



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, November 18,
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, November 18, 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/82364522643>

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: 823 6452 2643

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 THE OCTOBER 14, 2020 MEETING**

20-000454 October 14, 2020 CTA Board Meeting Minutes

20-000455 Public Comment A - Letter From Kyle Grant; Longview, Washington

5. **CONSENT CALENDAR**

20-000451 Invoice - CWCOG - Jul-Sep (Qtr1) - LKRATS \$2,135.31

20-000452 Invoice - Randolph Law Firm - October 1-31, 2020 \$100.00

20-000453 Invoice 203384 - Northwest Enforcement - November, 2020 \$698.00

20-000456 2020 September County Treasurer's Report

20-000457 2020 September CTA Fund Balance Report

6. **REPORTS**

20-000458 2020 Annual Fixed Route Ridership

20-000459 2020 October Monthly Fixed Route Ridership

20-000460 2020 October Monthly LIFT Ridership

20-000461 2020 October CTA Ridership Graph

20-000462 PTBA Sales Tax Data 2020 vs 2019

20-000486 Fixed Route Passengers per Trip Aug - Oct 2020

7. INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES*Presented by Dennis Weber***20-000491 SUMMARY STATEMENT: Interlocal Agreement with City of Longview for Public Transportation Services 2021-2024****RECOMMENDED ACTION:****Motion to approve the Interlocal Agreement for Public Transportation Services with the City of Longview****20-000492 Interlocal Agreement for Public Transportation Services 2021-2024****8. PUBLIC HEARING FOR 2021 CTA BUDGET***Presented by Amy Asher***20-000487 SUMMARY STATEMENT: 2021 Estimated CTA Budget****RECOMMENDED ACTION:****Hold Public Hearing on the 2021 Cowlitz Transit Authority Budget****THEN:****Motion to adopt Resolution 2020-02****20-000488 Resolution 2020-02 2021 Cowlitz Transit Authority Budget****20-000489 2021 Cowlitz Transit Authority Estimated Budget Narrative****20-000490 CTA - 2021 Budget Presentation****9. MANAGER'S REPORT***Presented by Amy Asher***10. ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Chet Makinster (Vice Chair),
Lisa Alexander, Jeffrey McAllister,
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<https://us02web.zoom.us/j/84179141318>

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: 841 7914 1318

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

Vice-Chairman Makinster called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Vice-Chair Chet Makinster; Member Lisa Alexander; Member Jeffrey McAllister; Member (Alternate) Nancy Malone

Absent: Chair Dennis Weber; Member Mike Wallin; Member (Alternate) MaryAlice Wallis; Member (Alternate) Arne Mortensen; Member (Non-Voting) Anthony Harris

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

Others Present: Betsy Despain; Paratransit Manager, Ken Pearrow; CWCOC

3. PUBLIC COMMENTS

None.

4. CONSIDERATION OF MINUTES FOR THE SEPTEMBER 9, 2020 MEETING

A motion was made by Alexander, seconded by McAllister, to approve the minutes of the September 9, 2020, CTA Board meeting. The motion carried with all members voting in favor.

20-000418 September 9, 2020 CTA Board Meeting Minutes

5. 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.

20-000419 Invoice #20-2708 - Northwest Enforcement, Inc. - October \$698.00

20-000420 Invoice - Randolph Law Firm - September \$200.00

20-000421 2020 August County Treasurer's Report

20-000422 2020 August CTA Fund Balance Report

6. REPORTS

20-000423 2020 Annual Fixed Route Ridership

20-000424 2020 September Monthly Fixed Route Ridership

20-000425 2020 September Monthly LIFT Ridership

20-000426 2020 September CTA Ridership Graph

20-000427 PTBA Sales Tax Data 2020 vs 2019

7. REQUEST TO MOVE NOVEMBER BOARD MEETING TO NOVEMBER 18, 2020

McAllister made a motion, seconded by Alexander, to move the November CTA Board Meeting to November 18, 2020. The motion carried with all members voting in favor.

8. ESTABLISH PUBLIC HEARING FOR 2021 CTA BUDGET

McAllister made a motion, seconded by Alexander, to establish a public hearing to be held at the November 18, 2020, CTA Board Meeting to receive comments on the CTA's 2021 Annual Budget. The motion carried with all members voting in favor.

20-000428 SUMMARY STATEMENT: Establish Public Hearing for 2021 CTA Budget

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 18, 2020 CTA Board Meeting to receive comments on the CTA's 2021 annual budget.

9. LCC RIDERSHIP AGREEMENT

Tabitha Hayden presented the LCC Ridership Agreement to the Board:

- RiverCities Transit Staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Transit Fixed Route service in exchange for a single lump-sum payment based on usage from the prior year;
- The term of this agreement is for one year starting September 1, 2020, continuing through August 30, 2021;
- This agreement will generate \$4,442 in fare revenue.

RiverCities Transit staff are recommending the renewal of this agreement for the 2020-2021 school year.

A motion was made by McAllister, seconded by Alexander, to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College. The motion carried with all members voting in favor.

20-000429 SUMMARY STATEMENT: Ridership Agreement Between the Cowlitz Transit Authority and Lower Columbia College

RECOMMENDED ACTION:

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

20-000430 2020 09 14 LCC Ridership Agreement

10. PUBLIC HEARING - PROPOSED NOVEMBER 2020 SERVICE CHANGES

Amy Asher gave a brief statement regarding the proposed November 2020 service changes:

- In response to COVID-19, RiverCities Transit reduced service levels at the end of March for April, May, June, and July;
- RiverCities Transit returned to full-service levels on August 3, 2020;
- The staff has been analyzing ridership data on an hour by hour basis for each route and day of service. The staff has seen very low ridership or none at all during certain times of the day;
- As stewards of taxpayer dollars, the staff has an obligation to recommend the right-sizing of service to the CTA Board so they can make decisions about service levels.

Jim Seeks gave a brief presentation on the proposed November 2020 service changes:

- Jim Seeks shared a spreadsheet showing the Passengers by Hour for August - September 2020. This spreadsheet showed low to zero ridership on specific early morning and evening routes;
- The combination of the lack of ridership on these trips while running at three-quarters of regular budgeted staffing levels has put pressure on the ability to meet service levels. Staff is recommending the Board trim unproductive trips;
- The staff proposes eliminating ten morning and three evening trips, Monday through Friday, and three morning and two late afternoon trips on Saturday. Staff estimates a cost savings of \$7,085 per week;
- Staff proposes minor timetable adjustments to Route 30 to promote better transfer connections;
- Service Changes would begin November 2, 2020

Vice-Chair Makinster opened the public hearing to hear comments regarding the November 2020 Proposed Fixed Route Service Changes at 4:21 p.m.

- Letter dated October 13, 2020, written by Kyle Grant of Longview, Washington, was read aloud by Member Alexander. See attachment Public Comment A;
- Kelso City Manager gave public comment; Andrew Hamilton of Longview, Washington;
- The Board members discussed the public comments.

Hearing no further public comments, Vice-Chair Makinster closed the public hearing at 4:29 p.m.

A motion was made by McAllister to approve the November 2020 Fixed Route Service Changes to eliminate unproductive trips. The motion was not taken up for lack of a second.

20-000431 SUMMARY STATEMENT: Public Hearing for November 2020 Proposed Fixed Route Service Changes

RECOMMENDED ACTION:

Hold public hearing for proposed November 2020 service changes;

THEN:

Motion to approve the November 2020 Fixed Route Service Change to eliminate unproductive trips.

20-000432 2020 Proposed Fixed Route Service Change

20-000433 Passengers per Trip Aug - Sep 2020

11. CONSOLIDATED TRANSIT GRANT - COUNCIL OF GOVERNMENTS MOBILITY MANAGEMENT MATCH REQUEST

Amy Asher gave a brief statement:

- The CWCOG is applying to the State Department of Transportation Transit Division for a grant to hire a mobility coordinator. This position has been identified in past Human Services Transportation Coordination Plans as an unmet need. This Coordinator position would complement the work done in the community by RiverCities Transit Mobility Supervisor Tabitha Hayden. The CWOG is asking for \$6,000 a year for two years as a match for this grant.

Ken Pearrow gave a brief presentation:

- The CWCOG is requesting assistance in funding a Regional Mobility Management Coordinator. In conjunction with RiverCities Transit, the coordinator will help fill gaps in travel training education, coordination of services, marketing, and other needs expressed by stakeholders and in the Coordinated Public Transportation - Human Services Transportation Plan. This position would be responsible for planning and coordinating resources to improve transportation services' availability and accessibility for persons with disabilities, youth, aging adults, rural populations, and lower-income individuals. This position will coordinate with transportation service providers and human service providers in the five-county RTPO, including connections to adjacent counties;
- Mobility Management Grants under the Consolidated Grant Program require a 20 percent local match;
- The CWCOG is asking RiverCities Transit to provide \$6,000 per year as a local match during the 2-year grant cycle to help meet the match requirements for the grant;
- If funded, this project would begin in July of 2021 and end in June of 2023.

McAllister made a motion, seconded by Alexander, to approve matching funds not to exceed \$6,000 per year for two years for the Cowlitz-Wahkiakum Council of Government's Mobility Management Coordinator grant and approval of the CTA Board Chair to sign Letter of Support for the project. The motion carried with all members voting in favor.

20-000434 SUMMARY STATEMENT: Request for Matching Funds from the Cowlitz Wahkiakum Council of Governments

RECOMMENDED ACTION:

Motion to approve matching funds not to exceed \$6,000 per year for two years for the Cowlitz- Wahkiakum Council of Government's Mobility Management Coordinator grant and approval of the CTA Board Chair to sign Letter of Support for the project.

20-000435 CWCOG Draft Mobility Mgmt Position Description

20-000436 Mobility Management Memo Regarding Shared Cost - RC

20-000437 LOS and Match for CWCOG 2021-23 Cons. Grant

12. CONSOLIDATED TRANSIT GRANT LETTER OF SUPPORT - WAHIAKUM ON THE MOVE

A motion was made by Alexander, seconded by McAllister, to approve issuing a letter of support for Wahkiakum on the Move with a signature from the CTA Board Chair. The motion carried with all members voting in favor.

20-000438 SUMMARY STATEMENT: Request from Wahkiakum on the Move for Letter of Support.

RECOMMENDED ACTION:

Motion to approve issuing a letter of support for Wahkiakum on the Move with a signature from the CTA Board Chair.

20-000439 LOS for WOTM 2021-23 Cons. Grant

13. MANAGER'S REPORT

Amy Asher gave a brief report:

- Transit is in the process of hiring additional operators;
- The CTA is undergoing a State Audit. Amy Asher and Commissioner Weber participated in an Entrance Conference and Risk Assessment and will participate in the final exit interview scheduled for Thursday, October 22nd, at 9:00 a.m.

Betsy Despain gave a brief report on Paratransit Ridership:

- Paratransit ridership numbers were steady in August and September;
- Routes per weekday have steadily been increasing since August;
- Ridership numbers are still down fifty percent compared to pre-COVID numbers.

14. ADJOURNMENT

With no further business to discuss, Vice-Chair Makinster adjourned the meeting at 4:48 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

From: Kyle Grant <kgrant@cowlitz.org>
Date: October 13, 2020 at 7:22:05 AM PDT
To: "lkalexander@kelso.gov" <lkalexander@kelso.gov>
Subject: [EXTERNAL] - River Cities Transit (RCT) 1st hour routes

Dear Committee,

Please take this letter as a full endorsement and support of keeping and maintaining the 1st hour of transit services on all routes, the 6 AM routes.

Several years ago, I had the opportunity to speak with a local transit driver. I asked about the route times and actual stops that were determined. It was explained to me that the mission of the transit routes are to *provide a service*. That statement always stuck with me. Removing the first hour of RCT routes will be opposite of this mission. In fact, it will be a decision that will impact the community, greatly.

Since May of 2019, I have had the very fortunate opportunity of using the RCT services to get to my full-time job. Without RCT, my transportation to and from work would have been very difficult. RCT was a blessing. My work has asked that I am there at 8 AM and stay until 5 PM. During the summer weather and without COVID-19 service hours, this was not a problem. If the first hour is taken away from the bus services, I personally, will struggle. I know I am not alone.

Please remember your mission to serve. Also, realize, RCT will be the only public transit service in non-rural areas that does NOT offer Sunday services. Without the first hour service, RCT will have the shameful reputation of not having a route to get people to work on-time. This is something RCT does not want to carry.

In opposition to closing the first hour, I would recommend extending the service times at the end of the day by one hour and allow people who work a shift from 10 AM to 6PM the opportunity to make a bus home. Your services are integral to our economic recovery, putting people in jobs. Your service is necessary.

Kyle Grant, Ph. D.

Cowlitz Indian Tribe
Administration

Grant Writer
P. O. Box 2547
Longview, WA 98632-9584
Tel: 360-575-6224



COWLITZ INDIAN TRIBE

**Cowlitz-Wahkiakum Council of Governments**

Administration Annex
207 North Fourth Avenue
Kelso, WA 98626

Telephone: (360) 577-3041

E-Mail: cwcog@cwco.org

Fax: (360) 214-3425

Web: <http://www.cwco.org/>

Invoice**Cowlitz Transit Authority**

254 Oregon Way
Longview, WA 98632

Invoice Date: October 27, 2020

Invoice Number: 2020 - 124

Jul-Sep 20 - LKRATS

Item	Amount
Labor - Q1	\$1,344.26
Direct Program Support - Q1	\$14.17
Indirect Program Support - Q1	\$776.88
	<u>\$2,135.31</u>

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

All charges include tax unless otherwise noted.

Printed 10/28/2020 at 12:23 PM

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

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

ATTN: AMY ASHER

BILLING PERIOD: October 1-31, 2020
Billing Rate: \$200.00/Hour

<u>Date</u>	<u>Service</u>	<u>Hours Charge</u>		
100720	Review email from Amy, with supporting authorities re notice and input requirement re proposed changes in service, review provided materials, research Gov Inslee orders, research public meeting v public hearing requirements. Respond to Amy's email with suggestions.	0.5	\$	100.00
TOTAL		0.5	\$	100.00

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.

NORTHWEST ENFORCEMENT, INC.
PO Box 30625
Portland, OR 97294 US
info@nwenforcement.com

Invoice

**BILL TO**

City of Longview
Cowlitz Transit Authority c/o River
Cities Transit
254 Oregon Way
Longview, WA 98632

SHIP TO

City of Longview
Cowlitz Transit Authority c/o River
Cities Transit
254 Oregon Way
Longview, WA 98632

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
20-3384	11/01/2020	\$698.00	12/01/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Patrol	November 2020 Patrol	1	698.00	698.00

BALANCE DUE

\$698.00

69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		303,550.29	390,311.35	- 394,617.23	- 4,305.88	299,244.41
1112000 WARRANTS OUTSTANDING		- 2,739.56	2,759.56	- 20.00	2,739.56	0.00
1180000 INVESTMENTS		2,363,655.33	390,461.67	0.00	390,461.67	2,754,117.00
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	1,416.00	- 1,416.00	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	- 2,841,076.92	0.00	- 389,486.30	- 389,486.30	- 3,230,563.22
3611100 INT EARN ON INVEST	8900000 DISTRICT ACTIVITIES	- 10,034.17	0.00	- 461.67	- 461.67	- 10,495.84
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 3,957.80	0.00	- 363.38	- 363.38	- 4,321.18
5492000 OTHER	8900000 DISTRICT ACTIVITIES	2,120,726.77	1,416.00	0.00	1,416.00	2,122,142.77
Total		0.00	786,364.58	- 786,364.58	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: September 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	389,486.30	3,230,563.22
Interest Earnings/Investments	461.67	10,495.84
Local Sales Interest	363.38	4,321.18
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 390,311.35	\$ 3,245,380.24
CTA Expenditures		
City of Longview	-	2,102,106.64
City of Longview - Audit Services	-	-
Legal Counsel	20.00	1,965.00
Transit Center Security Services	1,396.00	6,282.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	-	11,789.13
Subtotal	\$ 1,416.00	\$ 2,122,142.77
CTA Ending Balance		\$ 3,053,361.41
CITY OF LONGVIEW		
Beginning Balance: January 1, 2020		\$ 195,039.61
Longview Revenue		
Farebox/Pass Sales	7,975.34	62,958.46
State Pool - Interest	338.73	2,813.85
Payments from CTA	-	2,102,106.64
Federal Grant Competitive - 5339 - Transit Center	-	1,117,770.00
Federal Grant Competitive- 5339 Replacement Buses	-	831,985.00
Federal Grant Competitive- 5307 Flex - Transit Center	-	304,593.00
Federal Grant - 5307 Formula- Operating	-	1,107,172.00
Federal Grant - CARES ACT 5307 Formula-Operating	-	950,108.00
Federal Grant Competitive- 5310 - Replacement Buses	-	258,973.29
Federal Grant Competitive- 5310 Paratransit Operating	-	149,956.00
State Special Needs Formula Grant - Paratransit Operating	-	224,936.00
WSTIP Risk Management Grant	-	-
Bus Advertising	-	501.20
Paratransit Office Space Rental	607.68	5,469.12
Cashier Over-Short / NSF	-	-
Insurance Recoveries	-	16,554.36
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 8,921.75	\$ 7,135,896.92
Longview Expenditures		
Subtotal	\$392,524.22	\$5,778,810.50
Longview Ending Balance		\$ 1,552,126.03
Combined CTA & Longview Ending Balance		\$ 4,605,487.44

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					765	779	956			6756
	31	5,084	5,704	4,363	2,970	2,940	3,360	3,303	2,821	2,884	3,204			36,633
	32	4,206	4,287	3,023	1,541	1,655	1,991	2,151	2,049	1,988	2,280			25,171
	33	4,036	4,030	2,992	1,729	1,864	2,159	2,344	1,948	1,947	2,269			25,318
	44	2,043	2,131	1,801					940	1,123	1,148			9,186
	45	8,461	8,689	6,780	3,991	3,948	4,976	5,354	4,485	4,279	4,841			55,804
	57	3,250	3,152	2,274	1,065	973	1,446	1,556	1,424	1,361	1,574			18,075
TOTAL		28,557	29,482	22,523	11,296	11,380	13,932	14,708	14,432	14,361	16,272			176,943

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455	1238	1693
	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

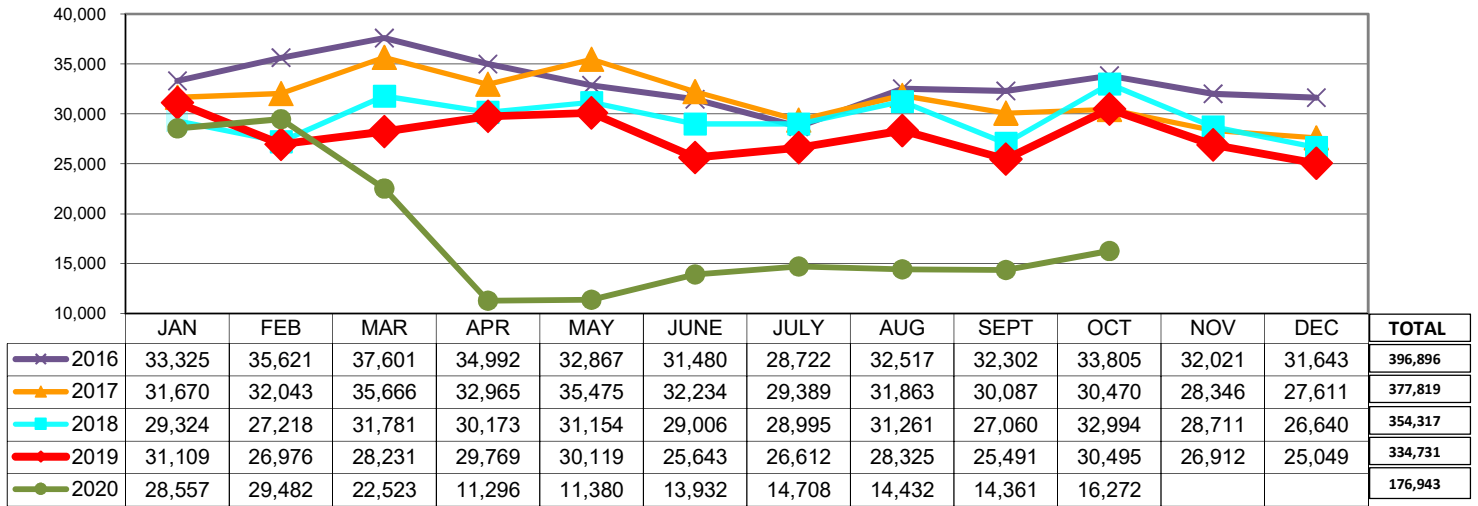
RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Oct-20

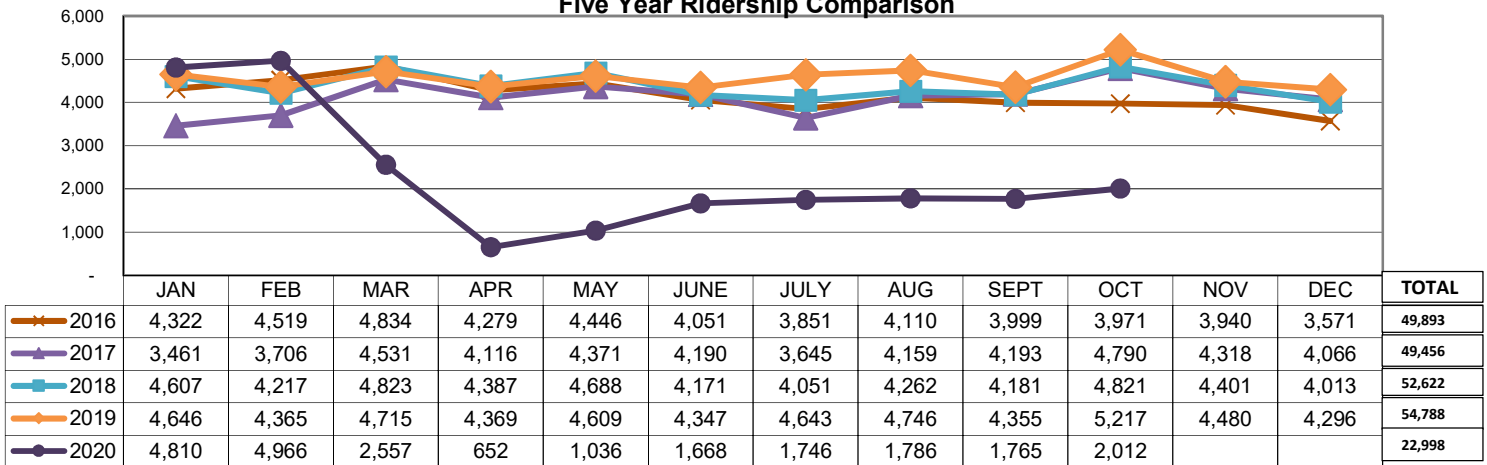
DATE	Tripper*	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 57	TOTAL
1		49	135	98	101	70	137	111	72	773
2		38	155	95	96	65	141	108	64	762
3 S			102	83	65		155		34	439
4										
5		44	150	122	94	65	168	60	68	771
6		63	144	103	93	53	144	70	65	735
7		52	130	96	66	54	94	84	71	647
8		47	120	74	92	36	111	57	65	602
9	6	54	148	106	110	55	116	64	67	726
10 S			97	50	64		77		37	325
11										
12		39	120	86	80	63	120	79	59	646
13		38	100	75	91	53	96	70	56	579
14		45	124	65	73	53	125	78	55	618
15		45	104	102	86	52	114	65	68	636
16		49	113	72	100	57	134	47	57	629
17 S			108	58	67		125		48	406
18										
19		42	142	110	69	50	125	77	68	683
20		40	105	94	94	49	138	56	55	631
21		31	102	87	78	48	109	81	51	587
22		36	109	71	70	44	105	73	72	580
23		28	122	73	80	43	83	62	50	541
24 S			63	48	54		104		26	295
25										
26		40	118	88	87	54	124	59	59	629
27		36	124	87	94	35	113	63	80	632
28		46	106	91	90	57	114	74	58	636
29		45	102	90	100	40	132	59	66	634
30		49	143	78	89	52	112	59	65	647
31 S			118	78	86		163		38	483
TOTAL (27)	6	956	3,204	2,280	2,269	1,148	3,279	1,556	1,574	16,272
WEEKDAY TOTAL (22)	6	956	2,716	1,963	1,933	1,148	2,655	1,556	1,391	14,324
SATURDAY TOTAL (5)	0		488	317	336		624		183	1,948
DAILY AVERAGE	0	43	119	84	84	52	121	71	58	633
WEEKDAY AVERAGE	0	43	123	89	88	52	121	71	63	651
SATURDAY AVERAGE			98	63	67		125		37	390

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
10/1/2020	89	80	9	0	53	27	33.75%	1.72	6	0
10/2/2020	89	78	11	0	48	30	38.46%	1.68	4	1
10/3/2020	46	44	2	0	40	4	9.09%	1.62	3	0
10/5/2020	62	58	4	0	44	14	24.14%	1.55	12	0
10/6/2020	112	99	13	0	66	33	33.33%	1.82	14	2
10/7/2020	91	87	4	0	71	16	18.39%	1.78	5	0
10/8/2020	92	80	10	2	58	22	27.50%	2.03	8	1
10/9/2020	75	69	6	0	50	19	27.54%	1.72	5	1
10/10/2020	50	44	6	0	35	9	20.45%	1.72	6	1
10/12/2020	50	48	2	0	36	12	25.00%	1.59	2	1
10/13/2020	83	77	6	0	55	22	28.57%	1.71	6	2
10/14/2020	93	90	3	0	65	25	27.78%	1.68	8	1
10/15/2020	70	64	6	0	48	16	25.00%	1.71	6	2
10/16/2020	76	68	6	2	58	10	14.71%	1.55	12	2
10/17/2020	59	56	3	0	43	13	23.21%	1.65	2	0
10/19/2020	80	71	9	0	51	20	28.17%	1.76	4	0
10/20/2020	86	82	4	0	62	20	24.39%	1.62	4	1
10/21/2020	82	78	4	0	60	18	23.08%	1.58	2	1
10/22/2020	67	61	4	2	51	10	16.39%	1.71	4	0
10/23/2020	60	55	3	2	41	14	25.45%	1.64	0	0
10/24/2020	47	45	2	0	37	8	17.78%	1.59	4	1
10/26/2020	78	67	11	0	51	16	23.88%	1.86	2	1
10/27/2020	59	50	9	0	37	13	26.00%	1.65	10	0
10/28/2020	96	91	5	0	75	16	17.58%	1.73	5	1
10/29/2020	72	65	7	0	42	23	35.38%	1.57	6	3
10/30/2020	85	75	10	0	52	23	30.67%	1.80	10	3
10/31/2020	63	54	9	0	42	12	22.22%	2.06	4	1
	2012	1836	168	8	1371	465	24.74%	1.71	154	26

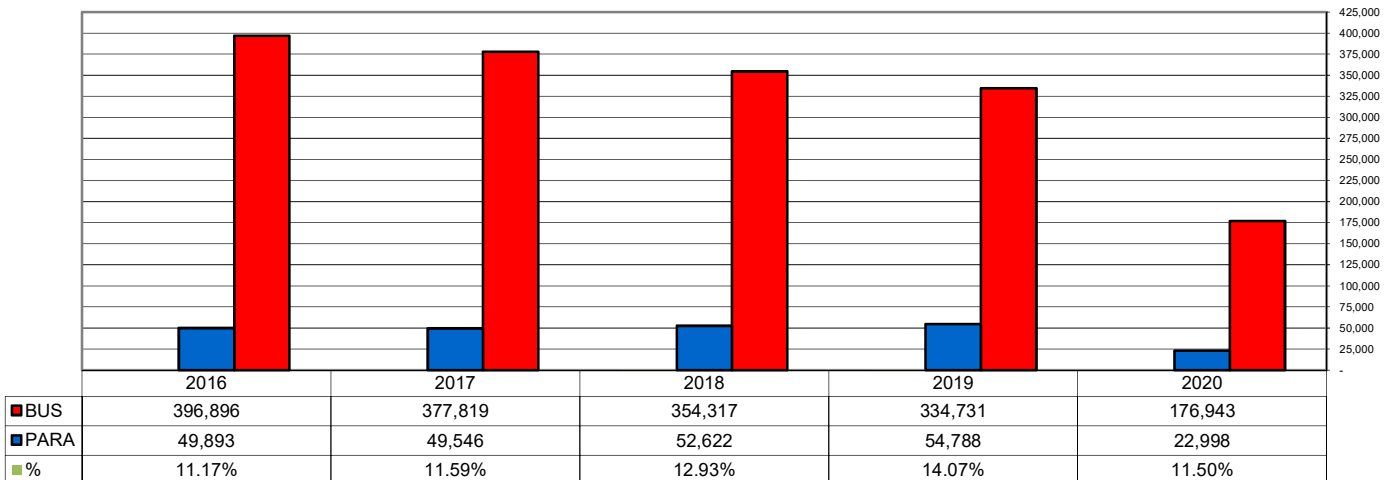
RiverCities Transit Fixed Route Five Year Ridership Comparison

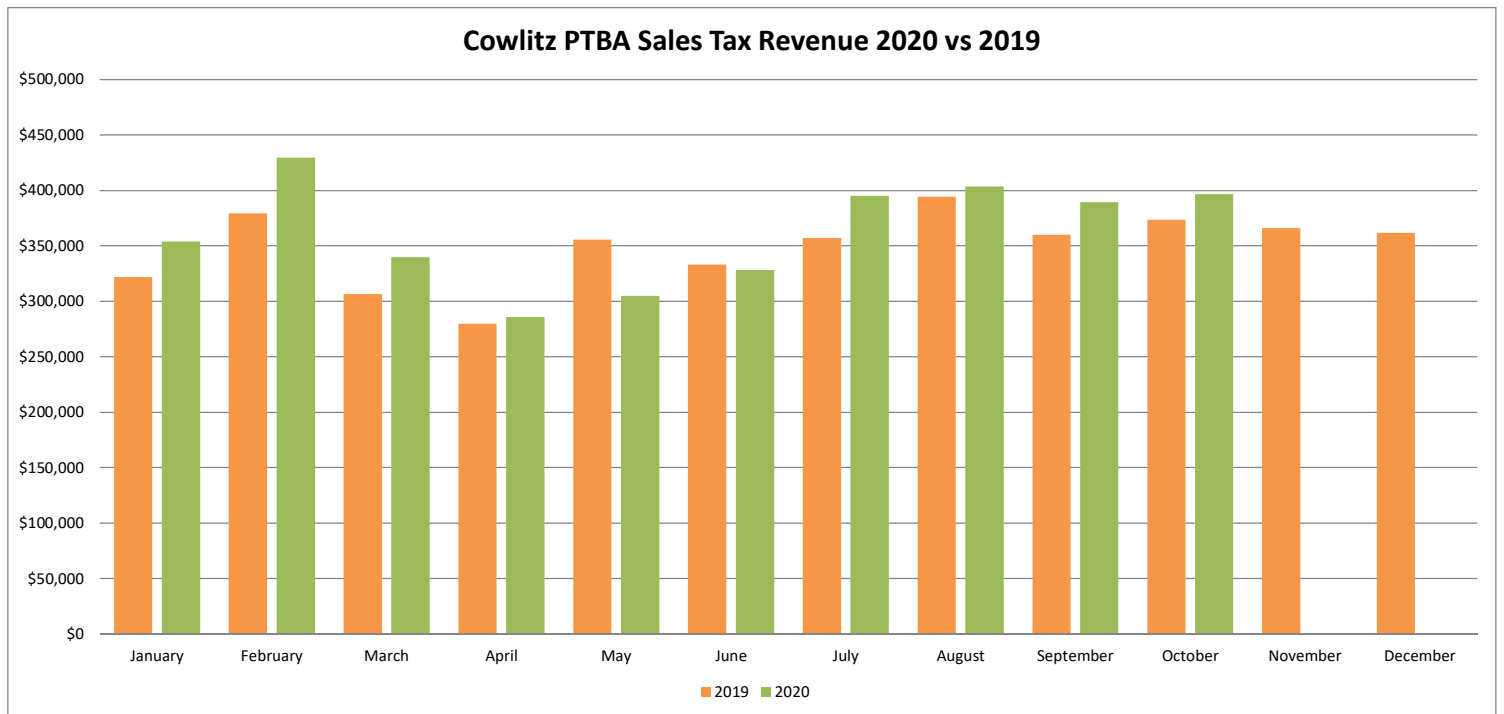
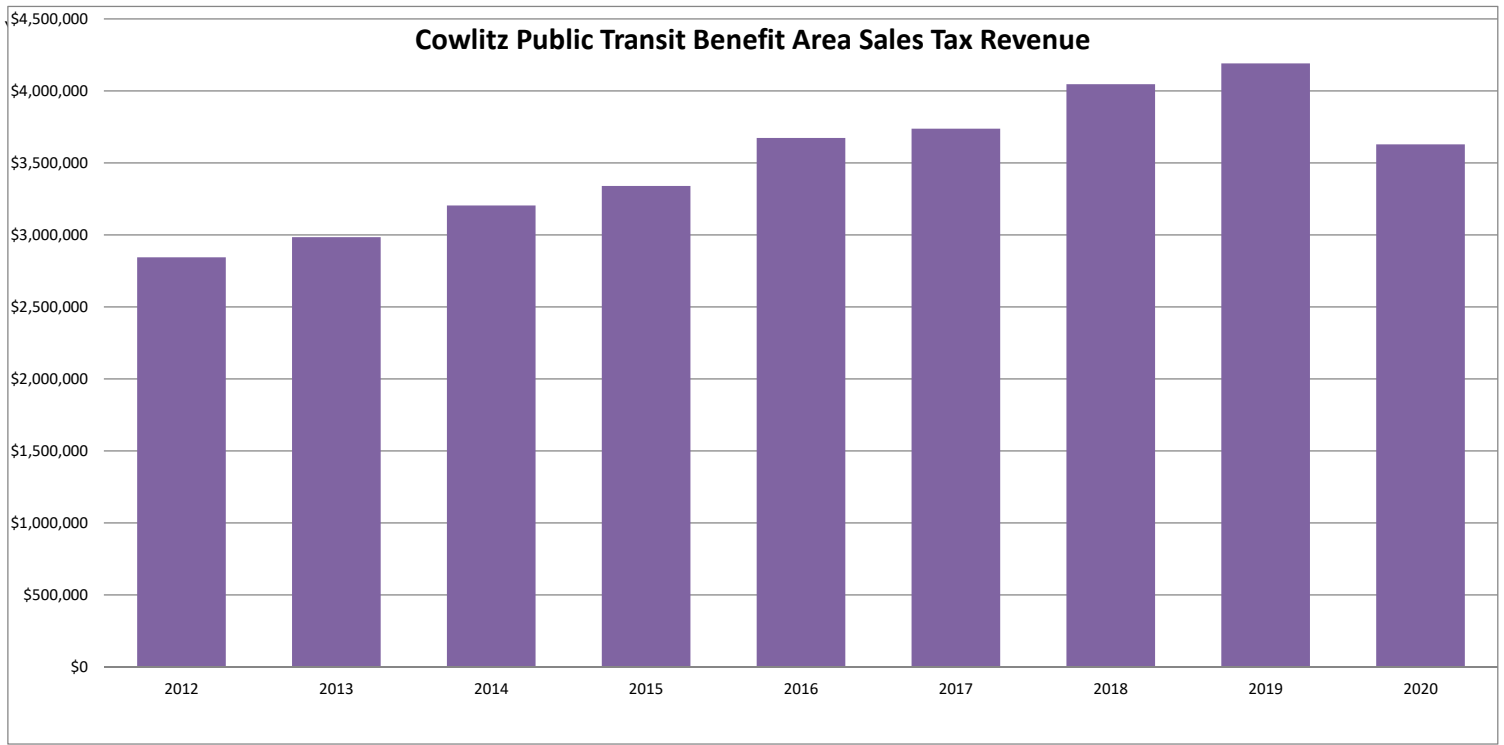


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





Passengers per Trip
8/3/2020 - 10/31/2020

Weekdays

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	3.8	6.6	11.0	12.8	11.2	12.8	13.8	12.2	12.2	10.6	7.4	4.0	9.5	119
32	0.5	1.6	6.4	6.0	8.8	8.5	9.1	9.5	10.2	9.5	7.3	5.1	3.3	6.9	86
33	0.1	2.7	5.7	7.8	7.5	9.2	7.6	8.4	10.1	8.7	6.0	5.1	3.4	6.6	82
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	0.8	2.2	3.2	4.8	5.1	5.4	5.7	5.6	5.0	5.3	3.5	2.5	1.0	4.0	50
57	0.4	2.8	2.8	5.0	5.3	5.5	5.7	5.9	6.9	6.6	6.3	5.1	2.5	4.9	61
Route					1030	1130	1230	1330	1430	1530	1630				
30					4.9	6.1	6.8	6.5	5.9	5.0	3.8			5.6	39
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45A	1.8	2.7	2.2	5.9							3.0	3.3	1.2	9.5	117
45B										4.5				10.3	73
Total 45														9.8	190

Saturdays

											Passengers		
											per Revenue	Avg daily	
Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700	Service Hr	boardings
31		6.8	8.5	10.3	11.0	10.7	10.5	11.5	8.6	8.7	7.8	9.4	94
32		1.9	3.8	5.6	8.5	8.3	10.5	6.3	5.8	5.7	3.1	6.0	60
33		3.1	6.5	5.0	8.6	8.5	8.0	7.6	5.8	6.7	4.0	6.4	64
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		0.8	3.3	2.8	3.8	5.9	5.2	3.9	5.5	3.2	1.5	3.7	36
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730		
45A	2.9	3.2	5.4	5.5				5.8	5.0	3.4	1.2	10.8	108

Red Less than 3.0 passengers per trip (per hour)

Was < 3.0 in Aug-Sep; has improved

INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW FOR PUBLIC TRANSPORTATION SERVICES 2021-2024

SUMMARY STATEMENT:

After formation of the Cowlitz Public Transportation Benefit Area (PTBA) in 1987, the Cowlitz Transit Authority (CTA) executed an interlocal agreement with the City of Longview to provide public transportation services on behalf of the PTBA. The current interlocal agreement expires December 31, 2020.

This interlocal agreement has been reviewed by legal counsel for the CTA and Longview and does not include any changes from the previously adopted agreement other than an updated expiration date of December 31, 2024.

FINANCIAL SUMMARY:

This interlocal agreement would continue the financial relationship between the CTA and City of Longview. No changes are anticipated in the cost of providing transit service due to this proposed agreement.

RECOMMENDED ACTION:

Motion to approve the Interlocal Agreement for Public Transportation Services with the City of Longview.

INTERLOCAL AGREEMENT
FOR PUBLIC TRANSPORTATION SERVICES

THIS AGREEMENT is entered into by and between the CITY OF LONGVIEW, a municipal corporation, and the COWLITZ PUBLIC TRANSPORTATION BENEFIT AREA, a public transportation benefit area created pursuant to RCW Chapter 36.57A.

W I T N E S S E T H :

WHEREAS, the City of Longview, Washington, is a municipal corporation, and is authorized by RCW 39.34 to enter into an interlocal agreement to provide public transportation services; and

WHEREAS, the Cowlitz Public Transportation Benefit Area (PTBA) is a public transportation benefit area in Cowlitz County, Washington, organized and existing pursuant to RCW 36.57A, and is authorized by RCW 36.57A.080 to enter into an agreement with the City of Longview to provide public transportation services within the area of the PTBA; and

WHEREAS, the Cowlitz Public Transportation Benefit Area is governed by the Cowlitz Transit Authority board, which name may be used interchangeably with the PTBA and have the same meaning in this agreement; and

WHEREAS, the City of Longview maintains and operates a system of public transportation including vehicles, vehicle parts and equipment, storage facilities, repair and maintenance facilities, and employs personnel trained and skilled in the operation and management of public transportation vehicles and systems; and

WHEREAS, it is the desire of the City of Longview and the Cowlitz Transit Authority to enter into an interlocal agreement whereby the City of Longview will operate, maintain, and in all related ways, provide a public transportation system within the area of the PTBA for and on behalf of the Cowlitz Transit Authority, all at the cost and expense of the Cowlitz Transit Authority; and

WHEREAS, it is agreed by the City of Longview and the Cowlitz Transit Authority, that the Treasurer of Cowlitz County, Washington, will act as treasurer of the Cowlitz Public Transportation Benefit Area in accordance with the provisions of RCW 36.57A.130.

NOW, THEREFORE, it is hereby agreed, by and between the City of Longview and the Cowlitz Transit Authority as follows:

1. The City of Longview shall provide public transportation services within the area of the PTBA and as otherwise directed by the Cowlitz Transit Authority, in accordance with the Transit Development Plan of the Cowlitz Transit Authority including, but without limitation, the providing of vehicles, vehicle maintenance, vehicle operation, public liability and property damage insurance, supervision, and all labor and services in connection therewith, all in accordance with said Transit Development Plan and in accordance with public transportation schedules as determined by the Cowlitz Transit Authority, all in compliance with Federal Transit Administration (FTA) and state of Washington regulations. Nothing in this Agreement shall preclude the City of Longview from subcontracting with other parties to provide some or all of the required public transportation services.

2. The Cowlitz Transit Authority shall pay to the City of Longview all costs and expenses incurred by it, in consideration for all of the services to be provided by the City of

Longview pursuant to this agreement, including all costs and expenses of the City of Longview incurred in providing public transportation services to the Cowlitz Transit Authority as required by this agreement including, but not limited to, all labor costs and benefits incurred by the City of Longview, all costs of vehicle operation, vehicle maintenance, supervision and overhead, public liability and property damage insurance, reserves for repair and replacement of vehicles, and all costs and expenses incidental thereto, all as set forth in the budget of the City; and the provisions of said budget with respect to services to be performed hereunder by the City of Longview for the Cowlitz Transit Authority shall be submitted to the Cowlitz Transit Authority for its approval prior to being approved by the City Council of the City of Longview as part of the budget of said City.

3. The Cowlitz Transit Authority shall pay to the City, not less often than quarterly, in advance, for the services to be rendered pursuant to this agreement.

4. It is agreed that the Treasurer of Cowlitz County, Washington, shall be the treasurer of the Cowlitz Transit Authority, pursuant to RCW 36.57A.130, and said treasurer shall possess all of the powers, responsibilities and duties necessary and incidental thereto relating to the crediting and maintaining of funds, issuing of warrants, checks and drafts, and maintaining a record of receipts and disbursements. The treasurer shall establish a “transportation fund” into which all Cowlitz Transit Authority funds shall be deposited, under the same restrictions, contracts, and security as provided for county depositaries, and said treasurer shall maintain such additional special accounts as may be created by the Cowlitz Transit Authority, into which shall be placed all money as the Cowlitz Transit Authority may, by resolution, direct.

All disbursements from the “transportation fund” of the Cowlitz Transit Authority, as maintained by the Treasurer of Cowlitz County, Washington, shall be made upon properly presented monthly vouchers, which shall be approved for payment by the Cowlitz Transit Authority prior to their payment.

5. The Cowlitz Transit Authority shall be the owner of real and personal property (assets) acquired by the City of Longview for public transportation purposes provided the Cowlitz Transit Authority has reimbursed the City for the acquisition costs for such property, except as follows:

- a. All assets purchased by the City of Longview using federal funds as the FTA’s designated grant recipient, shall be owned by the City of Longview.
- b. All assets purchased by the City of Longview using state of Washington or other funding sources, shall be owned by the City of Longview unless otherwise required as a condition of the funding source.
- c. In the event of termination of this agreement by either party, all City of Longview assets acquired for public transportation purposes using federal, state, or Cowlitz Transit Authority funding, excluding such assets constructed on City of Longview City Shop property, will be transferred to the Cowlitz Transit Authority or their contracted provider of public transportation services, provided the Cowlitz Transit Authority or their contracted service provider are or become a designated grant recipient or sub-recipient meeting the requirements of the FTA and other funding sources. In the event the Cowlitz Transit Authority or their contracted service provider does not become designated grant recipients or sub-recipients, the City of Longview, as the designated grant recipient at the time of acquisition of the assets, is obligated to continue providing public transportation services and shall retain its ownership of public transportation assets. After termination of this agreement, should the City of Longview discontinue providing public transportation services and the Cowlitz Transit Authority has not secured

designated grant recipient or sub-recipient status for itself or its contractor, the Cowlitz Transit Authority shall reimburse the City of Longview all costs required by the FTA or other funding sources to be reimbursed.

- d. In the event of termination of this agreement by either party, assets constructed on City of Longview City Shop property (including but not limited to 254 Oregon Way, 304 Oregon Way, 1426 Alabama Street, and 1451 Alabama Street) shall remain or be transferred to City of Longview ownership, and the Cowlitz Transit Authority shall reimburse the City of Longview all costs required by the FTA or other funding sources to be reimbursed, in the event such assets are no longer used to provide public transportation services.
- e. In the event of dissolution of the PTBA, all City of Longview assets acquired for public transportation purposes using federal, state, or Cowlitz Transit Authority funding, shall remain the property of the City of Longview, and all remaining assets and funds of the PTBA shall be transferred to the City of Longview for the purposes of providing public transportation services or paying liabilities incurred as the grant recipient.

The provisions of this section shall survive termination of this agreement.

6. The City of Longview, in its operation of the aforesaid public transportation system, shall collect such fares as shall be determined by the Cowlitz Transit Authority, and the amount so collected by the City of Longview shall be retained by the City of Longview and an accounting thereof shall be available to the Cowlitz Transit Authority and to the Treasurer of Cowlitz County, Washington, at all times. The amount of such fares shall be offset against any amounts payable to the City of Longview by the Cowlitz Transit Authority pursuant to this agreement.

7. The services of the City of Longview pursuant to this agreement shall commence January 1, 2021 and shall continue until midnight, December 31, 2024, unless

sooner terminated as herein provided, or unless extended beyond December 31, 2024, by the mutual agreement of the parties hereto. In the event of the termination of this agreement at any time, and for any reason, the property of the City of Longview and the property of the Cowlitz Transit Authority shall be determined and set forth as provided in Section 5, above.

8. This agreement may be terminated, without cause, by either of the parties hereto upon the giving of not less than one year advance notice to the other, in writing. The Parties shall be reimbursed for the costs of services provided through the date of termination of this Agreement.

9. If for any cause, any party fails to fulfill its obligations under this Agreement in a timely and proper manner, or if a Party violates the terms and conditions of this Agreement, then the aggrieved Party will give the other party written notice of such failure or violation. The responsible Party will be given the opportunity to correct the failure or violation. If the failure or violation is not corrected within thirty (30) working days of the notice, then the Party giving the notice may terminate the Agreement as provided for in Section 8, above, and may take other actions it deems appropriate and prudent to ensure the other Party fulfills its obligations.

10. The routes to be traveled by the public transportation services pursuant to this agreement, the fares to be charged, and the times of operation, shall be as determined by the Cowlitz Transit Authority. In the event that work, services, parts, materials or supplies, or any other costs necessary or incidental thereto and agreed to or directed by the Cowlitz Transit Authority, should exceed the amount budgeted by the City of Longview, such excess shall be promptly paid by the Cowlitz Transit Authority to the City of Longview upon the presentation of a voucher, approved by the Cowlitz Transit Authority.

11. This Interlocal Agreement is executed by the parties hereto pursuant to the powers granted to them in RCW Chapters 39.34 and 36.57A, and a copy hereof shall be filed with the Cowlitz County Auditor.

12. No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision. Any waiver of any term or condition of this Agreement must be in writing signed by a person with authority to make such waiver.

13. Neither Party shall transfer or assign, in whole or in part, any or all of its rights or obligations under this Agreement without the prior written consent of the other.

14. It is mutually agreed by the Parties that this Agreement shall be governed by the laws of the State of Washington. Venue for any lawsuit shall be Cowlitz County.

15. This Agreement constitutes the entire, final, complete and exclusive statement of the terms of the Agreement between the Parties on the subject matter of this Agreement, and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties.

16. If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of the Agreement.

IN WITNESS WHEREOF, this agreement has been executed on the date and day indicated below with reference to each of the parties hereto.

DATED this _____ day of _____, 2020.

City of Longview

ATTEST:

City Clerk

by: _____
Kurt Sacha, City Manager

Approved as to Form:

James McNamara, City Attorney

Cowlitz Transit Authority

ATTEST:

CTA Board Clerk

by: _____
Dennis Weber, Chair

Approved as to Form:

Frank Randolph, Legal Counsel
Cowlitz Transit Authority

Cowlitz Transit Authority



Agenda Summary

2021 COWLITZ TRANSIT AUTHORITY BUDGET PUBLIC HEARING AND ADOPT RESOLUTION 2020-02

SUMMARY STATEMENT:

Each year, the Cowlitz Transit Authority must approve its annual budget for the following year. Funds paid to the City of Longview to operate RiverCities Transit make up over 34% of the Transit Authority's annual budget, and matching funds paid for capital projects make up just over 8% of the CTA budget.

The Interlocal Agreement for Public Transportation Services states **“the Cowlitz Transit Authority shall pay to the City of Longview all costs and expenses incurred by it**, in consideration for all of the services to be provided by the City of Longview, pursuant to this agreement, including all costs and expenses of the City of Longview incurred in providing public transportation services to the Cowlitz Transit Authority as required by this agreement including, but not limited to, all labor costs and benefits incurred by the City of Longview, all costs of vehicle operation, vehicle maintenance, supervision and overhead, public liability and property damage insurance, reserves for repair and replacement of vehicles, and all costs and expenses incidental thereto, all **as set forth in the annual budget of the City**, and the provisions of **said annual budget** with respect to services to be performed hereunder by the City of Longview for the Cowlitz Transit Authority **shall be submitted to the Cowlitz Transit Authority for its approval prior to being submitted to the City Council of the City of Longview for its approval as part of the annual budget of said City.”**

The total estimated reserve balance for the Cowlitz Transit Authority at end of 2020 is \$4,177,320. This is in large part due to the receipt of a \$3.5M federal CARES ACT Grant the City of Longview received. The City stopped billing CTA for services in 2019 once this grant was received. The PTBA also received slightly higher than expected sales tax revenue in 2020. For 2021, the total estimated payment to the City of Longview to cover operations and capital expenses is \$3,639,530. The total estimated reserve balance for the Cowlitz Transit Authority at end of 2021 is \$4,492,621.

RECOMMENDED ACTION:

Hold public hearing on the 2021 Cowlitz Transit Authority budget;

THEN

Motion to adopt Resolution 2020-02

RESOLUTION NO. 2020-02

**A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY
ADOPTING THE 2021 BUDGET**

A RESOLUTION adopting the budget for the Cowlitz Transit Authority for the year 2021 and authorizing appropriations thereunder.

WHEREAS, Cowlitz Transit Authority did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, Cowlitz Transit Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2021 and

WHEREAS, at said public meeting, the 2021 final budget was approved.

NOW THEREFORE BE IT RESOLVED by the Cowlitz Transit Authority that the following budget for the year 2021 is hereby adopted:

RESOURCES

Estimated Beginning Cash Balance	\$4,177,320
Revenues	\$4,371,620
TOTAL RESOURCES	\$8,548,940

UTILIZATION OF RESOURCES

Total Expenditures	\$4,056,319
Ending Cash Balance	\$4,492,621
TOTAL UTILIZATION OF RESOURCES	\$8,548,940

ADOPTED: This 18th day of November, 2020.

COWLITZ TRANSIT AUTHORITY

Dennis Weber, Chair

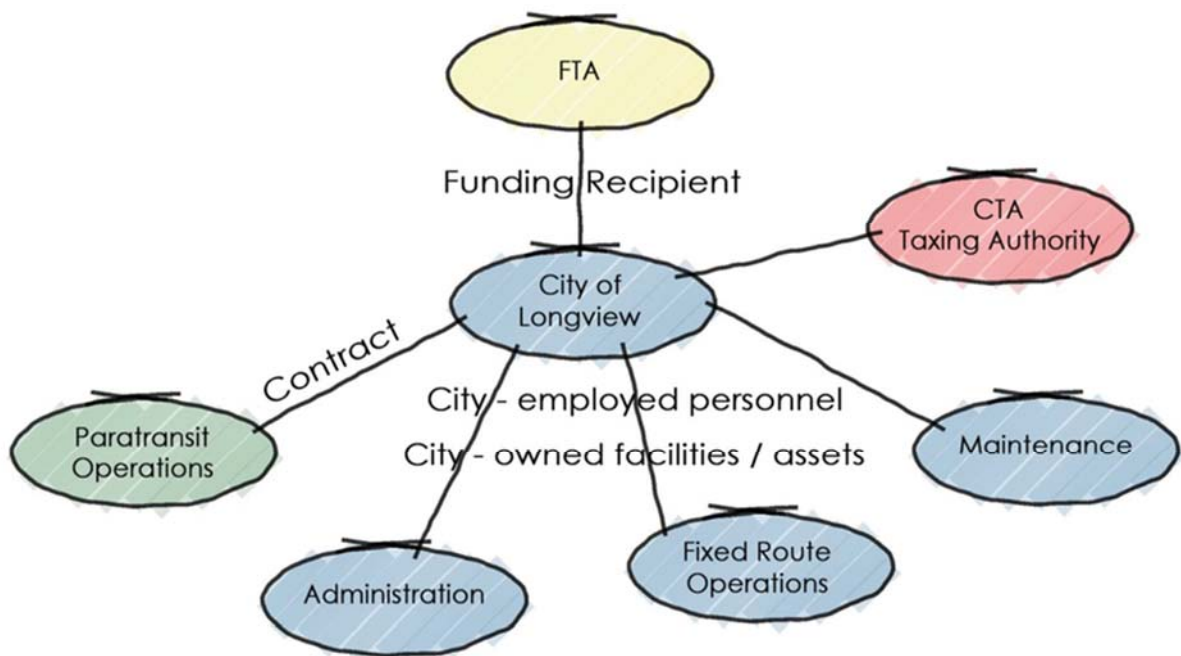
ATTEST:

Elizabeth Halili, Clerk of the Authority

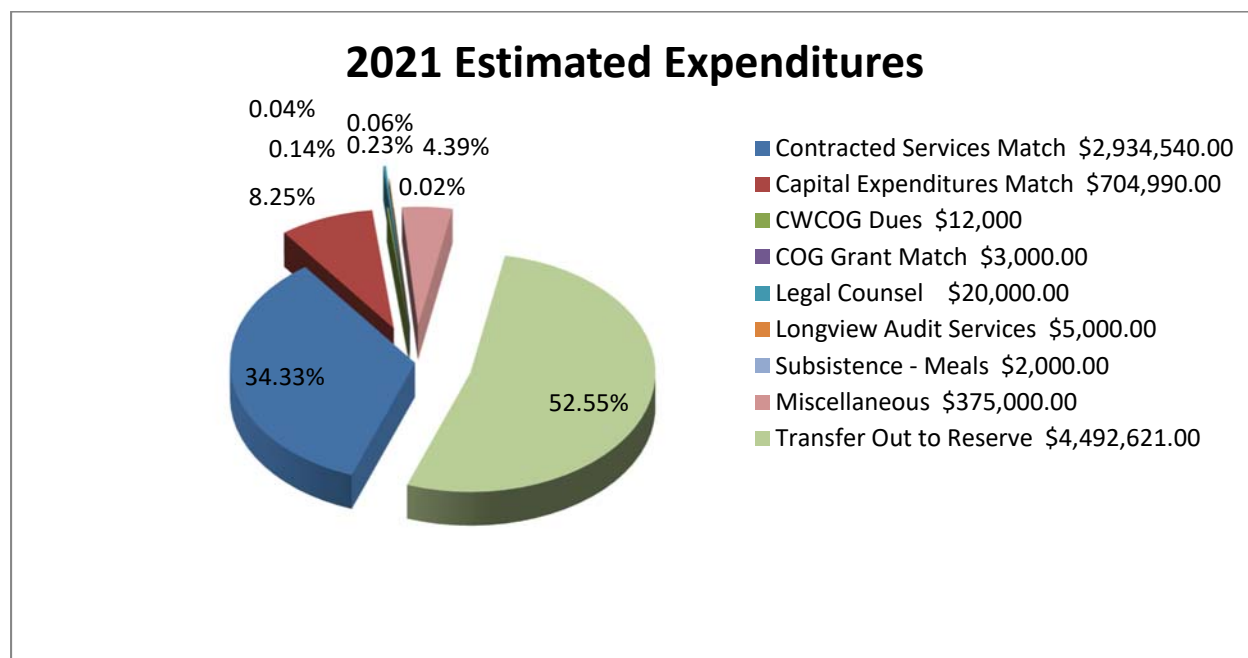
2021 COWLITZ TRANSIT AUTHORITY ESTIMATED BUDGET

*Presented to the Cowlitz Transit Authority Board
November 18, 2020*

The Cowlitz Transit Authority has an interlocal agreement with the City of Longview to provide all transit services for the cities of Longview and Kelso. The City of Longview has a responsibility to report directly to the Federal Transit Authority as a direct recipient of federal grant funds that are used to provide both capital and operational transit related needs. The Cowlitz Transit Authority (CTA) provides matching funds for any grants received and covers all additional costs to provide the transit services through sales taxes collected in both Kelso and Longview.



The Local Public Transportation Benefit Area (PTBA) Sales Tax administered by the CTA represents three-tenths of one percent tax on sales in Longview and Kelso and serves as the CTA's largest funding source. The 2021 revenue estimates represent a 0% increase in sales tax over the estimated 2020 revenues.



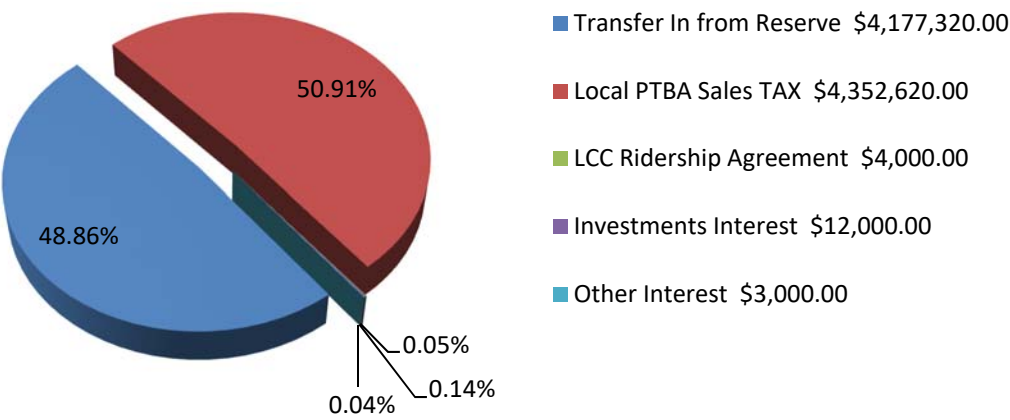
Thirty-four percent of the 2021 expenditures are used for match for contracted services provided by the City of Longview to provide both fixed route and paratransit transit service to the communities of Longview and Kelso. Contracted Services includes all salaries, wages, benefits, and other goods and services including maintenance, fuel, and insurance. The City of Longview has programmed federal 5307 funds to cover some of the operating costs for 2021. The Contracted Services line includes the required 50% local match and the remaining operating costs not covered by the grant.

The Capital Expenditures includes required matching funds, as well as matching funds for the purchase of cutaway vehicles, replacement supervisor vehicles, replacement transit coaches, and bus stop development.

The CWCOG Dues includes dues for the Cowlitz-Wahkiakum Council of Governments Board, the Economic Development District, and the MPO. The COG Grant Match is for the recently approved match on a Washington State Department of Transportation Consolidated Grant for a Regional Mobility Management Coordinator.

Miscellaneous includes funding for a Long-Range Transportation Plan update and consulting services.

2021 Estimated Revenues



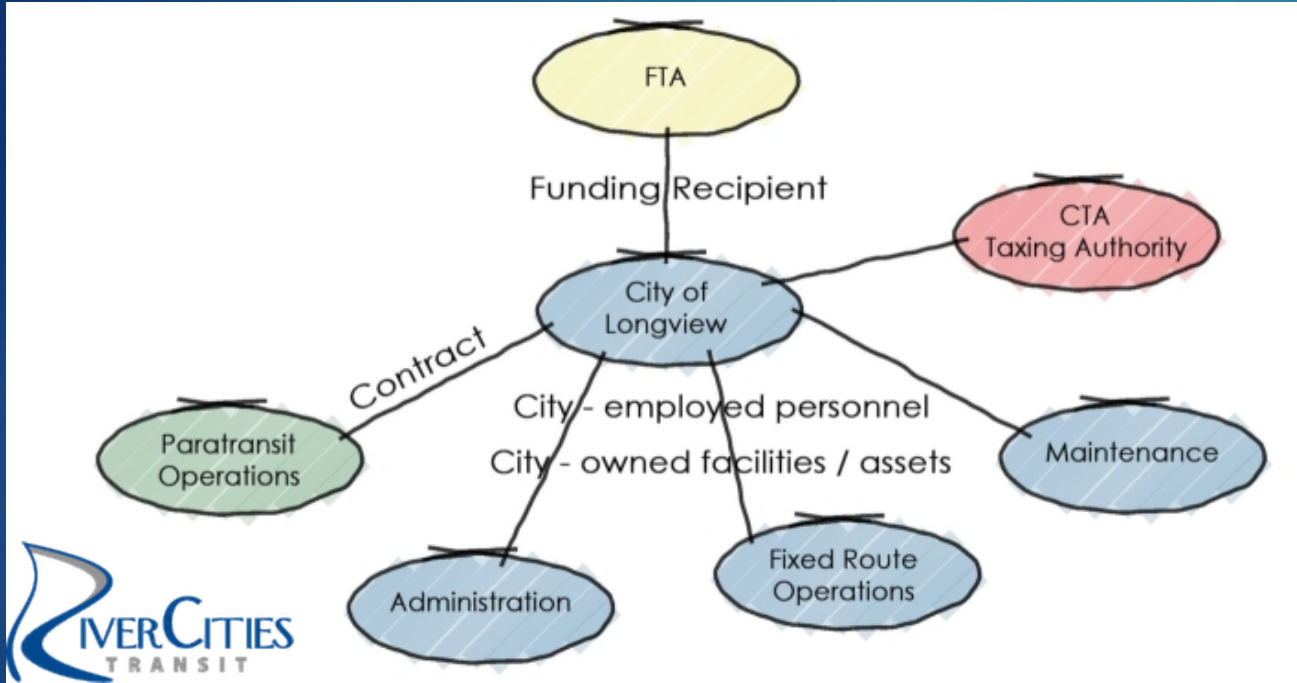


2021 Budget Estimates

PRESENTED TO THE CTA BOARD

NOVEMBER 18, 2020

Agency Overview



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.

Cowlitz Transit Authority Mission, 2009

2021-2022 City of Longview Transit Department Budget Estimates

Expenditure Summary

Total Expenditures By Program/ Object	2021	2022
Fixed Route Program		
Salaries & Wages	\$ 1,881,480	\$ 1,919,470
Personnel Benefits	\$ 1,023,360	\$ 1,031,681
Supplies	\$ 41,050	\$ 41,050
Other Services and Charges	\$ 822,720	\$ 840,390
Fuel and Vehicle Maintenance	\$ 627,400	\$ 628,650
Capital Expenditures	\$ 2,341,000	\$ 1,505,600
ADA Paratransit Program		
Contract for services	\$ 1,225,700	\$ 1,324,000
Fuel and Maintenance -ADA	\$ 317,810	\$ 318,440
Other Services & Charges	\$ 104,500	\$ 109,900
Capital Expenditures	\$ 676,910	\$ -
TOTAL EXPENDITURES	\$9,061,930	\$7,719,181

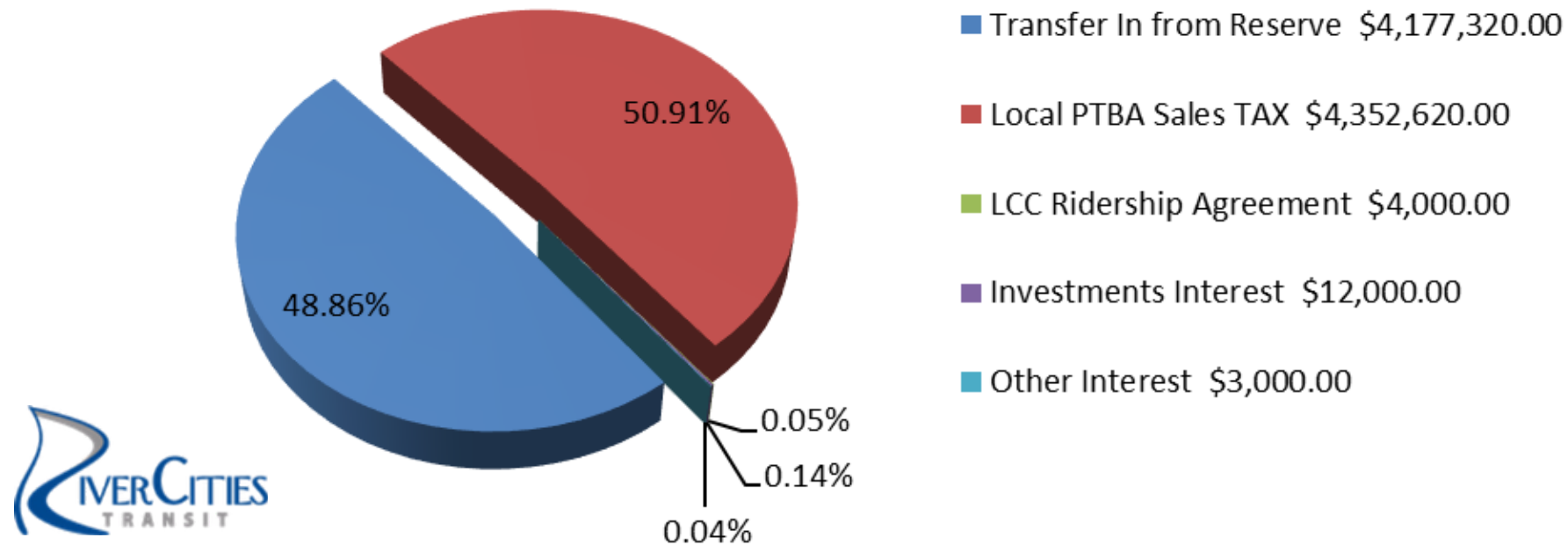
Revenue Summary

Total Revenues By Object	2021	2022
Federal Grants - Operating	\$ 2,789,930	\$ 1,543,930
Federal Grants - Capital	\$ 2,147,810	\$ 1,204,330
CTA Revenue (Operating and Match)	\$ 2,934,540	\$ 4,450,350
CTA Revenue (Capital Match)	\$ 704,990	\$ 326,300
WSDOT Grant (State Paratransit Special Needs)	\$ -	\$ -
WSDOT RMG Grant	\$ 292,000	
Fares	\$ 157,000	\$ 157,000
Building Lease	\$ 10,800	\$ 10,800
WSTIP Grants	\$ 9,500	\$ 9,500
State Pool	\$ 7,500	\$ 7,500
Other Recoveries	\$ 7,860	\$ 9,471
TOTAL REVENUE	\$ 9,061,930	\$ 7,719,181

Est. CTA End Balance 2020	\$ 4,177,320
Est. Longview End Balance 2020	\$1,077,346

2021 Estimated CTA Revenue

2021 Estimated Revenues



2021 Estimated CTA Expenditures

2021 Estimated Expenditures

