	0	35	20	36.36%	1.75	6	0
7/14/2020	73	68	5	0	37	31	45.59%	1.69	8	2
7/15/2020	65	63	2	0	41	22	34.92%	1.37	4	1
7/16/2020	76	67	9	0	40	27	40.30%	1.89	3	1
7/17/2020	77	77	0	0	55	22	28.57%	1.85	0	0
7/18/2020	38	37	1	0	25	12	32.43%	1.52	3	0
7/20/2020	57	55	2	0	32	23	41.82%	1.65	5	1
7/21/2020	79	72	7	0	38	34	47.22%	1.74	8	1
7/22/2020	58	56	2	0	44	12	21.43%	1.65	2	1
7/23/2020	74	69	5	0	49	20	28.99%	1.70	3	2
7/24/2020	62	57	5	0	45	12	21.05%	1.42	8	5
7/25/2020	60	51	7	2	32	19	37.25%	1.81	2	0
7/27/2020	53	53	0	0	43	10	18.87%	1.50	1	1
7/28/2020	75	73	2	0	54	19	26.03%	1.59	6	0
7/29/2020	72	66	6	0	50	16	24.24%	1.80	6	0
7/30/2020	40	35	3	2	31	4	11.43%	1.91	7	1
7/31/2020	84	75	9	0	54	21	28.00%	1.82	2	1
	1746	1629	112	5	1128	501	30.52%	1.70	109	29

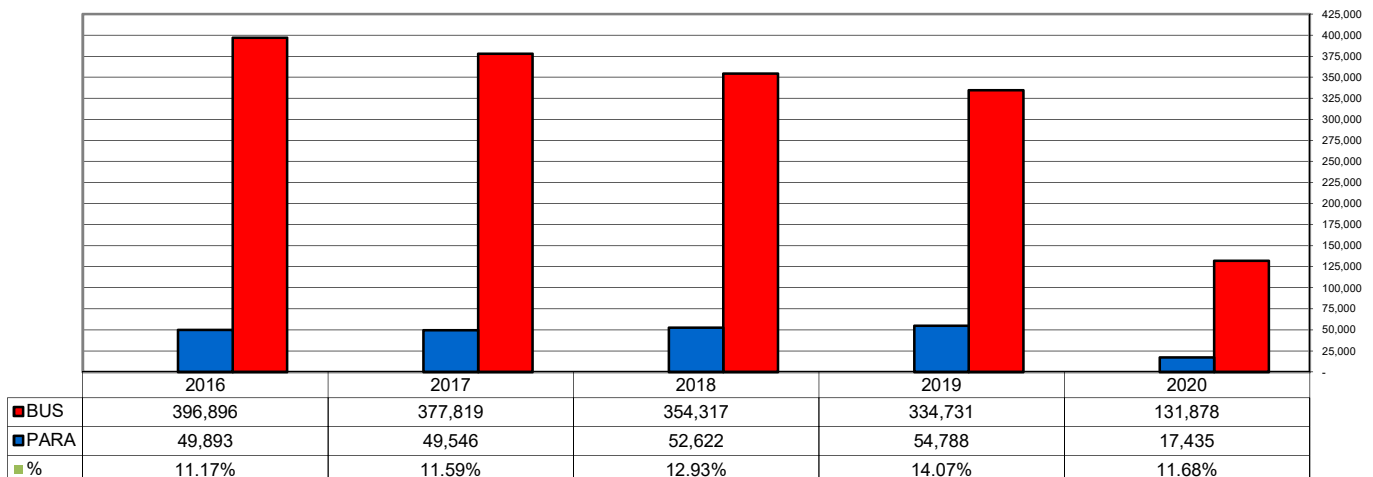
RiverCities Transit Fixed Route Five Year Ridership Comparison

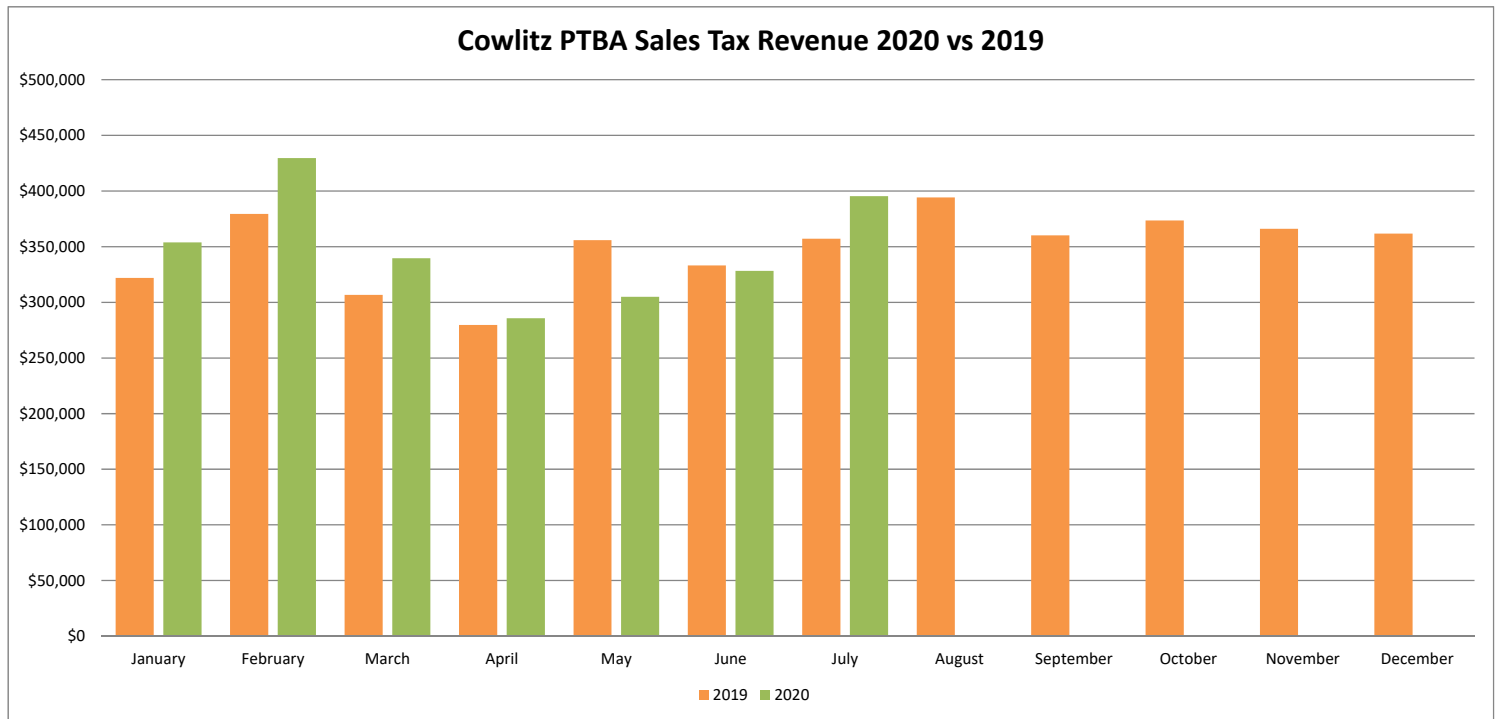
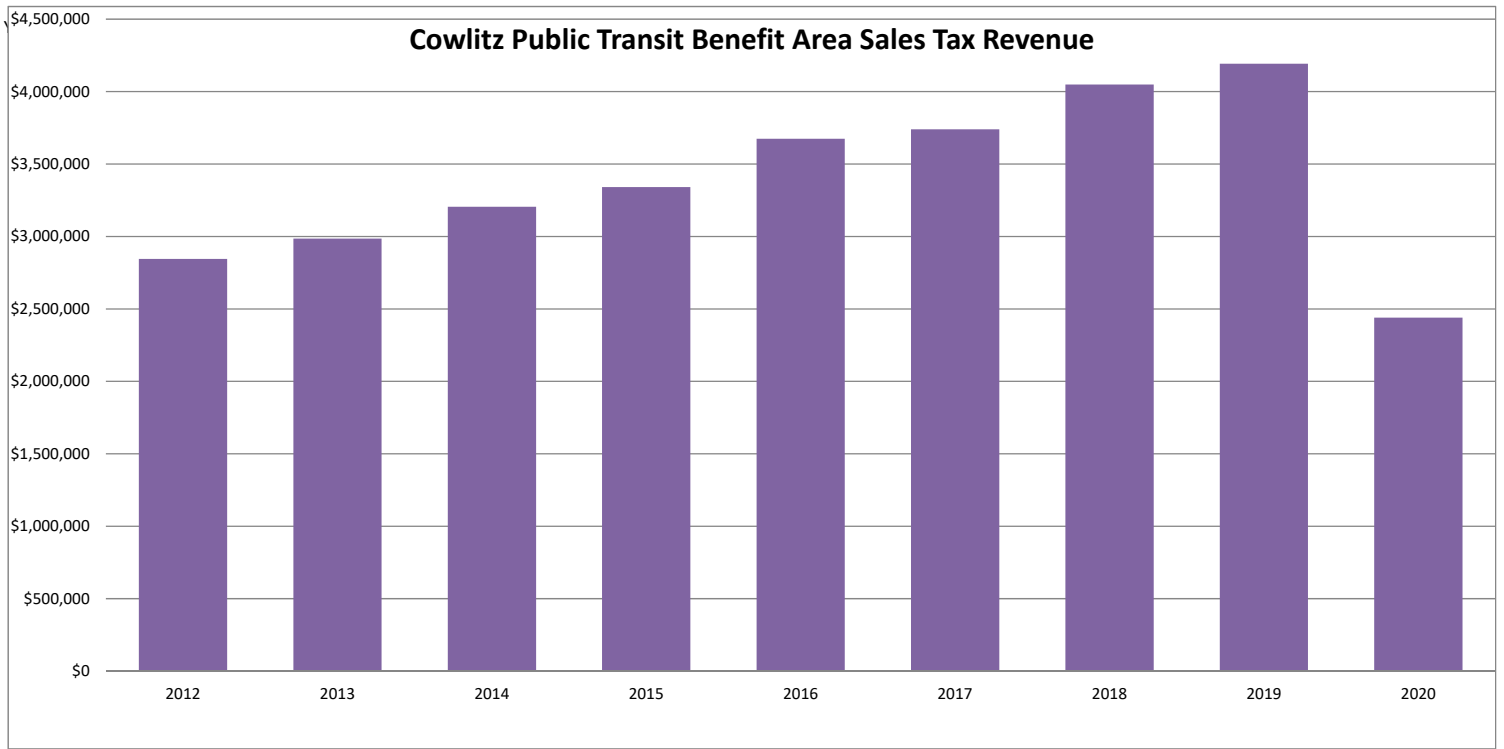


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





Cowlitz Transit Authority



Agenda Summary

PUBLIC HEARING – RIVERCITIES TRANSIT 2020-2025 TRANSIT DEVELOPMENT PLAN AND 2019 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 report also serves as a tool to communicate our past accomplishments and future goals for our transit system to the community. It outlines our organizational structure, transportation services, major accomplishments, and proposed future action strategies and a program for funding those strategies.

RECOMMENDED ACTION:

Hold public hearing

THEN:

Motion to approve the RiverCities Transit 2020-2025 Transit Development Plan and 2019 Annual Report.

**2019 Annual Report
2020-2025 Transit
Development Plan**

DRAFT



Prepared by RiverCities Transit Staff
For the Cowlitz Transit Authority
July 2020

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2019 Cowlitz Transit Authority:

Dennis Weber, Chair - Cowlitz County
Chet Makinster, Vice Chair - City of Longview
Jeffery McAllister - City of Kelso
Don Jensen - City of Longview
Larry Alexander – City of Kelso
Tony Harris - Labor Representative (non-voting)

Amy Asher – Transit Manager, City of Longview

RiverCities Transit
PO Box 128
Longview, WA 98632
360-442-5663

American with Disabilities ACT (ADA) Information: This material can be made available in an alternate format by emailing customerservice@rctransit.org or by 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: RiverCities Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who would like more information on our Title VI Program or believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI and would like to make a complaint may contact:

RiverCities Transit
Title VI Compliance Coordinator
PO Box 128
Longview, WA 98632

360-442-5663 (TTY Relay: 711)

customerservice@rctransit.org

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 report also serves as a tool to communicate our accomplishments and goals to the community. It outlines our organizational structure, transportation services, major accomplishments, 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 2020-2025 Transit Development Plan and 2019 Annual Report on August 12, 2020.

Public Participation Process

Public Comment Period: July 31, 2020 – August 12, 2020

Comments Submitted To: customerservice@rctransit.org
RiverCities Transit
PO Box 128
Longview WA 98632

Public Hearing: Cowlitz Transit Authority held a public hearing on the 2020-2025 Transit Development plan and 2019 Annual Report during their regular meeting on August 12, 2020 at 4:00 p.m.

Notice Posted to Website: RiverCities Transit posted a notice of the hearing on the Transit Development Plan to its website at [https://rctransit.org/2020-2025 Transit Development Plan 2019 Annual Report/](https://rctransit.org/2020-2025%20Transit%20Development%20Plan%202019%20Annual%20Report/) on July 15, 2020.

Notice Published: The Longview Daily News published notice of the hearing on the 2020-2025 Transit Development plan on July 31, 2020. See Appendix D. The City Info Weekly published a notice on July 30, 2020.

Available to the Public: RiverCities allowed the public to request a copy or digital copy of the 2020-2025 Transit Development Plan 2019 Annual report on or after July 31, 2020 by emailing customerservice@rctransit.org or by calling (360) 442-5663.

Section 1: Organization

RiverCities Transit has a long history in Longview and Kelso. It began over 85 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 subsequently became the grant recipient for Federal Transit Administration funding.

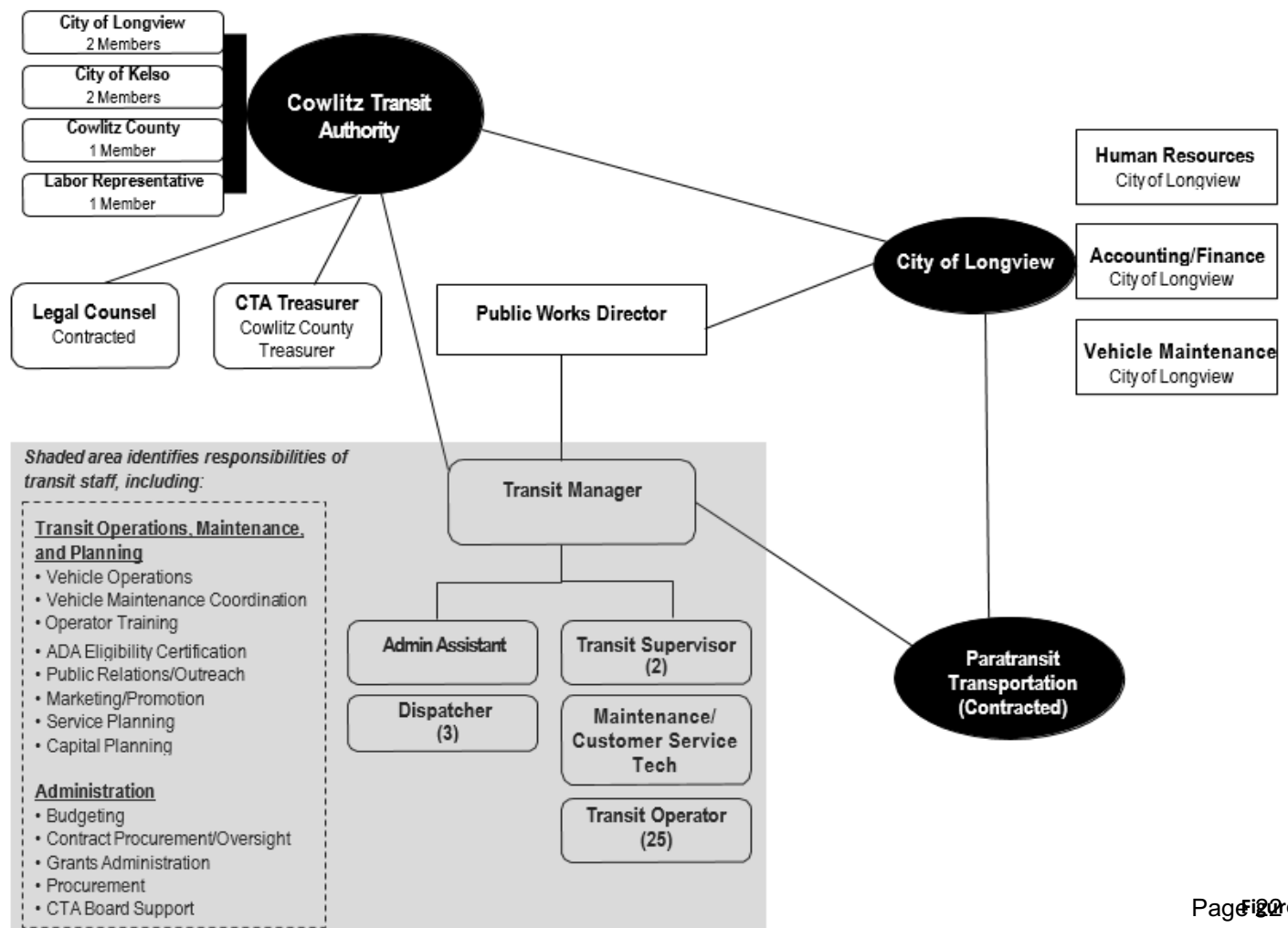
In 1987, the voters of Longview and Kelso elected to create a taxing authority, the Cowlitz Public Transportation Benefit Authority (PTBA), to fund the system. The agency received a one-tenth of one percent sales tax until 2008, when voters approved a two-tenths of one percent increase. This brought the total sales tax to the current three-tenths of one percent.

Incorporated under authority of Chapter 36.57A of the Revised Code of Washington, the Cowlitz PTBA is governed by 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 union representative. The CTA functions as a taxing authority only and has no staff. The CTA contracts all transit operations, maintenance, and capital improvement related functions including management, administration, drivers, and maintenance, to the City of Longview (Figure 1). The City of Longview subcontracts to provide the required complementary paratransit services. The City of Longview and the CTA jointly govern the public transportation system, which operates under the name RiverCities Transit (RCT).

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

2018 Cowlitz Transit Authority Organizational Structure



Section 2: Physical Plant

RCT operates out of the Longview City Shop (Figure 2), located at 254 Oregon Way. The facility is approximately 8,000 sf and houses all transit administrative staff and contracted Paratransit Services, Inc. staff providing paratransit services. The fleet maintenance functions that support RCT and the entire City of Longview fleet are also housed here. RCT also operates a Transit Center located in downtown Longview at 1135 12th Avenue (Figure 3). The Transit Center is a hub for the majority of RCT's fixed routes and provides customer service including system information, pass sales, shelters near the bus aisles, indoor waiting area, and restrooms. The Transit Center also houses a small, two-person break room for operators to use on lunch breaks.

Due to service expansion resulting from the 2008 PTBA tax increase, RCT has outgrown these facilities and is in need of more functional facilities with greater capacity. The CTA commissioned a study in 2013 to look at possible facilities alternatives. In 2015, staff re-evaluated the study as funding constraints would not allow construction of the new stand-alone facility identified by the 2013 study. The 2015 study recommended an expansion of the Downtown Transit Center to accommodate administrative staff, improve customer service to transit system patrons, provide an adequate operator break room, and consolidate bus drive aisles to reduce pedestrian/vehicle interaction. In 2016, the City applied for and received a grant for construction of an expanded Transit Center from the Federal Transit Administration. Design and permitting was completed and the project put up for bid in 2018. Construction will started in early 2019, with an estimated completion date of December 2019. RCT moved fixed routes and customer service clerk to a temporary facility (Figure 4) at 1011 11th Avenue in February 2019. Demolition of the Transit Center started in March 2019.



Figure 2



Figure 3



Figure 4

In addition to these two facilities, RCT rents space from the City of Kelso at the Kelso Multimodal Transportation Center. The rented space serves as a break room for operators on Kelso routes.

RCT also maintains 40 bus shelters and/or benches at major service stops.

Regular and scheduled maintenance of facilities and customer amenities ensures RCT facilities remain in excellent physical condition.

Section 3: Service Characteristics

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Fixed Route Service

As of November 2019 RCT operates seven (7) fixed routes within the urban areas of Longview and Kelso. Figure 5 illustrates the 2019 fixed route service area. This service area encompasses approximately 27 square miles and contains a population of approximately 50,000 people. RCT's fixed routes circulate through most urbanized neighborhoods in Longview and Kelso Monday – Friday 6:30 a.m. to 7 p.m. Five routes operate Saturday from 8 a.m. to 6 p.m. RCT designed six routes to complete a round trip in fifty minutes, allowing them to operate on sixty-minute headways, and to provide transfer connections at the Transit Center, Kelso Multimodal Center, or Three Rivers Mall. This provides simplicity and convenience for customers, allowing them to travel between almost any two points in the Longview-Kelso region with a maximum of one transfer and little wait time for transfers. Our most heavily travelled route offers service every 40 minutes Monday through Friday. RCT added Route 30 this fall to provide 30-minute service to our busiest stops.

Fixed route ridership has experienced variations over the past several years (Figure 7). Ridership declined during the recession, but began to rise after implementing major service changes in August 2013. Ridership increased by 9.1% in 2014 and another 9% in 2015. Ridership decreased slightly as predicted when a fare increase was implemented on January 1, 2016. Ridership has continued to slowly decline into 2019 as staffing challenges have forced RCT to keep service at a minimum. In 2019, RCT logged 23,602 revenue hours and operated using 21.11 FTE's.

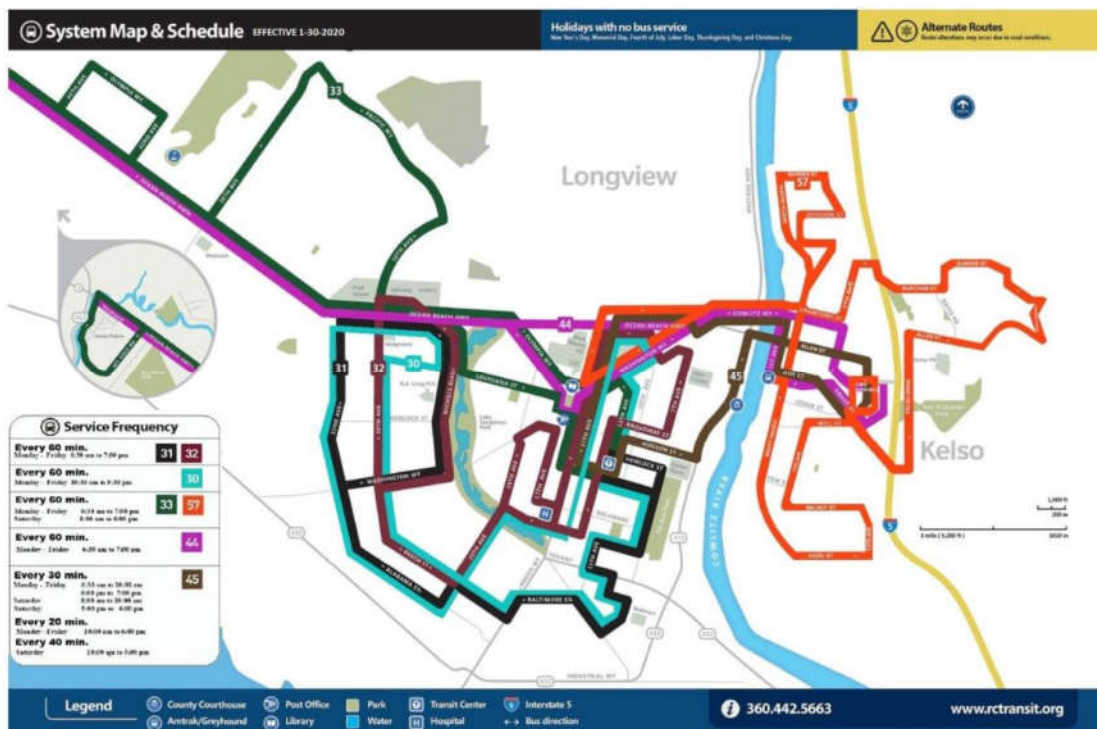


Figure 5

Paratransit Services

RCT provides federally mandated complementary paratransit service within $\frac{3}{4}$ -mile of all fixed routes in accordance with the requirements of the Americans with Disabilities Act (ADA) (see Figure 6 for service area map). This service operates under the name 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. They provide drivers and scheduling/dispatch staff. 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 utilize regular fixed route transportation because of 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 a.m. to 7 p.m. and Saturday from 8 a.m. to 6 p.m. LIFT provides trips for any purpose and does not limit the number of trips an individual may take. The ADA requires there be no capacity constraints or trip denials. In 2019, LIFT logged 25,368 revenue hours and operated using 18.36 FTE's.

Paratransit Service Area Boundary

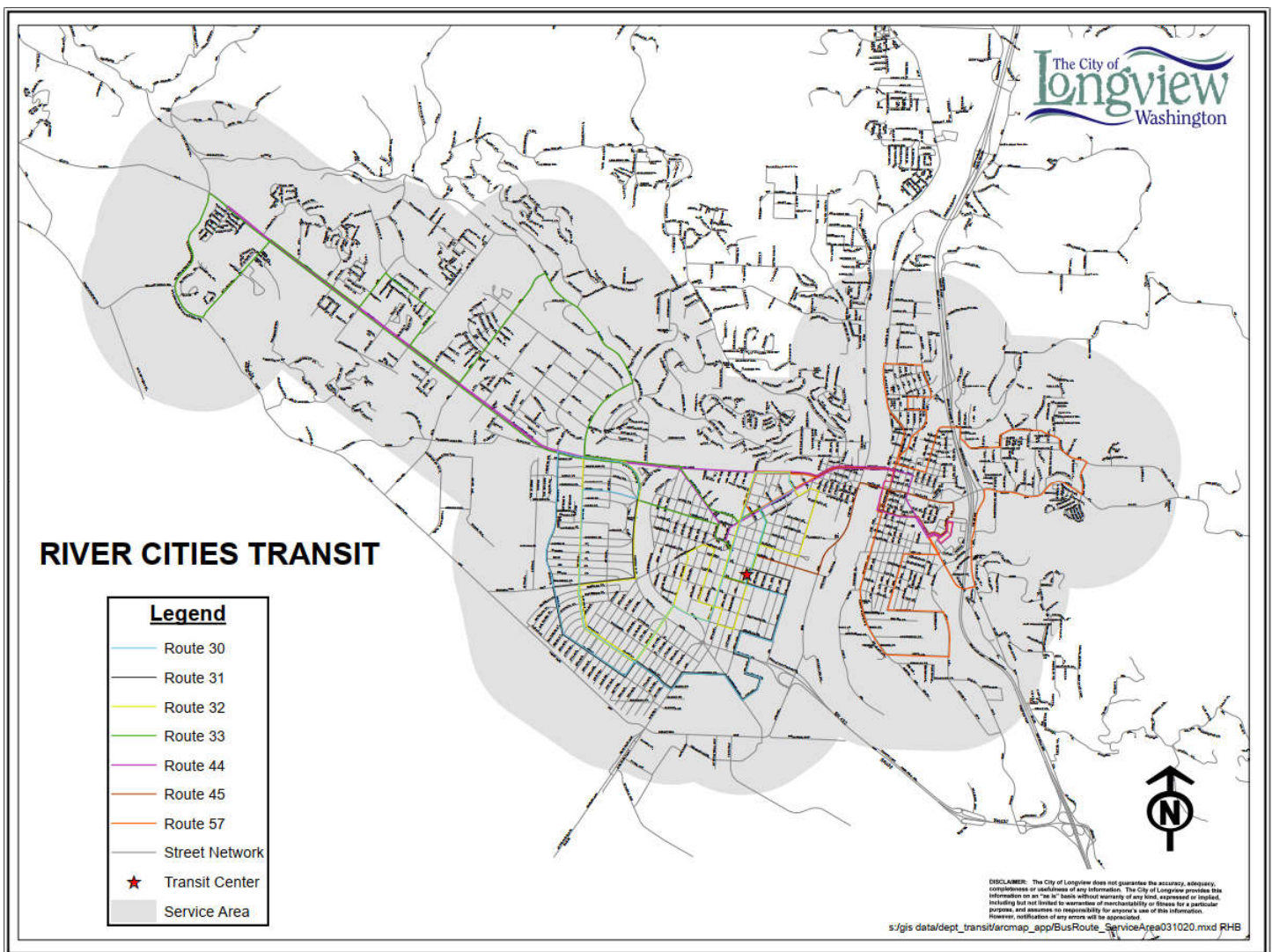


Figure 6

**Comparison of Ridership
Bus and Paratransit Ridership**

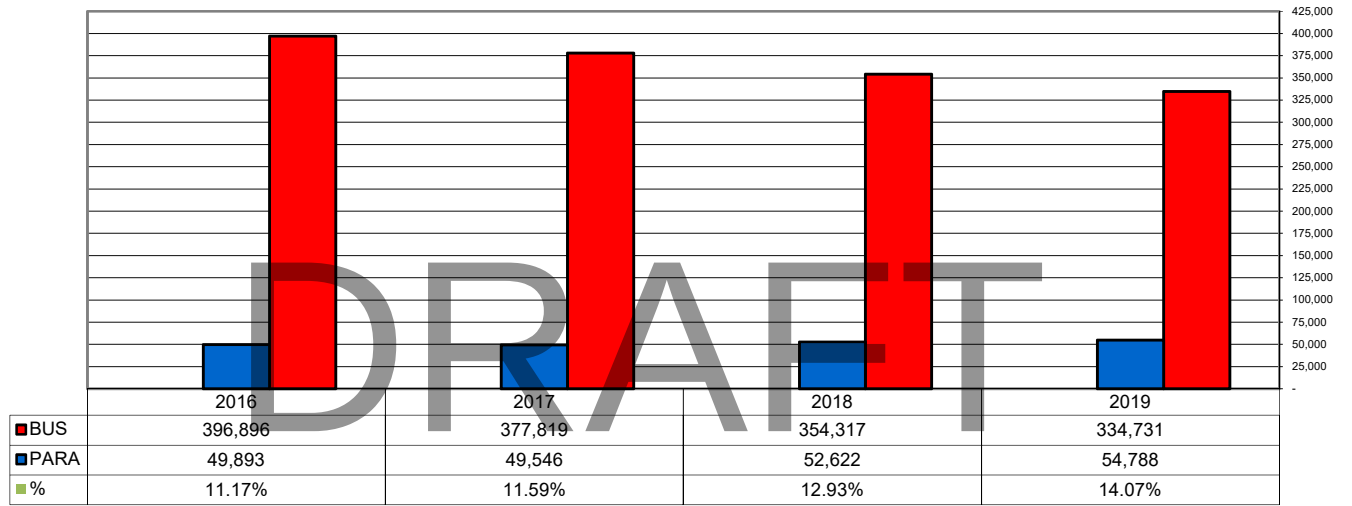


Figure 7

Fares

Fares and pass prices changed on January 1, 2016 and are listed in Figures 8 and 9.

Fixed Route Fares

	One Way	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**	\$0.50	\$1.00	\$7.00	\$21.00	\$84.00
LIFT Approved	Free	-	-	-	-
PCA***	Free	-	-	-	-
LCC Students and Faculty****	Free	-	-	-	-

Figure 8

*Student passes are available to children between six and 18 years of age or those who have 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 of each calendar year. These passes entitle holders to unlimited rides during this timeframe.

**Reduced fare is available to citizens age 65 or older, Medicare cardholders, and people with disabilities. Applicants are required to show proof of age, Medicare Card, and/or fill out an application for a reduced fare permit.

Transfers are free with a one-way fare payment and valid for one use only on the day of purchase.

***A personal care attendant (PCA), someone designated or employed to assist the LIFT eligible individual.

****LCC pays an annual fee based on prior year's ridership for their students and faculty.

LIFT Fares

	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

Section 4: Service Connections

In addition to services provided by RCT, a number of 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 described below. RCT is a partner with many of these agencies as they utilize the Downtown Transit Center as a connection hub.

Columbia County Rider

Columbia County Rider (CC Rider) is a public transportation program administered by Columbia County, Oregon. CC Rider provides two routes per weekday into Longview-Kelso, making connections with RCT at the Kelso Train Depot and Transit Center. They also stop at Holt's Mini-Mart, St. Johns Medical Center, and the Triangle Mall. CC Rider passengers come to Longview-Kelso to access shopping, medical appointments and Lower Columbia Community College from across several Oregon counties.

Wahkiakum on the Move

Wahkiakum on the Move (WOTM) provides service between Cathlamet and Longview-Kelso on a daily basis and between Naselle (with connections to Pacific Transit in Pacific County) and Longview-Kelso three days a week. WOTM makes connections with RCT at the Kelso Train Depot and Longview Transit Center. While service is available to the public, half of the riders are seniors. Passengers use the service to access shopping, medical appointments, and Lower Columbia College.

Lower Columbia Community Action Program (CAP)

The Lower Columbia Community Action Program (CAP) provides several transportation services in the Kelso-Longview area. CAP offers transportation services for seniors in Cowlitz and Wahkiakum Counties. It provides medical and shopping trips in wheelchair accessible vans to residents who live outside and inside of the RCT service area. CAP operates service along the I-5 corridor between Castle Rock and Vancouver. CAP makes connections with RCT at the Kelso Train Depot and Longview Transit Center. The service is available to the public and the fare is two dollars each way. CAP provides transportation by car or wheelchair accessible van for a fee.

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 for tribal members who request it. People needing services within Longview are referred to RCT.

Sunset Transportation Services, Astoria, Oregon

Sunset Transportation Services operates out of Astoria, Oregon and connects with RCT via CC Rider on weekdays.

Intermodal Connections

Several other services provide regional public transportation connections. RCT makes connections with Amtrak and Greyhound at the Kelso Multimodal Center. It also connects with several rural and Paratransit providers, as previously described.

Fleet Statistics

In 2019, 67,816 gallons of diesel was consumed driving 299,469 revenue vehicle miles on fixed routes. This provided 334,731 passenger trips. Our fixed route fuel consumption averaged 4.4 revenue miles per gallon. RCT fixed route service averaged approximately 4.9 passenger trips per gallon of fuel consumed.

In the same year, 1,462 gallons of diesel fuel, 13,844 gallons of propane, and 29,629 gallons of gasoline were consumed driving 212,017 revenue miles of paratransit service for 55,867 passenger trips. With an average fuel economy of 4.72 revenue miles per gallon, Paratransit service averaged approximately 1.24 passenger trips per gallon of fuel consumed.

RCT's vehicle replacement program is based on Federal Transportation Administration (FTA) Useful Life Benchmarks guidelines:

- 35' diesel bus = 14 years
- Cutaway Bus (small paratransit bus)= 10 years
- Minivan = 8 years

The average age of the RCT fixed route fleet is 11.6 years, while the Paratransit fleet average age is 8.9 years. Regular and scheduled maintenance of the fleet ensures RCT vehicles remain in excellent condition.

The City of Longview installed a propane fueling station and in 2019, RCT ordered an additional three paratransit vehicles. Eventually the entire paratransit vehicle fleet will be propane powered. This conversion is expected to provide significant fuel cost savings.

RCT continues its tradition of excellence in the area of safety, recording no fatalities or significant passenger injuries in 2019. RCT experienced one collision in 2019. For this document, collisions are defined as crashes where there is vehicle damage in excess of \$5,000 total to all vehicles involved. This includes both revenue vehicles and non-revenue vehicles.

2019 Accomplishments

RCT continues to experience changes because of the voter approved sales tax increase in 2008. After the passage of the increase, the CTA developed a community-supported long-range plan that was adopted in December 2010. The Transit Enhancement Plan included a list of strategies that RCT has successfully implemented over the past 9 years. Collectively, these accomplishments support Washington State's six transportation policy goals of safety, preservation, mobility (congestion relief), environment, stewardship, and economic vitality.

Capital Accomplishments:

- Demolition and construction of the revised downtown Transit Center to improve bus circulation and parking, improve safety of pedestrians and add administrative staff to downtown.
- Secured \$1,560,000 in federal funding to replace four fixed route buses.
- Secured \$239,400 in federal funding to replaced three Paratransit cutaways.
- Ordered an additional three propane-fueled vehicles for early 2020 delivery.
- Ordered two fixed route replacement buses for early 2020 delivery.

Community Outreach and Partnership Accomplishments:

- Continued participating in bimonthly regional information forums to exchange information with local and regional elected officials, public works directors, port directors, and senate staff.
- Continued participating in the Metropolitan Planning Organization (MPO) Technical Advisory Committee monthly meetings.
- Continued participating in the Southwest Washington Regional Transportation Planning Organization (SWRTPO) Coordinated Human Services Transit Planning Quarterly Meetings.
- Participated in the City of Longview's Earth Day event and provided free rides to boost community attendance.
- Participated in the Cowlitz County Veteran's Stand Down.
- Participated in Project Homeless Connect and provided free rides to make it easy to access the event.
- Participated in the Cowlitz County Community Court Resource Fair providing regional transportation information.
- Participated in the Cowlitz County Senior Expo.
- Participated in Lower Columbia College's Community Resource Fair.
- Participated in the Human Services Council's Accessible Transportation Coalition Initiative.
- Participated in the local Extreme Machines event.
- Maintained a Facebook page to communicate better with our riders and community.

System Accomplishments

- Continued RCT's Travel Training Program and training people on how to ride Fixed Route. The majority of training took place in a group setting.
- Added a route using on-board GPS and passenger counting data to shift service to locations with higher demand.
- Facilitated the move from our Downtown Transit Center to a temporary location for use during construction and continued seamless service to the public throughout the process.
- Secured \$625,867 in operational grants to sustain Paratransit services for the 2019-2021 biennium.
- Secured \$292,000 in Washington State Regional Mobility Grant funds to begin a pilot project for service to Lexington.

Section 6: Proposed Action Strategies, 2020-2025

The proposed changes outlined in Section 7 reflect the following Action Strategies:

- *Operate transportation systems reliably and responsibly for the customer.*

RCT is currently funded through a combination of retail sales tax revenues, fares, and grants. A 0.3% (three-tenths of one percent) sales tax, fares, and federal/state grants provide the operation, maintenance, and capital funding for the system. RCT staff seeks outside funding sources and continually participates in competitive grant programs both locally and nationally.

- *Provide viable mobility choices for the customer and expand the system to accommodate growth and future transportation infrastructure.*

With goals of accommodating customer needs and developing a broader customer base, RCT will continue to implement the adopted Transit Enhancement Plan to provide enhanced service delivery using data and community input. Through the guidance of the Cowlitz Transit Authority Board, RCT staff will investigate options for expanding service to the Lexington community to the north of our current service area.

- *Implement facilities and equipment solutions that are in the best interest of the community.*

Expansion and revision of the Transit Center will improve rider safety with a re-designed drive aisle and pedestrian plaza and will relocate administrative staff where they will be easily accessible to RCT's customers and drivers. Conversion of the paratransit fleet to propane fuel will provide cost savings and reduce RCT's carbon footprint and replacement of an aging fleet will help reduce travel interruptions and delay. Shop facilities will be revised if needed when the Industrial Way/Oregon Way Intersection project begins construction to ensure buses will be able to enter and exit the property safely.

Section 7: Proposed Changes, 2020–2025

Changes to service hours, facilities, and equipment for the next six years will be a direct result of available revenue. As a public agency, RCT does not have the capacity to increase our main revenue stream without a public vote. Between 2020 and 2025, RCT forecasts no significant permanent increases in fixed route service hours without first securing new, reliable revenue. RCT has secured funds for a short-term pilot project to bring service to Lexington, however the State has delayed issuing a contract as there is not a guarantee of funding due to the passage of Initiative 976. The primary goal within the next few years will be to preserve existing service levels and keep expenditures stable, while exploring the need for expanded service in the surrounding areas.

2020	Preservation	Expansion
Service	Annual service updates	No change
Facilities	Relocate to administrative staff to Downtown Transit Center. Finalize construction of transit center facility Move dispatch staff to vacated office at the Longview City Shop.	Increase number of bus stop pads/amenities
Equipment	Replace 2 fixed vehicles Replace 3 paratransit vehicles with propane powered vehicles	No change
2021	Preservation	Expansion
Service	Annual service updates	Explore PTBA Expansion Develop service to Lexington
Facilities	Bus barn security cameras	Install Bus Barn security cameras Increase number of bus stop pads/amenities
Equipment	Replace 4 fixed route vehicles Replace 4 paratransit vehicles with propane powered vehicles Replace 1 paratransit ADA van Replace 2 supervisor vehicles with lift equipped vans Replace 2 operator relief vehicles	Procure one cutaway for Lexington Service

<u>2022</u>	<u>Preservation</u>	<u>Expansion</u>
Service	Annual service updates	Continue Pilot to Lexington
Facilities	Revise city shop bus barn if needed when Industrial Way intersection project begins	Increase number of bus stop pads/amenities
Equipment	Replace 2 fixed route vehicles 2 fixed route bus mid life overhauls	No change
<u>2023</u>	<u>Preservation</u>	<u>Expansion</u>
Service	Annual service updates	No change
Facilities	No change	Increase number of bus stop pads/amenities
Equipment	Replace 2 fixed route vehicles 2 fixed route mid life overhauls Replace 4 paratransit vehicles with propane powered vehicles Replace 1 paratransit ADA van	No change
<u>2024</u>	<u>Preservation</u>	<u>Expansion</u>
Service	Annual service updates	No change
Facilities	No change	Increase number of bus stop pads/amenities
Equipment	Replace one supervisor vehicle	No change
<u>2025</u>	<u>Preservation</u>	<u>Expansion</u>
Service	Annual service updates	No change
Facilities	No change	Increase number of bus stop pads/amenities
Equipment	No change	No change

Section 8: Operating Data 2019-2024

Fixed Route	2019	2020	2021	2022	2023	2024
	Actual	Projected	Projected	Projected	Projected	Projected
Revenue Vehicle Hours	23,602	27,950	28,500	28,000	28,000	28,000
Total Vehicle Hours	24,314	28,760	28,800	29,500	28,760	28,760
Revenue Vehicle Miles	299,469	350,000	360,000	360,000	350,000	350,000
Total Vehicle Miles	308,386	360,000	363,000	363,000	363,000	363,000
Passenger Trips	334,731	378,000	385,000	400,000	400,000	400,000
Diesel Fuel Consumed (Gal)	67,816	78,000	80,000	80,000	78,000	78,000

Paratransit	2019	2020	2021	2022	2023	2024
	Actual	Projected	Projected	Projected	Projected	Projected
Revenue Vehicle Hours	25,368	17,000	17,000	17,000	17,000	17,000
Total Vehicle Hours	27,820	24,900	25,000	25,200	25,200	25,200
Revenue Vehicle Miles	212,017	185,000	186,000	186,000	186,000	186,000
Total Vehicle Miles	234,923	208,000	209,000	209,000	209,000	209,000
Passenger Trips	55,867	49,700	50,000	51,000	52,000	52,000
Diesel Fuel Consumed (Gal)	1,462	3000	700	0	0	0
Gasoline Fuel Consumed (Gal)	29,629	24,000	22,000	20,000	18,000	18,000
Propane Fuel Consumed (Gal)	13,844	8,000	10,000	12,000	14,000	14,000

Section 9: Revenues and Expenditures for 6-Year Capital Plan

The governance structure for RiverCities Transit is such that two separate budgets are maintained for operating the public transportation system. The Cowlitz Transit Authority contracts with the City of Longview to provide transit services on behalf of the PTBA. As operator of the system, the City of Longview is the designated recipient of federal and state funds that are intended for transit use only. All remaining costs of operating RCT are paid by the Cowlitz Transit Authority, which receives local sales tax revenue dedicated for transit use. Below is the six-year plan outlining revenues and expenditures for RiverCities capital projects as adopted in the City of Longview budget. Those projects with secured federal funding were submitted to the Washington State Department of Transportation for inclusion in their Statewide Transportation Improvement Program.

Transit - Six-Year Capital Plan

Year	Project	Revenue	Expenditure				Balance
2019	December 31 Ending Fund Balance						\$0
2020	Cowlitz Transit Authority	\$297,426					\$297,426
	Federal Grants	\$832,000					\$1,129,426
	State WSDOT Grants	\$259,290					\$1,388,716
	Replacement Fixed Route Vehicles (2)		\$1,040,000				\$348,716
	Replacement Paratransit Vehicles (3)		\$323,716				\$25,000
	Transit Bus Stop Amenities & Pads		\$25,000				\$0
	Annual total	\$1,388,716	\$1,388,716				
2021	Cowlitz Transit Authority	\$ 745,300					\$ 745,300
	Federal Grants	\$ 1,908,412					\$ 2,653,712
	State WSDOT Grants	\$ 324,200					\$ 2,977,912
	Replacement Fixed Route Vehicles (4)		\$ 2,080,000				\$ 897,912
	Supervisor Lift Equipped Vans (2)		\$ 97,000				\$ 800,912
	Replacement Paratransit Vehicles (5)		\$ 570,912				\$ 230,000
	Replacement Relief Vehicles (2)		\$ 66,000				\$ 164,000
	Expansion Lexington Pilot Vehicle (1)		\$ 106,000				\$ 58,000
	Bus Barn Security Cameras		\$ 33,000				\$ 25,000
	Transit Bus Stop Amenities & Pads		\$ 25,000				\$0
	Annual total	\$2,977,912	\$ 2,977,912.00				
2022	Cowlitz Transit Authority	\$298,000					\$298,000
	Federal Grants	\$1,091,000					\$1,389,000
	State WSDOT Grants	\$0					\$1,389,000
	Bus Mid-life overhauls (2)		\$324,000				\$1,065,000
	Replacement Fixed Route Vehicles (2)		\$1,040,000				\$25,000
	Bus Stop Amenities & Pads		\$25,000				\$0
	Annual total	\$1,389,000	\$1,389,000				
2023	Cowlitz Transit Authority	\$402,932					\$402,932
	Federal Grants	\$1,113,000					\$1,515,932
	State WSDOT Grants	\$399,728					\$1,915,660
	Replacement Fixed Route Vehicles (2)		\$ 1,067,000				\$848,660
	Bus Mid-life overhauls (2)		\$ 324,000				\$524,660
	Replacement Paratransit Vehicles (5)		\$ 499,660				\$25,000
	Bus Stop Amenities & Pads		\$ 25,000				\$0
	Annual total	\$1,915,660	\$ 1,915,660				
2024	Cowlitz Transit Authority	\$34,000					\$34,000
	Federal Grants	\$36,000					\$70,000
	State WSDOT Grants	\$0					\$70,000
	Replacement Supervisor Vehicle		\$45,000				\$25,000
	Bus Stop Amenities & Pads		\$25,000				\$0
	Annual total	\$70,000	\$70,000				
2025	Cowlitz Transit Authority	\$25,000					\$25,000
	Federal Grants	\$0					\$25,000
	Bus Stop Amenities & Pads		\$25,000				\$0
	Annual total	\$25,000	\$25,000				

Appendix A

Rolling Stock Inventory 2019

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Public Transportation Management System
Owned Rolling Stock Inventory & Verification of Continued Use

Agency/Organization: City of Longview dba RiverCities Transit
Date: 2/29/2020

No.	Year	Make/Model	Vehicle Code	Identification Number	Vehicle (VIN)	Agency Number	Actual Life	Needs Financial Needs of SGR?	Is the Vehicle Sold?	Agency's ULB (Year)	Agency's ULB (Miles)	Main-tenance Current?	Performs its Designated Function?	Replacement Cost \$	ADA Access	Seating Capacity	Fuel Type	WSDOT Title
1	2002	Gilling Phantom	2	15GGB21192111145		42-01	451,867	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	35	BD	No
2	2002	Gilling Phantom	2	15GGB211021111146		42-02	471,296	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	35	BD	No
3	2002	Gilling Phantom	2	15GGB211221111147		42-03	489,475	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	35	BD	No
4	2002	Gilling Phantom	2	15GGB211421111148		42-04	470,525	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	35	BD	No
5	2003	Gilling Phantom	2	15GGB211631112206		42-05	441,270	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	35	BD	No
6	2003	Gilling Phantom	2	15GGB211631112207		42-06	426,199	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	35	BD	No
7	2009	Gilling Low-Floor	2	15GGB211691176151		42-07	272,849	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	32	BD	No
8	2011	Gilling Low-Floor Hybrid	2	15GGB211691176151		42-09	261,749	Yes	Yes	14	500,000	Yes	Yes	\$600,000	Yes	32	DE	No
9	2013	Gilling Low-Floor BRT	2	15GGB211001181774		42-10	204,032	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	32	BD	No
10	2013	Gilling Low-Floor BRT	2	15GGB211201181775		42-11	190,745	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	32	BD	No
11	2013	Gilling Low-Floor BRT	2	15GGB211401181776		42-12	206,871	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	32	BD	No
12	2013	Gilling Low-Floor BRT	2	15GGB211601181777		42-13	203,770	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	32	BD	No
13	2013	Gilling Low-Floor BRT	2	15GGB211801181778		42-14	197,808	Yes	Yes	14	500,000	Yes	Yes	\$450,000	Yes	32	BD	No
14	2014	Gilling Low-Floor BRT	2	15GGB2117E1183068		42-15	147,414	Yes	Yes	14	500,000	Yes	Yes	\$453,000	Yes	32	BD	No
15	1998	Gilling Phantom	3	15GCA2117W1088845		42-29	396,593	Yes	Yes	14	500,000	Yes	Yes	\$400,000	Yes	29	BD	No
16	2004	Ford Eldorado	11	1FDXE45P14H486127		42-35	174,371	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	15	G	No
18	2005	Ford Eldorado	11	1FDXE45S78DB32886		42-39	202,271	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	15	G	No
19	2007	Ford Eldorado	11	1FDXE45S98DB32887		42-40	159,284	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	15	G	No
20	2008	Ford Eldorado	11	1FDXE45S27DE26399		41-42	196,690	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	15	G	No
21	2009	Dodge Caravan	14	1D8NM44E99B520935		42-43	41,098	Yes	Yes	8	100,000	Yes	Yes	\$41,000	Yes	3	G	No
22	2010	Ford E-450 Eldorado	11	1FDEAF52ADA11163		42-44	156,199	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	13	G	No
23	2010	Ford E-450 Eldorado	11	1FDEAF52ADA11164		42-45	170,617	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	13	G	No
24	2011	Ford E-450 Eldorado	11	1FDEAF59ADB00390		42-46	155,396	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	13	G	No
25	2012	Ford E-450 Eldorado	11	1FDEAF57CDB09317		42-47	126,322	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	13	G	No
26	2013	Ford E-450 Eldorado	11	1FDEAF50DDA93088		42-48	119,814	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	13	G	No
27	2014	MV-1	14	57WMD1A67EM100171		42-49	57,002	Yes	Yes	8	100,000	Yes	Yes	\$53,000	Yes	4	G	No
28	2014	Ford E-450 Eldorado	11	1FDEAF58EDA99084		42-50	95,024	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	13	G	No
29	2014	Ford E-450 Eldorado	11	1FDEAF58EDA93620		42-51	99,199	Yes	Yes	10	200,000	Yes	Yes	\$85,000	Yes	13	G	No
30	2017	Ford E-450 Eldorado	11	1FDEAF52HDC75879		42-52	33,321	Yes	Yes	10	200,000	Yes	Yes	\$105,452	Yes	13	P	No
31	2017	Ford E-450 Eldorado	11	1FDEAF59HDC75880		42-53	33,133	Yes	Yes	10	200,000	Yes	Yes	\$105,452	Yes	13	P	No
32	2017	Ford E-450 Eldorado	11	1FDEAF50HDC75881		42-54	34,316	Yes	Yes	10	200,000	Yes	Yes	\$105,452	Yes	13	P	No

I hereby certify that all information reported in the inventories reflects true, accurate and complete information for the agency/organization listed and that project equipment purchased through a state or federal grant agreement is still being used in accordance with the terms and conditions of the grant agreement.

Signature and Title: *Transit Manager*
Date: 2/29/2020

Appendix B

Facilities Inventory 2019

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**Public Transportation Management System
Owned Facility Inventory**

Agency RiverCities Transit

Refer to instructions for facility code

No.	Facility Code	Facility Name	Condition (points)	Age (Year)	Remaining Useful Life	Replacement Cost (\$)	Comments
							<i>(If more than two lines, attach a separate comment page)</i>
1	11	Longview City Shop Bus Bays	3	37	2	\$2,000,000.00	Cost estimated as it is attached to existing building
2	20	Bus Barn	3	37	2		Roof replaced in 2010
3	6	Downtown Transit Center	5	0	40	\$5,500,000.00	Construction complete January 2020
4	23	Longview City Shop - shared use	2	40+	0	TBD	This facility is shared with other City divisions.
5							
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22							

Appendix C

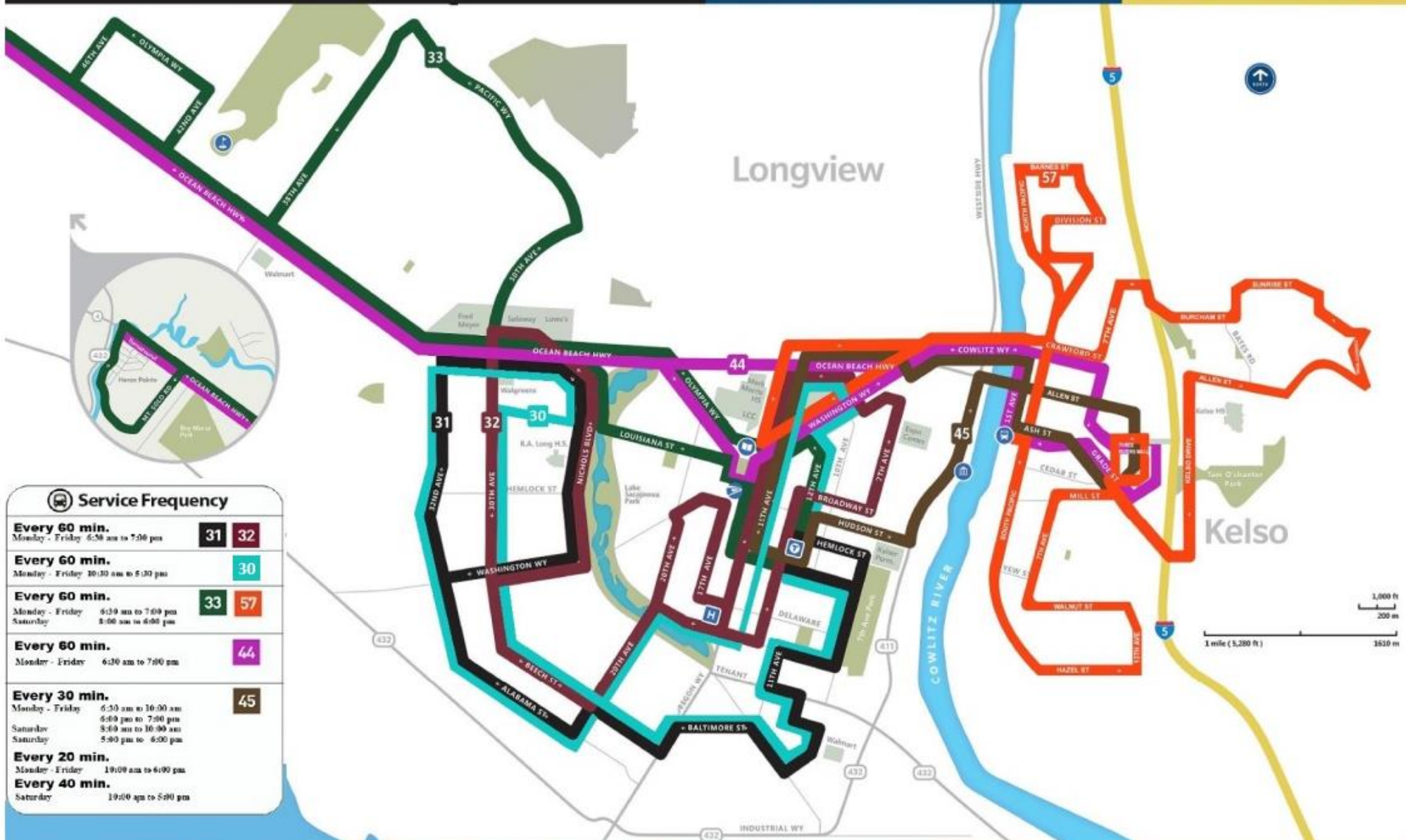
2019 System Map and Schedule

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System Map & Schedule EFFECTIVE 1-30-2020

Holidays with no bus service
New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Alternate Routes
Route alterations may occur due to road conditions.



Service Frequency		
Every 60 min.		
Monday - Friday 6:30 am to 7:00 pm	31	32
Every 60 min.		
Monday - Friday 10:30 am to 5:30 pm	30	
Every 60 min.		
Monday - Friday 6:30 am to 7:00 pm	33	57
Saturday 8:00 am to 6:00 pm		
Every 60 min.		
Monday - Friday 6:30 am to 7:00 pm	44	
Every 30 min.		
Monday - Friday 6:30 am to 10:00 am	45	
Saturday 6:00 pm to 7:00 pm		
Saturday 8:00 am to 10:00 am		
Saturday 5:00 pm to 6:00 pm		
Every 20 min.		
Monday - Friday 10:00 am to 6:00 pm		
Every 40 min.		
Saturday 10:00 am to 5:00 pm		

Legend

- County Courthouse
- Post Office
- Park
- Transit Center
- Interstate 5
- Amtrak/Greyhound
- Library
- Water
- Hospital
- Bus direction

360.442.5663

www.rctransit.org

Appendix D

Notice of Public Hearing published in the Longview Daily News on July 31, 2020.

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NOTICE OF PUBLIC HEARING
COWLITZ TRANSIT AUTHORITY

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will hold a virtual Zoom Public Hearing on **Wednesday, August 12, 2020 at 4:00 p.m.**

The purpose of the hearing is to receive any comments concerning the adoption of the Transit Development Plan 2020-2025 and 2019 Annual Report for RiverCities Transit.

Any person interested may attend and be heard on said matter via a moderator. For information about Zoom accessibility, please contact the Clerk of the Board's Office at (360) 442-5664

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84282391262>

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

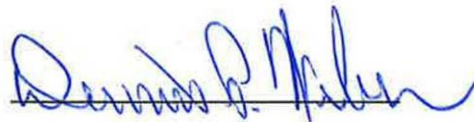
1 646 876 9923

1 301 715 8592

Webinar ID: 842 8239 1262

No Registration Required

DATED at Longview, Washington, this 8th day of July 2020.



Dennis Weber
Chair
Cowlitz Transit Authority

Published: July 31, 2020 in the Longview Daily News