



Agenda

Cowlitz Transit Authority

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

Wednesday, November 9, 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, November 9, 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 available the Friday before the meeting at www.mylongview.com under "Agendas & Minutes".

Zoom meeting link: <https://us02web.zoom.us/j/86446309513>

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: 864 4630 9513

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.

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

Next meeting

Wednesday, December 14, 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 OCTOBER 12, 2022 MEETING**
22-000705 October 12, 2022, CTA Board Meeting Minutes - DRAFT
6. **CONSENT CALENDAR**
22-000706 Invoice - City of Longview - December 2022 \$375,396.99
22-000707 Invoice - CWCOC LKRATS QTR1 - \$2,306.07
22-000708 2022 September County Treasurers' Report
22-000709 2022 September Fund Balance Report
7. **REPORTS**
22-000710 2022 Annual Fixed Route Ridership
22-000711 October 2022 Fixed Route Ridership
22-000712 October 2022 Fixed Route Ridership by Hour
22-000713 October 2022 Average Passengers per Trip
22-000714 October 2022 LIFT Ridership
22-000715 2022 CTA Ridership Graphs
22-000716 2022 PTBA Sales Tax Data 2022 vs 2021
8. **PUBLIC HEARING: 2023 COWLITZ TRANSIT AUTHORITY BUDGET**
22-000717 2023 Cowlitz Transit Authority Budget Presentation
22-000718 Summary Statement - 2023 Estimated CTA Budget
22-000719 Resolution No 2022-03 2023 Cowlitz Transit Authority Budget
9. **COWLITZ TRANSIT AUTHORITY DIRECTION FOR LEGAL COUNSEL PROPOSALS REVIEW**
22-000720 Summary Statement - Review of CTA Legal Counsel Proposals
10. **INTRODUCTION OF TARA HARGRAVE, TRANSIT ADMINISTRATIVE ASSISTANT AND CLERK TO THE AUTHORITY**
11. **MANAGER'S REPORT**

12. MISCELLANEOUS

13. 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, 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

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

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Acting Chair Lisa Alexander; Member MaryAlice Wallis; Member Kim LeFebvre

Absent: Chair Dennis Weber; Vice-Chair Mike Wallin; Member (Non-voting) Anthony Harris; Member (Alternate) Spencer Boudreau; Member (Alternate) Mike Karnofski; Member (Alternate) Arne Mortensen;

Staff Present: Ken Hash, Longview Public Works Director; James Seek, Transit Manager; Tabitha Hayden, Transit Supervisor; Elizabeth Halili, Deputy City Clerk

Others Present: None

4. PUBLIC COMMENTS

None.

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

A motion was made by Member Wallis, seconded by Member LeFebvre, to approve the Minutes of the September 14, 2022, CTA Board meeting. The motion carried unanimously.

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

6. CONSENT CALENDAR

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

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**

A motion was made by Member LeFebvre, seconded by Member Wallis, 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. The motion carried unanimously.

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**

Transit Manager James Seeks provided a brief statement.

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**

A motion was made by Member Wallis, seconded by Member LeFebvre, to establish a public hearing to be held at the November 9, 2022, CTA Board Meeting to receive comments on the 2023 annual budget. The motion carried unanimously.

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**11. MANAGER'S REPORT**

Transit Manager James Seeks gave a report:

- Tara Hargrave has been hired as the new RiverCities Transit Administrative Assistant, and CTA Board Clerk.
- The staff are currently reviewing applications for two Operator positions.
- The staff received the re-pricing on the order for mini-buses placed last winter. Seven of these buses were originally ordered as propane fueled, but due to a shortage of components, the entire order of eight mini-buses will be gasoline fueled. Although the original costs of this order have increased by 18-50%, reserves are sufficient.
- The RFQ for the new CTA Attorney has been posted on the City of Longview website.

Transit Supervisor Tabitha Hayden provided a brief report.

12. MISCELLANEOUS

Acting Chair Alexander announced upcoming community events.

13. ADJOURNMENT

With no further business to discuss, Acting Chair Alexander adjourned the meeting at 4:12 p.m.

Elizabeth Halili, Clerk of the Board

Dennis Weber, Chairman

Date: 11/09/2022
Invoice # 2022-12

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

[illegible]

REMITTANCE	
Statement #	2022-12
Date	11/09/2022
Amount Due	375396.99
Amount Enclosed	

Page 8 of 26

**Cowlitz-Wahkiakum Council of Governments**

Physical: Admin Annex / 207 4th Ave N

Mailing: PO Box 128

Kelso, WA 98626

Telephone: (360) 577-3041

E-Mail: cwcog@cwccog.org

Fax: (360) 214-3425

Web: <http://www.cwcog.org/>**Invoice****Cowlitz Transit Authority**254 Oregon Way
Longview, WA 98632

Invoice Date: October 25, 2022

Invoice Number: 2022 - 167

Jul-Sep 22 - LKRATS

Item	Amount
Labor - Q1	\$1,329.56
Direct Program Support - Q1	\$117.61
Indirect Program Support - Q1	\$688.88
Consultant - Q1	\$170.02
	<u>\$2,306.07</u>

*Please contact the CWCOCG Finance Department with questions regarding this invoice.**All charges include tax unless otherwise noted.*

Printed 10/25/2022 at 11:04 AM

69701 TRANSIT AUTHORITY**930100 TRANSIT AUTHORITY**

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		380,000.00	462,851.78	- 389,244.24	73,607.54	453,607.54
1112000 WARRANTS OUTSTANDING		0.00	483.00	- 483.00	0.00	0.00
1180000 INVESTMENTS		7,127,651.91	13,360.24	0.00	13,360.24	7,141,012.15
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	375,884.00	- 375,884.00	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	- 3,555,517.66	0.00	- 448,869.09	- 448,869.09	- 4,004,386.75
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 23,601.02	0.00	- 13,360.24	- 13,360.24	- 36,961.26
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,872.32	0.00	- 622.45	- 622.45	- 2,494.77
5492000 OTHER	8900000 DISTRICT ACTIVITIES	2,764,765.48	375,884.00	0.00	375,884.00	3,140,649.48
Total		0.00	1,228,463.02	- 1,228,463.02	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: September 30, 2022

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2022		\$ 6,691,426.39
CTA Revenue		
Metro Sales Tax	448,869.09	4,004,386.75
Interest Earnings/Investments	13,360.24	36,961.26
Local Sales Interest	622.45	2,494.77
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 462,851.78	\$ 4,043,842.78
CTA Expenditures		
City of Longview	375,401.00	3,127,210.34
City of Longview - Audit Services	-	2.44
Legal Counsel	483.00	766.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues		12,670.70
Subtotal	\$ 375,884.00	\$ 3,140,649.48
CTA Ending Balance		\$ 7,594,619.69

CITY OF LONGVIEW		
Beginning Balance: January 1, 2022		\$ 1,967,740.36
Longview Revenue		
Farebox/Pass Sales	12,697.58	87,567.96
State Pool - Interest	3,357.89	12,986.71
Payments from CTA	375,401.00	3,127,210.34
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	147,064.00	472,706.00
WSTIP Risk Management Grant	-	-
Paratransit Office Space Rental	927.10	8,343.90
Cashier Over-Short / NSF / Bank Returns Fees	100.00	132.00
Insurance Recoveries	-	6,501.99
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 539,547.57	\$ 3,830,998.90

Longview Expenditures		
Subtotal	\$491,290.41	\$4,120,407.53

Longview Ending Balance	\$ 1,678,331.73
Combined CTA & Longview Ending Balance	\$ 9,272,951.42

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	1,159			9,977
	31	2,258	2,303	3,065	2,931	2,888	3,142	3,056	3,460	3,204	3,102			29,409
	32	1,861	1,873	2,302	2,128	2,155	2,285	2,528	2,849	2,858	2,943			23,782
	33	1,991	1,986	2,292	2,311	2,111	2,134	1,988	2,336	2,382	2,443			21,974
	44	986	1,022	1,350	1,110	1,242	1,511	1,161	1,530	1,458	1,453			12,823
	45	3,984	4,401	5,169	4,927	4,937	5,142	4,530	5,419	5,359	5,440			49,308
	46	399	353	452	357	402	396	332	471	414	371			3,947
	57	1,516	1,592	1,860	1,761	1,768	1,834	1,825	2,054	2,066	2,485			18,761
	411					61	80	72	82	61	92			448
	NCC								88	104	160			352
	TOTAL	13,749	14,296	17,444	16,419	16,543	17,613	16,471	19,498	19,100	19,648			170,781

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												
Oct-22												
DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 46	ROUTE 57	ROUTE 411	NCC	TOTAL
1 S		184	75	112		208			73	1		653
2												
3	78	144	165	132	58	184	103	26	103	0	11	1004
4	63	129	126	111	75	137	92	17	109	4	5	868
5	46	112	124	100	62	125	81	28	108	6	2	794
6	45	141	111	100	86	140	79	23	122	5	4	856
7	59	131	93	98	92	141	72	13	89	3	7	798
8 S		134	71	95		157			64	0		521
9												
10	50	102	127	116	56	146	57	15	94	9	10	782
11	62	110	116	114	86	191	92	24	122	3	6	926
12	56	143	171	105	73	160	88	18	124	10	11	959
13	51	127	86	80	85	159	80	16	109	3	10	806
14	55	119	87	78	62	145	74	10	98	6	4	738
15 S		106	77	84		149			57	2		475
16												
17	41	104	126	89	65	130	52	15	129	1	8	760
18	44	120	121	90	56	149	57	13	103	7	11	771
19	54	113	104	104	54	116	80	18	119	6	8	776
20	46	115	133	75	75	129	61	14	96	3	6	753
21	58	98	99	76	59	132	89	15	77	5	14	722
22 S		94	62	75		141			57	0		429
23												
24	77	92	121	84	75	146	75	18	93	3	8	792
25	60	111	126	92	64	137	67	14	94	2	5	772
26	48	134	136	77	78	157	84	23	109	3	12	861
27	55	135	183	79	75	151	84	22	81	2	5	872
28	68	134	109	108	62	120	70	7	91	1	7	777
29 S		82	78	88		160			59	2		469
30												
31	43	88	116	81	55	127	66	22	105	5	6	714
TOTAL (26)	1159	3102	2943	2443	1453	3837	1603	371	2485	92	160	19648
WEEKDAY TOTAL (21)	1159	2502	2580	1989	1453	3022	1603	371	2175	87	160	16941
SATURDAY/REDUCED DAY TOTAL (5)		600	363	454		815			310	5		2237
DAILY AVERAGE	55	119	113	94	69	148	76	18	96	4	8	756
WEEKDAY AVERAGE	55	119	123	95	69	144	76	18	104	4	8	814
SATURDAY/REDUCED DAY AVERAGE		120	73	91		163			62	1		509

Ridership by Hour
10/1/2022 - 10/31/2022

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	23	152	212	206	180	166	216	242	286	262	238	191	128	2,502
32	24	145	177	161	265	241	225	289	338	334	151	146	84	2,580
33	4	133	144	203	127	179	195	250	209	201	167	117	60	1,989
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	47	113	109	113	125	143	142	134	137	122	101	126	41	1,453
57	73	210	130	153	153	187	193	243	259	215	158	127	74	2,175
Route					1030	1130	1230	1330	1430	1530	1630			
30					133	169	198	171	217	153	118			1,159
Route						1150	1250	1350	1450	1550				
46						49	87	101	82	52				371
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	65	120	138	210						232	89	68	64	4,625
Route		712	810	900		1200		1420			1700			
411		11	10	16		15		20			15			87
Route	635				1035		1335				1735			
NCC	18				33		61				48			160

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	
31	24	45	49	59	85	63	100	61	59	55	600
32	15	16	29	46	32	57	58	47	36	27	363
33	44	39	41	43	54	50	62	46	39	36	454
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720	
57	13	22	35	29	52	38	41	28	40	12	310
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730
45	35	28	37	28				68	44	33	28
Route			920	945				1500			
411			1	0				4			

Total Fixed Route

19,648

Average Passengers per Trip
10/1/2022 - 10/31/2022

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	7.2	10.1	9.8	8.6	7.9	10.3	11.5	13.6	12.5	11.3	9.1	6.1	9.5	119
32	1.1	6.9	8.4	7.7	12.6	11.5	10.7	13.8	16.1	15.9	7.2	7.0	4.0	9.8	123
33	0.2	6.3	6.9	9.7	6.0	8.5	9.3	11.9	10.0	9.6	8.0	5.6	2.9	7.6	95
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.2	5.4	5.2	5.4	6.0	6.8	6.8	6.4	6.5	5.8	4.8	6.0	2.0	5.6	69
57	3.5	10.0	6.2	7.3	7.3	8.9	9.2	11.6	12.3	10.2	7.5	6.0	3.5	8.3	104
Route					1030	1130	1230	1330	1430	1530	1630				
30					6.3	8.0	9.4	8.1	10.3	7.3	5.6			7.9	55
Route						1150	1250	1350	1450	1550					
46						2.3	4.1	4.8	3.9	2.5				3.5	18
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	3.1	5.7	6.6	10.0						11.0	4.2	3.2	3.0	11.3	220
Route		712	810	900		1200		1420		1700					
411		0.52	0.48	0.76		0.71		0.95		0.71				1.5	4
Route	635				1035		1335		1735						
NCC	0.86				1.57		2.90		2.29					2.5	8

Saturday

											Passengers per Revenue Service Hr		Avg daily boardings
Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700			
31	4.8	9.0	9.8	11.8	17.0	12.6	20.0	12.2	11.8	11.0	12.0	120	
32	3.0	3.2	5.8	9.2	6.4	11.4	11.6	9.4	7.2	5.4	7.3	73	
33	8.8	7.8	8.2	8.6	10.8	10.0	12.4	9.2	7.8	7.2	9.1	91	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720			
57	2.6	4.4	7.0	5.8	10.4	7.6	8.2	5.6	8.0	2.4	6.4	62	
Route	800	830	900	not shown for brevity			1600	1630	1700	1730			
45	7.0	5.6	7.4				13.6	8.8	6.6	5.6	16.3	163	
Route	920		945	1500									
411	0.2		0.0	0.8							0.8	1	

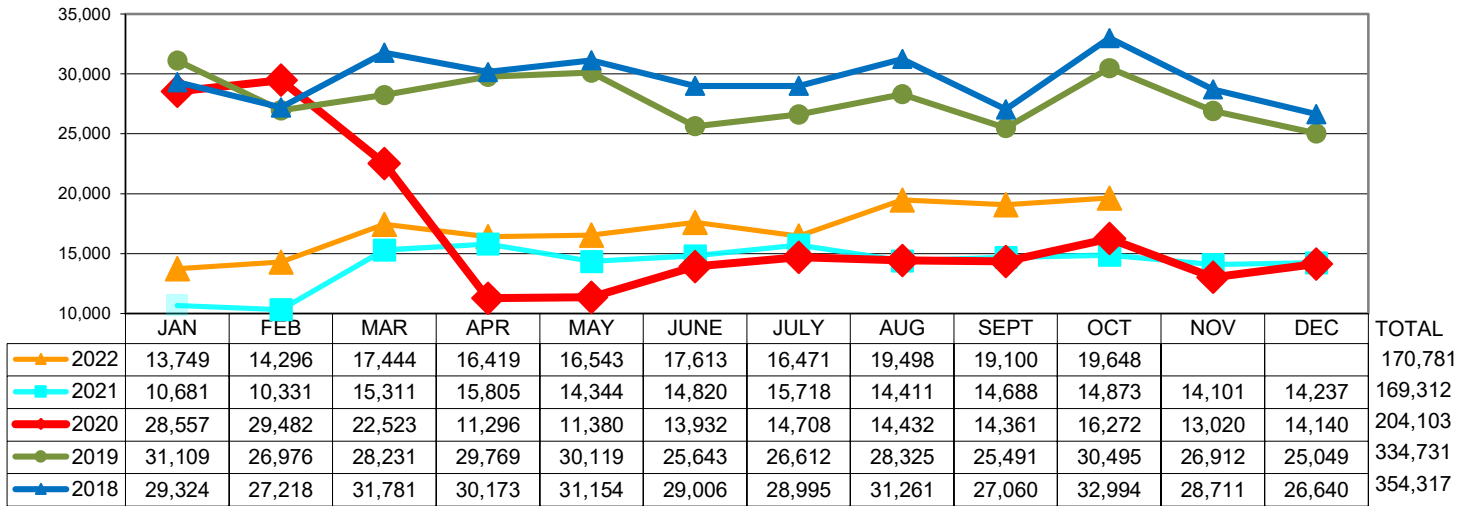
System Productivity

Red Less than 3.0 passengers per hour

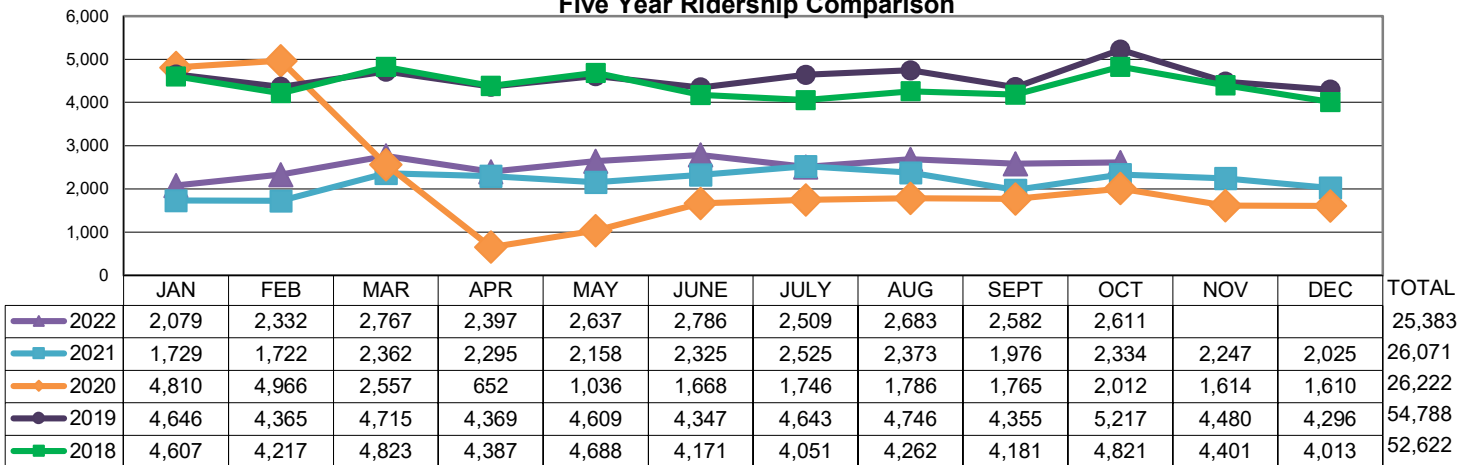
8.4

Date	Total Psgrs	Demand Response Client Trips	Number of Attends	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
10/1/2022	68	58	10	0	46	12	20.69%	1.92	5	0
10/3/2022	93	83	10	0	66	17	20.48%	1.58	13	0
10/4/2022	134	94	20	0	94	20	21.28%	2.01	16	4
10/5/2022	85	72	9	4	51	21	29.17%	1.64	15	1
10/6/2022	99	87	12	0	65	22	25.29%	1.98	6	0
10/7/2022	89	77	12	0	46	31	40.26%	1.71	10	1
10/8/2022	75	65	10	0	42	23	35.38%	2.09	3	0
10/10/2022	66	56	10	0	45	11	19.64%	1.72	15	2
10/11/2022	129	113	16	0	80	33	29.20%	2.15	12	3
10/12/2022	131	108	23	0	80	28	25.93%	1.82	5	3
10/13/2022	91	74	17	0	59	15	20.27%	1.81	12	3
10/14/2022	119	95	24	0	59	36	37.89%	2.20	7	0
10/15/2022	86	67	17	2	46	21	31.34%	2.46	10	2
10/17/2022	99	77	20	2	49	28	36.36%	2.08	18	0
10/18/2022	126	108	18	0	84	24	22.22%	2.05	13	2
10/19/2022	130	106	24	0	68	38	35.85%	1.83	16	2
10/20/2022	112	94	16	2	76	18	19.15%	1.99	17	4
10/21/2022	101	85	16	0	56	29	34.12%	2.05	6	1
10/22/2022	77	63	14	0	41	22	34.92%	2.20	9	1
10/24/2022	85	74	11	0	51	23	31.08%	1.55	18	2
10/25/2022	121	106	15	0	89	17	16.04%	1.97	7	2
10/26/2022	124	113	11	0	70	43	38.05%	2.02	7	2
10/27/2022	100	91	9	0	67	24	26.37%	1.73	16	1
10/28/2022	120	100	14	6	59	41	41.00%	2.06	12	3
10/29/2022	84	69	15	0	15	22	31.88%	2.24	3	2
10/31/2022	87	77	10	0	45	32	41.56%	1.78	17	1
	2611	2212	383	16	1549	651	29.43%	2.00	288	42

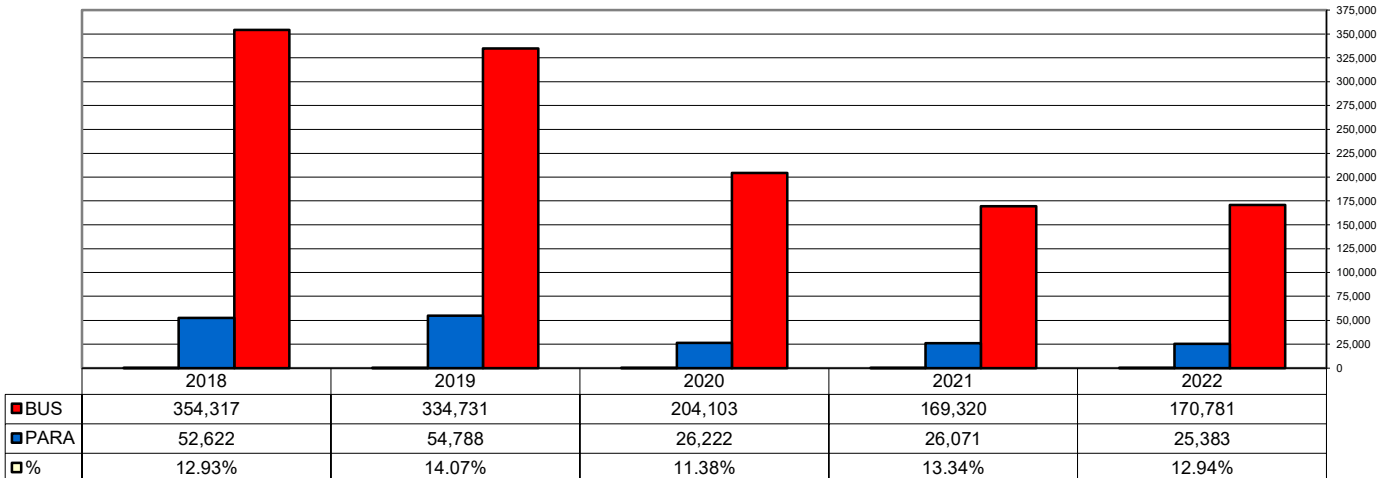
RiverCities Transit Fixed Route Five Year Ridership Comparison

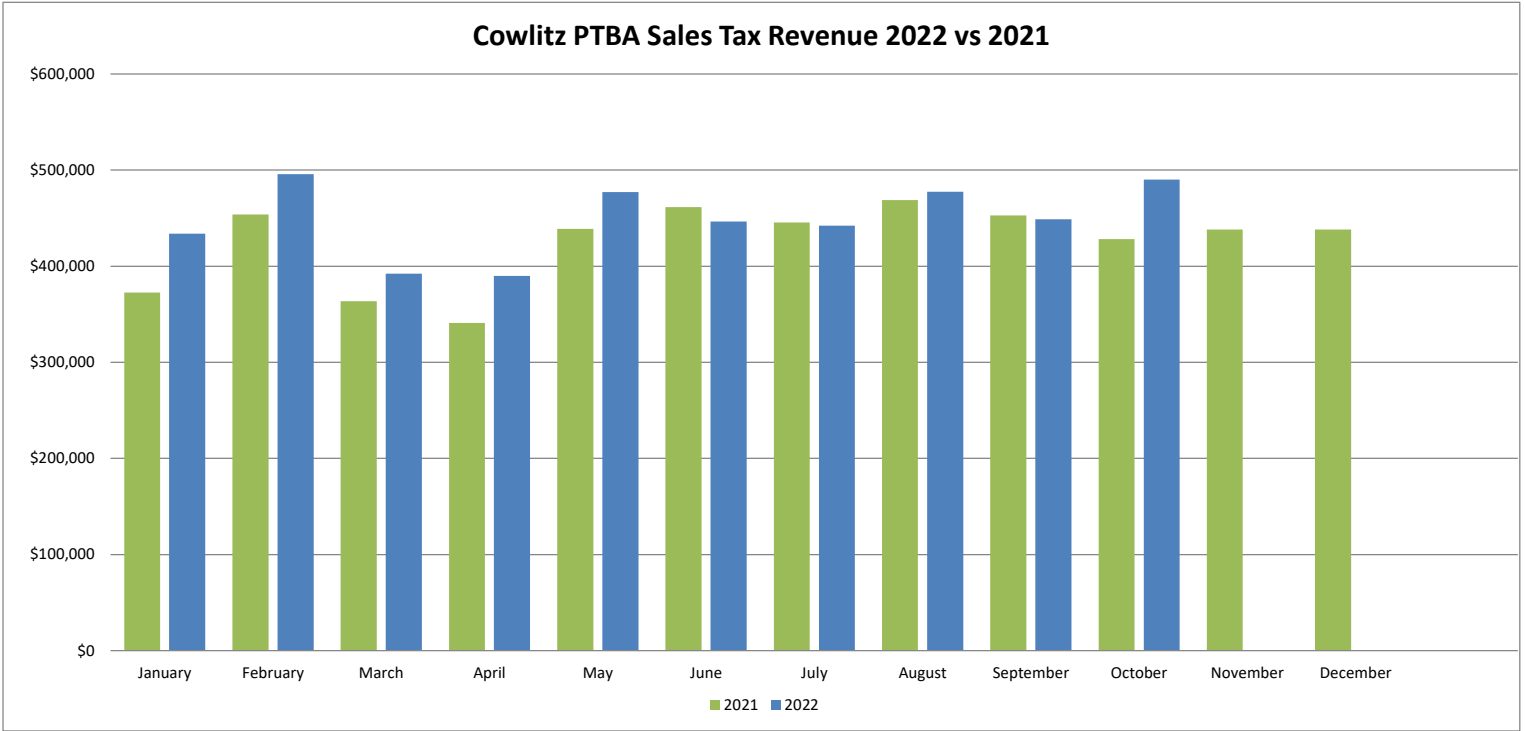
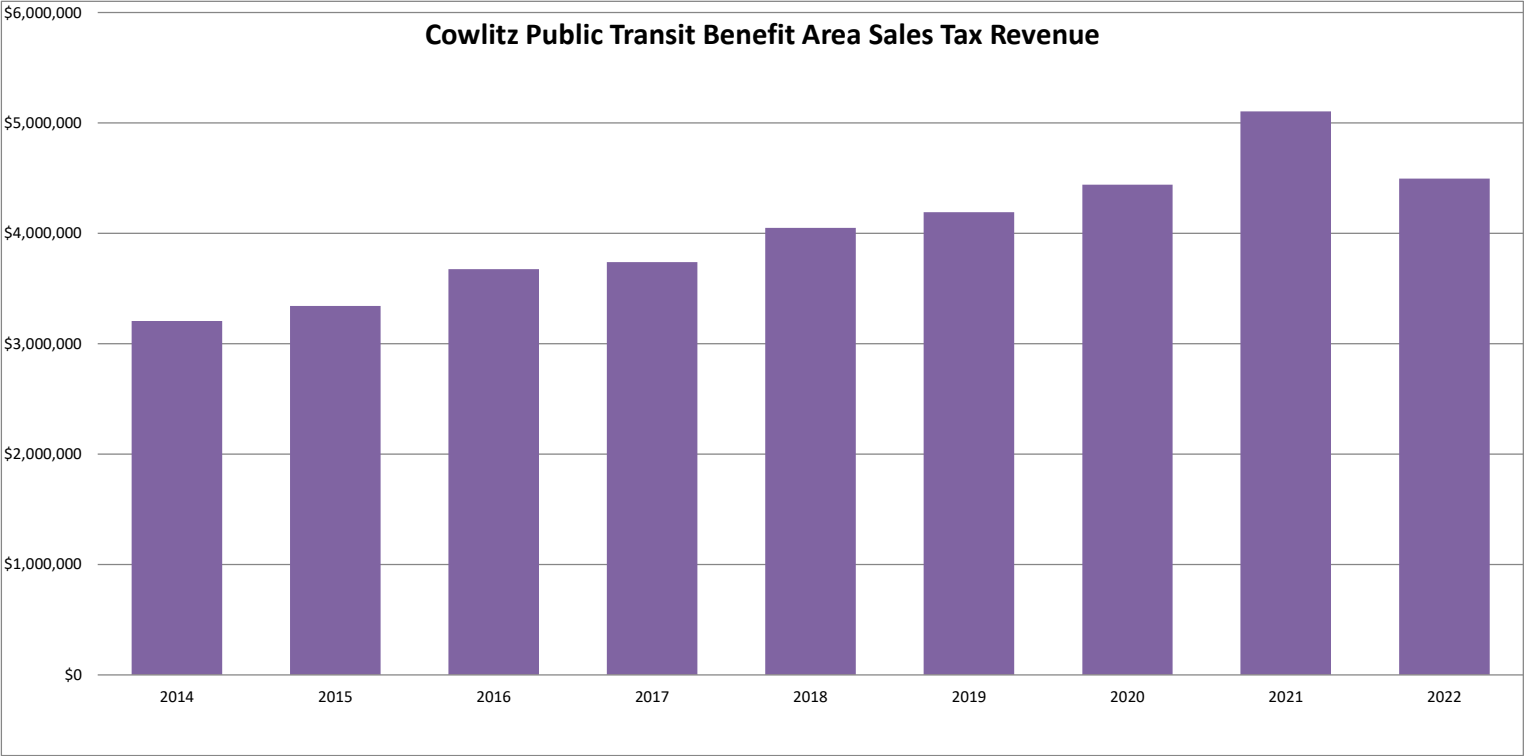


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





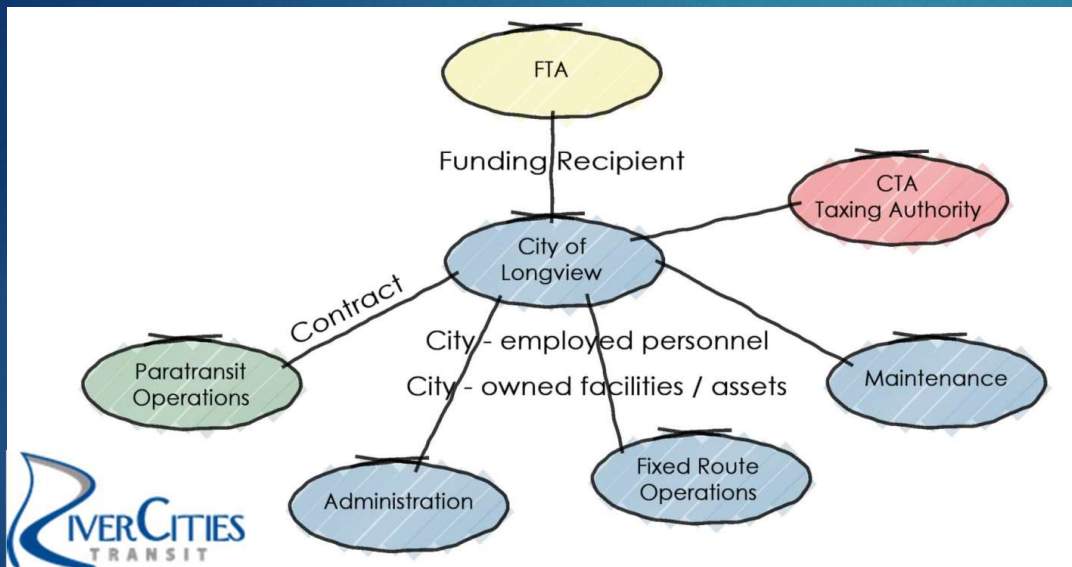


2023 Budget Estimates

PRESENTED TO THE CTA BOARD

NOVEMBER 9, 2022

Agency Overview



To enhance the quality of life in our area, the Cowlitz Transit Authority provides safe, reliable and efficient transit services that link people, jobs and communities.

Cowlitz Transit Authority Mission, 2009

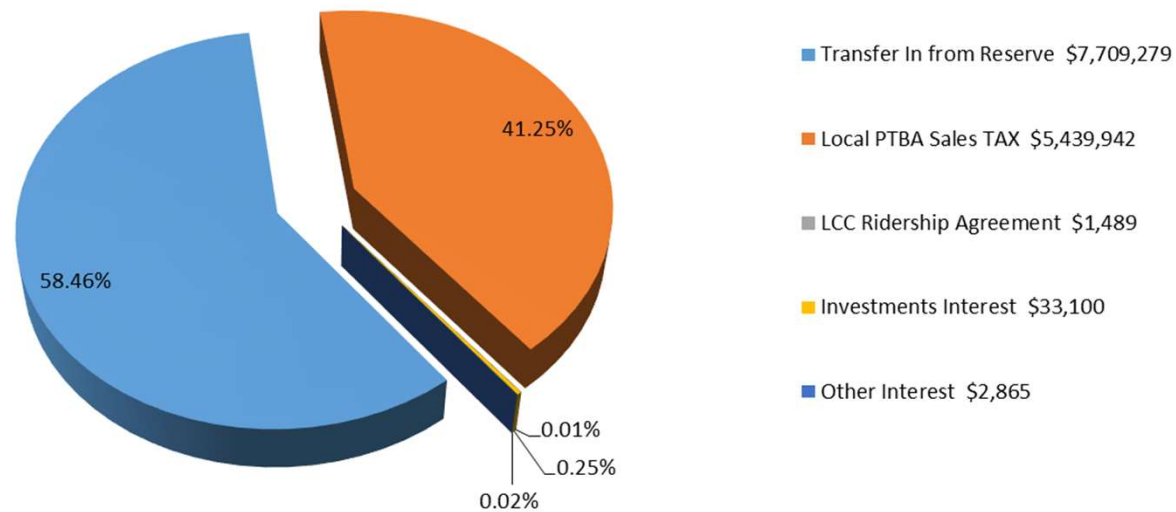
2022-2023 City of Longview Transit Department Budget Estimates

Total Expenditures By Program/ Object	2022	2023
Fixed Route Program		
Salaries & Wages	\$ 1,740,342	\$ 2,112,498
Personnel Benefits	\$ 927,847	\$ 1,069,970
Supplies	\$ 63,511	\$ 39,800
Fuel and Maintenance - Fixed Route	\$ 792,457	\$ 870,240
Other Services & Charges	\$ 706,002	\$ 801,280
Capital Expenditures	\$ 62,620	\$ 2,548,019
ADA Paratransit Program		
Contract for services	\$ 938,059	\$ 1,339,000
Fuel and Maintenance -ADA	\$ 233,425	\$ 354,060
Other Services & Charges	\$ 85,850	\$ 144,400
Capital Expenditures	\$ -	\$ 1,402,289
TOTAL EXPENDITURES	\$5,550,112	\$10,681,556

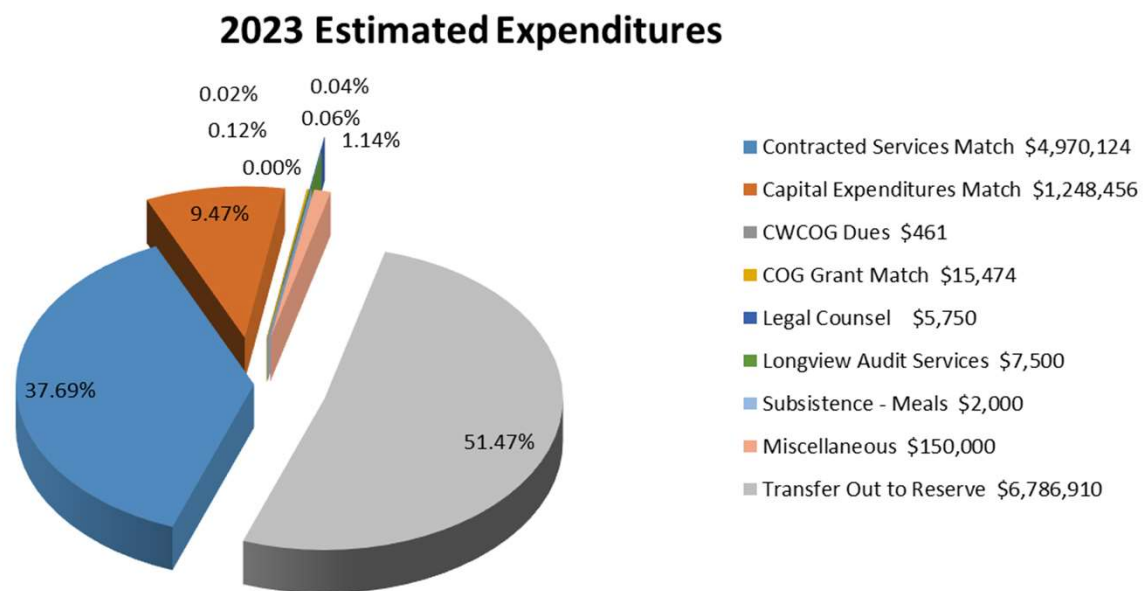
Total Revenues By Object	2022	2023
Federal Grants - Operating	\$ 42,019	\$ 856,530
Federal Grants - Capital	\$ 48,799	\$ 2,381,811
CTA Revenue (Operating Match)	\$4,397,097	\$ 4,975,124
CTA Revenue (Capital Match)	\$ 12,200	\$ 1,398,456
WSDOT Grant (Paratransit Special Needs)	\$ 350,152	\$ 496,885
WSDOT RMG Grant	\$ -	\$ 167,600
WSDOT Transit Support	\$ -	\$ 251,280
Fares	\$ 116,757	\$ 119,100
Building Lease	\$ 10,800	\$ 11,300
WSTIP Grants	\$ -	\$ 6,500
State Pool	\$ 17,316	\$ 7,500
Other Recoveries	\$ 8,679	\$ 9,470
City Reserves (prior CTA revenue)	\$ 546,293	\$ -
TOTAL REVENUE	\$5,550,112	\$10,681,556

2023 Estimated CTA Revenues

2023 Estimated Revenues



2023 Estimated CTA Expenditures



Cowlitz Transit Authority



Agenda Summary

2023 COWLITZ TRANSIT AUTHORITY BUDGET PUBLIC HEARING AND ADOPT RESOLUTION 2022-03

SUMMARY STATEMENT:

Each year, the Cowlitz Transit Authority must approve its annual budget for the following year. Funds paid to the City of Longview to operate RiverCities Transit make up approximately 37.7% of the Transit Authority's annual budget, while matching and direct funds paid for capital projects account for 10.6% of the CTA budget.

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

The total estimated reserve balance for the Cowlitz Transit Authority at end of 2022 is \$7,709,279. The PTBA received higher than expected sales tax revenue in 2022. Capital expenditures were also carried over due to supply chain and other issues. For 2023, the total estimated payment to the City of Longview to cover operations and capital expenses is \$6,376,080. The total estimated reserve balance for the Cowlitz Transit Authority at end of 2023 is \$6,786,910.

RECOMMENDED ACTION:

Hold public hearing on the 2023 Cowlitz Transit Authority budget;

THEN

Motion to adopt Resolution 2022-03.

RESOLUTION NO. 2022-03

**A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY
ADOPTING THE 2023 BUDGET**

A RESOLUTION adopting the budget for the Cowlitz Transit Authority for the year 2023 and authorizing appropriations thereunder.

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

WHEREAS, Cowlitz Transit Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2023 and

WHEREAS, at said public meeting, the 2023 final budget was approved.

NOW THEREFORE BE IT RESOLVED by the Cowlitz Transit Authority that the following budget for the year 2023 is hereby adopted:

RESOURCES

Beginning Cash Balance	\$7,709,279
Revenues	\$5,477,396
TOTAL RESOURCES	\$13,186,675

UTILIZATION OF RESOURCES

Total Expenditures	\$6,399,765
Ending Cash Balance	\$6,786,910
TOTAL UTILIZATION OF RESOURCES	\$13,186,675

ADOPTED: This 11th day of November 2022.

COWLITZ TRANSIT AUTHORITY

Dennis Weber, Chair

ATTEST:

Tara Hargrave, Clerk of the Authority



Cowlitz Transit Authority

Agenda Summary

REVIEW OF PROPOSALS FOR COWLITZ TRANSIT AUTHORITY LEGAL COUNSEL

SUMMARY STATEMENT:

In October, staff emailed the notice of the Request for Qualifications (RFQ) for Cowlitz Transit Authority legal counsel to 28 attorneys listing municipal law as an emphasis and a legal notice of the RFQ was published in the October 16, 2022, edition of The Daily News. Staff received three (3) proposals from attorneys and/or law firms expressing interest in becoming legal counsel to the CTA. All listed experience with municipal and/or special district legal services and were preliminarily judged responsive.

Staff seeks direction from the CTA Board as to the process they would prefer for the review of proposals and a recommendation of an attorney/firm. The RFQ included the following evaluation criteria:

EVALUATION AND SELECTION CRITERIA

Factor Weight Given

1. Reputation and qualifications of the specific individuals to be assigned to act as Counsel to the Cowlitz Transit Authority, including ability and history of successfully completing contracts of a similar type, meeting deadlines, and experience in similar work, with consideration given to references: 40%
2. Responsiveness of the written proposal to the purpose and scope of service: 20%.
3. Competitiveness of fee structure: 40%.

Total Criteria Weight 100%. Each proposal will be independently evaluated on factors (1) through (3).

Staff identifies the following options for conducting the evaluation, using the criteria above, and then recommending an attorney/firm to the board for consideration at the December meeting:

1. Staff reviews the proposals – Transit Manager and Clerk of the Board,
2. A Boardmember and Transit Manager, or
3. The Board selects a sub-committee of board members.

By way of history, in 2019 the former Transit Manager conducted phone interviews to compare pricing and recommended continuing with the prior legal counsel, to which the Board agreed.

RECOMMENDED ACTION:

Select which team will evaluate and recommend a proposal for legal counsel to the CTA Board.