



## Agenda

### Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice-Chair),  
Lisa Alexander, Kim LeFebvre, MaryAlice Wallis,  
Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),  
Mike Karnofski (Alternate), Arne Mortensen (Alternate),*

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Wednesday, September 14, 2022

4:00 PM

Hybrid Meeting  
Longview Council Chambers  
1525 Broadway St, Longview

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NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a Regular Board Meeting on Wednesday, September 14, 2022, at 4:00 p.m. in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

AND,

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a Public Hearing on Wednesday, September 14, 2022, at 4:00 p.m. in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

The purpose of the hearing is to receive comments concerning the adoption of the zero-fare proposal for passengers aged 18 and under. The proposed change in transit fare is published on the RiverCities Transit website: <https://rctransit.org/cowlitz-transit-authority-board-meeting/> and paper copies are available at the Longview Transit Center: 1135 12<sup>th</sup> Avenue, Longview, WA 98632.

Agendas are made available the Friday before the meeting at [www.mylongview.com](http://www.mylongview.com) under "Agendas & Minutes".

Zoom meeting link: <https://us02web.zoom.us/j/83651515910>

Telephone options (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: 836 5151 5910

Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Deputy City Clerk's Office at (360) 442-5046 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

Written comments may be submitted up to forty-eight (48) hours in advance via email at [customerservice@rctransit.org](mailto:customerservice@rctransit.org).

#### Next meeting

Wednesday, October 12, 2022

4:00 p.m. – Regular Board Meeting

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS**
4. **CONSIDERATION OF MINUTES FOR THE AUGUST 10, 2022 MEETING**  
22-000558 August 10, 2022, Regular CTA Board Meeting Minutes
5. **CONSENT CALENDAR**  
22-000559 INV #2022-10 - City of Longview \$375,401.00  
22-000567 2022 July County Treasurer's Report  
22-000578 2022 July CTA Fund Balance Report
6. **SUBMISSION OF REVISED COUNSEL'S INVOICE FOR JULY 2022**  
22-000568 INV #July1-31, 2022 - Randolph Law Firm \$483.00 - Revised Invoice  
22-000569 INV #July1-31, 2022 - Randolph Law Firm \$567.00 - Original Invoice
7. **REPORTS**  
22-000560 2022 Annual Fixed Route Ridership  
22-000561 2022 August Daily Fixed Route Ridership  
22-000562 2022 August Fixed Route Ridership per Hour  
22-000563 2022 August Average Fixed Route Passengers per Trip  
22-000564 2022 August LIFT Monthly Ridership  
22-000565 2022 August Five Year Ridership Graph  
22-000566 PTBA Sales Tax Data 2022 vs 2021
8. **PUBLIC HEARING - RESOLUTION NO. 2022-02 REVISING THE FARE POLICY TO APPROVE A ZERO FARE POLICY FOR PASSENGERS AGED 18 AND UNDER WITH PROPER IDENTIFICATION**  
22-000570 SUMMARY STATEMENT:  
In compliance with Cowlitz Transit Authority Bylaws, the Board is required to hold a Public Hearing to receive comments regarding any changes in transit fares.  
  
RECOMMENDED ACTION:  
Hold Public Hearing to receive citizen input on Resolution 2022-02  
  
THEN:  
Motion to approve Resolution 2022-02 effective October 1, 2022.

22-000571 Resolution 2022-02 Revising the Fare Policy to Approve a Zero-Fare Policy for Passengers Aged 18 and Under with Proper Identification

9. **REVISED 2022-2027 TRANSIT DEVELOPMENT PLAN AND 2021 ANNUAL REPORT**

22-000572 SUMMARY STATEMENT:

The Transit Development Plan (TDP) is drafted by RiverCities Staff and approved by the Cowlitz Transit Authority annually. It serves to fulfill RCWs 35.58.2795 and 35.58.2796, which require the creation of a Public Transportation System Six-Year Transit Plan and Annual Report, respectively.

RECOMMENDED ACTION:

Review the revised 2022-2027 Transit Development Plan and 2021 Annual Report

THEN:

Motion to approve the revised RiverCities Transit 2022-2027 Transit Development Plan and 2021 Annual Report.

22-000573 Revised 2022-2027 Transit Development Plan and 2021 Annual Report

10. **2022-2023 LOWER COLUMBIA COLLEGE RIDERSHIP AGREEMENT**

22-000574 SUMMARY STATEMENT:

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 Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities Transit staff recommends the renewal agreement for the 2022-2023 school year.

RECOMMENDED ACTION:

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

22-000575 2022-23 RCT Lower Columbia College Ridership Agreement

11. **ISSUE REQUEST FOR QUALIFICATIONS: COWLITZ TRANSIT AUTHORITY COUNSEL**

22-000576 SUMMARY STATEMENT:

CTA Counsel Frank Randolph of Randolph Law Firm tendered his notice to terminate the 2022-2024 Legal Services Agreement effective September 17, 2022. Staff proposes to issue a Request for Qualifications in The Daily News and to attorneys in the region who indicate a specialty in municipal government.

RECOMMENDED ACTION:

Motion to authorize staff to issue a Request for Qualifications for CTA Counsel in The Daily News and to those attorneys listed in the region with a specialty in municipal law.

12. **REPORT ON SERVICE REQUEST TO COWLITZ GARDENS**

22-000577 Staff Report - Request for Service to Cowlitz Gardens

13. **MANAGER'S REPORT**

14. **MISCELLANEOUS**

15. ADJOURNMENT



# Minutes

## Agenda

### Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice Chair),  
Lisa Alexander, Kim LeFebvre, MaryAlice Wallis  
Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),  
Mike Karnofski (Alternate), Arne Mortensen (Alternate)*

---

**Wednesday, August 10, 2022**

**4:00 PM**

**Longview Council Chambers  
1525 Broadway St, Longview  
Hybrid Meeting**

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**NOTICE IS HEREBY GIVEN**, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on **Wednesday August 10, 2022, at 4:00 p.m.** in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

Agendas are made available the Friday before the meeting at [www.mylongview.com](http://www.mylongview.com) under “Agendas & Minutes”.

Zoom meeting link: <https://us02web.zoom.us/j/81667884437>

Telephone options (dial any of the following numbers):

1 253 215 8782

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Webinar ID: 816 6788 4437

For information about Zoom accessibility, please contact the Clerk’s Office 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 Clerk’s Office at (360) 442-5664 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

Written comments may be submitted up to forty-eight (48) hours in advance via email at [customerservice@rctransit.org](mailto:customerservice@rctransit.org).

#### **Next meeting**

Wednesday, September 14, 2022

4:00 p.m. – Regular Board Meeting

**1. CALL TO ORDER**

Chair Weber called the meeting to order at 4:00 p.m.

**2. ROLL CALL**

**Present:** Chair Dennis Weber; Vice-Chair Mike Wallin; Member Kim LeFebvre; Member MaryAlice Wallis; Member Lisa Alexander

**Absent:** Member (Alternate) Spencer Boudreau; Member (Alternate) Arne Mortensen; Member (Alternate) Mike Karnofski; Member (Non-voting) Anthony Harris

**Staff Present:** James Seek, Transit Manager; Ken Hash, Longview Public Works Director; Tabitha Hayden, Transit Supervisor; Michael Richards, Transit Supervisor; Elizabeth Halili, Clerk of the Board

**Others Present:** Lauren Read, CWCOC

**3. PUBLIC COMMENTS**

None.

**4. CONSIDERATION OF MINUTES FOR THE JULY 13, 2022, BOARD COMPOSITION REVIEW SPECIAL MEETING**

A motion was made by Member Alexander, seconded by Member Wallis, to approve the minutes of the July 13, 2022, Board Composition Review Special Meeting. The motion carried unanimously.

**22-000493 July 13, 2022, Board Composition Review Special Meeting Minutes**

**5. CONSIDERATION OF MINUTES FOR THE JULY 13, 2022, REGULAR BOARD MEETING**

A motion was made by Member Alexander, seconded by Member Wallis, to approve the minutes of the July 13, 2022, Regular Board Meeting. The motion carried unanimously.

**22-000494 July 13, 2022, Regular CTA Board Meeting Minutes**

**6. CONSENT CALENDAR**

Item 22-000498 was removed from the Consent Calendar for separate consideration.

A motion was made by Member Wallis, seconded by Member Alexander, to approve the balance of the items on the Consent Calendar. The motion carried unanimously.

The Board discussed Item 22-000498: INV #July 1-31, 2022 Randolph Law Firm \$567.00

The Board directed staff to research the following charge on the invoice from Randolph Law Firm and resubmit the invoice at the next meeting for consideration:

| <u>Date</u> | <u>Service</u>                                                                                                 | <u>Hours</u> | <u>Charge</u> |
|-------------|----------------------------------------------------------------------------------------------------------------|--------------|---------------|
| 0714        | Extended phone conference with Senator Jeff Wilson re RCT meeting, draft report to Commissioner Weber and Jim. | 0.4          | \$84.00       |

**22-000495 INV #2022-09 - City of Longview \$375,401.00**

**22-000496 INV #2022-146 - CWCOC LKRATS Q4 \$1,942.58**

**22-000497 INV #2022-155 - Mobility Management Match Jul-Dec \$3,000.00**

**22-000498 INV #July 1-31, 2022 - Randolph Law Firm \$567.00**

Item 22-000498 was removed from the Consent Calendar for separate consideration.

**22-000499 2022 June County Treasurer's Report**

**22-000500 2022 June CTA Fund Balance Report**

**7. REPORTS**

**22-000501 2022 Annual Fixed Route Ridership**

**22-000502 2022 July Daily Fixed Route Ridership**

**22-000503 2022 July Fixed Route Ridership per Hour**

**22-000504 2022 July Average Fixed Route Passengers per Trip**

**22-000505 2022 July LIFT Ridership**

**22-000506 2022 July Five Year Ridership Graph**

**22-000507 PTBA SalesTax Data 2022 vs 2021**

**8. PUBLIC HEARING: 2022-2027 TRANSIT DEVELOPMENT PLAN AND 2021 ANNUAL REPORT**

Transit Supervisor Tabitha Hayden presented.  
The Board discussed the presentation.

The Board directed staff to update the 6-year Transit Development Plan and 2021 Annual Report as follows:

- An updated system-wide map showing all routes;
- Include the recent service expansion under "Projects of Regional Significance" on Page 24 of the TDP;
- Include the Twin Transit service connection as an additional element under "Service Connections" on Page 14 of the TDP;
- Include updates on student passes that are available with language that would include students aged 6-18 showing student ID and reflecting the resolution on Minimum Age Requirements and Free Fare.
- Attach an Addenda of the specific projects on the Capital Improvement Plan to the TDP.

**Chair Weber opened the Public Hearing to hear public comments on the 2022-2027 Transit Development Plan and 2021 Annual Report at 4:20 p.m.**

**Mathew Barbary, city unstated, provided public comment**

**Hearing no further comments offered by the public, Chair Weber closed the public hearing at 4:24 p.m.**

Chair Weber directed staff to research reasonable accommodation at Cowlitz Gardens on N. Pacific Ave due to a recent road closure.

Chair Weber directed staff to present an updated version of the 2022-2027 Transit Development Plan and 2021 Annual Report to the Board at the September meeting.

**22-000512 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.**

**RECOMMENDED ACTION:**  
**Hold public hearing.**

**THEN:**  
**Motion to approve the RiverCities Transit 2022-2027 Transit Development Plan and 2021 Annual Report.**

**22-000515 2022-2027 RiverCities Transit Development Plan and 2021 Annual Report - DRAFT**

**9. RCT STAFF REPORT ON BOARD MOTIONS: UNACCOMPANIED RIDERS POLICY AND INCOME-BASED ZERO FARE POLICY**

Member Wallin gave a statement.

Transit Manager James Seeks provided a report and requested further guidance from the Board.  
The Board discussed the report .

Jerry Forsman of Longview provided public comment.

Jim Hill of Kelso provided public comment.

Mary Beth Tack, Superintendent of the Kelso School District, provided public comment.

Theresa Purcell of Longview provided public comment.

Jeff Wilson of Longview provided public comment.

Corey Dow-Kramer, Executive Director of Youth and Family Link, provided public comment.

Pat Quimby of Longview provided public comment.

A motion was made by Member Wallis, seconded by member LeFebvre, to reduce the fare-rate age from 15 to 12 and eliminate the provision requiring the 200% of the poverty level. The vote was not taken.

A motion to reconsider the motion of the previous meeting was made by Member Wallis, seconded by Member Wallin, to rescind and redirect the age requirement to 12 and eliminate the income requirement. The Board discussed the motion. The motion carried unanimously.

The Board directed Staff to produce a Resolution at the September CTA Board meeting.

**22-000518 RCT Staff Report on July CTA Board Motions**

**10. MANAGER'S REPORT**

Transit Manager Seeks provided a report.

- The staff has received over 60 Route 411 ridership surveys. The staff will analyze the surveys and rider origin data and adjust the Route 411 schedule by early September.
- The North Cowlitz Connector service to Castle Rock Visitor Center will begin Monday, August 15, 2022.
- Mr. Seeks stated that he is beginning the WSDOT Consolidated grant application process and reviewing transit's capital and operations needs for 2023-2025.
- Mr. Seeks announced Transit Supervisor Tabitha Hayden as the 2022 RiverCities Transit WSDOT Wall of Fame honoree.

**11. MISCELLANEOUS**

**12. ADJOURNMENT**

With no further business to discuss, Chair Weber adjourned the meeting at 5:06 p.m.

\_\_\_\_\_  
Elizabeth Halili, Clerk of the Board

\_\_\_\_\_  
Dennis Weber, Chairman

Date: 09/14/2022  
Invoice # 2022-10

**BILL TO** Cowlitz Transit Authority  
207 North 4<sup>th</sup> Avenue  
Kelso WA 98626

| DESCRIPTION                               | AMOUNT       |
|-------------------------------------------|--------------|
| Public Transit Services for October, 2022 | \$375,401.00 |

| REMITTANCE      |              |
|-----------------|--------------|
| Statement #     | 2022-10      |
| Date            | 09/14/2022   |
| Amount Due      | \$375,401.00 |
| 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                         |                             | 351,534.32     | 472,180.62   | - 443,124.84   | 29,055.78    | 380,590.10     |
| 1112000 WARRANTS OUTSTANDING         |                             | 0.00           | 63.00        | - 63.00        | 0.00         | 0.00           |
| 1180000 INVESTMENTS                  |                             | 6,976,167.62   | 67,660.84    | - 24,000.00    | 43,660.84    | 7,019,828.46   |
| 2131020 ACCOUNTS PAYABLE - AP MODULE |                             | 0.00           | 375,464.00   | - 375,464.00   | 0.00         | 0.00           |
| 2880000 UNRESERVED FUND BALANCE      |                             | - 6,691,426.39 | 0.00         | 0.00           | 0.00         | - 6,691,426.39 |
| 3132100 PUBLIC TRANSPORTATION SYSTEM | 8900000 DISTRICT ACTIVITIES | - 2,635,672.71 | 0.00         | - 442,209.71   | - 442,209.71 | - 3,077,882.42 |
| 3611000 INVESTMENT EARNINGS          | 8900000 DISTRICT ACTIVITIES | - 8,421.30     | 0.00         | - 5,660.84     | - 5,660.84   | - 14,082.14    |
| 3614000 OTHER INTEREST               | 8900000 DISTRICT ACTIVITIES | - 1,139.44     | 0.00         | - 310.07       | - 310.07     | - 1,449.51     |
| 5492000 OTHER                        | 8900000 DISTRICT ACTIVITIES | 2,008,957.90   | 375,464.00   | 0.00           | 375,464.00   | 2,384,421.90   |
| Total                                |                             | 0.00           | 1,290,832.46 | - 1,290,832.46 | 0.00         | 0.00           |

**COWLITZ TRANSIT AUTHORITY FUND BALANCES**  
**For Period Ending: July 31, 2022**

|                                               | <u>Current Period</u> | <u>Y-T-D</u>           |
|-----------------------------------------------|-----------------------|------------------------|
| <b>COWLITZ TRANSIT AUTHORITY</b>              |                       |                        |
| Beginning Balance: January 1, 2022            |                       | \$ 6,691,426.39        |
| <b>CTA Revenue</b>                            |                       |                        |
| Metro Sales Tax                               | 442,209.71            | 3,077,882.42           |
| Interest Earnings/Investments                 | 5,660.84              | 14,082.14              |
| Local Sales Interest                          | 310.07                | 1,449.51               |
| LCC Ridership Agreement                       | -                     | -                      |
| Other Miscellaneous Revenue                   | -                     | -                      |
| Subtotal                                      | \$ 448,180.62         | \$ 3,093,414.07        |
| <b>CTA Expenditures</b>                       |                       |                        |
| City of Longview                              | 375,401.00            | 2,376,408.34           |
| City of Longview - Audit Services             | -                     | 2.44                   |
| Legal Counsel                                 | 63.00                 | 283.00                 |
| Transit Center Security Services              | -                     | -                      |
| Subsistence - Meals                           | -                     | -                      |
| Cowlitz-Wahkiakum Council of Governments Dues | -                     | 7,728.12               |
| Subtotal                                      | \$ 375,464.00         | \$ 2,384,421.90        |
| <b>CTA Ending Balance</b>                     |                       | <b>\$ 7,400,418.56</b> |

|                                                           |               |                        |
|-----------------------------------------------------------|---------------|------------------------|
| <b>CITY OF LONGVIEW</b>                                   |               |                        |
| Beginning Balance: January 1, 2022                        |               | \$ 1,967,740.36        |
| <b>Longview Revenue</b>                                   |               |                        |
| Farebox/Pass Sales                                        | 9,653.56      | 64,662.46              |
| State Pool - Interest                                     | 2,260.17      | 6,340.19               |
| Payments from CTA                                         | 375,401.00    | 2,376,408.34           |
| Federal Grant Competitive - 5339 - Transit Center         | -             | -                      |
| Federal Grant Competitive- 5339 Replacement Buses         | -             | -                      |
| Federal Grant Competitive- 5307 Flex - Transit Center     | -             | -                      |
| Federal Grant - 5307 Formula- Operating                   | -             | -                      |
| Federal Grant - CARES ACT 5307 Formula-Operating          | -             | -                      |
| Federal Grant Competitive- 5310 - Replacement Buses       | -             | -                      |
| Federal Grant Competitive- 5310 Paratransit Operating     | 115,550.00    | 115,550.00             |
| State Special Needs Formula Grant - Paratransit Operating | 31,514.00     | 325,642.00             |
| WSTIP Risk Management Grant                               | -             | -                      |
| Paratransit Office Space Rental                           | 927.10        | 6,489.70               |
| Cashier Over-Short / NSF / Bank Returns Fees              | -             | 32.00                  |
| Insurance Recoveries                                      | -             | 6,501.99               |
| Other Recoveries / Guest Rider                            | -             | -                      |
| Miscellaneous Adjustments/Settlements                     | -             | -                      |
| Subtotal                                                  | \$ 535,305.83 | \$ 2,901,626.68        |
| <b>Longview Expenditures</b>                              |               |                        |
| Subtotal                                                  | \$486,425.04  | \$3,147,124.52         |
| <b>Longview Ending Balance</b>                            |               | <b>\$ 1,722,242.52</b> |
| <b>Combined CTA &amp; Longview Ending Balance</b>         |               | <b>\$ 9,122,661.08</b> |

**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 12<sup>TH</sup> Avenue  
Longview, WA 98632

ATTN: JIM SEEKS

**BILLING PERIOD:** July 1-31, 2022  
Billing Rate: \$210.00/Hour

| <u>Date</u>  | <u>Service</u>                                                                                                                                                                    | <u>Hours</u> | <u>Charge</u>    |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| 0718         | Review additional legal and bylaw issues ICW unaccompanied minors on the bus, whether free passes are desirable.                                                                  | 0.2          | \$ 42.00         |
| 0719         | Conduct research into question posed by Jim re proposed policy re unaccompanied minors on buses. Draft status report to Jim, identifying possible issues before change in policy. | 2.0          | \$ 420.00        |
| 0719         | Review Jim's response to the above research.                                                                                                                                      | 0.1          | \$ 21.00         |
| <b>TOTAL</b> |                                                                                                                                                                                   | <b>2.3</b>   | <b>\$ 483.00</b> |

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.

**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 12<sup>TH</sup> Avenue  
Longview, WA 98632

ATTN: JIM SEEKS

**BILLING PERIOD:** July 1-31, 2022  
Billing Rate: \$210.00/Hour

| <u>Date</u>  | <u>Service</u>                                                                                                                                                                    | <u>Hours</u> | <u>Charge</u>    |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| 0714         | Extended phone conference with Senator Jeff Wilson re RCT meeting, draft report to Commissioner Weber and Jim.                                                                    | 0.4          | \$ 84.00         |
| 0718         | Review additional legal and bylaw issues ICW unaccompanied minors on the bus, whether free passes are desirable.                                                                  | 0.2          | \$ 42.00         |
| 0719         | Conduct research into question posed by Jim re proposed policy re unaccompanied minors on buses. Draft status report to Jim, identifying possible issues before change in policy. | 2.0          | \$ 420.00        |
| 0719         | Review Jim's response to the above research.                                                                                                                                      | 0.1          | \$ 21.00         |
| <b>TOTAL</b> |                                                                                                                                                                                   | <b>2.7</b>   | <b>\$ 567.00</b> |

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.

**RIVERCITIES TRANSIT**  
RIDERSHIP BY THE YEAR

| YEAR  | ROUTE | JAN    | FEB    | MAR    | APR    | MAY    | JUNE   | JULY   | AUG    | SEPT | OCT | NOV | DEC | TOTAL   |
|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|------|-----|-----|-----|---------|
| 2022  | 30    | 754    | 766    | 954    | 894    | 979    | 1,089  | 979    | 1,209  |      |     |     |     | 7,624   |
|       | 31    | 2,258  | 2,303  | 3,065  | 2,931  | 2,888  | 3,142  | 3,056  | 3,460  |      |     |     |     | 23,103  |
|       | 32    | 1,861  | 1,873  | 2,302  | 2,128  | 2,155  | 2,285  | 2,528  | 2,849  |      |     |     |     | 17,981  |
|       | 33    | 1,991  | 1,986  | 2,292  | 2,311  | 2,111  | 2,134  | 1,988  | 2,336  |      |     |     |     | 17,149  |
|       | 44    | 986    | 1,022  | 1,350  | 1,110  | 1,242  | 1,511  | 1,161  | 1,530  |      |     |     |     | 9,912   |
|       | 45    | 3,984  | 4,401  | 5,169  | 4,927  | 4,937  | 5,142  | 4,530  | 5,419  |      |     |     |     | 38,509  |
|       | 46    | 399    | 353    | 452    | 357    | 402    | 396    | 332    | 471    |      |     |     |     | 3,162   |
|       | 57    | 1,516  | 1,592  | 1,860  | 1,761  | 1,768  | 1,834  | 1,825  | 2,054  |      |     |     |     | 14,210  |
|       | 411   |        |        |        |        | 61     | 80     | 72     | 82     |      |     |     |     | 295     |
|       | NCC   |        |        |        |        |        |        |        | 88     |      |     |     |     | 88      |
| TOTAL |       | 13,749 | 14,296 | 17,444 | 16,419 | 16,543 | 17,613 | 16,471 | 19,498 |      |     |     |     | 132,033 |

| 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    | 714    | 704    | 8,845   |
|      | 31    | 2,687  | 2,270  | 2,991  | 3,047  | 2,765  | 2,724  | 2,931  | 2,628  | 2,538  | 2,516  | 2,440  | 2,498  | 32,035  |
|      | 32    | 1,461  | 1,424  | 1,861  | 1,980  | 1,747  | 1,897  | 2,038  | 1,688  | 1,770  | 1,905  | 1,772  | 1,951  | 21,494  |
|      | 33    | 1,844  | 1,406  | 1,940  | 2,196  | 2,064  | 2,289  | 2,269  | 2,055  | 1,973  | 2,066  | 2,106  | 2,021  | 24,229  |
|      | 44    |        | 553    | 1,240  | 1,265  | 1,108  | 1,119  | 1,237  | 1,236  | 1,130  | 1,201  | 1,176  | 1,093  | 12,358  |
|      | 45    | 3,763  | 3,278  | 4,891  | 4,803  | 4,599  | 4,538  | 4,940  | 4,621  | 4,509  | 4,349  | 4,142  | 4,174  | 52,607  |
|      | 46    |        |        |        |        |        |        |        |        | 272    | 422    | 369    | 400    | 1,463   |
|      | 57    | 926    | 912    | 1,452  | 1,538  | 1,262  | 1,362  | 1,378  | 1,367  | 1,681  | 1,625  | 1,382  | 1,396  | 16,281  |
|      | TOTAL | 10,681 | 10,331 | 15,311 | 15,805 | 14,344 | 14,820 | 15,718 | 14,411 | 14,688 | 14,865 | 14,101 | 14,237 | 169,312 |

| 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 |

# RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Aug-22

| DATE                                  | ROUTE 30 | ROUTE 31 | ROUTE 32 | ROUTE 33 | ROUTE 44 | ROUTE 45A | ROUTE 45B | ROUTE 46 | ROUTE 57 | ROUTE 411 | NCC | TOTAL |
|---------------------------------------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|-----------|-----|-------|
| 1                                     | 92       | 158      | 150      | 104      | 97       | 171       | 87        | 17       | 86       | 10        |     | 972   |
| 2                                     | 42       | 127      | 86       | 84       | 42       | 143       | 73        | 27       | 73       | 1         |     | 698   |
| 3                                     | 64       | 156      | 130      | 121      | 81       | 140       | 100       | 29       | 118      | 3         |     | 942   |
| 4                                     | 58       | 118      | 128      | 79       | 68       | 148       | 63        | 29       | 79       | 1         |     | 771   |
| 5                                     | 37       | 134      | 116      | 102      | 78       | 119       | 110       | 22       | 97       | 0         |     | 815   |
| 6 S                                   |          | 101      | 108      | 70       |          | 130       |           |          | 45       | 0         |     | 454   |
| 7                                     |          |          |          |          |          |           |           |          |          |           |     |       |
| 8                                     | 76       | 121      | 89       | 87       | 62       | 119       | 87        | 10       | 70       | 4         |     | 725   |
| 9                                     | 39       | 144      | 80       | 87       | 55       | 122       | 70        | 22       | 93       | 4         |     | 716   |
| 10                                    | 43       | 151      | 111      | 81       | 65       | 121       | 97        | 21       | 62       | 10        |     | 762   |
| 11                                    | 32       | 102      | 97       | 69       | 71       | 150       | 56        | 21       | 72       | 4         |     | 674   |
| 12                                    | 47       | 127      | 94       | 69       | 62       | 132       | 55        | 19       | 79       | 3         |     | 687   |
| 13 S                                  |          | 107      | 68       | 67       |          | 134       |           |          | 52       | 0         |     | 428   |
| 14                                    |          |          |          |          |          |           |           |          |          |           |     |       |
| 15                                    | 59       | 145      | 93       | 98       | 71       | 110       | 86        | 24       | 75       | 2         | 9   | 772   |
| 16                                    | 60       | 134      | 144      | 96       | 81       | 124       | 101       | 8        | 62       | 1         | 9   | 820   |
| 17                                    | 45       | 145      | 95       | 96       | 71       | 129       | 88        | 22       | 101      | 2         | 4   | 798   |
| 18                                    | 58       | 119      | 134      | 84       | 71       | 119       | 94        | 13       | 72       | 4         | 8   | 776   |
| 19                                    | 60       | 130      | 147      | 67       | 74       | 140       | 58        | 29       | 73       | 1         | 8   | 787   |
| 20 S                                  |          | 106      | 101      | 78       |          | 176       |           |          | 63       | 1         |     | 525   |
| 21                                    |          |          |          |          |          |           |           |          |          |           |     |       |
| 22                                    | 67       | 123      | 87       | 96       | 67       | 137       | 74        | 31       | 80       | 2         | 7   | 771   |
| 23                                    | 57       | 127      | 109      | 90       | 66       | 128       | 96        | 8        | 82       | 6         | 5   | 774   |
| 24                                    | 49       | 117      | 110      | 96       | 50       | 125       | 83        | 20       | 74       | 2         | 8   | 734   |
| 25                                    | 41       | 114      | 106      | 80       | 53       | 100       | 79        | 25       | 79       | 2         | 12  | 691   |
| 26                                    | 59       | 130      | 66       | 108      | 68       | 103       | 72        | 22       | 71       | 3         | 7   | 709   |
| 27 S                                  |          | 126      | 90       | 61       |          | 123       |           |          | 58       | 0         |     | 458   |
| 28                                    |          |          |          |          |          |           |           |          |          |           |     |       |
| 29                                    | 33       | 112      | 89       | 78       | 66       | 150       | 84        | 17       | 105      | 2         | 6   | 742   |
| 30                                    | 52       | 147      | 97       | 95       | 57       | 134       | 75        | 20       | 82       | 8         | 2   | 769   |
| 31                                    | 39       | 139      | 124      | 93       | 54       | 121       | 83        | 15       | 51       | 6         | 3   | 728   |
|                                       |          |          |          |          |          |           |           |          |          |           |     |       |
| <b>TOTAL (27)</b>                     | 1209     | 3460     | 2849     | 2336     | 1530     | 3548      | 1871      | 471      | 2054     | 82        | 88  | 19498 |
| <b>WEEKDAY TOTAL (23)</b>             | 1209     | 3020     | 2482     | 2060     | 1530     | 2985      | 1871      | 471      | 1836     | 81        | 88  | 17633 |
| <b>SATURDAY/REDUCED DAY TOTAL (4)</b> |          | 440      | 367      | 276      |          | 563       |           |          | 218      | 1         |     | 1865  |
|                                       |          |          |          |          |          |           |           |          |          |           |     |       |
| <b>DAILY AVERAGE</b>                  | 53       | 128      | 106      | 87       | 67       | 131       | 81        | 20       | 76       | 3         | 7   | 722   |
| <b>WEEKDAY AVERAGE</b>                | 53       | 131      | 108      | 90       | 67       | 130       | 81        | 20       | 80       | 4         | 7   | 767   |
| <b>SATURDAY/REDUCED DAY AVERAGE</b>   |          | 110      | 92       | 69       |          | 141       |           |          | 55       | 0         |     | 466   |

**Ridership by Hour**  
**8/1/2022 - 8/31/2022**

**Weekday - Passengers by Hour**

| Route | 630 | 700 | 800 | 900 | 1000 | 1100                  | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | 1800 | TOTAL |
|-------|-----|-----|-----|-----|------|-----------------------|------|------|------|------|------|------|------|-------|
| 31    | 24  | 111 | 221 | 251 | 316  | 274                   | 286  | 306  | 284  | 331  | 242  | 216  | 158  | 3,020 |
| 32    | 17  | 93  | 109 | 209 | 240  | 252                   | 264  | 222  | 232  | 327  | 249  | 168  | 100  | 2,482 |
| 33    | 5   | 93  | 134 | 170 | 166  | 187                   | 218  | 219  | 228  | 245  | 165  | 148  | 82   | 2,060 |
| Route | 630 | 720 | 820 | 920 | 1020 | 1120                  | 1220 | 1320 | 1420 | 1520 | 1620 | 1720 | 1820 |       |
| 44    | 34  | 80  | 108 | 105 | 128  | 169                   | 160  | 175  | 166  | 151  | 101  | 94   | 59   | 1,530 |
| 57    | 31  | 157 | 92  | 157 | 144  | 147                   | 141  | 186  | 185  | 201  | 172  | 108  | 115  | 1,836 |
| Route |     |     |     |     | 1030 | 1130                  | 1230 | 1330 | 1430 | 1530 | 1630 |      |      |       |
| 30    |     |     |     |     | 139  | 167                   | 271  | 171  | 190  | 145  | 126  |      |      | 1,209 |
| Route |     |     |     |     |      | 1150                  | 1250 | 1350 | 1450 | 1550 |      |      |      |       |
| 46    |     |     |     |     |      | 86                    | 67   | 105  | 130  | 83   |      |      |      | 471   |
| Route | 630 | 700 | 730 | 800 |      | not shown for brevity |      |      |      | 1700 | 1720 | 1800 | 1830 |       |
| 45    | 71  | 143 | 107 | 167 |      |                       |      |      |      | 163  | 100  | 86   | 75   | 4,856 |
| Route |     | 720 | 745 |     |      | 1145                  |      |      |      |      | 1700 | 1800 |      |       |
| 411   |     | 5   | 12  |     |      | 27                    |      |      |      |      | 32   | 5    |      | 81    |
| Route | 635 |     |     |     | 1035 |                       |      | 1335 |      |      | 1735 |      |      |       |
| NCC   | 7   |     |     |     | 22   |                       |      | 41   |      |      | 18   |      |      | 88    |

**Saturday - Passengers by Hour**

|       |     |     |      |      |                       |      |      |      |      |      |      |     |
|-------|-----|-----|------|------|-----------------------|------|------|------|------|------|------|-----|
| Route | 800 | 900 | 1000 | 1100 | 1200                  | 1300 | 1400 | 1500 | 1600 | 1700 |      |     |
| 31    | 30  | 29  | 34   | 52   | 50                    | 51   | 37   | 43   | 66   | 48   | 440  |     |
| 32    | 17  | 19  | 44   | 54   | 55                    | 42   | 54   | 30   | 35   | 17   | 367  |     |
| 33    | 18  | 36  | 29   | 28   | 32                    | 28   | 31   | 23   | 35   | 16   | 276  |     |
| Route | 820 | 920 | 1020 | 1120 | 1220                  | 1320 | 1420 | 1520 | 1620 | 1720 |      |     |
| 57    | 14  | 14  | 13   | 19   | 34                    | 34   | 23   | 28   | 22   | 17   | 218  |     |
| Route | 800 | 830 | 900  | 930  | not shown for brevity |      |      | 1600 | 1630 | 1700 | 1730 |     |
| 45    | 27  | 21  | 24   | 20   |                       |      |      | 29   | 22   | 31   | 13   | 563 |
| Route |     |     | 920  | 945  |                       |      |      | 1500 |      |      |      |     |
| 411   |     |     | 0    | 0    |                       |      |      | 1    |      |      |      | 1   |

**Total Fixed Route**

**19,498**

**Average Passengers per Trip**  
**8/1/2022 - 8/31/2022**

**Weekday**

| Route | 630  | 700  | 800  | 900  | 1000                  | 1100 | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | 1800 | Passengers per<br>Revenue Service<br>Hr | Avg daily<br>boardings |
|-------|------|------|------|------|-----------------------|------|------|------|------|------|------|------|------|-----------------------------------------|------------------------|
| 31    | 1.0  | 4.8  | 9.6  | 10.9 | 13.7                  | 11.9 | 12.4 | 13.3 | 12.3 | 14.4 | 10.5 | 9.4  | 6.9  | 10.5                                    | 131                    |
| 32    | 0.7  | 4.0  | 4.7  | 9.1  | 10.4                  | 11.0 | 11.5 | 9.7  | 10.1 | 14.2 | 10.8 | 7.3  | 4.3  | 8.6                                     | 108                    |
| 33    | 0.2  | 4.0  | 5.8  | 7.4  | 7.2                   | 8.1  | 9.5  | 9.5  | 9.9  | 10.7 | 7.2  | 6.4  | 3.6  | 7.2                                     | 90                     |
| Route | 630  | 720  | 820  | 920  | 1020                  | 1120 | 1220 | 1320 | 1420 | 1520 | 1620 | 1720 | 1820 |                                         |                        |
| 44    | 1.5  | 3.5  | 4.7  | 4.6  | 5.6                   | 7.3  | 7.0  | 7.6  | 7.2  | 6.6  | 4.4  | 4.1  | 2.6  | 5.4                                     | 67                     |
| 57    | 1.3  | 6.8  | 4.0  | 6.8  | 6.3                   | 6.4  | 6.1  | 8.1  | 8.0  | 8.7  | 7.5  | 4.7  | 5.0  | 6.4                                     | 80                     |
| Route |      |      |      |      | 1030                  | 1130 | 1230 | 1330 | 1430 | 1530 | 1630 |      |      |                                         |                        |
| 30    |      |      |      |      | 6.0                   | 7.3  | 11.8 | 7.4  | 8.3  | 6.3  | 5.5  |      |      | 7.5                                     | 53                     |
| Route |      |      |      |      |                       | 1150 | 1250 | 1350 | 1450 | 1550 |      |      |      |                                         |                        |
| 46    |      |      |      |      |                       | 3.7  | 2.9  | 4.6  | 5.7  | 3.6  |      |      |      | 4.1                                     | 20                     |
| Route | 630  | 700  | 730  | 800  | not shown for brevity |      |      |      |      | 1700 | 1720 | 1800 | 1830 |                                         |                        |
| 45    | 3.1  | 6.2  | 4.7  | 7.3  |                       |      |      |      |      | 7.1  | 4.3  | 3.7  | 3.3  | 10.8                                    | 211                    |
| Route |      | 720  | 745  |      |                       | 1145 |      |      |      |      | 1700 | 1800 |      |                                         |                        |
| 411   |      | 0.22 | 0.52 |      |                       | 1.17 |      |      |      |      | 1.39 | 0.22 |      | 1.3                                     | 4                      |
| Route | 635  |      |      |      | 1035                  |      | 1335 |      |      |      | 1735 |      |      |                                         |                        |
| NCC   | 0.54 |      |      |      | 1.69                  |      | 3.15 |      |      |      | 1.38 |      |      | 2.3                                     | 7                      |

**Saturday**

| Route | 800 | 900 | 1000 | 1100                  | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | Passengers per<br>Revenue Service<br>Hr | Avg daily<br>boardings |
|-------|-----|-----|------|-----------------------|------|------|------|------|------|------|-----------------------------------------|------------------------|
| 31    | 7.5 | 7.3 | 8.5  | 13.0                  | 12.5 | 12.8 | 9.3  | 10.8 | 16.5 | 12.0 | 11.0                                    | 110                    |
| 32    | 4.3 | 4.8 | 11.0 | 13.5                  | 13.8 | 10.5 | 13.5 | 7.5  | 8.8  | 4.3  | 9.2                                     | 92                     |
| 33    | 4.5 | 9.0 | 7.3  | 7.0                   | 8.0  | 7.0  | 7.8  | 5.8  | 8.8  | 4.0  | 6.9                                     | 69                     |
| Route | 820 | 920 | 1020 | 1120                  | 1220 | 1320 | 1420 | 1520 | 1620 | 1720 |                                         |                        |
| 57    | 3.5 | 3.5 | 3.3  | 4.8                   | 8.5  | 8.5  | 5.8  | 7.0  | 5.5  | 4.3  | 5.7                                     | 55                     |
| Route | 800 | 830 | 900  | not shown for brevity |      |      | 1600 | 1630 | 1700 | 1730 |                                         |                        |
| 45    | 6.8 | 5.3 | 6.0  |                       |      |      | 7.3  | 5.5  | 7.8  | 3.3  | 14.1                                    | 141                    |
| Route |     | 920 | 945  |                       |      |      | 1500 |      |      |      |                                         |                        |
| 411   |     | 0.0 | 0.0  |                       |      |      | 0.3  |      |      |      | 0.2                                     | 0                      |

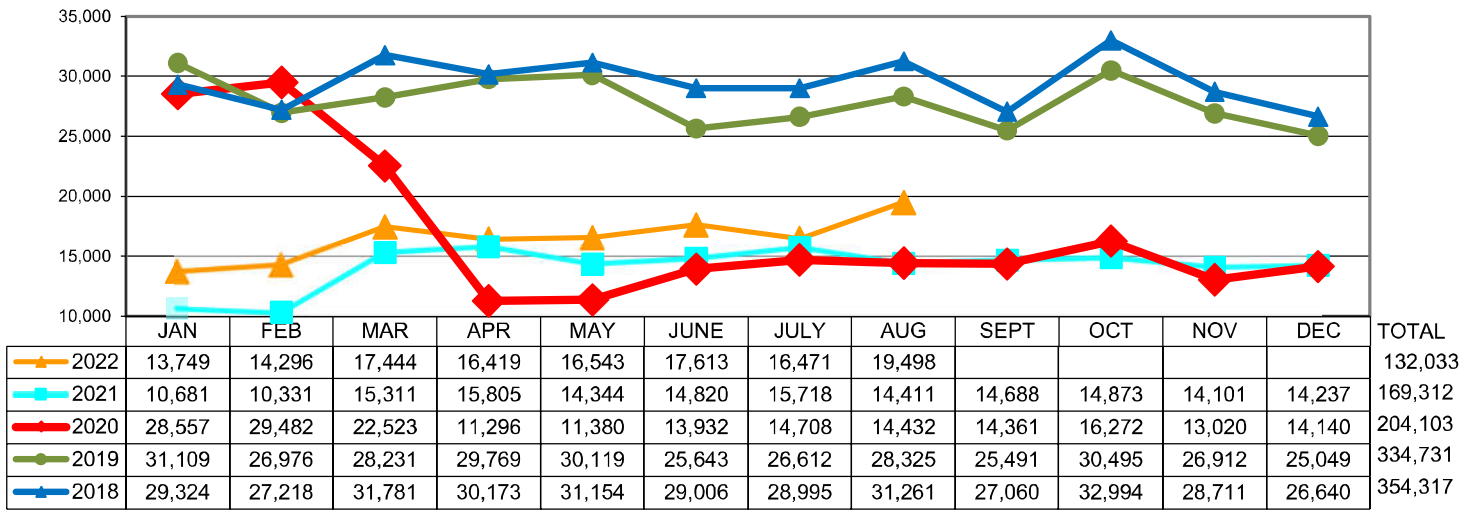
**System Productivity**

Red Less than 3.0 passengers per hour

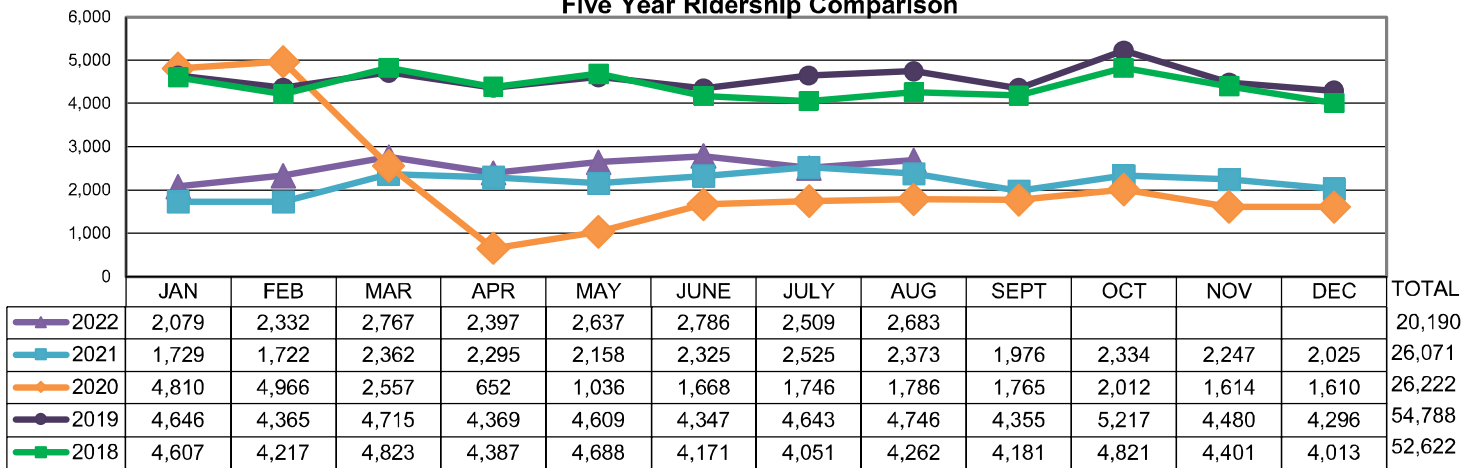
7.8

| Date      | Total Psgrs | Demand<br>Response<br>Client Trips | Number of<br>Attends | Number<br>of Guests | Delivered<br>AMB Psgrs | Delivered<br>W/C Psgrs | %<br>W/C Psgrs<br>Delivered | Psgrs<br>Rev Hour | CXLS | No Shows |
|-----------|-------------|------------------------------------|----------------------|---------------------|------------------------|------------------------|-----------------------------|-------------------|------|----------|
| 8/1/2022  | 77          | 68                                 | 9                    | 0                   | 45                     | 23                     | 33.82%                      | 1.67              | 18   | 3        |
| 8/2/2022  | 112         | 95                                 | 15                   | 2                   | 76                     | 19                     | 20.00%                      | 2.12              | 9    | 1        |
| 8/3/2022  | 109         | 105                                | 4                    | 0                   | 77                     | 28                     | 26.67%                      | 1.81              | 11   | 2        |
| 8/4/2022  | 127         | 107                                | 18                   | 2                   | 73                     | 34                     | 31.78%                      | 2.10              | 18   | 1        |
| 8/5/2022  | 100         | 86                                 | 14                   | 0                   | 56                     | 30                     | 34.88%                      | 1.97              | 5    | 1        |
| 8/6/2022  | 54          | 49                                 | 5                    | 0                   | 33                     | 16                     | 32.65%                      | 1.61              | 2    | 0        |
| 8/8/2022  | 84          | 72                                 | 12                   | 0                   | 47                     | 25                     | 34.72%                      | 1.89              | 14   | 2        |
| 8/9/2022  | 151         | 124                                | 23                   | 4                   | 91                     | 33                     | 26.61%                      | 2.32              | 18   | 2        |
| 8/10/2022 | 97          | 89                                 | 8                    | 0                   | 69                     | 20                     | 22.47%                      | 1.64              | 12   | 2        |
| 8/11/2022 | 115         | 98                                 | 17                   | 0                   | 71                     | 27                     | 27.55%                      | 2.11              | 11   | 1        |
| 8/12/2022 | 103         | 87                                 | 16                   | 0                   | 64                     | 23                     | 26.44%                      | 1.97              | 7    | 0        |
| 8/13/2022 | 58          | 47                                 | 11                   | 0                   | 29                     | 18                     | 38.30%                      | 1.91              | 4    | 0        |
| 8/15/2022 | 90          | 83                                 | 7                    | 0                   | 66                     | 17                     | 20.48%                      | 2.01              | 13   | 2        |
| 8/16/2022 | 125         | 115                                | 10                   | 0                   | 84                     | 31                     | 26.96%                      | 2.03              | 10   | 2        |
| 8/17/2022 | 88          | 83                                 | 5                    | 0                   | 57                     | 26                     | 31.33%                      | 1.90              | 4    | 4        |
| 8/18/2022 | 96          | 84                                 | 12                   | 0                   | 60                     | 24                     | 28.57%                      | 1.84              | 8    | 3        |
| 8/19/2022 | 90          | 75                                 | 13                   | 2                   | 41                     | 34                     | 45.33%                      | 1.93              | 4    | 1        |
| 8/20/2022 | 82          | 64                                 | 18                   | 0                   | 40                     | 24                     | 37.50%                      | 2.51              | 11   | 1        |
| 8/22/2022 | 82          | 76                                 | 6                    | 0                   | 60                     | 16                     | 21.05%                      | 1.80              | 15   | 6        |
| 8/23/2022 | 128         | 114                                | 13                   | 1                   | 88                     | 26                     | 22.81%                      | 2.07              | 12   | 4        |
| 8/24/2022 | 97          | 85                                 | 11                   | 1                   | 64                     | 21                     | 24.71%                      | 1.79              | 13   | 3        |
| 8/25/2022 | 108         | 100                                | 8                    | 0                   | 81                     | 19                     | 19.00%                      | 1.92              | 9    | 1        |
| 8/26/2022 | 104         | 94                                 | 10                   | 0                   | 62                     | 32                     | 34.04%                      | 2.16              | 11   | 3        |
| 8/27/2022 | 78          | 62                                 | 16                   | 0                   | 33                     | 29                     | 46.77%                      | 2.35              | 0    | 0        |
| 8/29/2022 | 101         | 87                                 | 14                   | 0                   | 61                     | 26                     | 29.89%                      | 2.07              | 11   | 1        |
| 8/30/2022 | 124         | 112                                | 11                   | 1                   | 96                     | 16                     | 14.29%                      | 2.08              | 1    | 2        |
| 8/31/2022 | 103         | 92                                 | 11                   | 0                   | 66                     | 26                     | 28.26%                      | 1.93              | 15   | 2        |
|           |             |                                    |                      |                     |                        |                        |                             |                   |      |          |
|           | 2683        | 2353                               | 317                  | 13                  | 1690                   | 663                    | 29.14%                      | 1.99              | 266  | 50       |

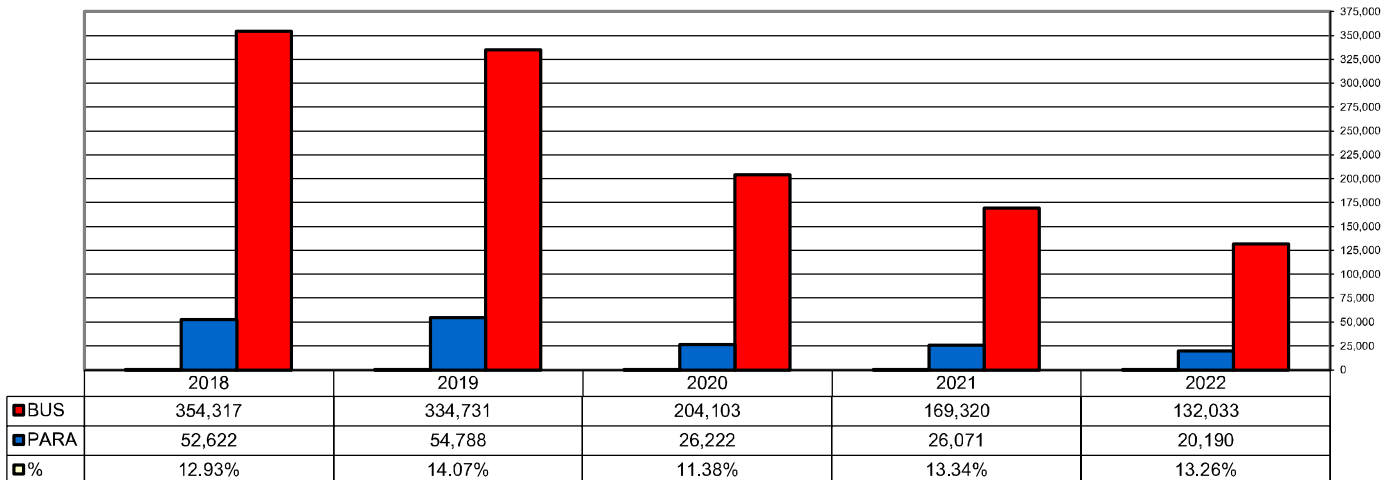
### RiverCities Transit Fixed Route Five Year Ridership Comparison

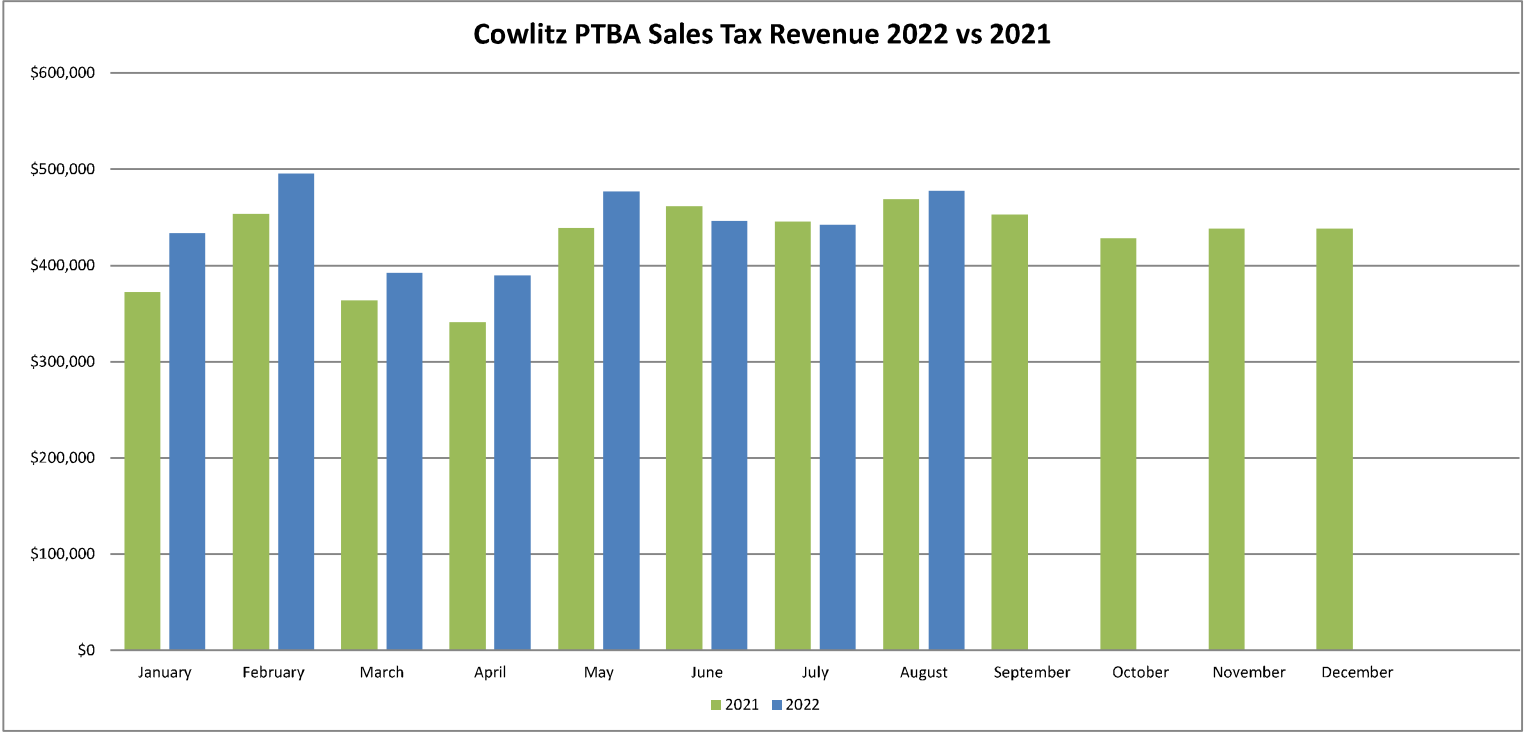
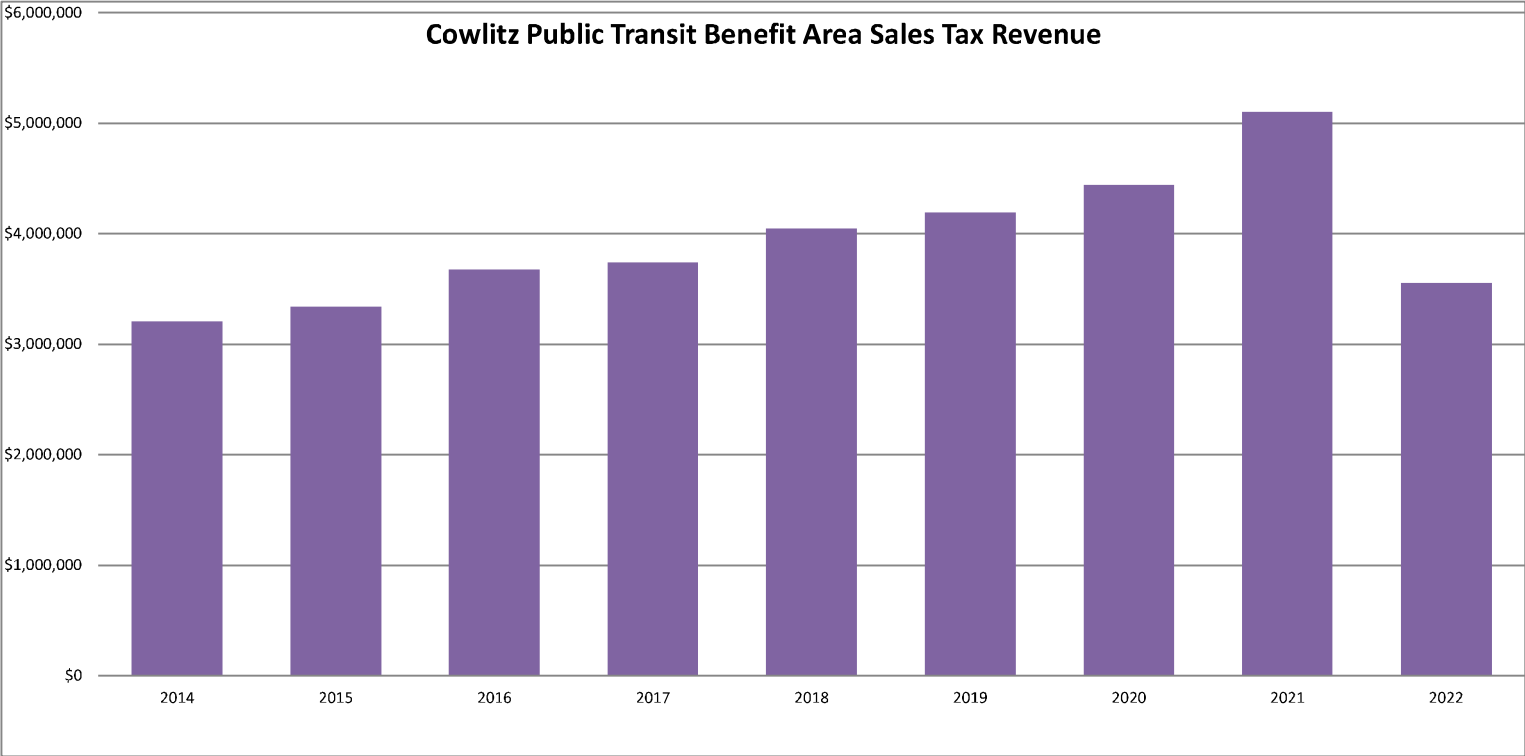


### RiverCities Transit Paratransit Five Year Ridership Comparison



### Comparison of Ridership Bus and Paratransit Ridership







# **Cowlitz Transit Authority**

## **Agenda Summary**

### **PUBLIC HEARING FOR FARE POLICY CHANGE: ZERO-FARE FOR AGE 18 AND UNDER**

#### **SUMMARY STATEMENT:**

In compliance with Cowlitz Transit Authority Bylaws, the board is required to hold a public hearing to receive comments regarding any changes in transit fares.

Washington State Transportation Resources bill (ESSB 5974), effective July 1, 2022, contains new language providing for a transit support grant program.

To qualify for the transit support grant, transit agencies must at minimum

- 1) Maintain or increase their current local sales tax authority, and
- 2) Have adopted a zero-fare policy for riders 18 years and younger on all modes of service and submit documentation of the policy to Washington State Department of Transportation by October 1, 2022.

The initial policy recommendation to the Cowlitz Transit Authority was modified at the July 13, 2022, meeting of the CTA Board, and further modified at its August 10, 2022, meeting of the Authority.

Resolution 2202-02 incorporates the modifications requested by the CTA Board.

#### **BUDGET:**

The transit support grant amount received by RiverCities Transit may vary based on statewide ridership data and whether all transit agencies adopt similar policies. However, the current estimated distribution to RiverCities Transit is \$255,514 for the 2022 supplemental budget, and an estimated \$689,000 annually thereafter, depending additionally on State revenues and other factors. The transit support grant may be used for either operations or immediate capital spending.

#### **RECOMMENDED ACTION:**

**Hold public hearing to receive citizen input on Resolution 2022-02, a zero-fare proposal for passengers aged 18 and under.**

#### **THEN:**

**Motion to approve Resolution 2022-02, effective October 1, 2022.**

RESOLUTION NO. 2022-02

---

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY TO APPROVE A ZERO  
FARE POLICY FOR PASSENGERS AGED 18 AND UNDER WITH PROPER  
IDENTIFICATION

---

WHEREAS, it is the responsibility of the Cowlitz Transit Authority Board to set fares to be charged, and

WHEREAS, the Cowlitz Transit Authority Board has had a successful youth pass pilot program, and

WHEREAS, the Move Ahead Washington (ESSB 5974) legislation signed into law in March 2022 created a new transit support grant opportunity for transit agencies, and

WHEREAS, the legislation requires that an agency have a zero fare policy for passengers aged 18 and under on all modes of service by October 1, 2022, to be eligible for this program, and

WHEREAS, the Cowlitz Transit Authority Board expects passengers under this policy to be of a minimum age to ride unaccompanied safely, and

WHEREAS, the Cowlitz Transit Authority Board held a formal public hearing on this policy on September 14, 2022;

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that:

1. The Youth Pass program is extended from January 1, 2023 through June 30, 2024.
2. The fare policy is modified so that the fare for passengers with a Youth pass or other proper age-specific identification on all service types is \$0.00.
3. Any new services offered by RiverCities Transit, whether on a pilot basis or permanently, must include a Youth fare category at \$0.00.
4. "Youth" for the purpose of the fare category is defined as anyone aged 18 and under with proper identification.
5. Youth under the age of 12 must be accompanied by a parent or guardian.
6. The changes specified here become effective October 1, 2022.
7. All RiverCities Transit operators will continue to be required to report any incidents occurring on transit vehicles and/or at bus stops.
8. All candidates for RiverCities Transit positions will continue to undergo a Washington State Patrol fingerprint background check performed by Longview Police Department and Sterling background checks to include SSN Trace, Enhanced Nationwide Criminal Database, and Locator Select, or equivalent, before a final job offer is made.

9. All RiverCities Transit employees will continue to receive Busing On The Lookout training and CPR training. All employees will additionally receive training on recognizing and reporting of suspected abuse and/or neglect of children and/or vulnerable adults.

PASSED by the Cowlitz Transit Authority in regular session and approved this **14th** day of **September 2022**.

---

DENNIS WEBER, CHAIR  
Cowlitz Transit Authority

ATTEST:

---

Elizabeth Halili, Deputy City Clerk

# Cowlitz Transit Authority



## Agenda Summary

### **REVISED 2022-2027 TRANSIT DEVELOPMENT PLAN AND 2021 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 plan must include the following elements:

- Plan adoption, public hearing, and distribution
- State and agency goals, objectives, and action strategies
- Local performance measures
- Planned capital expenses
- Planned operating changes
- Multiyear financial plan
- Projects of regional significance

#### **RECOMMENDED ACTION:**

Review the revised 2022-2027 Transit Development Plan and 2021 Annual Report

#### **THEN:**

Motion to approve the revised RiverCities Transit 2022-2027 Transit Development Plan and 2021 Annual Report.

# **2021 Annual Report 2022-2027 Transit Development Plan**



Photo taken by Arthur Ross 09/2020



Prepared by RiverCities Transit Staff  
For the Cowlitz Transit Authority  
Adopted September 14, 2021

# 2021 Annual Report

## 2022-2027 Transit Development Plan

Prepared by RiverCities Staff  
For the Cowlitz Transit Authority  
Public Hearing held  
August 10, 2022

### Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing RiverCities Transit at [customerservice@rctransit.org](mailto:customerservice@rctransit.org) or 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

It is RiverCities Transit's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with RiverCities Transit or the Federal Transit Administration. For more information regarding our non-discrimination obligations, contact RiverCities Title VI Coordinator at (360) 442-5663.

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## 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 document also serves as a tool to communicate our accomplishments and goals to the community. It outlines our organizational structure, transportation services, significant achievements, 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 2021 Annual Report and 2022-2027 Transit Development Plan on September 14, 2022

### Public Participation Process

Public Comment Period      July 29, 2022 – August 10, 2022

Comments submitted to      [customerservice@rctransit.org](mailto:customerservice@rctransit.org)  
RiverCities Transit  
PO Box 128  
Longview WA 98632

### Public Hearing

Cowlitz Transit Authority will hold a public hearing during the regularly scheduled board meeting on the TDP on August 10, 2022, at 4:00 p.m.

**Notice of published in the local paper**

The Longview Daily News published notice of the hearing on the TDP. A notification will also run in the City Info Weekly, a weekly newsletter prepared and published by the City of Longview.

**Notice of posted to the website**

RiverCities Transit will post a notice of the public hearing on the 2021 Annual Report and 2022-2027 Transit Development Plan to its website at [www.rctransit.org](http://www.rctransit.org) on July 29, 2022.

**Digital and paper copies of the plan**

RiverCities will post the 2021 Annual Report and 2022-2027 Transit Development Plan to its website on July 29, 2022, at <https://rctransit.org/about-us/planning/>. Paper copies are available at the Longview Transit Center at 1135 12<sup>th</sup> Ave, Longview, WA 98632 upon request.

**Plan Distribution**

Distribution of the TDP will include:

- Washington Department of Transportation
- Transportation Improvement Board
- City of Longview
- City of Kelso
- Southwest Washington Regional Transportation Planning Organization
- Cowlitz Wahkiakum Council of Governments Metropolitan Planning Organization
- Washington State Transit Insurance Pool

## The Agency

### History and Governance

RiverCities Transit has a long history in Longview and Kelso, WA. It began over 86 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 of Longview subsequently became the grant recipient for the Federal Transit Administration.

#### 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**

The Cowlitz Public Transportation Benefit Authority (PTBA) was formed in 1987 to fund the transit system. 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 Amalgamated Transit Union representative, governs the PTBA. The CTA functions as a taxing authority only. The CTA has contracts for legal counsel and utilizes the services of the Cowlitz County Treasurer but has no other staff. The CTA contracts all transit operations, maintenance, and capital improvement-related functions including, management, administration, drivers, and maintenance, to the City of Longview. The City of Longview subcontracts to provide the required complementary paratransit service. The City of Longview and the CTA jointly govern the public transportation system, which operates as RiverCities Transit (RCT). *(Figure 1 Organizational Hierarchy Chart)*

#### 2021 Cowlitz Transit Authority Board Members

|                    |                  |                                                |
|--------------------|------------------|------------------------------------------------|
| Dennis Weber       | Board Chair      | Cowlitz County Commissioner                    |
| Chet Makinster     | Board Vice-Chair | Longview City Council Member                   |
| Lisa Alexander     |                  | Kelso City Council Member                      |
| Jeffery McAllister |                  | Kelso City Council Member                      |
| Mike Wallin        |                  | Longview City of Longview Mayor Pro Tem        |
| Anthony Harris     | Non-Voting       | Amalgamated Transit Union Labor Representative |
| Nancy Malone       | Alternate        | Kelso City Council Mayor                       |
| Arne Mortensen     | Alternate        | Cowlitz County Commissioner                    |
| MaryAlice Wallis   | Alternate        | Longview City Council Mayor                    |

## 2021 Organizational Structure

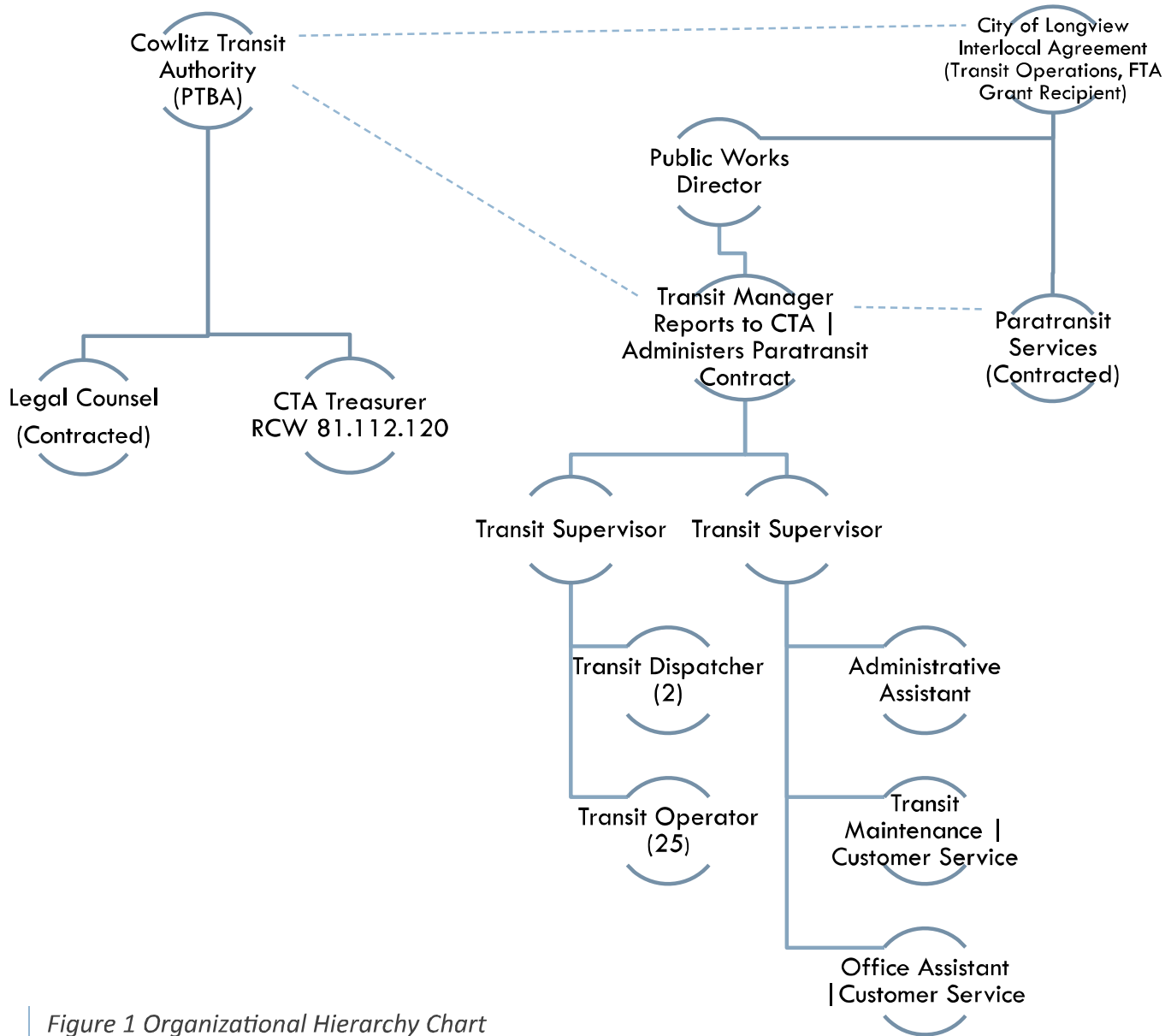


Figure 1 Organizational Hierarchy Chart

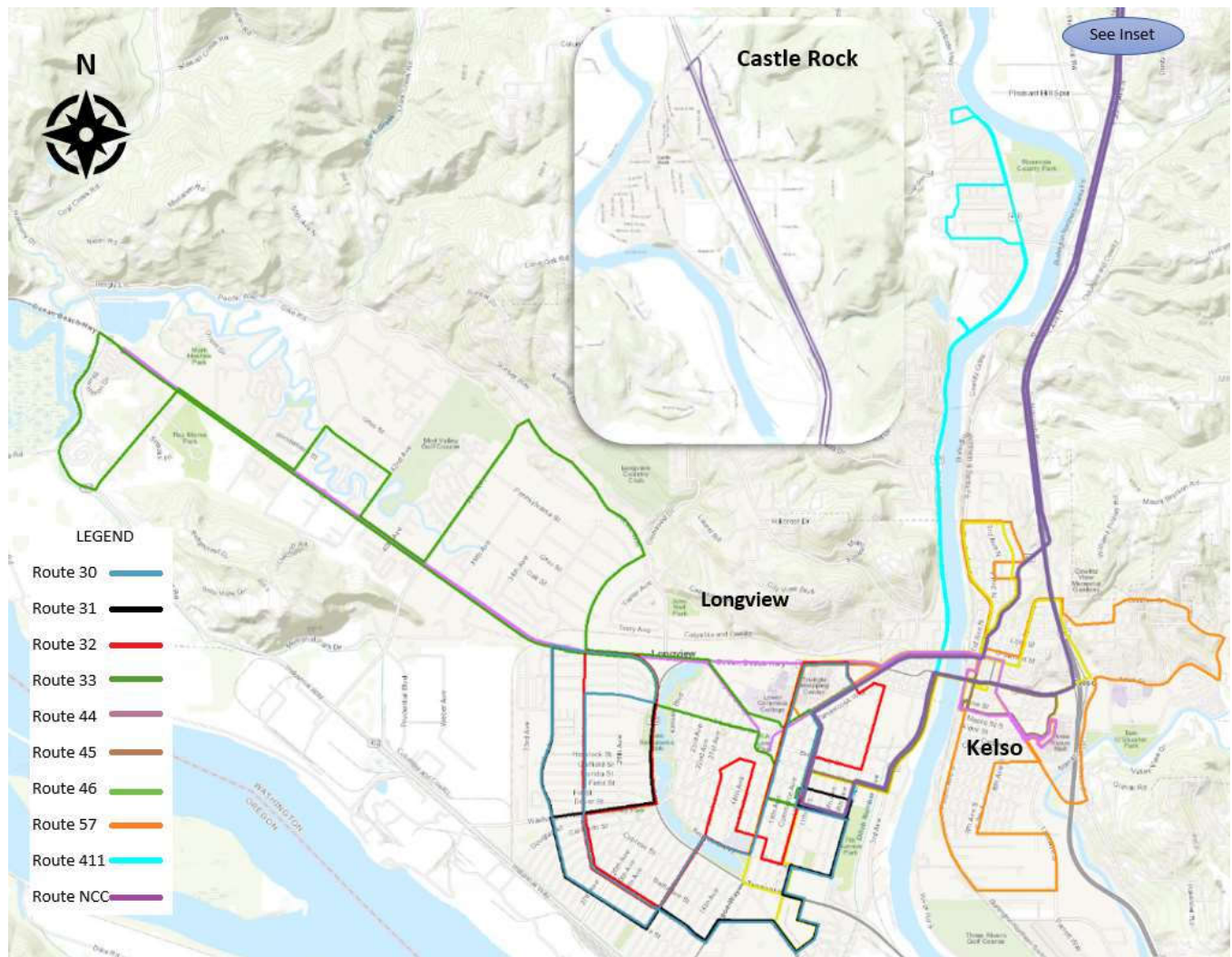


Figure 2 Service Area Map August 2022

## Service Area

RiverCities Transit operates within Longview and Kelso, WA, as shown in the map below. (Figure 2 Service Area Map) This service area encompasses approximately 27 square miles as and contains a population of roughly 50,000 residents.

## Facilities

### Longview City Shop

RiverCities Transit and RiverCities LIFT dispatch from the Longview City Shop (*Figure 3 Longview City Shop*) at 254 Oregon Way, Longview WA. The facility is approximately 8,000 SF; in addition to Transit, it houses the Fleet Maintenance, Facilities Maintenance, and the entire City of Longview fleet.



*Figure 3 Longview City Shop*

### Longview Transit Center

The Transit Center (*Figure 4 Transit Center*), located in downtown Longview at 1135 12<sup>th</sup> Avenue, opened January 30, 2020. This facility includes a lobby with a customer service window, administrative offices, training room, and break rooms for operators and administrative staff. Five RCT fixed routes and three regional service providers serve the Longview Transit Center.



Figure 4 Longview Transit Center

### **Kelso Train Depot**

Located at 501 S First Street, Kelso, WA, the Kelso Train Depot (*Figure 5 Kelso Train Depot*) is a multimodal location with connections to Amtrak, Greyhound (BOLT), Wahkiakum on the Move, and RiverCities Transit. RiverCities Transit also rents a breakroom for operators from the City of Kelso at the Kelso Train Depot.



*Figure 5 Kelso Train Depot*

### **Heron Pointe Turnaround**

Built in 2012, the Heron Pointe turnaround (*Figure 6 Heron Pointe*) is used by RCT to turn westbound Route 44 eastbound safely. Route 33 also services Heron Pointe.



*Figure 6 Heron Pointe Turnaround*

## Operations

RCT services include Fixed Route and Paratransit.

### Fixed Route Operations

RiverCities Transit operates eight fixed routes within the urban areas of Longview and Kelso, WA. RCT's fixed routes circulate through most urbanized neighborhoods in Longview and Kelso Monday through Friday from 6:30 AM to 7 PM. Five routes operate Saturday from 8 AM to 6 PM. RCT designed seven routes to complete a round trip in fifty minutes, allowing them to run on sixty-minute headways. This scheduling allows for transfer connections at the Transit Center, Kelso Train Depot, and The Three Rivers Mall. This scheduling provides simplicity and convenience for customers, allowing passengers to travel between almost two points in the Longview-Kelso region with a maximum of one transfer and little wait time for transfers. RCT's most heavily traveled route offers service every thirty minutes during the morning and evening runs. Midday, this route runs on a forty-minute schedule with a second bus, therefore offering service every twenty minutes. In September 2021, RCT added Route 46, which connects north Kelso to shopping and downtown Longview. Summer of 2022 brought with it two new routes. The Lexington Connector, Route 411 launched in May 2022 which provides service between Longview and Lexington, a suburb of Kelso. Then on August 15, 2022, RiverCities started the North Cowlitz Connector to meet Twin Transit at the Castle Rock Park & Ride/Visitor Center connecting Longview to Castle Rock and beyond with express service.

### Fixed Route Fares

Fares and pass prices established on January 1, 2016, are shown in Figure 7. Passes entitle the holder to unlimited rides during their specified periods and are nontransferable. Transfers are free with the purchase of one-way fare and valid for one use only on the day of purchase.

|                                   | One – Way Fare | Daily Pass | Monthly Pass | Quarterly Pass | Annual Pass |
|-----------------------------------|----------------|------------|--------------|----------------|-------------|
| <b>Adult</b>                      | \$1.00         | \$2.00     | \$14.00      | \$42.00        | \$168.00    |
| <b>Student</b>                    | \$1.00         | \$2.00     | \$7.00       | \$21.00        | \$84.00     |
| <b>Reduced</b>                    | \$.50          | \$1.00     | \$7.00       | \$21.00        | \$84.00     |
| <b>LCC Students &amp; Faculty</b> | Free           |            |              |                |             |
| <b>LIFT Approved</b>              | Free           |            |              |                |             |
| <b>PCA</b>                        | Free           |            |              |                |             |
| <b>Youth Pass</b>                 |                |            |              |                | Free        |

Figure 7 Fixed Route Fare Table

- **Adult** passes are for those ages 18 and older.
- **Student** passes are available to children between six and eighteen years of age or those with 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 1<sup>st</sup> through August 31<sup>st</sup> each year.
- **Reduced** fare is available to citizens age 65 or older, Medicare cardholders, and persons with disabilities. Applicants are required to show proof of age, Medicare Card, or complete an application for a reduced fare permit.
- **LCC** (Lower Columbia College) pays an annual fee based on its students and staffs prior year's ridership. Those wishing to take advantage of the program show their LCC ID to the bus operator.
- **LIFT** qualified individuals are eligible to ride fixed route free of charge.
- **PCA** (personal care attendant) rides free of charge when accompanying a LIFT qualified individual.
- **Youth** pass is a free annual pass available to those eighteen and younger who turn in a completed consent form. The Annual Youth Pass is a pilot program that started in January 2020 to encourage local youth to ride transit and to reduce the transportation barrier to youth activities and programs.
- **Upon Approval of Resolution 2022-02:**
  - Extend the Youth Pass program through June 30, 2024
  - Fare for passengers with a Youth pass or other proper age-specific identification on all service types including LIFT is \$0.00
  - Youth under the age of twelve (12) must be accompanied by a parent or guardian.

## Paratransit Operations

RCT provides federally mandated complementary paratransit service within  $\frac{3}{4}$  of a mile of all fixed routes according to the Americans with Disabilities Act (ADA) requirements. The service area boundary is shown in Figure 2. This service is identified as 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. Paratransit Services Inc provides the operators, scheduling/dispatch staff, supervisor, and a manager. 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 independently utilize fixed route transportation due to 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 AM to 7

PM and Saturday from 8 AM to 6 PM. LIFT provides trips for any purpose and does not limit the number of trips an individual may take. The ADA requires there to be no capacity constraints or trip denials.

### Paratransit Fares

Fares and prices established on January 1, 2016 shown in Figure 8.

|                      | One – Way Fare | Monthly Pass | 5 Ride Punch Card | 20 Ride Punch Card |
|----------------------|----------------|--------------|-------------------|--------------------|
| <b>LIFT Approved</b> | \$1.00         | \$15.00      | \$5.00            | \$10.00            |
| <b>PCA</b>           | Free           |              |                   |                    |

Figure 8 Paratransit Fare Table

### Service Connections

In addition to services provided by RCT, several 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 each described below. RCT is a partner with many of these agencies as they utilize the Longview Transit Center.

#### Wahkiakum on the Move

Wahkiakum on the Move (WOTM) provides service between Cathlamet and Longview-Kelso four times a day and between Naselle (with connections to Pacific Transit in Pacific County) and Longview-Kelso twice a day. WOTM makes connections with RCT at the Kelso Train Depot and the Longview Transit Center. They also stop at St John’s Medical Center, the 7<sup>th</sup> Avenue Wal-Mart, Triangle Mall, and Fred Meyers. While the service is available to the public, half of the WOTM riders are seniors. Passengers use the service to access shopping, medical appointments, and LCC.

#### Lower Columbia Community Action Program (CAP)

The Lower Columbia Community Action Program (CAP) provides several transportation services in the Longview-Kelso area. CAP offers Senior Transportation to those age 60 and over. This service is for those residents living outside the RiverCities Transit service area to come into Longview-Kelso for medical appointments and for all seniors to get to medical appointments in the Portland-Vancouver area to the south and as far north as Olympia. They provide medical and shopping trips in wheelchair-accessible vans to residents living outside and inside the RCT service area. Another service they offer is Medicaid Transportation. Medicaid transportation is provided to eligible individuals for Medicaid, and trips are authorized by the Human Services Council Medical Transportation program. Lastly, CAP Transportation offers a fixed route service from the Longview Transit Center to the Vancouver 99<sup>th</sup> Street Station six times a day and from the Longview Transit Center to the Castle Rock Park and Ride twice a day. This service is available to the public and costs two dollars each way.

**Twin Transit (August 15, 2022)**

Twin Transit provides fixed route service, dial-a-ride service (DARTT), and paratransit service (LIFTT) in Lewis County. Twin Transit's fixed route bus service operates throughout the twin cities of Centralia and Chehalis, Washington. Twin Transit's fixed route service includes express service between Centralia and Tumwater/Olympia, where Twin Transit connects with Intercity Transit, Greys Harbor Transit, Mason Transit, and Rural Transit; also, between Centralia and the Castle Rock Visitor Center/Park & Ride where it connects with RiverCities Transit and CAP Transportation.

**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 when requested by a tribal member. People needing transportation within Longview are referred to RCT.

**Intermodal Connections**

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

## State and Agency Goals, Objectives, and Strategies

Efforts by RiverCities Transit from 2022-2027 will address the following strategies. The figure below (Figure 9 Goals, Objectives, and Strategies) shows how RCT's strategies align with the state goals established in the Washington State Transportation Plan and defined below.

| Goals, Objectives and Strategies                                                                                                       | State Goal Areas  |              |        |          |             |             |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|--------|----------|-------------|-------------|
|                                                                                                                                        | Economic Vitality | Preservation | Safety | Mobility | Environment | Stewardship |
| Operate transportation systems reliably and responsibly.                                                                               | X                 | X            |        |          |             | X           |
| Provide viable mobility choices for the customer and expand the system to accommodate growth and future transportation infrastructure. | X                 |              | X      | X        |             | X           |
| Implement facilities and equipment solutions that are in the best interest of the community.                                           | X                 | X            | X      | X        | X           | X           |

Figure 9 Goals, Objectives, and Strategies Table

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State.
- **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

## Local performance measures and targets

### Vehicle Load

Vehicle load indicates the extent or probability of overcrowding and may indicate the need for additional vehicles to maintain useful service. RCT monitors the vehicle load factor to ensure that it does not exceed 1.5. A vehicle load factor of 1.5 would mean all thirty-two seats are occupied, with approximately sixteen passengers left standing. Vehicle Load Factor is reviewed regularly using passenger count data to determine whether additional capacity should be added to specific trips or routes based on passenger demand.

### Vehicle Headway

RiverCities Transit has a vehicle headway goal of at least 45-minute headways on all routes. RCT currently operates six routes on 60-minute headways and one route on a variable headway of 20 to 30 minutes. Several factors, including ridership productivity, transit and pedestrian friendly streets, and density of transit dependent population and activities, will determine headway standards for future routes.

### On-Time Performance

On-time performance is an indicator of RCT's service reliability. A bus is considered late if it departs the published time point five or more minutes later than the scheduled time. A bus is considered early if it leaves from a published time point before the scheduled departure. It is RCT's goal to be on time at least 90 percent of the time.

### Service Availability

RCT aims to ensure all residents of the urbanized area live within one-half mile of a bus stop provided geographic constraints, such as rivers and topography. Transit access is determined using the Geographic Information Systems (GIS) by mapping the distance of all bus stops to the centroid of 2010 Census block groups.

### Preventive Maintenance

RiverCities Transit's preventive maintenance intervals for fleet vehicles are conducted based on the number of miles driven and are met within +/- 10% of the defined mileage. These preventive maintenance schedules are adhered to at least 80% of the time to meet FTA's required on-time threshold, with a goal of completing preventative maintenance 100% on time.

### State of Good Repair

Decisions to repair, replace, and expand capital assets are conducted based on the ongoing communication between Fleet, Transit, and the Executive Office of the City of Longview. The condition rating, defined in the table below (Figure 10 Transit Asset Condition Rating Scale), serves as a guide to help prioritize assets that are in need of replacement to keep them in a state of good repair. Assets

**2021 Annual Report**  
**2022-2027 Transit Development Plan**

listed between a 1 or 2 on the condition rating scale are prioritized first for replacement. Those listed as a 3 or 4 may be candidates for a rebuild or overhaul.

**TRANSIT ASSET CONDITION RATING SCALE**

| Asset CONDITION CRITERIA                            |                                                                           |                                                                                                               |                                                                                                 | Asset RATING SCALE |                    |              |
|-----------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------|
| Asset Useful Life Benchmark (ULB)                   | Asset Condition                                                           | Asset Performance                                                                                             | Asset Level of Maintenance Required                                                             | Rating             | Rating Description | Rating Range |
| Percent of ULB Based on Age Remaining               | Quality, Level of Maintenance Required                                    | Reliability, Safety, Meets Industry Standards                                                                 | Level of Preventive and Corrective Maintenance                                                  |                    |                    |              |
| Asset is new or nearly new<br>75% - 100%            | Asset is new or like new                                                  | Asset meets or exceeds all performance and reliability metrics, industry standards                            | Asset requires routine preventative maintenance according to scheduled maintenance cycles.      | 5                  | Excellent          | 4.8 to 5.0   |
| Asset is nearing or at its mid-point of ULB 50%-75% | Asset is showing minimal signs of wear and deterioration                  | Asset generally meets performance and reliability, based on manufacturer's performance standards              | Asset needs some minor repairs for minor subcomponents between maintenance cycles               | 4                  | Good               | 4.0 to 4.7   |
| Asset has passed its mid-point of ULB 25%-50%       | Asset is showing moderately signs of defective or deteriorated components | Asset's performance and reliability may decrease and cause service interruption for none schedule maintenance | Asset needs more frequent minor repairs on subcomponents.                                       | 3                  | Adequate           | 3.0 to 3.9   |
| Asset nearing or at end of its ULB 0%-25%           | Asset's major subcomponents needs to be rebuilt or replace                | Asset performance and reliability is becoming more substantial, but does not pose safety risk                 | Asset's maintenance is significant increased in repairs between preventative maintenance cycles | 2                  | Marginal           | 2.0 to 2.9   |
| Asset passed its ULB                                | Asset is no longer serviceable                                            | Asset does not meet performance standards and would pose safety hazard if put in service                      | Major component failures                                                                        | 1                  | Poor               | 1.0 to 1.9   |

3 points or greater rating scale, the asset is in SGR

Less than 3 points rating scale, the asset is NOT in SGR

| Asset ULB | Asset Condition | Asset Performance | Level of Maintenance | Asset Condition Rating |
|-----------|-----------------|-------------------|----------------------|------------------------|
| 3         | 4               | 2                 | 3                    | 3                      |

Enter a value between 1 and 5 for each condition criteria above.

Use this asset condition rating scale for each asset, equipment and facility.

**Figure 10 Transit Asset Condition Rating Scale Table**

**Useful Life Benchmark (ULB)**

Rolling stock useful life begins when the vehicle is placed in revenue service and continues until it is removed from revenue service. Useful live benchmark is the measure agencies use to track the performance of revenue vehicles (rolling stock) to set their performance measures targets. Each vehicle type's ULB estimates how many years that vehicle can be in service and still be in a state of good repair. RCT's ULB for each revenue vehicle type is listed in the table below. Figure 11 RCT's UBL Table

| Vehicle Type | RCT's ULB (In Years) |
|--------------|----------------------|
| Automobile   | 8                    |
| Bus          | 14                   |
| Cutaway      | 10                   |
| Minivan      | 8                    |

**Figure 11 RCT's UBL Table**

## Planned Capital Expenses

| <b>Year</b> | <b>Project</b>            | <b>Preservation</b> | <b>Expansion</b> |
|-------------|---------------------------|---------------------|------------------|
| <b>2022</b> | Passenger Vehicle         | 2                   |                  |
|             | Bus Stop Amenities & Pads |                     |                  |
| <b>2023</b> | 35' Coach                 | 4                   |                  |
|             | Lift-equipped Van         | 1                   |                  |
|             | Light-duty Cutaway        | 8                   | 1                |
|             | Bus Stop Amenities & Pads |                     |                  |
| <b>2024</b> | 35' Coach                 | 1                   |                  |
|             | Light-duty Cutaway        | 2                   |                  |
|             | Bus Stop Amenities & Pads |                     |                  |
| <b>2025</b> | 35' Coach                 | 1                   |                  |
|             | Light-duty Cutaway        | 1                   |                  |
|             | Bus Stop Amenities & Pads |                     |                  |
| <b>2026</b> | Bus Engine Overhaul       | 1                   |                  |
|             | Bus Stop Amenities & Pads |                     |                  |
| <b>2027</b> | 35' Coach                 | 1                   |                  |
|             | Bus Stop Amenities & Pads |                     |                  |

Figure 12 RCT Six Year Capital Programming

## Planned Operating Changes

Changes to service hours, facilities, and equipment will be a direct result of available revenue for the next six years. As a public agency, RiverCities Transit cannot increase our main revenue stream without a public vote. Between 2022 and 2026, RCT forecasts no significant permanent increases in fixed route hours without first securing new reliable revenue; this is shown in the below table. (Figure 13 RCT's Operational Changes Table) RCT has secured funds for a short-term pilot project to bring service to Lexington which started spring of 2022. Within the next few years, the primary goal will be to preserve existing service levels and keep expenditures stable while exploring the need for expanded service in the surrounding areas. Significant uncertainty exists around how travel behavior will change as passenger confidence is restored in public transportation. RCT will continue to monitor ridership and plan to meet that demand accordingly.

| Year | Preservation           | Expansion                                                 |
|------|------------------------|-----------------------------------------------------------|
| 2022 | Annual service updates | Launch pilot to Lexington<br>Explore route to Castle Rock |
| 2023 | Annual service updates | Continue pilot to Lexington                               |
| 2024 | Annual service updates | No change                                                 |
| 2025 | Annual service updates | No change                                                 |
| 2026 | Annual service updates | No change                                                 |

Figure 13 RCT's Operational Changes Table

## Multiyear Financial Plan

### Capital Improvement:

- Vehicle replacements are expected to be grant funded at up to 80%, matched at 20%, or more if necessary, by local funds.
- Bus stop improvements are expected to be grant funded at 80%, matched at 20% by local funds.
- Other improvements and preservation will be funded by reserves and appropriated through the capital budget presented annually.

### Multiyear Capital Purchases

| Capital Expenditure               | 2022    | 2023      | 2024      | 2025      | 2026    | 2027    |
|-----------------------------------|---------|-----------|-----------|-----------|---------|---------|
| Cutaways                          |         | 1,191,130 | 428,000   | 214,000   |         |         |
| Coaches                           |         | 3,154,720 | 788,680   | 788,860   |         | 788,860 |
| Security cameras                  | 33,000  |           |           |           |         |         |
| Bus stop improvements             | 10,000  | 150,000   | 25,000    | 25,000    | 25,000  | 25,000  |
| Supervisor vehicles               |         | 97,000    |           |           |         |         |
| Relief vehicles                   | 66,000  |           |           |           |         |         |
| Bus overhauls                     |         |           |           |           | 324,000 |         |
| <b>Total Capital Expenditures</b> | 109,000 | 4,592,850 | 1,241,680 | 1,027,860 | 349,000 | 813,600 |
| Capital Revenue                   | 2022    | 2023      | 2024      | 2025      | 2026    | 2027    |
| Federal Competitive               | 53,000  | 1,588,800 | 185,611   | 616,716   | 279,200 | 650,880 |
| State Grants                      |         | 692,200   | 807,733   | 205,572   | 69,800  | 162,720 |
| Local Funds                       | 56,000  | 2,311,850 | 248,336   | 205,572   | 69,800  | 162,720 |
| <b>Total Capital Revenue</b>      | 109,000 | 4,592,850 | 1,241,680 | 1,027,860 | 349,000 | 813,600 |

Figure 14 Multiyear Capital Purchases Table

### Operating Financial Assumptions:

- Local Sales Tax – A 3% growth rate has been used to project out through 2027.
- Operating Grants – Federal ARP (American Rescue Plan) grants have created a temporary balloon in operating funds. These grants will be programmed before additional competitive operations grants are sought.
- Fares – Fare revenue dropped significantly due to COVID restricted ridership. Assumes 1% growth from projected 2022 fare revenue.
- Salaries and Benefits – The Transit Operator contract with the Amalgamated Transit Union provides for a 3.25% wage increase in 2023 and 2024, as well as longevity pay increases. A 3% increase in wages and benefits is assumed per year in years 2025-2027.
- Fuel and Maintenance – Assumed 3% growth.
- Liability Insurance – The insurance market has seen significant premium increases due to the volume of property claims, social costs, and other factors.
- Other Goods and Services – Assumed 3% growth.
- Transfers from Reserves through 2027 total \$1,530,144.

## Multiyear Operating Financial Plan

| Operating Revenue                         | 2022<br>Budget   | 2023<br>Projected | 2024<br>Projected | 2025<br>Projected | 2026<br>Projected | 2027<br>Projected |
|-------------------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Federal Operating Grants                  | 1,231,000        | 856,530           | 856,530           | 1,000,000         | 1,000,000         | 1,000,000         |
| WSDOT RMG Grant                           |                  | 82,800            |                   | 120,000           | 120,000           |                   |
| WSDOT Paratransit<br>Special Needs        | 312,930          | 187,659           | 405,000           | 420,000           | 430,000           | 445,000           |
| CTA Revenue (Sales Tax,<br>LCC, Interest) | 4,776,650        | 5,449,180         | 5,612,670         | 5,781,040         | 5,957,470         | 6,133,100         |
| Farebox                                   | 157,000          | 111,120           | 112,230           | 113,350           | 114,490           | 115,630           |
| WSTIP Grants                              | 9,500            | 9,500             | 9,500             | 9,500             | 9,500             | 9,500             |
| Building Lease                            | 10,800           | 11,300            | 11,800            | 12,300            | 12,800            | 13,300            |
| State Pool                                | 7,500            | 7,500             | 7,500             | 7,500             | 7,500             | 7,500             |
| Other Recoveries                          | 9,470            | 9,470             | 9,470             | 9,500             | 9,500             | 9,500             |
| Transfers from Reserves                   |                  | 171,641           | 162,940           | 328,148           | 356,247           | 511,168           |
| <b>Total Operating Revenue</b>            | <b>6,514,850</b> | <b>6,891,980</b>  | <b>7,187,640</b>  | <b>7,381,338</b>  | <b>7,587,507</b>  | <b>7,799,698</b>  |
| <b>Annual % Change</b>                    |                  | 6.4%              |                   |                   |                   |                   |
| Operating and<br>Maintenance Expenses     | 2022<br>Budget   | 2023<br>Projected | 2024<br>Projected | 2025<br>Projected | 2026<br>Projected | 2027<br>Projected |
| <b>Fixed Route</b>                        |                  |                   |                   |                   |                   |                   |
| Salaries & Wages                          | 1,919,470        | 2,121,260         | 2,220,480         | 2,287,095         | 2,355,710         | 2,426,380         |
| Personnel Benefits                        | 1,031,681        | 1,072,110         | 1,091,320         | 1,124,060         | 1,157,780         | 1,192,515         |
| Supplies                                  | 41,050           | 39,800            | 39,800            | 40,995            | 42,225            | 43,490            |
| Liability Insurance                       | 91,500           | 131,650           | 152,360           | 156,930           | 161,640           | 166,490           |
| Other services & charges                  | 748,890          | 705,635           | 762,985           | 763,943           | 771,582           | 779,298           |
| Fuel and Vehicle<br>Maintenance           | 628,650          | 870,240           | 882,030           | 908,490           | 935,745           | 963,815           |
| <b>ADA Paratransit</b>                    |                  |                   |                   |                   |                   |                   |
| Contract for services                     | 1,324,000        | 1,456,400         | 1,529,220         | 1,575,095         | 1,622,350         | 1,671,020         |
| Fuel and Maintenance -<br>ADA             | 318,440          | 354,060           | 358,860           | 369,625           | 380,715           | 392,135           |
| Liability Insurance                       | 40,900           | 58,850            | 68,110            | 70,155            | 72,260            | 74,430            |
| Other services & charges                  | 69,000           | 81,975            | 82,475            | 84,950            | 87,500            | 90,125            |
| <b>Total Operating Expenses</b>           | <b>6,213,581</b> | <b>6,891,980</b>  | <b>7,187,640</b>  | <b>7,381,338</b>  | <b>7,587,507</b>  | <b>7,799,698</b>  |
| <b>Profit (Loss)</b>                      | <b>301,269</b>   | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          |

Figure 15 RCT's Multiyear Operating Financial Plan

## Projects of Regional Significance

| Year | Project Name                                            | Total Project Cost |
|------|---------------------------------------------------------|--------------------|
| 2022 | SR 432 California Way Intersection Improvement          | \$3,750,000        |
|      | Lexington Connector                                     | \$365,000          |
|      | North Cowlitz Connector                                 | \$231,500          |
| 2023 | Industrial Way – Oregon Way Intersection                | \$98,430,000       |
|      | Washington Way                                          | \$4,219,000        |
|      | 46 <sup>th</sup> Avenue, Ocean Beach Hwy to Olympia Way | \$4,478,893        |
| 2024 | Ocean Beach Highway Corridor                            | \$2,877,000        |

Figure 16 Projects of Regional Significance

## 2021 Accomplishments

### Community Outreach and Partnership Accomplishments

During much of 2021, most meetings continued to be held on online meeting platforms. In addition, the annual events that RiverCities participates in were not held. Staff is eagerly awaiting 2022, so they can again encourage ridership when attending community events.

- Continued participating in regional information forums to exchange information with local and regional elected officials, public works directors, and senate staff.
- Continued participating in the Metropolitan Planning Organization (MPO) Technical Advisory Committee meetings.
- Continued participating in the Southwest Washington Regional Transportation Planning Organization (SWRTPO)
- Maintained a Facebook page to communicate with our riders and the community.
- Attended local Community Resource Meetings
- Held travel training events with local high school staff and students

### System Accomplishments

#### Route 46

RiverCities launched Route 46 in September 2021. Route 46 was designed using two community surveys. The first survey was to determine community needs. Staff used the data from that survey to draft three different routes. The public was then surveyed on which of the three routes options would best fit their needs. The data from the last survey was presented to the Cowlitz Transit Authority for their final decision.

## RiverCities Fixed Route Operators

RiverCities Transit held six operator training courses during 2021. Successfully reaching staffing levels for sustainable transit operations.

## FTA Triennial Review

RiverCities Transit went through the FTA's triennial review process with zero findings.

## Operating and Performance Data 2021-2026

| <b>Fixed Route</b>                | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                   | Actual      | Projected   | Projected   | Projected   | Projected   | Projected   |
| <i>Revenue Vehicle Hours</i>      | 21,193      | 23,200      | 26,000      | 26,000      | 26,000      | 26,000      |
| <i>Total Vehicle Hours</i>        | 21,930      | 24,000      | 27,900      | 27,900      | 27,900      | 27,900      |
| <i>Revenue Vehicle Miles</i>      | 265,192     | 282,000     | 322,000     | 322,000     | 322,000     | 322,000     |
| <i>Total Vehicle Miles</i>        | 272,633     | 290,000     | 350,000     | 350,000     | 350,000     | 350,000     |
| <i>Passenger Trips</i>            | 204,103     | 250,000     | 300,000     | 350,000     | 400,000     | 400,000     |
| <i>Diesel Fuel Consumed (Gal)</i> | 57,300      | 67,000      | 80,000      | 80,000      | 80,000      | 80,000      |

Figure 17 RCT's Fixed Route 2021 – 2026 Performance Data

| <b>Paratransit</b>                  | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                     | Actual      | Projected   | Projected   | Projected   | Projected   | Projected   |
| <i>Revenue Vehicle Hours</i>        | 13,576      | 16,000      | 18,500      | 19,600      | 19,600      | 19,600      |
| <i>Total Vehicle Hours</i>          | 15,115      | 17,300      | 20,200      | 21,400      | 21,400      | 21,400      |
| <i>Revenue Vehicle Miles</i>        | 107,612     | 116,000     | 135,000     | 142,300     | 142,300     | 142,300     |
| <i>Total Vehicle Miles</i>          | 121,143     | 126,200     | 147,000     | 156,000     | 156,000     | 156,000     |
| <i>Passenger Trips</i>              | 26,222      | 30,000      | 35,000      | 37,000      | 37,000      | 37,000      |
| <i>Diesel Fuel Consumed (Gal)</i>   | 115         | 50          | 0           | 0           | 0           | 0           |
| <i>Gasoline Fuel Consumed (Gal)</i> | 11,094      | 12,000      | 9,000       | 7,000       | 5,000       | 5,000       |
| <i>Propane Fuel Consumed (Gal)</i>  | 15,857      | 16,300      | 24,000      | 28,000      | 30,000      | 30,000      |

Figure 18 RCT's Paratransit 2021 – 2026 Performance Data

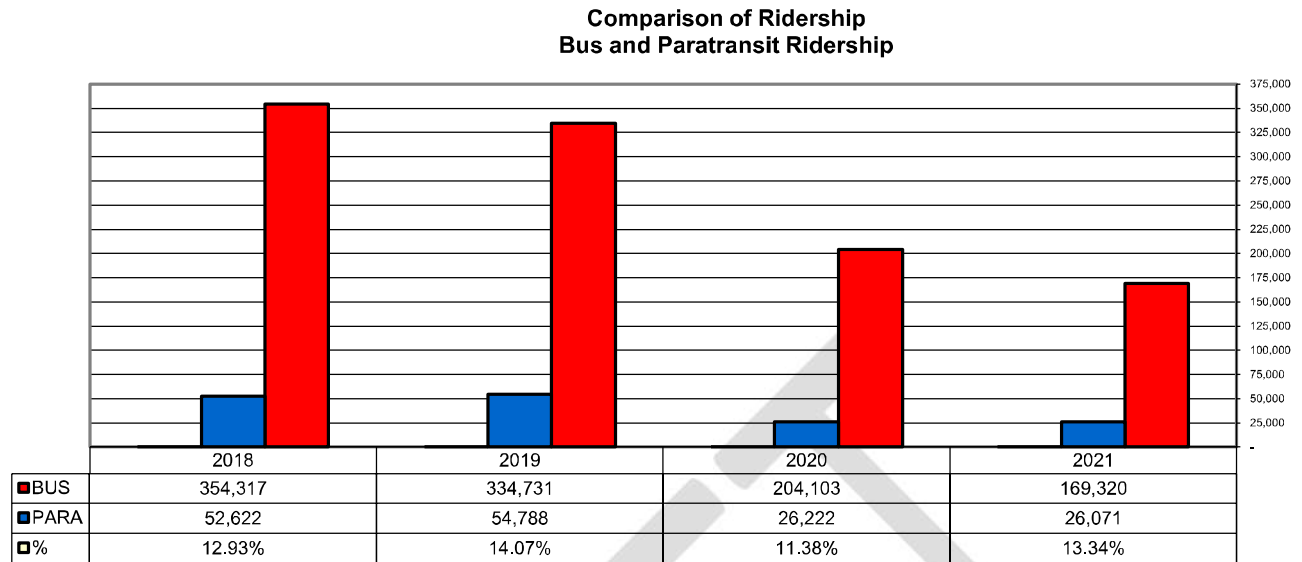


Figure 19 RCT's Fixed Route and Paratransit Ridership Comparison

## Appendix A – Notice of Public Hearing

### 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 Public Hearing on **Wednesday, August 10, 2022, at 4:00 p.m.** in the Longview City Hall Council Chambers, 1525 Broadway St., Longview, Washington and by virtual Zoom Webinar.

The purpose of the hearing is to receive any comments concerning the adoption of the Transit Development Plan 2022-2027 and 2021 Annual Report for RiverCities Transit.

The City Hall is accessible for persons with disabilities. Please let us know forty-eight (48) hours in advance if you will need any special accommodations to attend the meeting.

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.

Zoom meeting link: <https://us02web.zoom.us/j/81667884437>

**Dial any of the following numbers:**

1 253 215 8782

1 346 248 7799

1 408 638 0968

1 669 900 6833

1 301 715 8592

1 312 626 6799

1 646 876 9923

**Webinar ID: 816 6788 4437**

**No Registration Required**

DATED at Longview, Washington, this 13<sup>th</sup> day of July 2022.



Dennis Weber  
Chair  
Cowlitz Transit Authority

Published: July 29, 2022, in the Longview Daily News

Notice of Public Hearing published in the Longview Daily News.

## Addendum - Capital Projects and Estimated Expenditures

| Capital Expenditure                   | 2022                   | 2023                                | 2024                  | 2025                  | 2026                              | 2027                  |
|---------------------------------------|------------------------|-------------------------------------|-----------------------|-----------------------|-----------------------------------|-----------------------|
| <b>Cutaways</b>                       |                        | 1,191,130                           | 428,000               | 214,000               |                                   |                       |
|                                       |                        | 1<br>Lexington;<br>8 LIFT           | 2 LIFT                | 1 LIFT                |                                   |                       |
| <b>Coaches</b>                        |                        | 3,154,720                           | 788,680               | 788,860               |                                   | 788,860               |
|                                       |                        | 4 Hybrid 35'                        | 1 Hybrid 35'          | 1 Hybrid 35'          |                                   | 1 Hybrid 35'          |
| <b>Security cameras</b>               | 33,000                 |                                     |                       |                       |                                   |                       |
|                                       | City Shop<br>additions |                                     |                       |                       |                                   |                       |
| <b>Bus stop<br/>improvements</b>      | 10,000                 | 150,000                             | 25,000                | 25,000                | 25,000                            | 25,000                |
|                                       | Amenities<br>and pads  | Shelters,<br>amenities,<br>and pads | Amenities<br>and pads | Amenities<br>and pads | Amenities<br>and pads             | Amenities<br>and pads |
| <b>Supervisor vehicles</b>            |                        | 97,000                              |                       |                       |                                   |                       |
|                                       |                        | 1 Lift-<br>equipped<br>van          |                       |                       |                                   |                       |
| <b>Relief vehicles</b>                | 66,000                 |                                     |                       |                       |                                   |                       |
|                                       | 2 Sedan                |                                     |                       |                       |                                   |                       |
| <b>Bus overhauls</b>                  |                        |                                     |                       |                       | 324,000                           |                       |
|                                       |                        |                                     |                       |                       | 1 Bus to<br>extend<br>useful life |                       |
| <b>Total Capital<br/>Expenditures</b> | 109,000                | 4,592,580                           | 1,241,680             | 1,027,860             | 349,000                           | 813,600               |

All vehicle purchases are replacements for vehicles that have reached the end of their useful life with one exception. The cutaway allocated for the Lexington Route 411 is an expansion to the vehicle pool.

# Cowlitz Transit Authority



## Agenda Summary

### **RIDERSHIP AGREEMENT BETWEEN THE COWLITZ TRANSIT AUTHORITY AND LOWER COLUMBIA COLLEGE**

#### **SUMMARY STATEMENT:**

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 Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities staff recommends the renewal agreement for the 2022-2023 school year.

The ridership agreement with Lower Columbia College allows RiverCities Transit Staff on campus to market and perform outreach to students and faculty. RiverCities Transit is obligated to track the ridership of Lower Columbia College students and staff. RiverCities provided Lower Columbia College pass holders six thousand two hundred fifty-five (6,255) trips during the 2021-2022 school year. The term of this agreement is for one year, starting September 1, 2022, continuing through August 31, 2023, and subject to annual renewal.

#### **BUDGET:**

This agreement will generate \$1,460 in fare revenue.

#### **RECOMMENDED ACTION:**

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

## **RIDERSHIP AGREEMENT**

Effective Date: September 1, 2022

Parties: Cowlitz Transit Authority  
d/b/a RiverCities Transit  
254 Oregon Way  
Longview, WA 98632

and

Lower Columbia College  
1600 Maple St.  
Longview, WA 98632

### **RECITALS:**

A. Whereas Cowlitz Transit Authority ("CTA") provides public transportation services in the Longview-Kelso area and wishes to expand their ridership as well as conduct on-campus marketing at Lower Columbia College ("LCC"); and

B. Whereas LCC is interested in providing its faculty, staff, employees and student body with the ability to ride public transportation in the Longview-Kelso area free of charge; so

C. THEREFORE, for the consideration and mutual promises described herein, the parties agree as follows:

### **AGREEMENT:**

1. CTA will provide LCC faculty, staff, employees, and student body with free fares on RiverCities Fixed Route buses in the Kelso-Longview area. LCC faculty, staff, employees, and students must present valid LCC identification to receive the free fares. LCC faculty, staff, and employees must display their yearly LCC identification cards. LCC students must display their student identification cards with a valid ASB sticker showing they are a current student. Stickers are valid until the first day of class for the following quarter. All LCC faculty, staff, employees, and students must abide by the CTA rules of conduct. CTA can deny ridership to anyone not displaying the proper identification or not abiding by the CTA rules of conduct without being in breach of this agreement.

2. LCC will pay CTA a one-time payment of one thousand four hundred sixty dollars (\$1460.00) on the effective date of this agreement.
3. LCC will allow CTA to conduct marketing and outreach on LCC's campus.
4. CTA will track all ridership of LCC staff and students.
5. The term of this agreement, or the period that LCC staff and students may receive free fare, will begin on September 1, 2022, and end on August 31, 2023. The parties agree to renegotiate this contract every year on May 1<sup>st</sup>.
6. Choice of Law. The parties agree that the laws of the State of Washington shall control any interpretation or construction of this Agreement or any claim or cause of action related thereto.
7. Choice of Forum. The parties agree to arbitration any dispute regarding this matter in Longview, Washington.
8. Attorney Fees. In the event of any action to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover attorneys' fees and costs from the non-prevailing party.
9. Entire Agreement. The parties agree that this document sets forth the entire agreement and understanding between the parties regarding the subject matter of this Agreement and that there have been no other promises or inducements, oral or written, given by any party or representative thereof to the other to enter into this Agreement.
10. Multiple Counterparts. This Agreement may be executed by facsimile signature of the parties on separate signature pages, each of which shall be deemed an original for all purposes.
11. Representation. THE PARTIES WARRANT THAT THEY HAVE READ THIS ENTIRE AGREEMENT, UNDERSTAND ALL OF ITS TERMS AND PROVISIONS, HAVE CONSULTED WITH THEIR RESPECTIVE COUNSEL OR HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT COUNSEL, AND SIGN THE SAME VOLUNTARILY WITH FULL KNOWLEDGE OF ITS LEGAL SIGNIFICANCE AND WITH THE INTENT TO BE FULLY AND LEGALLY BOUND BY ITS TERMS.

The parties have executed this Agreement to be effective upon signing by all parties identified forthwith.

Dated this 14<sup>th</sup> day of September 2022.

\_\_\_\_\_

Date Signed: \_\_\_\_\_

Cowlitz Transit Authority  
d/b/a RiverCities Transit  
254 Oregon Way  
Longview, WA 98632

\_\_\_\_\_

Date Signed: \_\_\_\_\_

Lower Columbia College  
1600 Maple St.  
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# Cowlitz Transit Authority

## Agenda Summary

### **ISSUE REQUEST FOR QUALIFICATIONS: COWLITZ TRANSIT AUTHORITY COUNSEL**

#### **SUMMARY STATEMENT:**

Staff received an email on August 18, 2022, from CTA Counsel Frank Randolph tendering his notice to terminate the 2022-2024 Legal Services Agreement effective September 17, 2022. He did state he would extend the termination to September 30, 2022, if the CTA Board so wishes. Mr. Randolph stated he regretted that Counsel was not invited to attend Board meetings, which he stated was critical for mutual knowledge and trust. Staff notes that Mr. Randolph previously stated he had a conflict at the time the CTA Board currently meets.

Staff proposes to issue a request for qualifications in The Daily News and to attorneys in the region that indicate a specialty in municipal government. A check of the Washington Bar Association's directory lists the following number of attorneys in the region indicating this specialty:

- Cowlitz: 4 (including Mr. Randolph)
- Clark: 20
- Lewis: 10
- Wahkiakum 3

Staff will supply the CTA Board with the names and qualifications of those attorneys expressing an interest in serving as Authority Counsel.

#### **BUDGET:**

The expense for Counsel services will be determined by the agreed upon rate and the expectations by the Board and will be budgeted accordingly. Advertising expense will be approximately \$400.

#### **RECOMMENDED ACTION:**

**Motion to authorize staff to issue a Request for Qualifications for CTA Counsel in The Daily News and to those attorneys listed in the region with a specialty in municipal law.**

# Cowlitz Transit Authority



## **STAFF REPORT: SERVICE REQUEST TO COWLITZ GARDENS**

At the August 10, 2022, meeting of the Cowlitz Transit Authority, a Cowlitz County citizen requested service to Cowlitz Gardens, specifically to his residence at the mobile home park at 151 Cowlitz Gardens Road. Board Chair Webber requested that staff investigate this request considering the bridge reconstruction closing Pacific Avenue North at the BNSF railroad tunnel.

Staff investigated in person and by checking the RCT service area maps. The address above is approximately 0.98 miles north of intersection of Pacific Ave. North and Barnes St., which is the nearest bus stop and both the Kelso city limit and the CTA boundary.

Should the resident qualify for ADA paratransit service, the RiverCities LIFT service boundary is approximately 0.25 miles south of his residence, at the Columbia & Cowlitz Rwy. overcrossing.

While staff has heard anecdotal comments about service north of Barnes St., this is the first formal request we know of in the past six years. The closure of Pacific Ave. North has created more vehicle traffic on Cowlitz Gardens Rd., which makes walking more challenging, but otherwise the situation will remain the same. The construction project is scheduled to be completed by the end of this year.

If the CTA Board wishes to provide transit service to Cowlitz Gardens, staff believes this would be best accomplished with an extension of RCT LIFT service, due to the limited demand. Non-ADA requests would only be scheduled after all required ADA trip requests were guaranteed, in accordance with Federal ADA regulations.

### **BUDGET:**

The estimated cost per round trip on LIFT is \$91.40.

### **RECOMMENDED ACTION:**

Information only.