



Cowlitz Transit Authority

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

Wednesday, November 10, 2021

4:00 PM

Hybrid/Zoom – Longview City Hall
Council Chambers

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on Wednesday, November 10, 2021, at 4:00 p.m. at the Council Chamber, City Hall, 1525 Broadway St, Longview. The meeting is also available via Zoom.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82364522643>

Telephone options (you may need to try more than one number if you receive a busy signal):

Dial any of the following numbers:

1 253 215 8782

1 346 248 7799

1 408 638 0968

1 699 900 6833

1 301 715 8592

1 312 626 6799

1 646 876 9923

Webinar ID: 823 6452 2643

For information about Zoom accessibility, please contact the Board Clerk at (360) 442-5664. Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at (360) 442-5004 at least 48 hours in advance if you require special accommodations to attend the meeting.

Next Meeting

Wednesday, December 8, 2021

4:00 p.m. - Regular Board Meeting

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS**
4. **CONSIDERATION OF MINUTES FOR THE OCTOBER 13, 2021 MEETING**
21-0001047 October 13, 2021, CTA Board Meeting Minutes - DRAFT
5. **CONSENT CALENDAR**
21-0001050 Invoice 2021-12 - City of Longview \$303,294.24
21-0001051 2021 September County Treasurer's Report
21-0001052 2021 September CTA Fund Balance Report
6. **REPORTS**
21-0001053 2021 Annual Fixed Route Ridership
21-0001054 2021 October Monthly Fixed Route Ridership
21-0001055 2021 October Fixed Route Ridership by Hour
21-0001056 2021 October Average Passengers per Trip
21-0001057 2021 October Monthly LIFT Ridership
21-0001058 2021 October CTA Ridership Graph
21-0001059 PTBA Sales Tax Data 2021 vs 2020
7. **PUBLIC HEARING: 2022 COWLITZ TRANSIT AUTHORITY BUDGET**
21-0001060 2022 Cowlitz Transit Authority Budget Presentation ~ Presented by James Seeks
21-0001061 SUMMARY STATEMENT - PUBLIC HEARING: 2022 Cowlitz Transit Authority Budget

 RECOMMENDED ACTION:
 Hold Public Hearing on the 2022 Cowlitz Transit Authority budget;

 THEN
 Motion to adopt Resolution 2021-02

21-0001065 Resolution 21-02 Cowlitz Transit Authority 2022 Budget
8. **DRIVER HIRING UPDATE ~ Presented by James Seeks**
9. **MANAGER'S REPORT ~ Presented by James Seeks**
10. **MISCELLANEOUS**
11. **ADJOURNMENT**



Minutes

Cowlitz Transit Authority

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Arne Mortensen (Alternate), MaryAlice Wallis (Alternate)*

Wednesday, October 13, 2021

4:00 PM

HYBRID/ZOOM – 2nd Floor, City Hall

1. **CALL TO ORDER**

Acting Chair Alexander called the meeting to order at 4:04 p.m.

2. **ROLL CALL**

Present: Member Lisa Alexander; Member Jeffrey McAllister; Member (Alternate) MaryAlice Wallis

Absent: Chair Dennis Weber; Vice-Chair Chet Makinster; Member Mike Wallin; Member (Non-Voting) Anthony Harris; Member (Alternate) Nancy Malone; Member (Alternate) Arne Mortensen

Staff Present: James Seek, Interim Transit Manager; Tabitha Hayden, Transit Supervisor; 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 8, 2021 MEETING**

A motion was made by Wallis, seconded by McAllister, to approve the minutes of the September 8, 2021, CTA Board meeting. The motion carried with all members voting in favor.

21-000988 September 8, 2021, CTA Board Meeting Minutes - DRAFT

5. **CONSENT CALENDAR**

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

21-000989 Invoice 2021-11 - City of Longview \$303,294.16

21-000990 Invoice September 2021 - Randolph Law Firm \$100.00

21-0001006 Invoice 2021-118 - CWCOC Jul-Dec 21 Mobility Management Match \$3,000.00

21-000991 2021 August County Treasurer's Report

21-000992 2021 August CTA Fund Balance Report

6. **REPORTS**

21-000994 2021 Annual Fixed Route Ridership

21-000993 2021 September Monthly Fixed Route Ridership

21-000995 2021 September Fixed Route Ridership by Hour

21-000996 2021 September Average Passengers per Trip

21-000997 2021 September Monthly LIFT Ridership

21-000998 2021 September CTA Ridership Graph

21- Average Daily Fixed Route Ridership - RCT - AMENDED
0001009

21- Average Weekday Boarding -- Statewide -- % of Pre-COVID - AMENDED
0001010

21- Average Weekday Boarding -- Statewide -- Ridership - AMENDED
0001011

21-000999 PTBA Sales Tax Data 2021 vs 2020

7. **ESTABLISH PUBLIC HEARING FOR 2022 CTA BUDGET - Presented by James Seek**

A motion was made by McAllister, seconded by Wallis, to establish a public hearing to be held at the November 10, 2021, CTA Board meeting to receive comments on the 2022 annual budget. The motion carried with all members voting in favor.

21- SUMMARY STATEMENT:
0001001 The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:
Motion to establish a public hearing to be held at the November 10, 2021, CTA Board Meeting to receive comments on the 2022 annual budget.

21- Notice of Public Hearing - CTA Budget 2022
0001002

8. STUDY TO EXPAND ADA SERVICE AREA - Presented by James Seeks

James Seeks presented two maps, one showing a quarter mile past the current three-quarter-mile ADA boundary. The second map depicts extending the area by three-quarters of a mile for a total mile and a half. Staff continues to study the potential cost and benefit of expanding the ADA Service Area.

21- SUMMARY STATEMENT:
0001003 Study to Expand ADA Service Area

RECOMMENDED ACTION:
No action at this time; information only.

21- 1-Quarter Mile Outside Service Area
0001004

21- 3-Quarter Mile Outside Service Area
0001005

9. DRIVER HIRING UPDATE - Presented by James Seeks

James Seeks gave a brief report:

- Transit continues to have 22 operators on the roster.
- All operators on leave have returned, with one going out on leave later this month.
- One trainee is ready for CDL testing, and one trainee is starting CDL school.
- Five applicants are awaiting testing. Staff reached out to LCC, and they are interested in proctoring the transit operator test. Human Resource staff are working through the details with LCC.

10. MANAGER'S REPORT - Presented by James Seeks

James Seeks gave a brief report:

- Route 46 began service on Monday, September 13. It saw 27 riders on the first day and topped that with 29 rides on October 1. Route 46 averages 20 rides per day.
- A request has been sent to Human Resources to post the Transit Operations Supervisor position.
- Two hot topics at the Virtual State Transportation Conference were micro-transit and zero-emissions vehicle technology.
- The 2021 WSDOT Wall of Fame honorees were announced today: Amy Asher and George Gorman. Staff will share the video with the board once it is made available.
- I plan to contact each of you over the next few months to hear your feedback on how we are doing.

Elizabeth DeSpain gave a brief report:

- LIFT has seen a decrease in ridership in September, though it is ticking up in October.
- Staff is actively recruiting for LIFT operators, hoping to fill at least three positions.

11. MISCELLANEOUS

Member Alexander shared that there will be a drive-thru Halloween at Tam O'Shanter Park on Sunday, October 31, 2021, from 5 pm - 8 pm.

12. ADJOURNMENT

With no further business to discuss, Acting Chair Alexander adjourned the meeting at 4:29 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Date: 11/4/2021
Invoice # 2021 - 12

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

[illegible]

REMITTANCE	
Statement #	2021-12
Date	
Amount Due	
Amount Enclosed	

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69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		348,011.04	453,164.50	-453,650.37	-485.87	347,525.17
1180000 INVESTMENTS		5,733,954.03	150,356.21	0.00	150,356.21	5,884,310.24
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	303,294.16	-303,294.16	0.00	0.00
2880000 UNRESERVED FUND BALANCE		-4,258,241.74	0.00	0.00	0.00	-4,258,241.74
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	-3,345,302.14	0.00	-452,633.42	-452,633.42	-3,797,935.56
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	-3,181.92	0.00	-356.21	-356.21	-3,538.13
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	-2,162.01	0.00	-174.87	-174.87	-2,336.88
5492000 OTHER	8900000 DISTRICT ACTIVITIES	1,526,922.74	303,294.16	0.00	303,294.16	1,830,216.90
Total		0.00	1,210,109.03	-1,210,109.03	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: September 30, 2021

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2021		\$ 4,258,241.74
CTA Revenue		
Metro Sales Tax	452,633.42	3,797,935.56
Interest Earnings/Investments	356.21	3,538.13
Local Sales Interest	174.87	2,336.88
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 453,164.50	\$ 3,803,810.57
CTA Expenditures		
City of Longview	303,294.16	1,819,764.96
City of Longview - Audit Services	-	-
Legal Counsel	-	1,040.00
Transit Center Security Services	-	2,175.00
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments	-	7,236.94
Subtotal	\$ 303,294.16	\$ 1,830,216.90
CTA Ending Balance		\$ 6,231,835.41
CITY OF LONGVIEW		
Beginning Balance: January 1, 2021		\$ 1,617,906.72
Longview Revenue		
Farebox/Pass Sales	5,270.05	75,062.63
State Pool - Interest	158.99	1,347.84
Payments from CTA	303,294.16	1,819,764.96
Federal Grant Competitive - 5339 - Transit Center	-	371,948.00
Federal Grant Competitive- 5339 Replacement Buses	-	-
Federal Grant Competitive- 5307 Flex - Transit Center	-	161,651.00
Federal Grant - 5307 Formula- Operating	-	-
Federal Grant - CARES ACT 5307 Formula-Operating	-	1,263,161.00
Federal Grant Competitive- 5310 - Replacement Buses	-	-
Federal Grant Competitive- 5310 Paratransit Operating	-	250,977.00
State Special Needs Formula Grant - Paratransit Operating	-	123,912.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	901.21	8,110.89
Cashier Over-Short / NSF	-	1,248.52
Insurance Recoveries	629.93	8,479.70
Other Recoveries / Guest Rider	-	100.00
Miscellaneous Adjustments/Settlements	-	18.29
Subtotal	\$ 310,254.34	\$ 4,085,781.83
Longview Expenditures		
Subtotal	\$399,957.70	\$3,623,627.62
Longview Ending Balance		\$ 2,080,060.93
Combined CTA & Longview Ending Balance		\$ 8,311,896.34

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021	30		488	936	976	799	891	925	816	815	781			7,427
	31	2,687	2,270	2,991	3,047	2,765	2,724	2,931	2,628	2,538	2,516			27,097
	32	1,461	1,424	1,861	1,980	1,747	1,897	2,038	1,688	1,770	1,905			17,771
	33	1,844	1,406	1,940	2,196	2,064	2,289	2,269	2,055	1,973	2,066			20,102
	44		553	1,240	1,265	1,108	1,119	1,237	1,236	1,130	1,201			10,089
	45	3,763	3,278	4,891	4,803	4,599	4,538	4,940	4,621	4,509	4,349			44,291
	46									272	422			694
	57	926	912	1,452	1,538	1,262	1,362	1,378	1,367	1,681	1,623			13,501
	TOTAL	10,681	10,331	15,311	15,805	14,344	14,820	15,718	14,411	14,688	14,863			140,972

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	30	1,477	1,489	1,290					765	779	962	664	734	8,160
	31	5,084	5,704	4,363	2,970	2,940	3,360	3,303	2,821	2,884	3,204	2,709	3,137	42,479
	32	4,206	4,287	3,023	1,541	1,655	1,991	2,151	2,049	1,988	2,280	1,820	1,883	28,874
	33	4,036	4,030	2,992	1,729	1,864	2,159	2,344	1,948	1,947	2,269	1,827	1,950	29,095
	44	2,043	2,131	1,801					940	1,123	1,148	931	887	11,004
	45	8,461	8,689	6,780	3,991	3,948	4,976	5,354	4,485	4,279	4,835	3,952	4,353	64,103
	57	3,250	3,152	2,274	1,065	973	1,446	1,556	1,424	1,361	1,574	1,117	1,196	20,388
	TOTAL	28,557	29,482	22,523	11,296	11,380	13,932	14,708	14,432	14,361	16,272	13,020	14,140	204,103

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455	1238	1,693
	31	6,989	5,734	5,954	6,350	6,176	5,497	5,975	6,522	5,350	6,332	5,494	4,713	71,086
	32	5,787	4,546	4,727	5,044	5,200	4,091	4,460	4,552	4,221	5,114	4,151	3,625	55,518
	33	3,750	3,582	3,747	3,873	3,896	3,610	3,381	3,586	3,305	3,969	3,655	3,455	43,809
	44	2,410	2,108	2,091	2,294	2,386	2,162	2,113	2,133	1,938	2,356	2,029	2,002	26,022
	45	9,099	8,185	8,759	9,102	9,239	7,596	8,172	8,954	8,261	9,742	8,250	7,504	102,863
	57	3,074	2,821	2,953	3,106	3,222	2,687	2,511	2,578	2,416	2,982	2,878	2,512	33,740
	TOTAL	31,109	26,976	28,231	29,769	30,119	25,643	26,612	28,325	25,491	30,495	26,912	25,049	334,731

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

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-21

DATE	Tripper*	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45A	ROUTE 45B	ROUTE 46	ROUTE 57	TOTAL
1	2	36	140	124	94	107	139	82	29	87	840
2 S			118	75	91		140			55	479
3											
4		59	127	96	105	67	163	86	21	66	790
5		41	97	98	83	42	139	68	26	61	655
6		39	78	82	95	65	132	68	13	64	636
7		50	79	76	94	46	129	70	17	63	624
8		41	109	86	98	78	129	71	20	45	677
9 S			100	59	51		111			40	361
10											
11		27	102	81	93	59	107	77	19	64	629
12		36	100	86	90	65	117	77	14	75	660
13		29	91	66	85	60	81	73	19	81	585
14		37	69	65	87	42	89	44	14	71	518
15		29	122	69	62	59	131	71	21	65	629
16 S			90	57	71		146			72	436
17											
18		40	103	64	66	40	122	70	9	61	575
19		43	111	108	100	48	128	53	32	70	693
20		30	88	56	72	48	100	51	25	72	542
21		29	86	61	77	57	81	51	19	69	530
22		31	83	48	72	45	101	32	20	53	485
23 S			79	33	57		98			30	297
24											
25		40	83	67	53	54	88	54	15	58	512
26		47	85	89	94	55	98	73	19	74	634
27		31	79	65	62	69	81	61	19	46	513
28		27	81	79	76	40	95	61	16	66	541
29		39	112	63	65	55	103	72	35	84	628
30 S			104	52	73		136			31	396
31											
TOTAL (26)	2	781	2516	1905	2066	1201	2984	1365	422	1623	14865
WEEKDAY (21)	2	781	2025	1629	1723	1201	2353	1365	422	1395	12896
SATURDAY/REDUCED (5)	0		491	276	343		631			228	1969
DAILY AVERAGE	2	37	97	73	79	57	115	65	20	62	572
WEEKDAY AVERAGE	2	37	96	78	82	57	112	65	20	66	614
SATURDAY/REDUCED AVERAGE			98	55.2	68.6		126.2			45.6	394

Ridership by Hour
10/1/2021 - 10/31/2021

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	13	73	116	179	168	160	234	216	226	200	165	175	100	2,025
32	33	63	90	115	143	144	146	227	215	193	124	96	40	1,629
33	18	88	158	108	146	152	159	146	198	211	137	106	96	1,723
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	59	50	62	88	139	121	122	122	151	134	60	72	21	1,201
57	98	102	61	115	123	85	92	126	155	153	131	86	70	1,397
Route					1030	1130	1230	1330	1430	1530	1630			
30					65	104	146	117	165	109	75			781
Route						1150	1250	1350	1450	1550				
46						84	72	110	94	62				422
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	78	92	69	126						117	86	66	37	3,718

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	20	19	37	39	64	63	80	74	61	34	491	
32	2	15	22	29	35	34	32	40	33	34	276	
33	26	23	23	38	43	46	36	44	30	34	343	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	12	14	11	29	34	33	22	26	31	16	228	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	27	24	31	35				46	24	28	8	631

Total Fixed Route

14,865

Average Passengers per Trip 10/1/2021 - 10/31/2021

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	0.6	3.5	5.5	8.5	8.0	7.6	11.1	10.3	10.8	9.5	7.9	8.3	4.8	7.7	96
32	1.6	3.0	4.3	5.5	6.8	6.9	7.0	10.8	10.2	9.2	5.9	4.6	1.9	6.2	78
33	0.9	4.2	7.5	5.1	7.0	7.2	7.6	7.0	9.4	10.0	6.5	5.0	4.6	6.6	82
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.8	2.4	3.0	4.2	6.6	5.8	5.8	5.8	7.2	6.4	2.9	3.4	1.0	4.6	57
57	4.7	4.9	2.9	5.5	5.9	4.0	4.4	6.0	7.4	7.3	6.2	4.1	3.3	5.3	67
Route					1030	1130	1230	1330	1430	1530	1630				
30					3.1	5.0	7.0	5.6	7.9	5.2	3.6			5.3	37
Route						1150	1250	1350	1450	1550					
46						4.0	3.4	5.2	4.5	3.0				4.0	20
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	3.7	4.4	3.3	6.0						5.6	4.1	3.1	1.8	9.1	177

Saturday

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31	4.0	3.8	7.4	7.8	12.8	12.6	16.0	14.8	12.2	6.8	9.8	98
32	0.4	3.0	4.4	5.8	7.0	6.8	6.4	8.0	6.6	6.8	5.5	55
33	5.2	4.6	4.6	7.6	8.6	9.2	7.2	8.8	6.0	6.8	6.9	69
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	2.4	2.8	2.2	5.8	6.8	6.6	4.4	5.2	6.2	3.2	4.7	46
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45	5.4	4.8	6.2				9.2	4.8	5.6	1.6	12.6	126

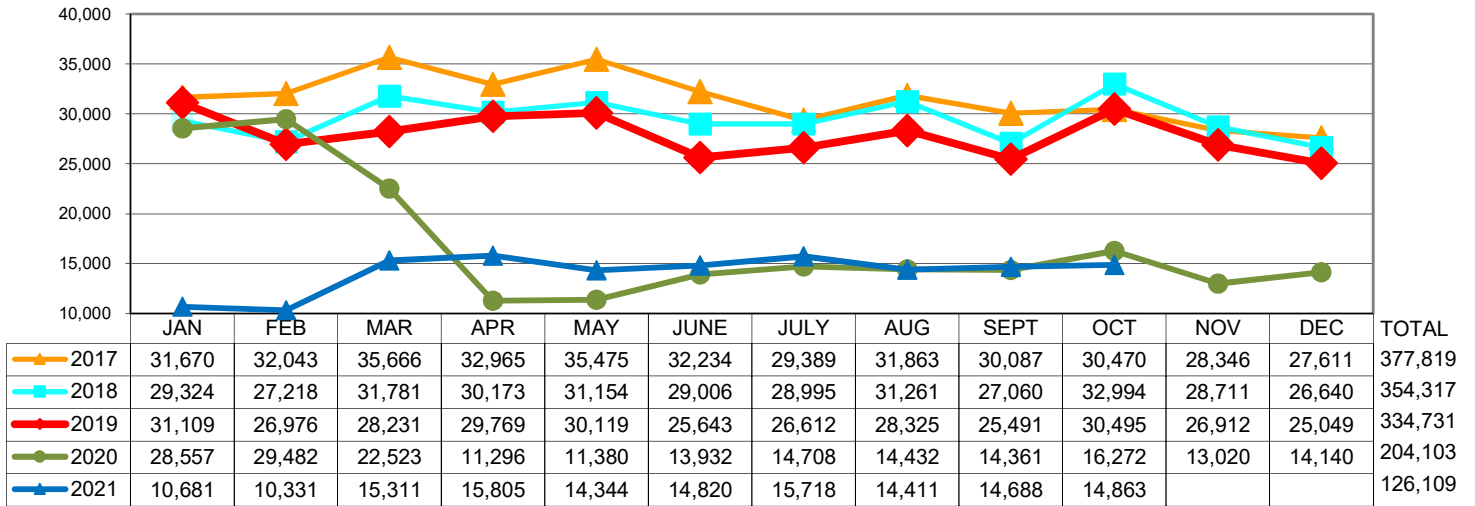
System Productivity

6.7

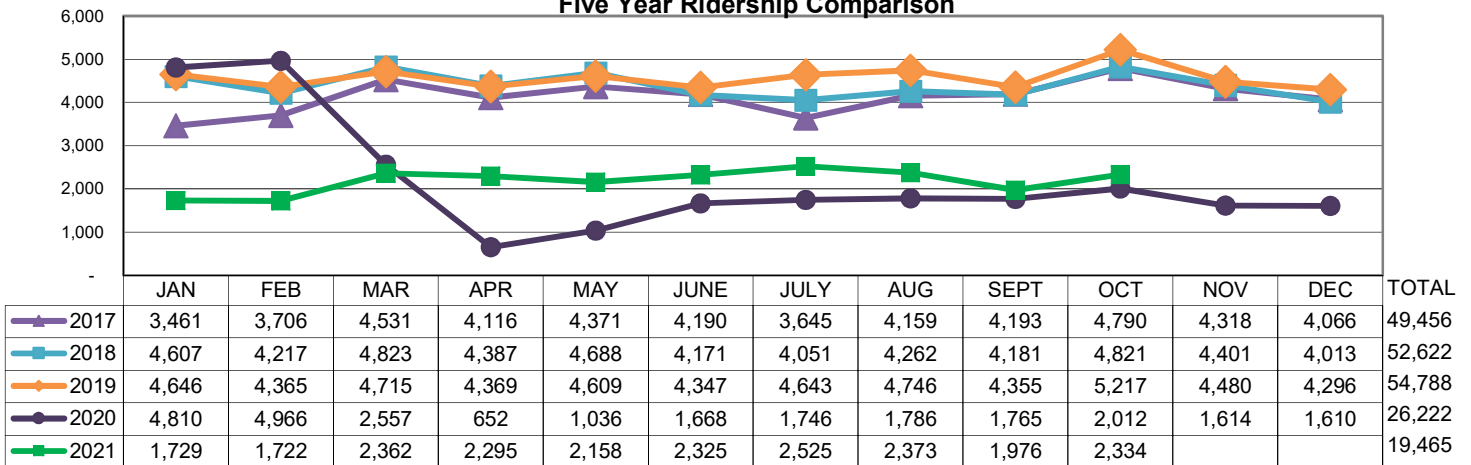
Red Less than 3.0 passengers per hour

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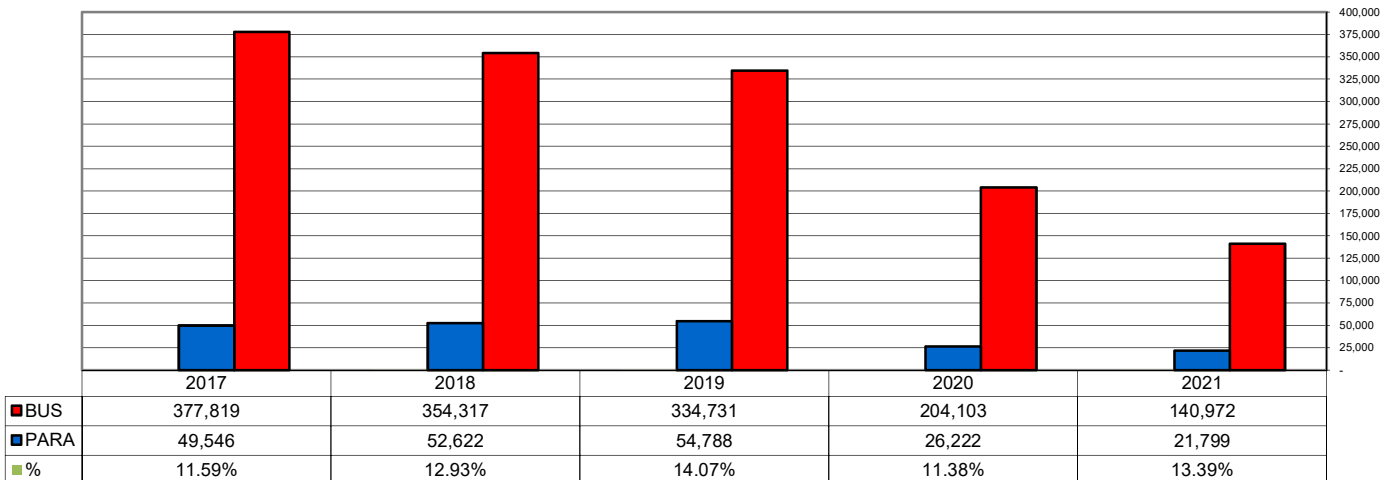
RiverCities Transit Fixed Route Five Year Ridership Comparison

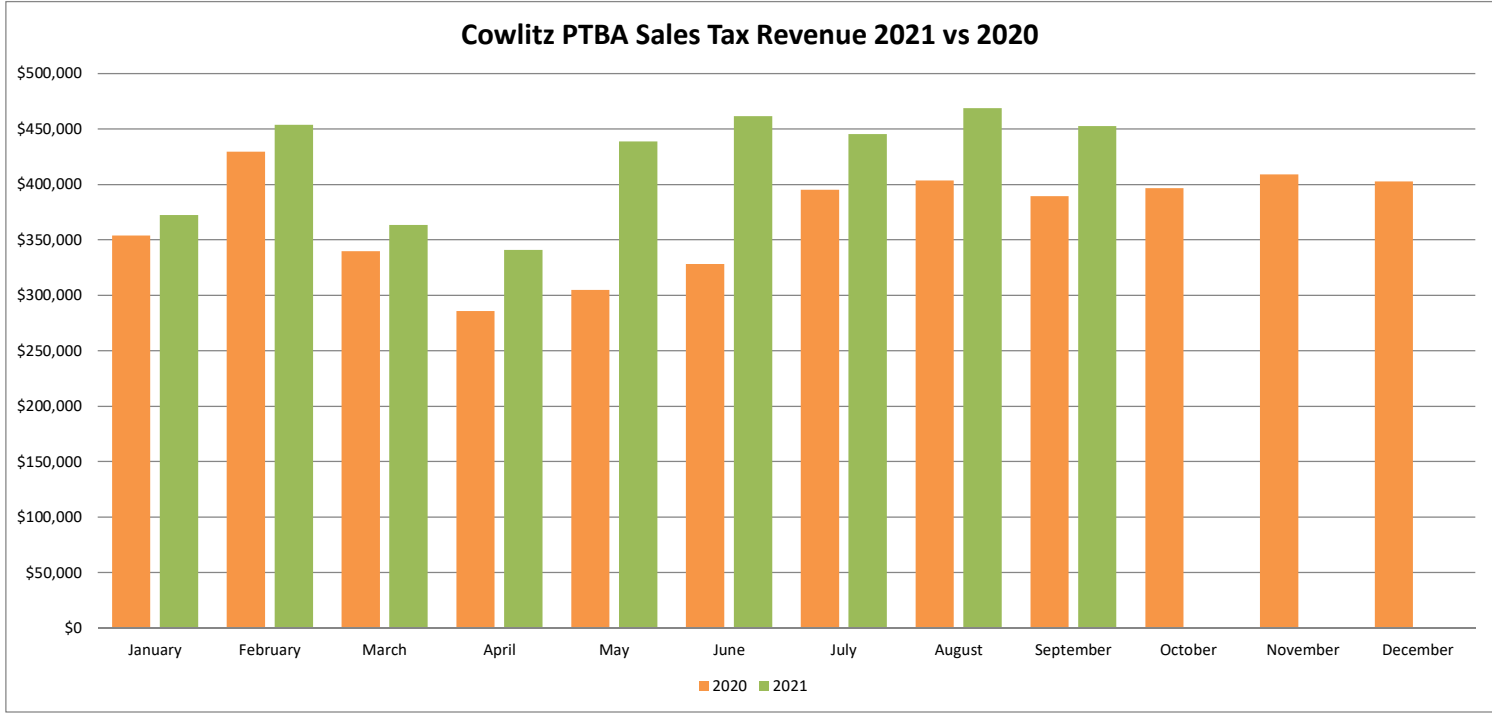
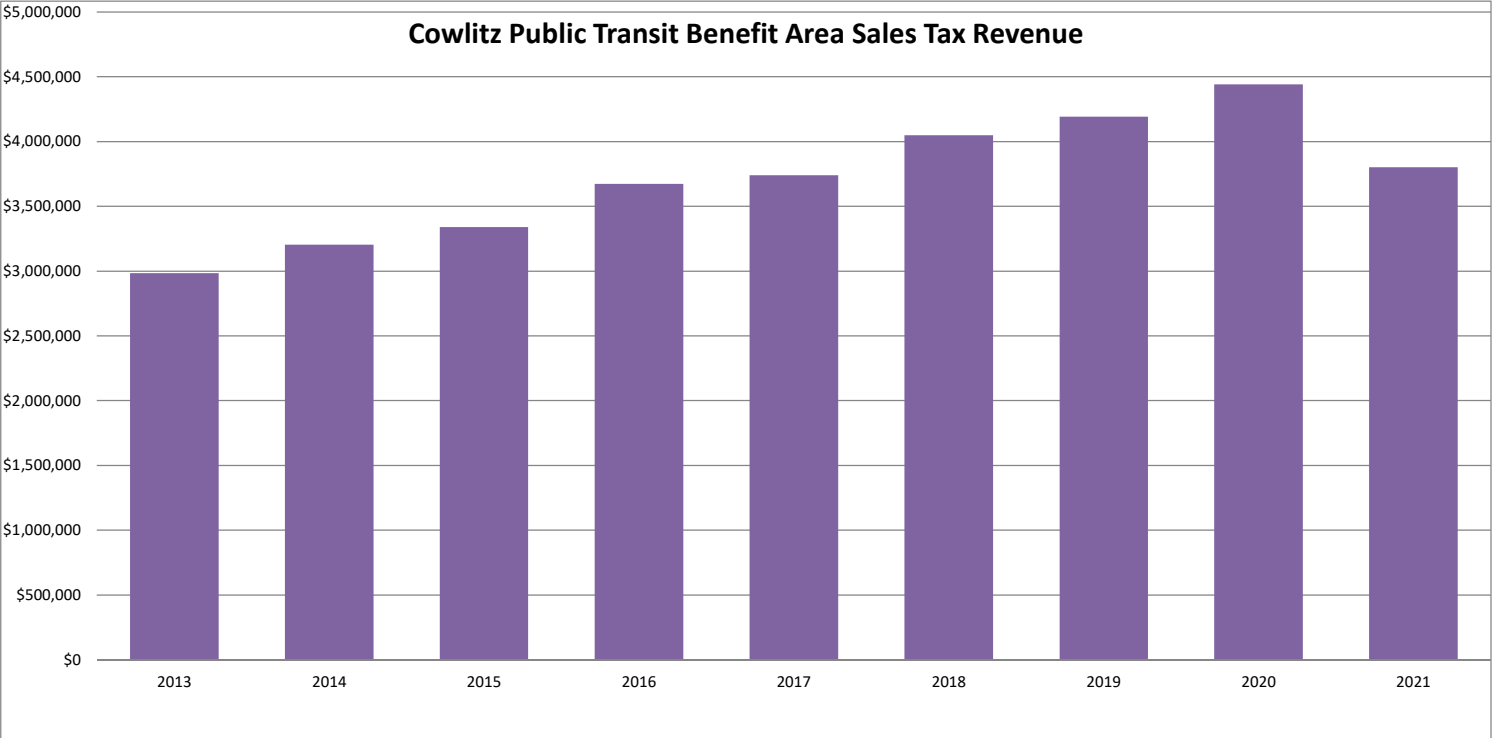


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





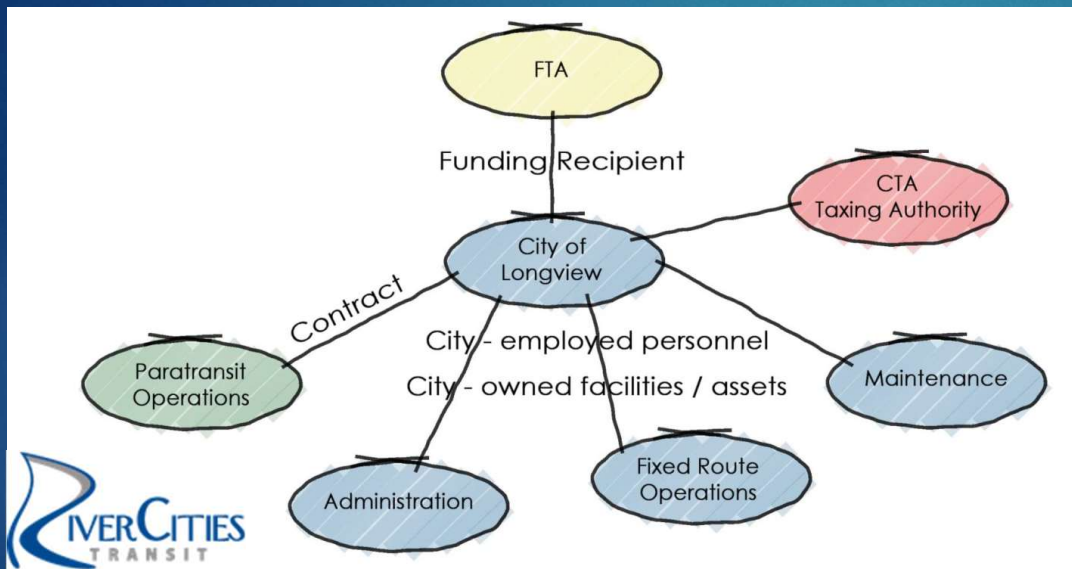


2022 Budget Estimates

PRESENTED TO THE CTA BOARD

NOVEMBER 10, 2021

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

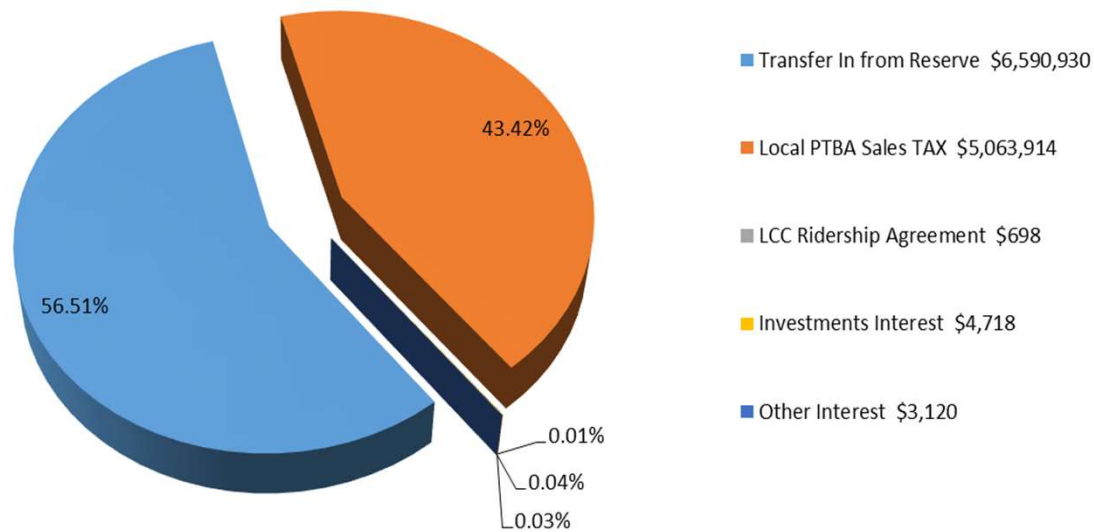
Total Expenditures By Program/ Object	2021	2022
Fixed Route Program		
Salaries & Wages	\$ 1,568,575	\$ 1,647,004
Personnel Benefits	\$ 805,159	\$ 845,417
Supplies	\$ 22,508	\$ 23,634
Fuel and Maintenance - Fixed Route	\$ 667,103	\$ 717,136
Other Services & Charges	\$ 556,184	\$ 583,994
Capital Expenditures	\$ 210	\$ 3,946,600
ADA Paratransit Program		
Contract for services	\$ 877,132	\$ 903,446
Fuel and Maintenance -ADA	\$ 170,669	\$ 183,469
Other Services & Charges	\$ 68,034	\$ 71,436
Capital Expenditures	\$ -	\$ 676,910
TOTAL EXPENDITURES	\$4,735,574	\$9,599,044

Revenue Summary

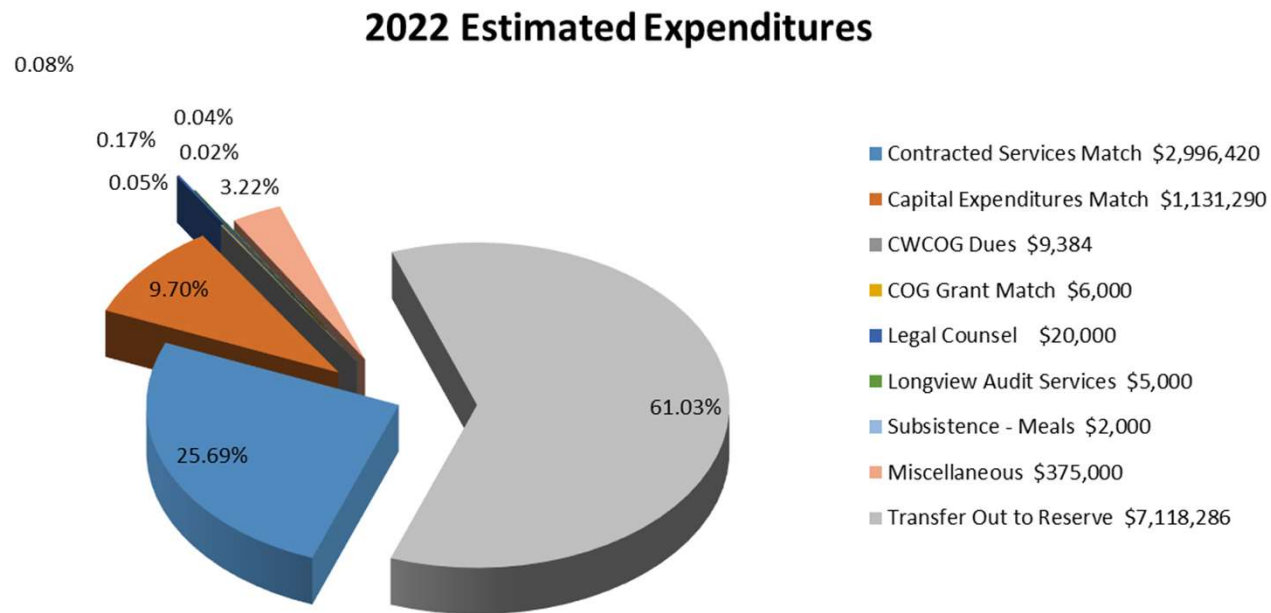
Total Revenues By Object	2021	2022
Federal Grants - Operating	\$1,523,787	\$ 1,427,557
Federal Grants - Capital	\$ 533,599	\$ 3,352,140
CTA Revenue (Operating Match)	\$2,426,205	\$ 2,996,420
CTA Revenue (Capital Match)	\$ -	\$ 1,131,290
WSDOT Grant (Paratransit Special Needs)	\$ 123,912	\$ 277,215
WSDOT RMG Grant	\$ -	\$ 292,000
Fares	\$ 90,074	\$ 92,326
Building Lease	\$ 10,800	\$ 10,800
WSTIP Grants	\$ 2,000	\$ 8,000
State Pool	\$ 1,823	\$ 1,825
Other Recoveries	\$ 23,374	\$ 9,471
TOTAL REVENUE	\$4,735,574	\$ 9,599,044

2022 Estimated CTA Revenue

2022 Estimated Revenues



2022 Estimated CTA Expenditures





Cowlitz Transit Authority

Agenda Summary - REVISED

2022 COWLITZ TRANSIT AUTHORITY BUDGET PUBLIC HEARING AND ADOPT RESOLUTION 2021-02

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 almost 26% of the Transit Authority's annual budget, and matching funds paid for capital projects make up 10% 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 2021 is \$6,590,930. This is in large part due to the receipt of both a \$3.5M federal CARES Act grant the City of Longview received in 2020 and a \$2.1M federal ARP grant received in 2021. The City stopped billing CTA for services as these grants were or will be spent down in 2022. The PTBA also received slightly higher than expected sales tax revenue in 2021. Capital expenditures were also carried over due to supply chain and other issues. For 2022, the total estimated payment to the City of Longview to cover operations and capital expenses is \$4,127,710. The total estimated reserve balance for the Cowlitz Transit Authority at end of 2022 is \$7,118,286.

RECOMMENDED ACTION:

Hold public hearing on the 2022 Cowlitz Transit Authority budget;

THEN

Motion to adopt Resolution 2021-02

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY
ADOPTING THE 2022 BUDGET**

A RESOLUTION adopting the budget for the Cowlitz Transit Authority for the year 2022 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 2022 and

WHEREAS, at said public meeting, the 2022 final budget was approved.

NOW THEREFORE BE IT RESOLVED by the Cowlitz Transit Authority that the following budget for the year 2022 is hereby adopted:

RESOURCES

Beginning Cash Balance	\$6,590,950
Revenues	\$5,072,450
TOTAL RESOURCES	\$11,663,380

UTILIZATION OF RESOURCES

Total Expenditures	\$4,545,094
Ending Cash Balance	\$7,118,286
TOTAL UTILIZATION OF RESOURCES	\$11,663,380

ADOPTED: This 10th day of November 2021.

COWLITZ TRANSIT AUTHORITY

Chet Makinster, Vice Chair

ATTEST:

Tabitha Hayden, Pro Tem Clerk of the Authority