



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, December 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, December 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.

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

Zoom meeting link: <https://us02web.zoom.us/j/88170727469>

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: 881 7072 7469

Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Board 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.

Next meeting

Wednesday, January 11, 2023

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 NOVEMBER 9, 2022 MEETING**

22-000792 November 9, 2022, CTA Board Meeting Minutes

6. CONSENT CALENDAR

22-000793 INV #2023-01 - City of Longview \$531,340.00

22-000794 2022 October - Cowlitz County Transit Authority Treasurer's Report

22-000795 2022 October - CTA Fund Balance Report

7. REPORTS

22-000796 2022 Annual Fixed Route Ridership

22-000797 2022 November Daily Fixed Route Ridership

22-000798 2022 November Fixed Route Ridership per Hour

22-000799 2022 November Average Fixed Route Passengers per Trip

22-000800 2022 November LIFT Monthly Ridership

22-000801 2022 Five Year Ridership Graph

22-000802 PTBA Sales Tax Data 2022 vs 2021

8. CTA COUNSEL SUBCOMMITTEE RECOMMENDATION AND SELECTION**22-000803 SUMMARY STATEMENT:**

The contract for legal services with Frank Randolph of Randolph Law was terminated on September 17, 2022. At its November meeting, the CTA Board selected Board Member Wallis, Transit Manager Seeks, and Clerk of the Board Hargrave to review the proposals for legal counsel received and return a recommendation to the Authority.

BUDGET:

Legal services are included in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

The review committee recommends Tom Lee of R. Thomas Lee, PLLC as Legal Counsel to the Cowlitz Transit Authority.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Tom Lee of R. Thomas Lee, PLLC.

22-000804 CTA-Lee Legal Services Agreement 2022**9. RESOLUTION NO. 2022-04 BUS & BUS FACILITIES MATCHING FUNDS COMMITMENT AND LETTER OF SUPPORT****22-000805 SUMMARY STATEMENT:**

The City of Longview is the Designated State and Federal Recipient of public transit funds. The City of Longview, in cooperation with the Cowlitz Transit Authority, is applying for the 2023-2025 Washington State Bus and Bus Facilities Grant to purchase one (1) hybrid diesel-electric replacement coach to replace a vehicle that is currently past its useful life of 12 years.

FINANCIAL SUMMARY:

The estimated cost of one hybrid diesel-electric transit coach is \$817,000. The grant requires a 20% local match; therefore, the estimated match funds requested of the CTA is \$163,400. This project is included in the 2022 Transit Development Plan, and adequate funds are available in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2022-04 and authorize the Chair to sign a letter of support for the City of Longview 2023-2025 Bus and Bus Facilities grant application.

22-000806 Resolution No. 2022-04 Bus and Bus Facilities Matching Funds Commitment

22-000813 Resolution No. 2022-04 Letter of Support - EXHIBIT A

10. RESOLUTION NO. 2022-5 SIGNATORIES FOR INVESTMENT TRANSACTIONS**22-000807 SUMMARY STATEMENT:**

Currently, the Cowlitz Transit Authority (CTA) has relied on the Cowlitz County Investment Officer to invest and un-invest funds as needed to cover Cowlitz Transit Authority expenses. Going forward, the CTA will need to provide the Treasurer's Office with investment requests directing the Investment Officer to un-invest funds when cash is required to pay expenses.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2022-05

22-000808 Resolution No. 2022-05 Signatories for Investment Transactions

22-000809 District Investment Authorization Form - EXHIBIT A

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, 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.

AND,

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a Public Hearing 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.

The purpose of the hearing is to receive comments concerning the 2023 Cowlitz Transit Authority annual budget.

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

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

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Webinar ID: 864 4630 9513

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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, December 14, 2022

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Vice Chair Wallin called the meeting to order at 4:01 p.m.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Dennis Weber (Arrived as Zoom Attendee during Section 10); Vice-Chair Mike Wallin; Member Lisa Alexander; Member MaryAlice Wallis

Absent: Member Kim LeFebvre; Member (Alternate) Spencer Boudreau; Member (Alternate) Mike Karnofski; Member (Alternate) Arne Mortensen

Staff Present: James Seek, Transit Manager; Tabitha Hayden, Transit Supervisor; Tara Hargrave, Clerk of the Board; Elizabeth Halili, Deputy City Clerk

Others Present: Lauren Read, CWCOG

4. PUBLIC COMMENTS

None

5. CONSIDERATION OF MINUTES FOR THE OCTOBER 12, 2022 MEETING

A motion was made by Member Wallis, seconded by Member Alexander, to approve the October 12, 2022 CTA Regular Board Meeting Minutes. The motion carried unanimously.

22-000705 October 12, 2022, CTA Board Meeting Minutes - DRAFT

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.

22-000706 Invoice - City of Longview - December 2022 \$375,396.99

22-000707 Invoice - CWCOG LKRATS QTR1 - \$2,306.07

22-000708 2022 September County Treasurers' Report

22-000709 2022 September Fund Balance Report

7. REPORTS

The Board discussed the reports.

Transit Manager Seek and Transit Supervisor Hayden responded to questions from the Vice-Chair.

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

Transit Manager Seeks provided a PowerPoint Presentation of the 2023 Cowlitz Transit Authority Budget.

Vice Chair Wallin opened the Public Hearing at: 4:12 p.m.

No public comments were received.

Vice Chair Wallin closed the Public Hearing at: 4:13 p.m.

Deputy City Clerk Halili read the title to Resolution 2022-03 "Resolution 2022-03 - A Resolution of the Cowlitz Transit Authority Adopting the 2023 Budget".

A motion was made by Member Alexander, seconded by Member Wallis, to approve Resolution 2022-03 adopting the 2023 Cowlitz Transit Authority Budget as presented. The motion carried unanimously.

22-000717 2023 Cowlitz Transit Authority Budget Presentation

22-000718 Summary Statement - 2023 Estimated CTA Budget

9. COWLITZ TRANSIT AUTHORITY DIRECTION FOR LEGAL COUNSEL PROPOSALS REVIEW

Transit Manager Seeks presented options for reviewing legal counsel proposals. The Board discussed the presentation.

Consensus was reached by the Board to form a Subcommittee comprised of one Board Member, the Clerk and the Transit Manager to review the legal counsel proposals and bring a recommendation back to the Board.

Board Member Wallis was appointed to the subcommittee.

22-000720 Summary Statement - Review of CTA Legal Counsel Proposals

10. INTRODUCTION OF TARA HARGRAVE, TRANSIT ADMINISTRATIVE ASSISTANT AND CLERK TO THE AUTHORITY

Transit Supervisor Hayden introduced Tara Hargrave as the new Transit Administrative Assistant and Clerk to the Board.

The Board welcomed Ms. Hargrave.

Chair Dennis Weber arrived at the meeting at 4:20 p.m. via zoom.

11. MANAGER'S REPORT

Transit Manager James Seeks provided a brief report.

- Transit Supervisors will be interviewing 3 applicants for Transit Operator positions
- The state is currently performing a CTA Audit for months in 2020 and 2021.
- Transit received the purchase orders for Buses. Based on rising costs, the order was modified from 3 wheelchair positions to 2.

Transit Supervisor Hayden provided a PowerPoint Presentation on Transit Maintenance Summer Projects. The Board discussed the presentation and Transit Supervisor Hayden answered questions.

12. MISCELLANEOUS

Member Alexander provided a community announcement regarding Kelso's 3rd Annual Veteran's Parade.

13. ADJOURNMENT

With no further business to discuss, Vice Chair Wallin adjourned the meeting at 4:28 p.m.

Next Meeting

The next regular meeting of the Cowlitz Transit Authority Board is scheduled for December 14, 2022 at 4:00 p.m.

Mike Wallin, Vice-Chair

Tara Hargrave, Clerk of the Board

Date: 12/14/2022
Invoice # 2023-01

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

[illegible]

REMITTANCE	
Statement #	2023-01
Date	12/14/2022
Amount Due	531,340.00
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		453,607.54	506,893.41	- 390,373.26	116,520.15	570,127.69
1180000 INVESTMENTS		7,141,012.15	14,972.26	0.00	14,972.26	7,155,984.41
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	375,401.00	- 375,401.00	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	- 4,004,386.75	0.00	- 489,856.47	- 489,856.47	- 4,494,243.22
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 36,961.26	0.00	- 14,972.26	- 14,972.26	- 51,933.52
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 2,494.77	0.00	- 604.68	- 604.68	- 3,099.45
3699100 OTHER MISC REVENUE	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 1,460.00	- 1,460.00	- 1,460.00
5492000 OTHER	8900000 DISTRICT ACTIVITIES	3,140,649.48	375,401.00	0.00	375,401.00	3,516,050.48
Total		0.00	1,272,667.67	- 1,272,667.67	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: October 31, 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	489,856.47	4,494,243.22
Interest Earnings/Investments	14,972.26	51,933.52
Local Sales Interest	604.68	3,099.45
LCC Ridership Agreement	1,460.00	1,460.00
Other Miscellaneous Revenue	-	-
Subtotal	\$ 506,893.41	\$ 4,550,736.19
CTA Expenditures		
City of Longview	375,401.00	3,502,611.34
City of Longview - Audit Services	-	2.44
Legal Counsel	-	766.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues		12,670.70
Subtotal	\$ 375,401.00	\$ 3,516,050.48
CTA Ending Balance		\$ 7,726,112.10
CITY OF LONGVIEW		
Beginning Balance: January 1, 2022	\$	1,967,740.36
Longview Revenue		
Farebox/Pass Sales	10,322.58	97,890.54
State Pool - Interest	4,343.60	17,330.31
Payments from CTA	375,401.00	3,502,611.34
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	-	472,706.00
State Grant - Regional Mobility Operating	24,056.08	24,056.08
Cashier Over-Short / NSF / Bank Returns Fees	-	-
Paratransit Office Space Rental	927.10	9,271.00
Cashier Over-Short / NSF / Bank Returns Fees	40.00	172.00
Insurance Recoveries	3,385.35	9,887.34
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	2,125.00	2,125.00
Subtotal	\$ 420,600.71	\$ 4,251,599.61
Longview Expenditures		
Subtotal	\$469,240.18	\$4,589,647.71
Longview Ending Balance		\$ 1,629,692.26
Combined CTA & Longview Ending Balance		\$ 9,355,804.36

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	1,004		10,981
	31	2,258	2,303	3,065	2,931	2,888	3,142	3,056	3,460	3,204	3,102	3,269		32,678
	32	1,861	1,873	2,302	2,128	2,155	2,285	2,528	2,849	2,858	2,943	2,582		26,364
	33	1,991	1,986	2,292	2,311	2,111	2,134	1,988	2,336	2,382	2,443	2,344		24,318
	44	986	1,022	1,350	1,110	1,242	1,511	1,161	1,530	1,458	1,453	1,221		14,044
	45	3,984	4,401	5,169	4,927	4,937	5,142	4,530	5,419	5,359	5,440	4,966		54,274
	46	399	353	452	357	402	396	332	471	414	371	301		4,248
	57	1,516	1,592	1,860	1,761	1,768	1,834	1,825	2,054	2,066	2,485	2,024		20,785
	411					61	80	72	82	61	92	78		526
	NCC								88	104	160	91		443
	TOTAL	13,749	14,296	17,444	16,419	16,543	17,613	16,471	19,498	19,100	19,648	17,880		188,661

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

Nov-22

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 46	ROUTE 57	ROUTE 411	NCC	TOTAL
1	90	178	131	109	71	187	97	17	98	5	7	990
2	50	108	118	95	68	146	93	19	91	2	6	796
3	44	139	102	79	66	144	107	28	89	1	8	807
4	45	116	111	90	52	117	47	10	66	2	4	660
5 S		96	53	75		152			48	0		424
6												
7	58	174	134	115	36	175	114	14	82	5	8	915
8	49	131	143	91	76	179	86	15	105	1	3	879
9	50	140	133	126	82	152	84	15	102	4	7	895
10	45	167	115	112	80	140	59	19	89	4	8	838
11 R		102	81	98		122			73	1		477
12 S		113	71	73		143			50	1		451
13												
14	71	126	123	109	47	143	69	6	84	8	5	791
15	39	135	131	104	67	155	75	16	93	1	1	817
16	53	142	85	86	62	155	90	14	93	1	3	784
17	40	127	84	101	76	104	76	14	90	4	7	723
18	93	127	106	107	64	157	109	25	89	4	6	887
19 S		114	71	62		115			48	4		414
20												
21	62	151	133	111	65	119	71	14	107	4	5	842
22	31	110	124	104	77	109	59	20	91	4	1	730
23	43	123	100	103	80	114	84	16	108	3	3	777
24 H												
25 R		107	83	93		121			55	0		459
26 S		130	61	68		139			63	1		462
27												
28	48	172	114	71	49	123	74	15	56	11	4	737
29	47	111	103	76	47	130	57	12	78	2	3	666
30	46	130	72	86	56	110	64	12	76	5	2	659
TOTAL (25)	1004	3269	2582	2344	1221	3451	1515	301	2024	78	91	17880
WEEKDAY TOTAL (19)	1004	2607	2162	1875	1221	2659	1515	301	1687	71	91	15193
SATURDAY/REDUCED DAY TOTAL (6)		662	420	469		792			337	7		2687
DAILY AVERAGE	53	131	103	94	64	138	80	16	81	3	5	781
WEEKDAY AVERAGE	53	137	114	99	64	140	80	16	89	4	5	800
SATURDAY/REDUCED DAY AVERAGE		110	70	78		132			56	1		448

Ridership by Hour
11/1/2022 - 11/30/2022

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	13	192	193	225	254	183	280	278	251	253	223	177	85	2,607
32	8	85	149	137	250	243	206	231	247	272	151	108	75	2,162
33	13	118	129	195	135	171	185	205	183	192	143	130	76	1,875
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	51	94	101	114	117	128	109	96	115	105	73	74	44	1,221
57	55	135	73	139	125	150	161	240	183	164	110	87	65	1,687
Route					1030	1130	1230	1330	1430	1530	1630			
30					114	166	178	174	137	136	99			1,004
Route						1150	1250	1350	1450	1550				
46						39	60	67	87	48				301
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	63	94	105	127						185	94	88	38	4,178
Route		712	810	900		1200		1420			1700			
411		13	3	7		17		27			4			71
Route	635				1035		1335				1735			
NCC	13				19		41				18			91

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	29	47	71	60	77	85	91	82	72	48	662	
32	13	28	38	51	41	63	62	60	37	27	420	
33	31	50	49	54	64	42	55	50	43	31	469	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	19	21	35	33	49	35	43	44	46	12	337	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	39	26	43	17				56	44	25	16	788
Route			920	945				1500				
411			2	0				5				7

Total Fixed Route

17,880

Average Passengers per Trip

11/1/2022 - 11/30/2022

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	0.7	10.1	10.2	11.8	13.4	9.6	14.7	14.6	13.2	13.3	11.7	9.3	4.5	11.0	137
32	0.4	4.5	7.8	7.2	13.2	12.8	10.8	12.2	13.0	14.3	7.9	5.7	3.9	9.1	114
33	0.7	6.2	6.8	10.3	7.1	9.0	9.7	10.8	9.6	10.1	7.5	6.8	4.0	7.9	99
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.7	4.9	5.3	6.0	6.2	6.7	5.7	5.1	6.1	5.5	3.8	3.9	2.3	5.2	64
57	2.9	7.1	3.8	7.3	6.6	7.9	8.5	12.6	9.6	8.6	5.8	4.6	3.4	7.1	89
Route					1030	1130	1230	1330	1430	1530	1630				
30					6.0	8.7	9.4	9.2	7.2	7.2	5.2			7.5	53
Route						1150	1250	1350	1450	1550					
46						2.1	3.2	3.5	4.6	2.5				3.2	16
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	3.3	4.9	5.5	6.7						9.7	4.9	4.6	2.0	11.3	220
Route		712	810	900		1200		1420		1700					
411		0.68	0.16	0.37		0.89		1.42		0.21				1.4	4
Route	635				1035		1335		1735						
NCC	0.68				1.00		2.16		0.95					1.6	5

Saturday

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31	4.8	7.8	11.8	10.0	12.8	14.2	15.2	13.7	12.0	8.0	11.0	110
32	2.2	4.7	6.3	8.5	6.8	10.5	10.3	10.0	6.2	4.5	7.0	70
33	5.2	8.3	8.2	9.0	10.7	7.0	9.2	8.3	7.2	5.2	7.8	78
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	3.2	3.5	5.8	5.5	8.2	5.8	7.2	7.3	7.7	2.0	5.8	56
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45	6.5	4.3	7.2				9.3	7.3	4.2	2.7	13.1	131
Route		920	945				1500					
411		0.3	0.0				0.8				1.0	1

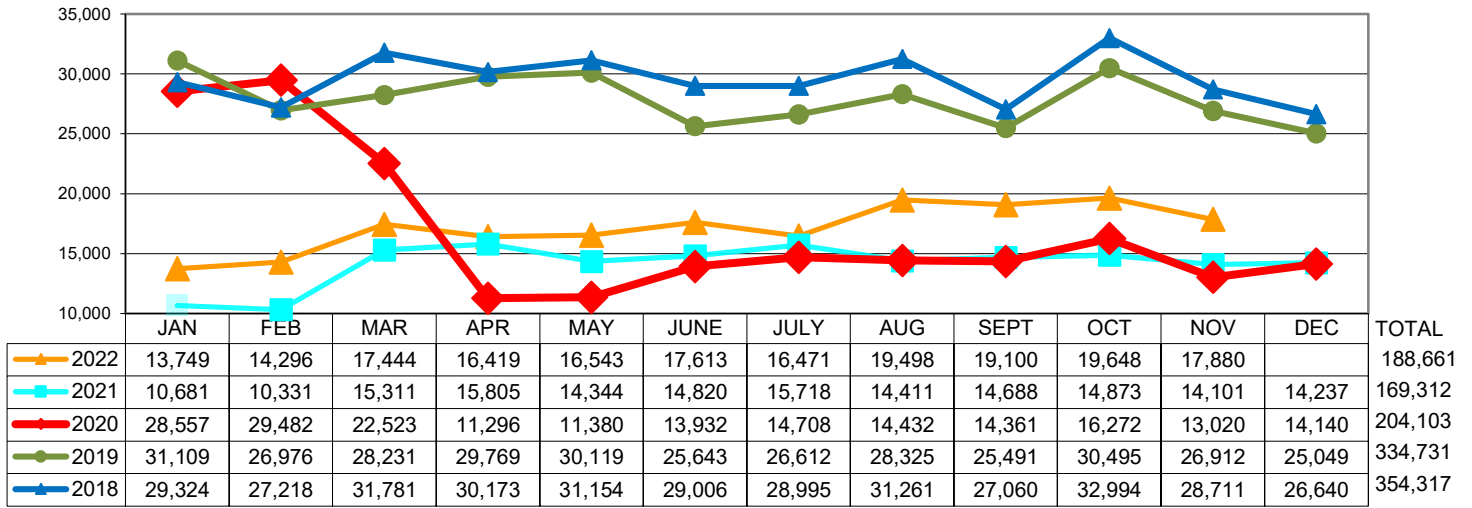
System Productivity

Red Less than 3.0 passengers per hour

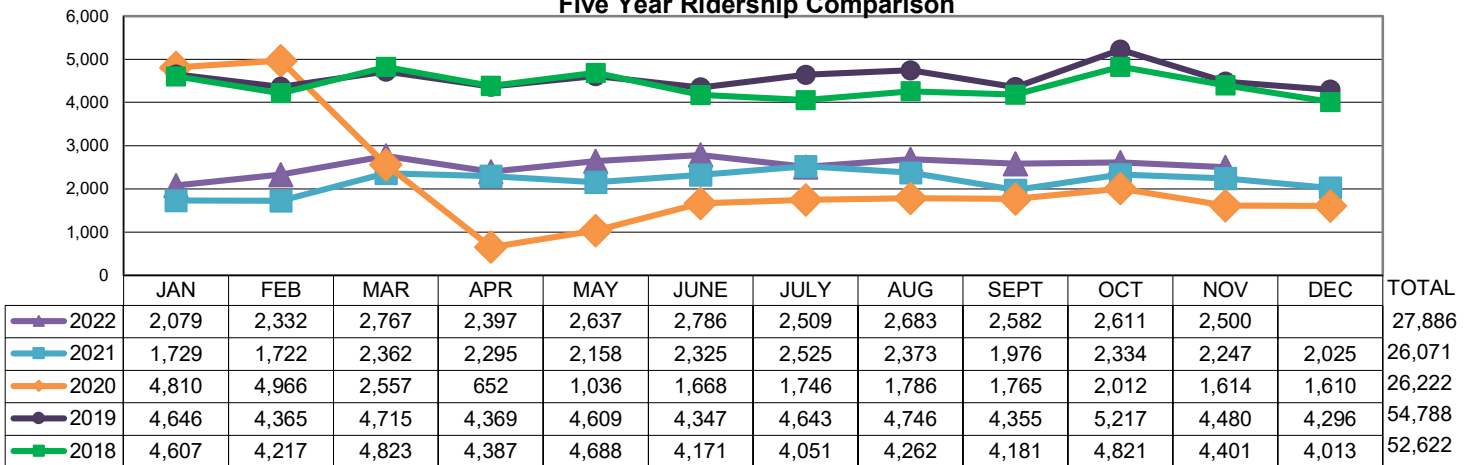
8.1

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
11/1/2022	115	102	13	0	79	23	22.55%	1.70	18	2
11/2/2022	92	83	9	0	65	18	21.69%	1.72	15	2
11/3/2022	98	90	8	0	62	28	31.11%	1.75	12	2
11/4/2022	112	104	8	0	64	40	38.46%	1.70	18	0
11/5/2022	65	57	8	0	41	16	28.07%	2.19	9	0
11/7/2022	93	81	12	0	59	22	27.16%	1.92	20	2
11/8/2022	141	122	19	0	88	34	27.87%	2.03	15	1
11/9/2022	126	114	12	0	70	44	38.60%	2.06	8	3
11/10/2022	109	96	13	3	65	31	32.29%	1.86	27	3
11/11/2022	107	95	12	0	57	38	40.00%	2.00	12	3
11/12/2022	66	52	14	0	39	13	25.00%	2.12	4	0
11/14/2022	84	73	8	3	49	24	32.88%	1.91	20	0
11/15/2022	128	113	15	0	81	32	28.32%	2.01	15	1
11/16/2022	119	104	15	0	74	30	28.85%	1.90	9	2
11/17/2022	128	112	16	0	76	36	32.14%	2.21	14	2
11/18/2022	92	84	8	0	57	27	32.14%	1.88	13	4
11/19/2022	88	72	16	0	49	23	31.94%	2.88	7	3
11/21/2022	87	77	10	0	58	19	24.68%	1.81	17	3
11/22/2022	122	107	15	0	72	35	32.71%	1.77	18	3
11/23/2022	106	90	14	2	59	31	34.44%	1.81	7	1
11/25/2022	68	56	12	0	22	34	60.71%	1.52	8	2
11/26/2022	59	47	12	0	28	19	40.43%	1.88	9	1
11/28/2022	67	61	6	0	43	18	29.51%	178.00	16	5
11/29/2022	118	106	12	0	77	29	27.36%	2.00	24	0
11/30/2022	110	101	9	0	76	25	24.75%	2.02	15	0
	2500	2199	296	5	1510	689	31.33%	1.92	350	45

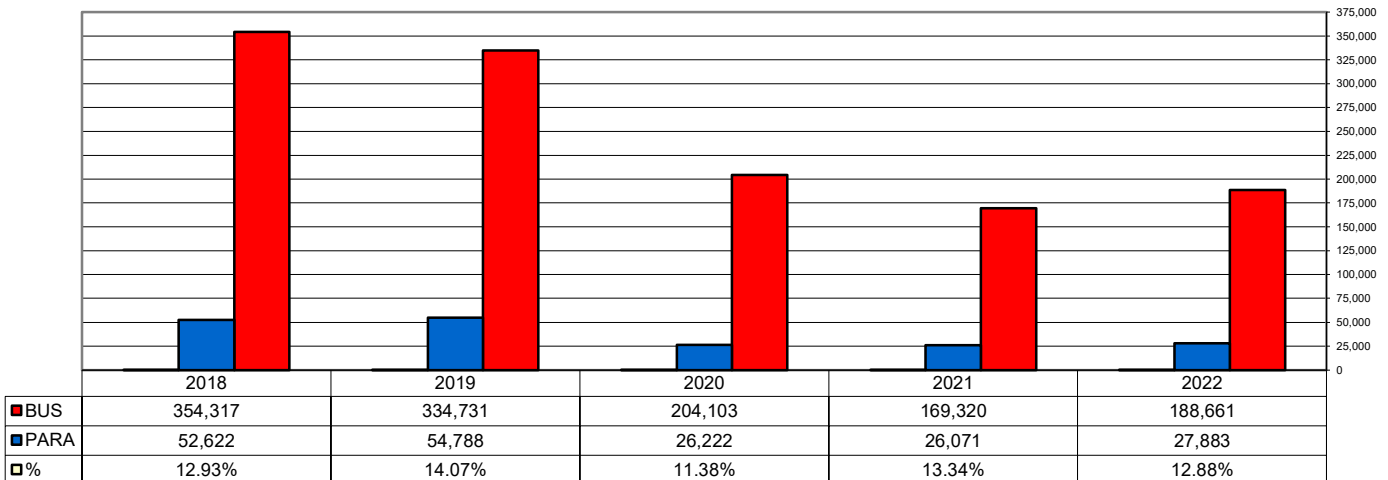
RiverCities Transit Fixed Route Five Year Ridership Comparison

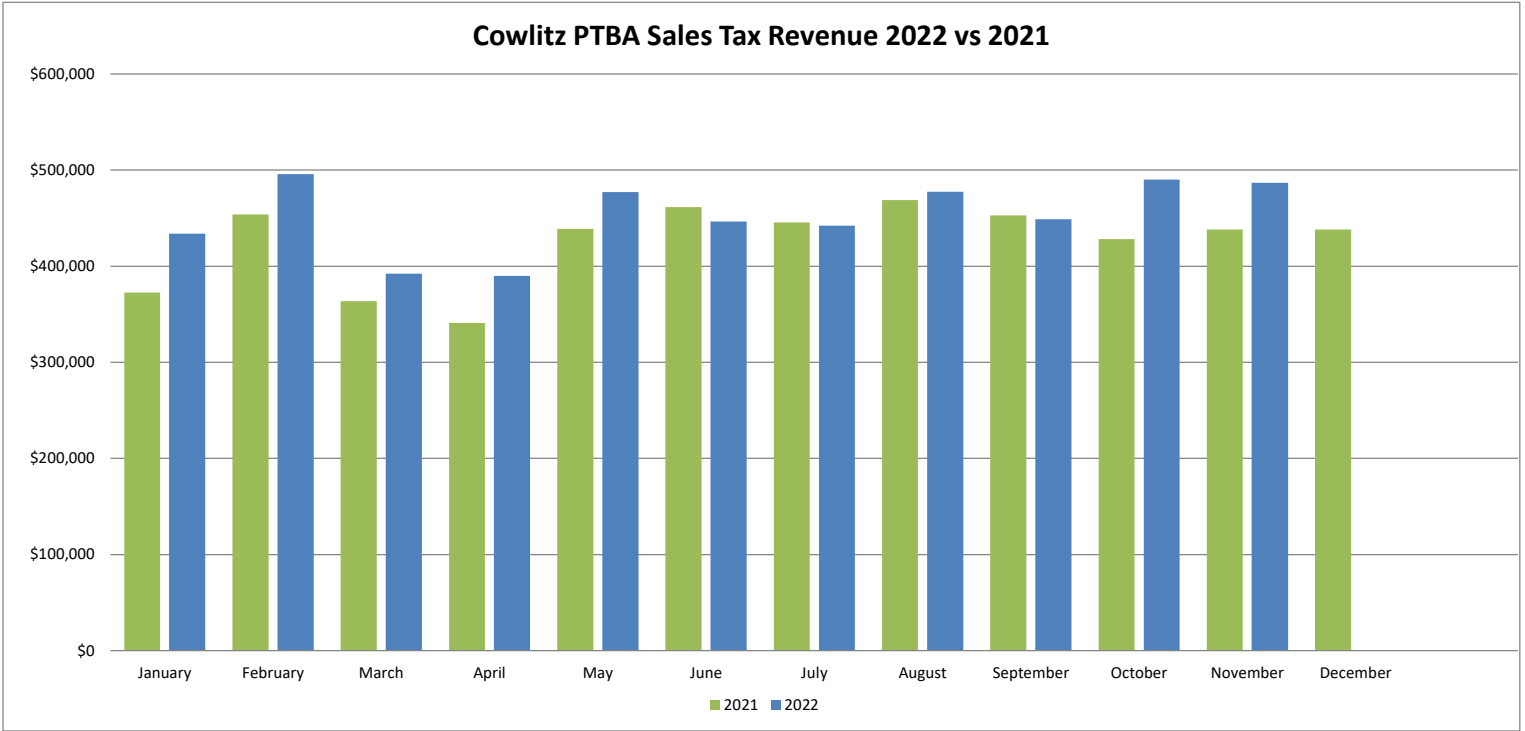
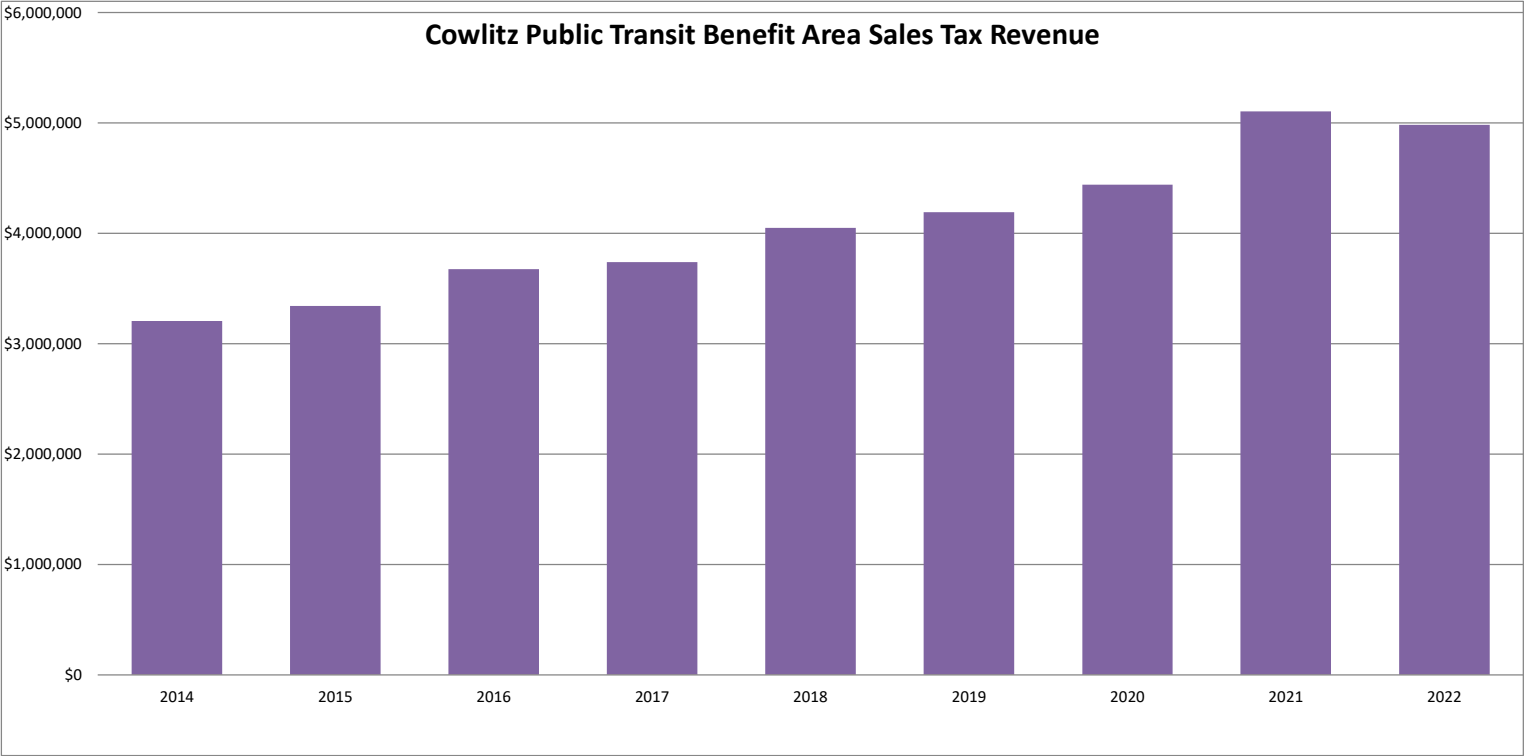


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

COWLITZ TRANSIT AUTHORITY SELECTION OF LEGAL COUNSEL

SUMMARY STATEMENT:

The contract for legal services with Frank Randolph of Randolph Law was terminated on September 17, 2022. The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, legal interpretation of state and federal laws, and related matters, and is in need of services.

At its November meeting, the CTA Board selected Board Member Wallis, Transit Manager Seek, and Clerk of the Board Hargrave to review the proposals for legal counsel received and return a recommendation to the Authority.

The three proposals received, and their hourly rates are:

- Tom Lee of R. Thomas Lee, PLLC -- \$175/hour,
- Allen Unzelman of Vander Stoep, Blinks, Jones, and Unzelman -- \$200-225/hour, and
- Marissa Jay, Eric Lanza, and James Buzzard of Buzzard O'Rourke -- \$275/hour.

A draft contract is attached. The contract is for services until December 31, 2024, with an option to extend if desired.

Staff requests direction on whether the CTA Board desires to have Legal Counsel present at Board meetings or continue the present practice of requesting Legal Counsel as needed.

BUDGET: Legal services are included in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

The review committee recommends Tom Lee of R. Thomas Lee, PLLC as Legal Counsel to the Cowlitz Transit Authority.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and Tom Lee of R. Thomas Lee, PLLC.

LEGAL SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between the **Cowlitz Transit Authority** (Client), doing business as “RiverCities Transit”, and **R. Thomas Lee**, licensed attorney in the State of Washington (“Attorney”).

RECITALS.

The Client desires to contract for routine legal services, advice, interpretations, and risk management, as hereafter mutually agreed between the parties. Client warrants that its execution of this Agreement is lawful and within its power. Client acknowledges that Attorney is limited in the performance of its duties by the Washington State Rules of Professional Conduct. Client contracts with the City of Longview to provide public transportation services and the necessary operating and administrative staff to support Client.

NOW THEREFORE, IT IS AGREED BETWEEN CLIENT AND ATTORNEY:

1. **Authority.** The Client’s officials responsible for assigning the Attorney work are the Board Chairman, the Transit Manager, and the Longview Public Works Director. Additionally, a majority of the Board Members may give direct assignments to the Attorney if such direction is given during a meeting of the Board.

2. **General Duties.** The Attorney shall be responsible for performing all legal work for the Client, except as set forth below, or in those instances in which the Client assigns legal work to other attorneys, at Client’s own discretion.

3. **Specific Duties.** The following list of duties are illustrative of the services required from Attorney, but is not necessarily inclusive of all duties. In addition, Attorney shall only provide these services when so requested by Client.

a. ***Legal Documents.*** The Attorney shall review and offer its professional advice on all resolutions, contracts, inter-local agreements, legal correspondence or other legal documents. The Attorney shall draft such documents as requested by the Client. The Client shall forward all draft documents (including contracts, resolutions and inter-local agreements) to the Attorney to approve as to form, when required by law.

b. *Advisory Duties.* The Attorney shall advise the Board Chairman, Transit Manager, Board Members and/or Client and Longview staff members with regard to legal matters relating to their respective duties. This includes providing advice on procedural issues relating to the conduct of meetings and conduct with the public.

c. *Meetings.* The Attorney shall attend and prepare for meetings as requested by the Client. Preparation includes the review and drafting of resolutions, review of any contracts, leases, inter-local agreements, and other legal documents pertaining to operation of the Client, and any legal research on issues or procedural matters before the Board.

d. *Court Proceedings.* Upon request, the Attorney shall represent the Client in civil lawsuits and other contested proceedings commenced by or against the Client. If applicable and upon request, Attorney shall assist Client in pursuing any insurance benefits or seeking defense representation for claims covered by insurance. Attorney acknowledges that Client and RiverCities Transit are a member of the Washington State Transit Insurance Pool (WSTIP), who will handle or take the lead in responding to and defending against claims and lawsuits.

In the event it becomes necessary to commence or defend hearings, litigation or appeals in connection with this representation, Client shall reimburse Attorney for all litigation connected expenses, including filing fees, deposition expenses, expert fees, and such other out-of-pocket costs normally and reasonably incurred in such matters.

e. *Other Services.* The Attorney shall provide such other requested services as are necessary, appropriate and within Attorney's competence in order to provide the CLIENT with adequate legal representation.

4. Location, Time Frame of Services.

a. *Location.* The Attorney shall provide services in Cowlitz County as directed or as directed by the Board. Attorney shall be compensated for mileage at the then current IRS mileage reimbursement rate, and reasonable travel expenses, for services outside of Cowlitz County.

b. *Time Frame.* The Attorney shall make every effort to perform the duties requested by the Client in the time frame requested by the Client or as expeditiously as possible. The Attorney agrees to keep the Client informed of the status of any assignment and provide a date as to when the work anticipated will be completed.

/////

5. **Excluded Services.** The Attorney's services do not include:

a. Providing any advice or representation to the Client on labor, labor negotiations, employment or personnel matters unless specifically requested by the Client.

b. Representing or advising Client or Longview employees where the interest of the Client or Longview employee may conflict with that of the Client.

c. Providing legal services where the Client has insurance coverage that provides for legal services and the Client has tendered the defense to the insurance carrier. Provided, however, the Attorney shall monitor the lawsuit or claim on behalf of the Client, and may be retained by the Client's insurance provider to provide such legal services, or may pursue claims against the Client's insurance provider as needed to ensure the Client's rights under the contract of insurance are provided.

6. **Conflict of Interest.** The Attorney provides services to other clients in its independent law practice. The Attorney shall not perform such services for other clients where a conflict of interest or ethical violation, as defined in the Washington State Bar Rules of Professional Conduct, may exist. The Attorney warrants, to the best of its knowledge, that its execution and delivery of this Agreement does not and will not conflict with any obligation of Attorney to a current or former client.

7. **Compensation.**

a. **Hourly Rate.** The Client shall pay Attorney at the rate of \$175.00 per hour. The Attorney shall invoice the Client no later than the last week of each month for work performed the previous month. The Client shall pay the Attorney's invoice promptly, and in no case later than 30 days from the invoice date.

b. Attorney's actual direct expenses incurred for any routine work for the Client shall be reimbursed at actual cost. Examples of direct costs include copying costs, mailing and postage fees, hiring of subcontractors or other Attorneys as approved in advance by the Client, and other reasonable costs.

c. As appropriate, the Client shall issue the Attorney a federal 1099 form.

Attorney's federal tax identification number is _____.

Attorney's mailing address is _____.

Attorney's phone number is _____.

Attorney's e-mail address is _____.

The Client's federal tax identification number is 91-6001367.
The Client's mailing address is P.O. Box 128, Longview, WA 98632
The Client's phone number is (360) 442-5661
The Client's email address is jim@rctransit.org

8. Term of Agreement. This Agreement is for an initial term of January 1, 2023 through December, 31 2024.

a. At the option of the Client, this Agreement may be extended for two-year periods upon the same terms contained herein, except that the Attorney's hourly rate may be adjusted upon mutual agreement.

b. This Agreement may be terminated by either party by giving 30 days' notice to the other party. Any earned compensation or expenses appropriate under this Agreement will be paid for services rendered during the notice period but will only be authorized thereafter upon express agreement of the Board Chairman. The Attorney agrees to co-operate in the transferring of all Client's files and records and provide a copy of all pending attorney files to the Client's designee promptly upon completion of services.

c. Upon termination of this Agreement, the Attorney shall not be entitled to severance pay or continued compensation other than for ongoing services the Attorney and Board Chairman have agreed will extend beyond the effective termination date.

9. Equipment and Other Resources. The Attorney shall obtain its own cellular phone, computer, office equipment and access to electronic legal research services as needed to perform the legal services contemplated in this agreement.

10. Insurance. During the term of this Agreement and any extensions thereof, the Attorney shall secure and maintain a policy of comprehensive professional liability insurance provided by an insurance company licensed to do business in the state of Washington. Said policy shall have limits of not less than \$1,000,000.

The Attorney shall also secure and maintain general liability and automobile liability insurance, each with limits not less than \$1 million per occurrence and \$1 million aggregate, provided by an insurance company licensed to do business in the state of Washington.

11. Indemnity. The Client shall defend, indemnify and hold Attorney harmless from any and all claims arising out of the good faith performance of Attorney's duties for services provided within the scope of this Agreement, within the confines of applicable ethical rules and in compliance with existing law. Indemnity will not be provided for acts performed outside the scope of the Attorney's requested services, or for any acts of misconduct, negligence, or alleged violations of existing law.

The Attorney shall defend, indemnify, and hold Client harmless from any and all claims arising out of the good faith performance of Client's duties and services related to the scope of this Agreement and in compliance with existing law. Indemnity will not be provided for acts performed for any acts of misconduct, negligence, or alleged violations of existing law.

12. Confidentiality. Attorney agrees to keep all of the information provided by Client in the context of this Agreement confidential for the term of this Agreement and thereafter, unless the Attorney-Client privilege is specifically waived, in writing, by an individual authorized to waive this privilege. This applies to all information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to a specific exemption.

13. Maintenance of Client Records and Files. Any work-related products, such as letters, plans, spreadsheets, databases, or the like, that are developed during the term of this Agreement for the Client by the Attorney shall be deemed to be owned jointly by the Attorney and the Client. The Attorney will keep the Client adequately advised of all legal matters by providing copies of all letters or correspondence, plans or proposals written on the Client's behalf to the Transit Manager. All copies of correspondence received by the Attorney relating to Client business will be routinely forwarded to the Transit Manager or its designee upon receipt. A copy of all documents prepared by the Attorney, but not previously provided, or when duplicates are needed, shall be delivered to the Client upon request.

14. Qualifications. Throughout the term of this Agreement, the Attorney shall be an attorney licensed by the state of Washington and a member in good standing of the Washington State Bar.

15. Independent Contractor Status. The Attorney is an independent contractor and is not an employee of the Client. The Attorney is responsible for paying its own federal income tax withholding and other taxes, fees or other charges imposed by law upon independent contractors from the compensation paid to it by the Client. The Attorney is not entitled to any benefits such as sick leave, vacation, unemployment insurance, worker's compensation, PERS, overtime, compensatory time or any other benefit not specifically addressed and provided for in this Agreement.

16. Non-Exclusive Contract. This is a non-exclusive contract. The Client reserves the right to appoint additional attorneys, to contract for a new attorney in the future, or to terminate this Agreement as provided herein. Nothing in this Agreement shall guarantee renewal of this Agreement, and in the event of a future renewal, the parties reserve the right to renegotiate all provisions. Likewise, Attorney reserves the right to perform legal duties for other clients, provided that there is no conflict of interest with the Client.

17. Entire Agreement. This Agreement incorporates the entire Agreement between the parties with regard to the legal work to be performed on behalf of the Client, and the rates to be charged therefore.

DATED this _____ day of _____ 2022.

ATTORNEY

COWLITZ TRANSIT AUTHORITY

R. THOMAS LEE
R. Thomas Lee, PLLC

DENNIS WEBER
Board Chairman



Cowlitz Transit Authority

Agenda Summary

RESOLUTION NO. 2022-04 APPROVE LETTER OF SUPPORT AND LOCAL MATCHING FUNDS FOR 2023-2025 WASHINGTON STATE BUS AND BUS FACILITIES GRANT

SUMMARY STATEMENT:

The City of Longview is the Designated State and Federal Recipient of public transit funds. The City of Longview, in cooperation with the Cowlitz Transit Authority, is applying for the 2023-2025 Washington State Bus and Bus Facilities Grant to purchase one (1) hybrid diesel-electric replacement coach to replace a vehicle that is currently past its useful life of 12 years.

This project supports the goals of the Transit Enhancement Plan and are supported in the regional long range transportation plan. To demonstrate local support for the project, the application requires documentation of local financial commitment and support. Staff is requesting the CTA approve authorization of the CTA Board Chair to sign a letter of support and adopt a resolution allocating local matching funds for the grant. It is anticipated that this vehicle will be delivered and paid for in late 2024 if the grant application is successful.

FINANCIAL SUMMARY:

The estimated cost of the one hybrid diesel-electric transit coach is \$817,000. The grant requires a 20% local match; therefore, the estimated match funds requested of the CTA is \$163,400. This project is included in the 2022 Transit Development Plan and there are adequate funds available in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2022-04 and authorize the Chair to sign a letter of support for the City of Longview 2023-2025 Bus and Bus Facilities grant application.

RESOLUTION NO. 2022-04

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY TO APPROVE MATCHING FUNDS FOR THE 2023-2025 WASHINGTON STATE BUS AND BUS FACILITIES GRANT PROGRAM FOR THE PURCHASE OF ONE REPLACEMENT HEAVY DUTY COACH

WHEREAS, the City of Longview is the Designated State and Federal Recipient of public transit funds, and

WHEREAS, the City of Longview; in cooperation with the Cowlitz Transit Authority, intends to apply for \$653,600 from the 2023-2025 Washington State Bus and Bus Facilities Grant program to purchase one (1) replacement heavy-duty coach; and

WHEREAS, the award has an estimated local matching funds requirement of \$163,400; and

WHEREAS, the Interlocal Agreement for Public Transportation Services states “[t]he City of Longview shall provide public transportation services within the area of the Cowlitz Transit Authority including, but not with limitation, the providing of vehicles, vehicle maintenance, vehicle operation, public liability and property damage insurance, supervision, and all labor and services in connection therewith, all in accordance with said Comprehensive Transit Plan and in accordance with public transportation schedules as determined by the Cowlitz Transit Authority”; and

WHEREAS, the Interlocal Agreement for Public Transportation Services states in part “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 ...”

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that it authorizes expenditure of an estimated \$163,400 to match the 2023-2025 Washington State Bus and Bus Facilities Grant, if awarded, to be used by the City of Longview to procure one (1) replacement heavy-duty coach.

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

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

ATTEST:

Tara Hargrave, Clerk of the Board



Operated by City of Longview

December 8, 2022

Washington State Department of Transportation
Public Transportation Division
Brian Lagerberg
310 Maple Park Avenue SE
Olympia WA 98504-7387

Re: State Buses and Bus Facilities 2023-2025
Replacement Heavy Duty Coach

Dear Mr. Lagerberg,

On behalf of the Cowlitz Transit Authority, I am writing to express my strong support for the City of Longview's (RiverCities Transit) application for one (1) replacement Coach. The bus grant will be used to replace one biodiesel transit coach that has exceeded its useful.

In 2008, the citizens of Longview and Kelso voted to increase funding for public transit to provide more frequent service and expand services. Since then, RiverCities Transit has successfully extended hours, decreased wait times from 60 to 30 minutes on nearly half of its routes, and increased on-time performance while increasing customer information through the use of on-board GPS tracking.

As RiverCities Transit has increased the service provided to the communities of Longview and Kelso, the vehicle fleet has expanded and vehicles are running more miles and are in service longer now than in years past. Vehicle design and technology has improved since we purchased the four high floor buses in 2002 and the City is eager to continue to modernize its fleet. This endeavor will improve driver safety, passenger boarding, and lead to less frequent break downs. In an effort to continue to provide reliable, efficient service to citizens accessing medical, educational and job opportunities, the City must maintain a reliable fleet and replacing the oldest vehicles in the fleet will help greatly.

This letter confirms the Cowlitz Transit Authority's financial support of an estimated \$163,400 in local funds, a 20% match, to purchase the replacement bus as requested in the State Bus and Bus Facilities Program application. These funds are provided by a transit sales tax our voters approved to enhance transit service, and they exceed the requested local match requirement established in the Notice of Funding Announcement.

I appreciate your consideration and hope you will support this worthy request.

Sincerely,

Dennis Weber, CTA Board Chair

Phone 360.442.5663

Fax 360.442.5979

PO Box 128

Longview, WA 98632-7080

www.rctransit.org



Cowlitz Transit Authority

Agenda Summary

RESOLUTION NO. 2022-05: AUTHORIZE INDIVIDUALS AS SIGNATORIES FOR INVESTMENT TRANSACTIONS

SUMMARY STATEMENT:

Currently, the Cowlitz Transit Authority (CTA) has relied on the Cowlitz County Investment Officer to invest and un-invest funds as needed to cover Cowlitz Transit Authority expenses. Going forward, the CTA will need to provide the Treasurer's Office with investment requests directing the Investment Officer to un-invest funds when cash is required to pay expenses.

Resolution No. 2022-05 authorizes individuals in the following identified positions to submit investment requests:

RiverCities Transit/City of Longview Transit Manager
City of Longview Public Works Director
Cowlitz Transit Authority Board Chair

RECOMMENDED ACTION:

Motion to approve Resolution Number 2022-05.

RESOLUTION NO. 2022-05

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY AUTHORIZING CERTAIN
INDIVIDUALS AS SIGNATORIES FOR INVESTMENT TRANSACTIONS ON BEHALF OF
THE COWLITZ TRANSIT AUTHORITY

WHEREAS, the Cowlitz Transit Authority is scheduled to meet monthly, and from time to time the lack of a quorum of board members prevents such meetings from being held; and

WHEREAS, the lack of a meeting delays payments to contractors, vendors, agencies, and individuals who have provided goods and services; and

WHEREAS, the Cowlitz Transit Authority desires to pay such contractors, vendors, agencies, and individuals in a timely manner; and

WHEREAS, the Cowlitz County Treasurer's office requires an investment request be submitted to un-invest funds; that will then allow for payment of expenses.

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

Section 1. Individuals in the following positions are authorized as signatories for investment transactions submitted to the Cowlitz County Treasurer. Printed names and signatures of the authorized individuals shall be provided to the Treasurer on the form attached as Exhibit A and shall be updated each time a new individual occupies one of the identified positions.

RiverCities Transit/City of Longview Transit Manager
City of Longview Public Works Director
Cowlitz Transit Authority Board Chair

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

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

ATTEST:

Tara Hargrave, Clerk of the Board



AUTHORIZATION FORM For Investment Transactions

Date: _____

District: _____

The following person(s) have been authorized by the Board approved resolution as signatories for investment transactions submitted to the Cowlitz County Treasurer.

Investing Officers:

_____	_____
Printed Name	Signature

_____	_____
Printed Name	Signature

_____	_____
Printed Name	Signature

Please attached a copy of the Signed Resolution.