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, October 12, 2022	**4:00 PM**	**Hybrid Meeting** **Longview Council Chambers** **1525 Broadway St, Longview**

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a regular board meeting on **Wednesday October 12, 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 under “Agendas & Minutes”.

Zoom meeting link: https://us02web.zoom.us/j/81005040139

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: 810 0504 0139

For information about Zoom accessibility, please contact the Clerk’s Office at (360) 442-5662. 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) 442-5662 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

Comments may be submitted up to forty-eight (48) hours in advance via email at customerservice@rctransit.org.

Next meeting

Wednesday, November 9, 2022 4:00 p.m. –
Regular Board Meeting

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS**

5. **CONSIDERATION OF MINUTES FOR THE SEPTEMBER 14, 2022 MEETING**

   22-000638 September 14, 2022, CTA Board Meeting Minutes

6. **CONSENT CALENDAR**

   22-000639 INV #2022-11 - City of Longview $375,401.00

   22-000640 2022 August - Cowlitz County Transit Authority Treasurer's Report

   22-000641 2022 August - CTA Fund Balance Report

7. **REPORTS**

   22-000642 2022 Annual Fixed Route Ridership

   22-000643 2022 September Daily Fixed Route Ridership

   22-000644 2022 September Fixed Route Ridership per Hour

   22-000645 2022 September Average Fixed Route Passengers per Trip

   22-000646 2022 September LIFT Monthly Ridership

   22-000647 2022 Five Year Ridership Graph

   22-000648 PTBA Sales Tax Data 2022 vs 2021

8. **CWCOG MOBILITY MANAGEMENT GRANT MATCH REQUEST**

   22-000651 SUMMARY STATEMENT:
   RiverCities Transit received a request for grant matching funds to help support the Cowlitz-Wahkiakum Council of Governments (CWCOG) in their Washington State Department of Transportation Consolidated Transit Grant application to maintain the Regional Mobility Management Program.

   BUDGET:
   To support this project, local sales tax funds are available to be included in the 2023-2027 CTA Budgets.

   RECOMMENDED ACTION:
   Motion to approve matching funds not to exceed $24,500.00 over four years for the Cowlitz-Wahkiakum Council of Government's Regional Mobility Management Program grant and approval of the CTA Board Chair to sign the agreement of match support for the project.

22-000652 CWCOG Mobility Management Proposal-RC 2023-2027

22-000653 Local Match for CWCOG 2023-27 Consolidated Grant Project

9. CWCOG 2023 MEMBERSHIP DUES AND PROGRAM GRANT MATCH

22-000654 SUMMARY STATEMENT:
The CWCOG Bylaws require that members be informed of their following year's dues estimate and match amounts each September.

BUDGET:
The CWCOG expenses will be included in the draft CTA 2023 annual budget.

RECOMMENDED ACTION:
No action is required at this time.

22-000655 CWCOG 2023 Membership Dues & Program Match

10. ESTABLISH PUBLIC HEARING FOR 2023 CTA BUDGET

22-000656 SUMMARY STATEMENT:
The Cowlitz Transit Authority Bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:
Motion to establish a public hearing to be held at the November 9, 2022, CTA Board Meeting to receive comments on the 2023 annual budget.

22-000657 Notice of Public Hearing CTA Budget 2023 - AMENDED

11. MANAGER'S REPORT

12. MISCELLANEOUS

13. ADJOURNMENT

Minutes

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, September 14, 2022	**4:00 PM**	**Hybrid Meeting** **Longview Council Chambers** **1525 Broadway St, Longview**

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 12th Avenue, Longview, WA 98632.

Agendas are made available the Friday before the meeting at www.mylongview.com under "Agendas & Minutes".

Zoom meeting link: https://us02web.zoom.us/j/83651515910
Telephone options (dial any of the following numbers):
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Written comments may be submitted up to forty-eight (48) hours in advance via email at customerservice@rctransit.org.

Next meeting
Wednesday, October 12, 2022
4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Vice-Chair Wallin called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Vice-Chair Mike Wallin; Member Lisa Alexander; Member MaryAlice Wallis; Member (Non-voting) Anthony Harris
Absent: Chair Dennis Weber; Member Kim LeFebvre; Member (Alternate) Spencer Boudreau; Member (Alternate) Mike Karnofski; Member (Alternate) Arne Mortensen

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

Others Present: Lauren Read, CWCOG

3. FLAG SALUTE / PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE AUGUST 10, 2022 MEETING

A motion was made by Member Wallis, seconded by Member Alexander, to approve the August 10, 2022, CTA Regular Board Meeting Minutes. The motion carried unanimously.

22-000558 August 10, 2022, Regular CTA Board Meeting Minutes

6. CONSENT CALENDAR

A motion was made by Member Wallis, seconded by Member Alexander, to approve the Consent Calendar in its entirety as presented. The motion carried unanimously.

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

7. SUBMISSION OF REVISED COUNSEL'S INVOICE FOR JULY 2022

Transit Manager James Seeks presented the revised invoice to the Board.
A motion was made by Member Wallis, seconded by Member Alexander, to approve the submission of the revised counsel's invoice for July 2022. The motion carried unanimously.

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

8. REPORTS

Transit Manager James Seeks spoke to the reports.
A motion was made by Member Wallis, seconded by Member Alexander, to accept the reports as presented. The motion carried unanimously.

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

9. 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

Vice-Chair Wallin opened the Public Hearing to hear public comment on Resolution No. 2022-02 at 4:05 p.m.
Member Alexander made a request that the Board discuss adding senior citizens aged 60 and over to the Fare Free Policy.
Vice-Chair Wallin ordered staff to plan a future discussion with the Board regarding the Fare Policy for seniors.
Hearing no further public comments, Vice-Chair Wallin closed the Public Hearing at 4:07 p.m.

A motion was made by Member Wallis, seconded by Member Alexander, to approve Resolution 2022-02 effective October 1, 2022.

Jerry Forsman of Longview provided public comment.
Transit Manager James seeks, and Transit Supervisor Tabitha Hayden responded to questions from the Board.
Member Harris provided a statement
The motion carried unanimously.

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

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

Transit Supervisor Tabitha Hayden presented.
The Board discussed the presentation
A motion was made by Member Alexander, seconded by Member Wallis, to approve the revised RiverCities Transit 2022-2027 Transit Development Plan and 2021 Annual Report. The motion carried unanimously.

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

11. 2022-2023 LOWER COLUMBIA COLLEGE RIDERSHIP AGREEMENT

Transit Supervisor Tabitha Hayden presented.
The Board discussed the presentation
A motion was made by Member Wallis, seconded by Member Alexander, to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College. The motion carried unanimously.

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

12. ISSUE REQUEST FOR QUALIFICATIONS: COWLITZ TRANSIT AUTHORITY COUNSEL

Transit Manager James Seeks presented.
The board discussed the presentation.
James Seeks provided the board with a copy of the Notice to Terminate the 2022-2024 Legal Services Agreement from CTA Counsel Frank Randolph of Randolph Law Firm.
A motion was made by Member Alexander, seconded by Member Wallis, 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. The motion carried unanimously.

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.

13. REPORT ON SERVICE REQUEST TO COWLITZ GARDENS

Transit Manager James Seeks provided a report to the Board.
The Board discussed the report.

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

14. MANAGER'S REPORT

James Seeks gave a brief report:

- Mr. Seeks stated that he is working on the Washington Department of Transportation Consolidated grants due on Oct 27, 2022. Mr. Seeks intends to request support from the Board for these applications at the next Board meeting on October 12, 2022.

15. MISCELLANEOUS

None.

16. ADJOURNMENT

With no further business to discuss, a motion was made by Member Wallis, seconded by Member Alexander, to adjourn the meeting at 4:30 p.m. The motion carried unanimously.

INVOICE

Date: 10/12/2022
Invoice # 2022-11

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

BILL TO

Cowlitz Transit Authority
207 North 4th Avenue
Kelso WA 98626

Comments

DESCRIPTION	AMOUNT
Public Transit Services for November, 2022	$375,401.00

AMOUNT DUE
$375,401.00

REMITTANCE	
Statement #	2022-11
Date	10/12/2022
Amount Due	$375,401.00
Amount Enclosed	

Please make check payable to City of Longview - Transit

69701 TRANSIT AUTHORITY 930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		380,590.10	487,576.93	-488,167.03	-590.10	380,000.00
1112000 WARRANTS OUTSTANDING		0.00	4,942.58	-4,942.58	0.00	0.00
1180000 INVESTMENTS		7,019,828.46	107,823.45	0.00	107,823.45	7,127,651.91
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	380,343.58	-380,343.58	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	-3,077,882.42	0.00	-477,635.24	-477,635.24	-3,555,517.66
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	-14,082.14	0.00	-9,518.88	-9,518.88	-23,601.02
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	-1,449.51	0.00	-422.81	-422.81	-1,872.32
5492000 OTHER	8900000 DISTRICT ACTIVITIES	2,384,421.90	380,343.58	0.00	380,343.58	2,764,765.48
Total		0.00	1,361,030.12	-1,361,030.12	0.00	0.00

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

	Current Period	Y-T-D
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2022		$ 6,691,426.39
CTA Revenue		
Metro Sales Tax	477,635.24	3,555,517.66
Interest Earnings/Investments	9,518.88	23,601.02
Local Sales Interest	422.81	1,872.32
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	$ 487,576.93	$ 3,580,991.00
CTA Expenditures		
City of Longview	375,401.00	2,751,809.34
City of Longview - Audit Services	-	2.44
Legal Counsel	-	283.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	4,942.58	12,670.70
Subtotal	$ 380,343.58	$ 2,764,765.48
CTA Ending Balance		**$ 7,507,651.91**
CITY OF LONGVIEW		
Beginning Balance: January 1, 2022		$ 1,967,740.36
Longview Revenue		
Farebox/Pass Sales	10,207.92	74,870.38
State Pool - Interest	3,288.63	9,628.82
Payments from CTA	375,401.00	2,751,809.34
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
State Special Needs Formula Grant - Paratransit Operating	-	325,642.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	927.10	7,416.80
Cashier Over-Short / NSF / Bank Returns Fees	-	32.00
Insurance Recoveries	-	6,501.99
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	$ 389,824.65	$ 3,291,451.33
Longview Expenditures		
Subtotal	$481,992.60	$3,629,117.12
Longview Ending Balance		**$ 1,630,074.57**
Combined CTA & Longview Ending Balance		**$ 9,137,726.48**

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	1,194				**8,818**
	31	2,258	2,303	3,065	2,931	2,888	3,142	3,056	3,460	3,204				**26,307**
	32	1,861	1,873	2,302	2,128	2,155	2,285	2,528	2,849	2,858				**20,839**
	33	1,991	1,986	2,292	2,311	2,111	2,134	1,988	2,336	2,382				**19,531**
	44	986	1,022	1,350	1,110	1,242	1,511	1,161	1,530	1,458				**11,370**
	45	3,984	4,401	5,169	4,927	4,937	5,142	4,530	5,419	5,359				**43,868**
	46	399	353	452	357	402	396	332	471	414				**3,576**
	57	1,516	1,592	1,860	1,761	1,768	1,834	1,825	2,054	2,066				**16,276**
	411					61	80	72	82	61				**356**
	NCC								88	104				**192**
	TOTAL	**13,749**	**14,296**	**17,444**	**16,419**	**16,543**	**17,613**	**16,471**	**19,498**	**19,100**				**151,133**

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

Sep-22

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45B	ROUTE 46	ROUTE 57	ROUTE 411	NCC	TOTAL
1	76	170	116	101	68	148	92	18	77	3	3	872
2	62	168	119	99	77	136	67	24	99	1	3	855
3 S		131	68	103		198			60	0		560
4												
5 H												
6	52	171	142	100	50	149	101	22	98	2	3	890
7	40	166	134	77	64	113	89	10	50	5	7	755
8	46	119	115	101	63	124	80	23	86	1	9	767
9	52	136	106	94	58	126	57	29	73	1	6	738
10 S		116	80	67		157			60	4		484
11												
12	56	125	128	80	64	152	78	21	72	6	8	790
13	44	123	150	74	85	163	67	16	87	4	4	817
14	60	133	117	82	84	108	72	16	74	1	3	750
15	73	108	89	102	82	123	84	23	76	6	7	773
16	60	113	117	84	60	131	119	14	90	7	4	799
17 S		94	79	80		160			65	0		478
18												
19	57	121	142	107	65	145	80	21	104	3	3	848
20	68	113	118	116	78	171	110	4	95	4	3	880
21	46	131	110	108	64	145	91	27	82	2	4	810
22	58	121	116	99	85	122	73	15	105	0	5	799
23	60	126	104	98	80	149	80	8	71	2	5	783
24 S		104	85	81		159			52	3		484
25												
26	52	141	112	123	57	158	69	37	92	0	8	849
27	49	121	142	106	71	155	80	22	130	4	8	888
28	49	120	125	108	43	131	83	17	89	0	2	767
29	48	111	125	107	70	137	89	25	95	1	2	810
30	86	122	119	85	90	142	96	22	84	1	7	854
TOTAL (25)	1194	3204	2858	2382	1458	3602	1757	414	2066	61	104	19100
WEEKDAY TOTAL (21)	1194	2759	2546	2051	1458	2928	1757	414	1829	54	104	17094
SATURDAY/REDUCED DAY TOTAL (4)		445	312	331		674			237	7		2006
DAILY AVERAGE	57	128	114	95	69	144	84	20	83	2	5	764
WEEKDAY AVERAGE	57	131	121	98	69	139	84	20	87	3	5	814
SATURDAY/REDUCED DAY AVERAGE		111	78	83		169			59	2		502

Ridership by Hour
9/1/2022 - 9/30/2022

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	24	117	202	267	264	226	266	273	265	240	266	210	139	2,759
32	13	177	168	171	247	239	262	285	272	301	201	132	78	2,546
33	4	111	147	173	143	192	180	246	254	249	149	129	74	2,051

Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	82	104	110	131	129	130	104	125	132	118	115	119	59	1,458
57	94	167	110	144	163	157	127	146	204	163	129	129	96	1,829

Route	1030	1130	1230	1330	1430	1530	1630							
30	167	175	198	156	196	187	115							1,194

Route	1150	1250	1350	1450	1550									
46	70	65	111	92	76									414

Route	630	700	730	800	not shown for brevity	1700	1720	1800	1830	
45	75	139	110	160		185	108	98	55	4,685

Route	712	810	900	1200	1420	1700								
411	9	10	4	10	3	18								54

Route	635	1035	1335	1735										
NCC	8	24	41	31										104

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	22	21	43	30	71	42	73	52	51	40		445
32	15	27	32	45	37	32	35	39	31	19		312
33	32	30	31	35	30	44	36	42	24	27		331

Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	15	25	25	25	36	22	24	25	30	10		237

Route	800	830	900	930	not shown for brevity	1600	1630	1700	1730	
45	37	36	55	21		43	24	29	19	674

Route	920	945	1500							
411	4	1	2							7

Total Fixed Route **19,100**

Average Passengers per Trip
9/1/2022 - 9/30/2022

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	1.1	5.6	9.6	12.7	12.6	10.8	12.7	13.0	12.6	11.4	12.7	10.0	6.6	10.5	131
32	0.6	8.4	8.0	8.1	11.8	11.4	12.5	13.6	13.0	14.3	9.6	6.3	3.7	9.7	121
33	0.2	5.3	7.0	8.2	6.8	9.1	8.6	11.7	12.1	11.9	7.1	6.1	3.5	7.8	98

Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	3.9	5.0	5.2	6.2	6.1	6.2	5.0	6.0	6.3	5.6	5.5	5.7	2.8	5.6	69
57	4.5	8.0	5.2	6.9	7.8	7.5	6.0	7.0	9.7	7.8	6.1	6.1	4.6	7.0	87

Route	1030	1130	1230	1330	1430	1530	1630							
30	8.0	8.3	9.4	7.4	9.3	8.9	5.5						8.1	57

Route	1150	1250	1350	1450	1550									
46	3.3	3.1	5.3	4.4	3.6								3.9	20

Route	630	700	730	800	not shown for brevity	1700	1720	1800	1830		
45	3.6	6.6	5.2	7.6		8.8	5.1	4.7	2.6	11.5	223

Route	712	810	900	1200	1420	1700					
411	0.43	0.48	0.19	0.48	0.14	0.86				1.0	3

Route	635	1035	1335	1735							
NCC	0.38	1.14	1.95	1.48						1.7	5

Saturday

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31	5.5	5.3	10.8	7.5	17.8	10.5	18.3	13.0	12.8	10.0	11.1	111
32	3.8	6.8	8.0	11.3	9.3	8.0	8.8	9.8	7.8	4.8	7.8	78
33	8.0	7.5	7.8	8.8	7.5	11.0	9.0	10.5	6.0	6.8	8.3	83

Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	3.8	6.3	6.3	6.3	9.0	5.5	6.0	6.3	7.5	2.5	6.1	59

Route	800	830	900	not shown for brevity	1600	1630	1700	1730		
45	9.3	9.0	13.8		10.8	6.0	7.3	4.8	16.9	169

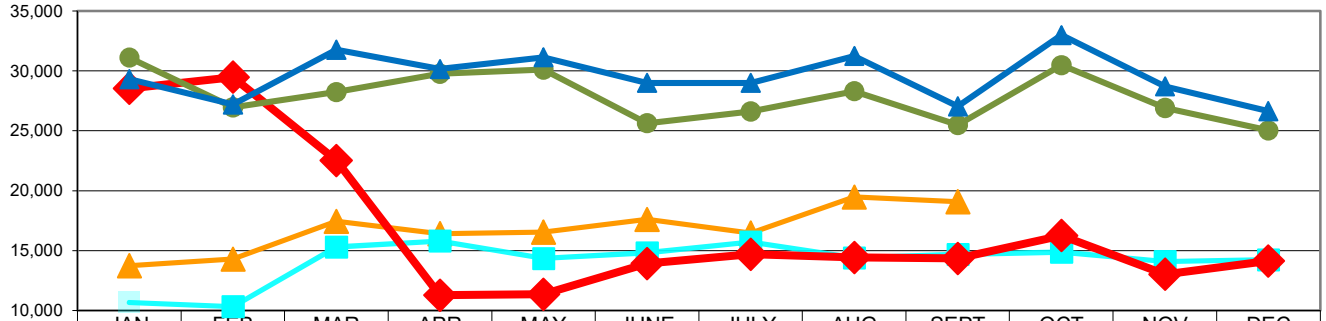
Route	920	945	1500						
411	1.0	0.3	0.5					1.5	2

System Productivity **8.3**

Red Less than 3.0 passengers per hour

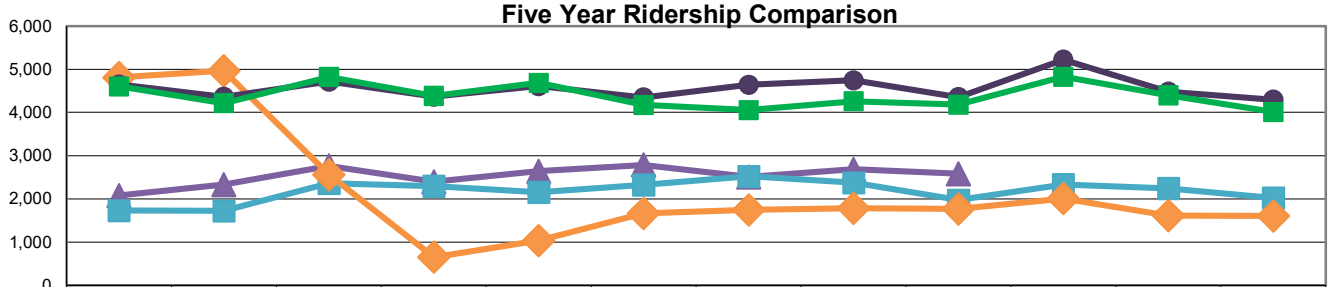
Date	Total Psgrs	Demand Response Client Trips	Number of Attends	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
9/1/2022	103	94	7	2	71	23	24.47%	1.91	9	2
9/2/2022	97	82	9	6	54	28	34.15%	1.75	12	0
9/3/2022	66	59	7	0	38	21	35.59%	1.96	4	0
9/6/2022	120	107	11	2	80	27	25.23%	2.01	11	4
9/7/2022	105	89	16	0	60	29	32.58%	2.04	6	2
9/8/2022	142	119	23	0	76	46	38.66%	2.34	11	1
9/9/2022	91	79	12	0	49	30	37.97%	1.90	9	3
9/10/2022	73	65	8	0	51	14	21.54%	2.01	14	1
9/12/2022	98	84	14	0	49	35	41.67%	1.81	12	0
9/13/2022	121	106	13	2	88	18	16.98%	1.97	12	0
9/14/2022	138	111	27	0	74	37	33.33%	2.22	12	0
9/15/2022	100	90	9	1	68	22	24.44%	1.84	16	1
9/16/2022	105	89	16	0	63	26	29.21%	2.06	9	1
9/17/2022	87	71	16	0	51	20	28.17%	2.02	4	1
9/19/2022	106	89	17	0	64	25	28.09%	2.15	18	2
9/20/2022	149	125	24	0	100	25	20.00%	2.24	18	0
9/21/2022	87	80	7	0	62	18	22.50%	1.65	11	1
9/22/2022	113	97	16	0	71	26	26.80%	2.13	15	4
9/23/2022	97	77	20	0	53	24	31.17%	1.86	11	2
9/24/2022	66	55	11	0	40	15	27.27%	2.12	5	0
9/26/2022	90	80	10	0	55	25	31.25%	1.75	19	1
9/27/2022	136	114	20	2	86	28	24.56%	2.45	8	2
9/28/2022	90	82	8	0	63	19	23.17%	1.57	15	0
9/29/2022	97	86	11	0	62	24	27.91%	1.76	6	3
9/30/2022	105	94	11	0	61	33	35.11%	2.06	8	1
	2582	2224	343	15	1589	638	28.87%	1.99	275	32

RiverCities Transit
Fixed Route
Five Year Ridership Comparison



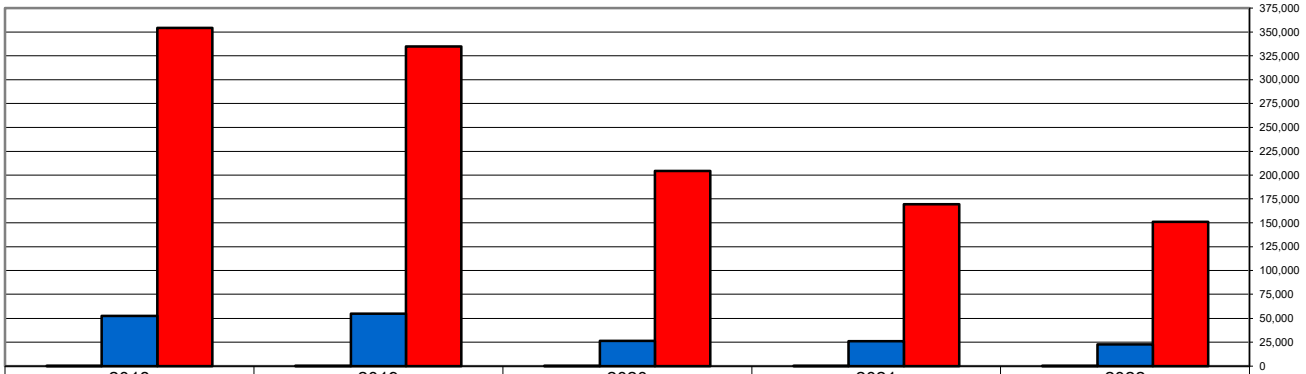
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	13,749	14,296	17,444	16,419	16,543	17,613	16,471	19,498	19,100				151,133
2021	10,681	10,331	15,311	15,805	14,344	14,820	15,718	14,411	14,688	14,873	14,101	14,237	169,312
2020	28,557	29,482	22,523	11,296	11,380	13,932	14,708	14,432	14,361	16,272	13,020	14,140	204,103
2019	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
2018	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
Paratransit
Five Year Ridership Comparison

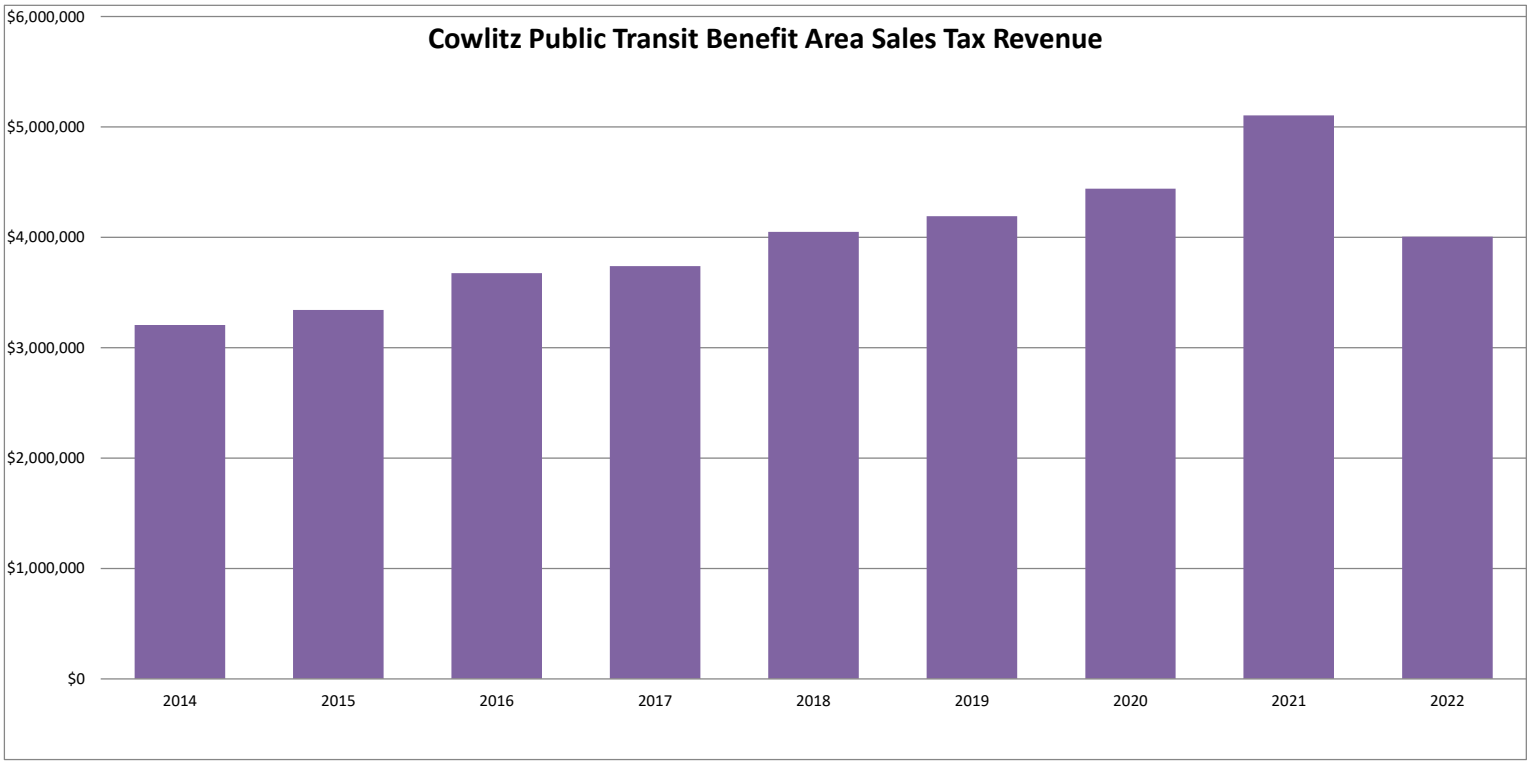


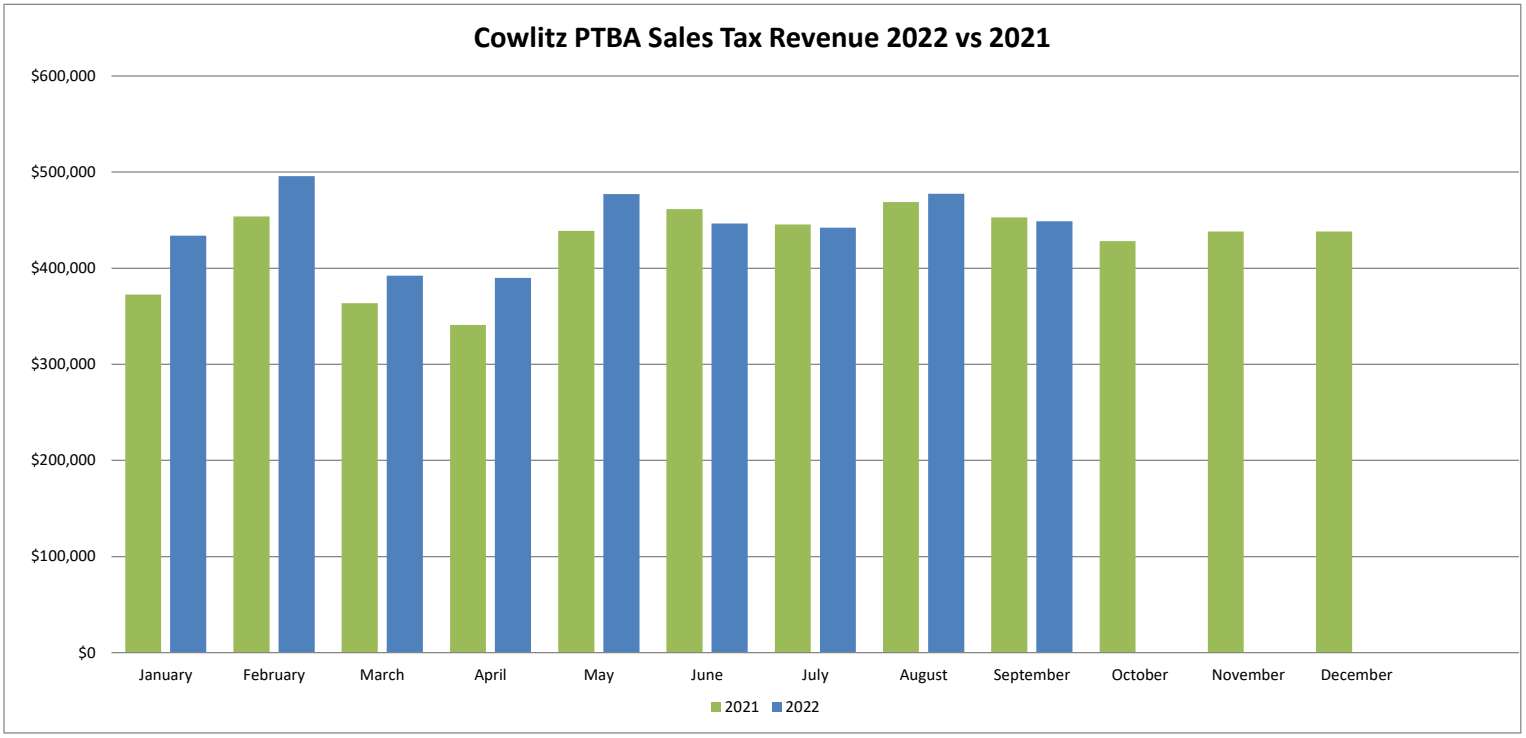
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	2,079	2,332	2,767	2,397	2,637	2,786	2,509	2,683	2,582				22,772
2021	1,729	1,722	2,362	2,295	2,158	2,325	2,525	2,373	1,976	2,334	2,247	2,025	26,071
2020	4,810	4,966	2,557	652	1,036	1,668	1,746	1,786	1,765	2,012	1,614	1,610	26,222
2019	4,646	4,365	4,715	4,369	4,609	4,347	4,643	4,746	4,355	5,217	4,480	4,296	54,788
2018	4,607	4,217	4,823	4,387	4,688	4,171	4,051	4,262	4,181	4,821	4,401	4,013	52,622

Comparison of Ridership
Bus and Paratransit Ridership



	2018	2019	2020	2021	2022
BUS	354,317	334,731	204,103	169,320	151,133
PARA	52,622	54,788	26,222	26,071	22,772
%	12.93%	14.07%	11.38%	13.34%	13.09%


Cowlitz Public Transit Benefit Area Sales Tax Revenue
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
2014
2015
2016
2017
2018
2019
2020
2021
2022


Cowlitz PTBA Sales Tax Revenue 2022 vs 2021
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0
January
February
March
April
May
June
July
August
September
October
November
December
2021
2022

Cowlitz Transit Authority

Agenda Summary

REQUEST FOR MATCHING FUNDS FROM THE COWLITZ WAHKIAKUM COUNCIL OF GOVERNMENTS

SUMMARY STATEMENT:

RiverCities Transit received a request for grant matching funds to help support the Cowlitz-Wahkiakum Council of Governments (CWCOG) in their Washington State Department of Transportation Consolidated Transit Grant application to maintain the Regional Mobility Management Program. The request for a total of $24,500 over four years fulfills a portion of the match that will be shared with neighboring jurisdictions. The Mobility Management Program has benefited RiverCities Transit by providing additional coordination with local transit providers, social service agencies that identify transportation as a need when serving clients, and individuals that need help navigating the transportation resources available in our five-county region and beyond. While RCT has a staff person that performs similar tasks on occasion as requested, there are many other job duties that prevent doing this beneficial outreach and coordination work full time. A recent example of the assistance the Mobility Management Coordinator provided RiverCities Transit was our joint outreach to Lexington both in person and in promoting the Route 411 rider survey. The need for this coordination role continues to be identified in the region's Coordinated Public Transit Human Services Transportation Plan.

Attached is a draft letter supporting their grant application for the Washington State Department of Transportation's 2023-2027 Consolidated Grant Program and matching pledge. If successful, the CWCOG will bill the CTA for matching funds not to exceed $6,000 per state fiscal year for the first two years, and $6,250 per state fiscal year for the second two years of the grant program.

BUDGET:

There are local sales tax funds available to be included in the 2023 through 2027 CTA Budgets to support this project.

RECOMMENDED ACTION:

Motion to approve matching funds not to exceed $24,500 over four years for the Cowlitz-Wahkiakum Council of Government's Regional Mobility Management Program grant and approval of the CTA Board Chair to sign the agreement of match support for the project.

Attachments:

CWCOG Mobility Management Proposal-RC 2023-2027
Local Match for CWCOG 2023-27 Consolidated Grant Project

Regional Mobility Management Program Proposal
Cowlitz-Wahkiakum Council of Governments (CWCOG)

September 2022

This is an overview of the effort to maintain and grow the Southwest Washington Regional Transportation Planning Organization (SWRPTO) Regional Mobility Management Program in conjunction with the Longview/Kelso/Rainier Metropolitan Planning Organization through the CWCOG.

CWCOG is looking for your support to maintain the Regional Mobility Management Program to solve ongoing needs identified in the 2022 Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP). This Program provides assistance to public transportation agencies and the persons they serve on accessible transportation issues.

CWCOG is applying to WSDOT for Consolidated Grant funds to maintain the Regional Mobility Management Program. Mobility Management Grants under the Consolidated Grant Program require a 20 percent local match. In order to meet the match requirements CWCOG is requesting assistance from transportation providers and other partners. We are applying for a 4-year grant for this project with an average estimated budget of $167,000 per year. The local match is estimated to be $30,000 per year for years one and two and $31,000 per year for years three and four.

We are asking for your continued support for this project and for RiverCities Transit to provide $6,000 per year for years one and two and $6,250 per year for years three and four. This results in a total of $24,500 over four years in match for the grant. If funded, this project would begin in July of 2023 and end in June of 2027.

The Program helps to fill gaps in travel training, education, coordination of services, marketing, and other needs as expressed by stakeholders and in the CPT-HSTP. This Program is responsible for planning and coordinating resources to improve the availability and accessibility of transportation services for persons with disabilities, youth, aging adults, rural populations, and individuals of lower income. This Program coordinates with transportation service providers and human service providers in the five county RTPO (Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum) including connections to adjacent counties.

Mobility Management Strategies may include:

- Provide information on safe and efficient travel options for our most vulnerable populations;
- Move people instead of vehicles;
- The entire trip, not just that portion of the trip on one mode or another;
- Make visible improvements to the effectiveness, efficiency, and quality of the travel services being delivered;
- Offer a full range of travel options to the single-occupant auto option;
- A focus on innovation, changing usual business practices – remove the burden of navigating transportation systems from the user;
- Cultivate partnerships and multi-agency activities;
- Connect community services and programs to improve coordination of transportation;
- Offer a single point of access for customers to multiple travel modes; and,
- Overcome transportation barriers and support through a coordinated region-wide transportation service network.

Cowlitz-Wahkiakum
Council of Governments
MOBILITY MANAGEMENT PROGRAM

Success of the Mobility Management Program

During the first year of the Program, the foundation was laid for continued coordination and education. A few notable successes from the year are:

- Fifteen training events were held
- Seven community events were attended
- Marketing materials were created and translated into Spanish
- A webpage for the program was created (https://www.cwcog.org/mobility-management/)
- A route inventory and wait time analysis were completed
- Percentage change in ridership since 2019 was calculated
- Demos were set up between transportation providers and transit technology companies
- A resource webpage for transportation providers is being established

Demand for Mobility Management

A need to maintain the Regional Mobility Management Program is identified in the 2022 CPT-HSTP under the Cowlitz County Unmet Needs and Issues. It is also recognized as a need in all the other counties.

The Cowlitz County needs related to mobility management include:

- Shortage of volunteers for transportation programs; one concern is that training is too intensive for volunteers; another concern is insurance for volunteers.
- Several programs in the county have vans to serve their clients; some of them are looking at ways to expand and coordinate services.
- Coordination on the release of St. John Hospital patients with transportation providers is seen as a need to ensure a warm handoff.
- There are no formal agreements in place between emergency services and area transportation providers to furnish coordinated evacuations during the event of an emergency.
- There is no option for transport to and from Rainier, Oregon except by taxi. The wait for a taxi can be to 2 hours or more.
- Additional mobility training outreach for senior centers, schools, after school programs, youth services, capacity for engagement in community events and creating training materials for distribution to stakeholders are needed.
- Additional employment van pool opportunities, like Coastal Cap's Driven to Opportunity are needed.
- Connectivity and coordination opportunities are needed between non-profit service groups to include community outreach and stakeholder engagement, such as RSVP.
- Coordination of transportation services for special needs populations needs to continue. This includes outreach and coordination with Individual Education Program (IEP) and Student Transition Educational Program Services (STEPS) in schools to inform students, parents, and educators on transportation options for persons with disabilities.
- Outreach to disabled veterans needs to be increased so they are aware of transportation available to those who cannot use the DAV van (those who are disabled). DAV's volunteer drivers are not allowed to assist passengers in any way—all riders must be able to enter and exit the vehicle under their own power. The DAV does not have a wheelchair accessible vehicle for passengers.

Maintaining the Mobility Management Program to serve the five county RTPO will provide additional capacity to address these needs and fits in with the Local and Regional Strategies identified in the CPT-HSTP.

Strategies to Address Unmet Needs in Cowlitz County

- Improve interagency coordination
    - Host information-sharing sessions where agencies present available services.
    - Encourage customer service staff to attend these sessions.
- Evaluate existing and future needs of public transit-dependent persons.
    - Review routes and schedules relative to origin and destination, especially where there are high concentrations of public transportation dependent persons.
    - Promote available van pool programs and options transportation providers, area businesses and human services agencies and encourage partnership opportunities.
    - Begin conversations with local taxi companies to gauge need/interest in wheelchair accessible vehicles.
- Identify specific regulatory flexibilities needed to expand use of fleet vehicles to meet community needs when they are not in use in meeting traditional demands.
- Continue to support non-profit agencies and volunteer programs that provide transportation service or assistance to transit dependent populations.
- Support Community in Motion as they continue to provide riders with information for the lowest cost option for transportation via the establishment of the 1-Call/1-Click Transportation Resource Center.

CPT-HSTP Regional Mobility Management Strategy

Support of the Regional Mobility Management Program to coordinate development of regional strategies for informing users how to utilize available resources and improving business and community support. The Program aims to collaborate with mobility management and travel training staff from the region's transportation providers on marketing, training, and interagency issues. In addition, the Program encourages communication between public transportation providers to increase awareness of available services and to help educate human service agencies on available services.

This Program will continue to benefit our most vulnerable population in the region by helping them get to where they need to go for employment, education, life sustaining medical and social service appointments, shopping, and social engagements. It will also continue to improve coordination between transportation providers and help riders make connections between services.

Administration Annex ~ 207 4th Avenue N ~ Kelso, WA 98626-4195
(360) 577-3041 ~ Fax (360) 214-3425 ~ www.cwcog.org

September 30, 2022

To: Cowlitz Transit Authority Board
From: Bill Fashing, Executive Director

RE: Local Match for the CWCOG Regional Mobility Management Grant Project

This memo is regarding a request for assistance in retaining the Regional Mobility Management Program of the CWCOG. The program coordinator, in conjunction with RiverCities Transit, will continue to help fill gaps in travel training, education, coordination of services, marketing, and other needs as expressed by stakeholders and in the Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP). The Program is responsible for planning and coordinating resources to improve the availability and accessibility of transportation services for persons with disabilities, youth, aging adults, rural population, and individuals of lower income. This Program coordinates with transportation service providers and human service providers in the five county RTPO (Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum) including connections to adjacent counties.

Mobility Management Strategies may include:

- Provide safe and efficient travel option for our most vulnerable populations;
- Move people instead of vehicles;
- The entire trip, not just that portion of the trip on one mode or another;
- Make visible improvements to the effectiveness, efficiency, and quality of the travel services being delivered;
- Offer a full range of travel options to the single-occupant auto option;
- A focus on innovation, changing usual business practices – remove the burden of navigating transportation systems from the user;
- Cultivate partnerships and multi-agency activities;
- Connect community services and programs to improve coordination of transportation;
- Offer a single point of access for customers to multiple travel modes; and,
- Overcome transportation barriers and support through a coordinated region-wide transportation service network.

CWCOG is applying for Consolidated Grant funds to retain the Regional Mobility Management program. Mobility Management Grants under the Consolidated Grant Program require a 20 percent local match. As this program has been requested by your organization and others in the region we are asking for your financial support once again to meet the match requirements to provide this program. The application is for a 4-year grant for this project with an average estimated budget of $167,000per year. The total local match is estimated to be $30,000 per year for years one and two and $31,000 per year for years three and four.

We are asking for your continued support for this project and for RiverCities Transit to provide $6,000 per year for years one and two and $6,250 per year for years three and four. This results in a total of $24,500 over four years in match for the grant. If funded, this project would begin in July of 2023 and end in June of 2027. The CWCOG would bill based on expenses on a quarterly basis.

Your signature signifies your agency's agreement to provide matching dollars in the amount of $6,000 per year for years one and two and $6,250 per year for years three and four for a grand total of $24,500 over four years as local match for the Regional Mobility Management Consolidated Grant Project. Please execute this agreement and return it to the CWCOG at bfashing@cwcog.org.

Agreed to by:

_____	_____
Name	Title
_____	_____
Signature	Date
_____	
Agency	

Cowlitz Transit Authority

Agenda Summary

CWCOG 2023 MEMBERSHIP DUES AND PROGRAM GRANT MATCH

SUMMARY STATEMENT:
The CWCOG bylaws require that members be informed of the estimate of their following year dues and match amounts each September. For 2023, CTA's dues will decrease by $132 to $461, and the total of all grant match commitments will increase by $683 to $15,474.

RECOMMENDED ACTION:
No action required at this time. The CWCOG expenses will be included in the draft CTA 2023 annual budget.

Attachment:
CWCOG Membership Dues & Program Match

CWCOG
Administration Annex ~ 207 4th Avenue N ~ Kelso, WA 98626-4195
(360) 577-3041 ~ Fax (360) 214-3425 ~ www.cwcog.org

September 29, 2022

Cowlitz Transit Authority
c/o Jim Seeks
PO Box 128
Longview, WA 98632

Re: Cowlitz-Wahkiakum Council of Governments (CWCOG)
2023 Membership Dues & Program Grant Match

Dear Cowlitz Transit Authority,

Thank you for your continued support and on-going commitment through membership in the CWCOG. It is your voluntary dedication to the Board that allows this agency to continue to provide value to its members and participate in the growth of the region. Your member fees support regional efforts including such programs as long-range planning, facilitation, informational resources, intergovernmental coordination, medical rate stabilization, and technical services in the areas of community development, census, and other topics of concern and importance.

The following membership dues and cash match for certain grants and programs are all ways in which members contribute and participate in the work efforts of the Council of Governments. Your agency may participate in only some of these or they may participate in all. Please read the separate categories carefully for the membership or program(s) in which your agency has historically contributed.

Cowlitz-Wahkiakum Council of Governments Membership Dues:

Membership is reviewed annually by the Executive Committee and recommended to the Board of Directors as part of the budget process. Recent years have seen a recommendation and consequent adoption of a straight percentage increase to all members in order to provide the most benefit to both the members and the agency. There is, however, a formula for determining dues that is to be reassessed and applied every three to five years. During the CWCOG's last State Financial & Accountability Audit, a verbal recommendation to return to the formula or adopt a new process was stated during the exit interview.

Through the 2023 budget review process, the Executive Committee moved and approved to realign all agencies to the historical formula without increasing the overall membership amount for 2023. The 2023 annual budget will be built within these parameters. Membership dues will be revisited again in September of 2023 for the 2024 annual budget. The CWCOG Bylaws require that members must be informed of the preliminary estimate of their member fees no later than the end of September.

The Board will review a preliminary budget at the October 27, 2022, regular business meeting and consider a final budget at the December 15, 2022, meeting. The proposed amount for your agency's 2023 membership dues are:

- 2022 Dues: $ 593
- 2023 Maximum Proposed Dues: $ 461

Economic Development Administration's (EDA) Support for Planning Organizations Grant Match:

As the Economic Development District (EDD) for Cowlitz and Wahkiakum Counties, the CWCOG receives a non-competitive Economic Development Administration Planning Organization Support Grant that allows for the administration of regional economic development program activities. The EDA's 'Support for Planning Organizations' grant requires local match to qualify. Many Cowlitz-Wahkiakum member agencies are currently participating and should not see a difference from 2022 to 2023.

- 2022 Cash Match: $ 250
- 2023 Cash Proposed Match: $ 250

Longview-Kelso-Rainier Area Transportation Study (LKRATS) Metropolitan Planning Organization (MPO) Grant Match:

Federal dollars received from both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to administer the MPO require a cash match from participating entities. The MPO was designated in 1981 and match commitments established soon thereafter.

- 2022 Cash Match: $ 8,541
- 2023 Cash Proposed Match: $ 9,224

Regional Mobility Management Program Grant Match:

CWCOG received match from regional transportation providers to meet the requirements for the Mobility Management Program grant funds for 2021-2023. Amounts for 2023 are based on an estimate of the remaining 2021-2023 grant period and the anticipated new funding for 2023-2027 grant period.

- 2022 Cash Match: $ 6,000
- 2023 Cash Proposed Match: $ 6,000

Please review this information and share with your finance staff and decision makers. If you have any questions on any of the amounts presented here, please feel free to call either myself or Anisa Kisamore, Chief Administrative Officer. If the CWCOG or I can be of assistance to you in any of your endeavors, please do not hesitate to contact our office. We would be very happy to talk with you and provide any answers we can.

Sincerely,

William A. Fashing
Executive Director
BF/ak

Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING FOR 2023 CTA Budget

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

RECOMMENDED ACTION:
Establish a public hearing to be held at the November 9, 2022 CTA Board Meeting to receive comments on the 2023 annual budget.

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, November 9, 2022, at 4:00 p.m.** in the Longview City Hall Council Chambers, Longview, Washington and by Virtual Zoom Webinar.

The purpose of the hearing is to receive any comments concerning the adoption of the 2023 CTA Budget.

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

Please click the link below to join the webinar:
https://us02web.zoom.us/j/86446309513

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: 864 4630 9513

No Registration Required

DATED at Longview, Washington, this 12th day of October 2022.

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Dennis Weber
Chair
Cowlitz Transit Authority

Published: October 30, 2022, in the Longview Daily News