



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, April 12, 2023

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, March 8, 2023, 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/9816641531>

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: 981 664 1531

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, May 10, 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 MARCH 8, 2023 MEETING**
23-001041 March 8, 2023 CTA Board Meeting Minutes
6. **CONSENT CALENDAR**
23-001028 2023 February Cowlitz County Transit Authority Treasurer's Report
23-001029 2023 February Cowlitz Transit Authority Fund Balance Report
23-001030 Invoice #2023-05 - City of Longview \$531,340.00
23-001031 Invoice #2023-028 CWCOG 2023 Member Dues \$461.00
23-001032 Invoice #2023-029 CWCOG EDA Grant Match \$250.00
7. **REPORTS**
23-001015 2023 Annual Fixed Route Ridership
23-001016 2023 March Daily Fixed Route Ridership
23-001017 2023 March Fixed Route Ridership by Hour
23-001018 2023 March Average Fixed Route Passengers per Trip
23-001019 2023 March LIFT Monthly Ridership
23-001020 Five Year Ridership Graph
23-001021 2023 PTBA Sales Tax Data - 2023 vs. 2022
8. **SUMMARY STATEMENT: PUBLIC HEARING FOR PROPOSED SERVICE CHANGES**

23-001027 SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on any change in transit service routes amounting to a change in excess of 20% of the total distance of any one route. Staff proposes a service change that fits this definition based on the elimination of the North Cowlitz Connector and increased service to Lexington and to Kelso.

RECOMMENDED ACTION:

Hold public hearing to receive citizen input on the proposed service change

THEN:

Motion to approve the proposed service change.

Attachment:

RiverCities Transit Proposed Service Changes to Routes 46, 411, and North Cowlitz Connector.

9. SUMMARY STATEMENT: LONGVIEW CITY SHOP ROOF AND HVAC REPLACEMENT**23-001033 SUMMARY STATEMENT:**

The roof and HVAC systems at the City Shop are in need of repair. The roof for the entire City Shop is in its last days and staff has had to make temporary repairs in order to keep it watertight. The proposed repairs require bringing the roof up to current energy codes including adding insulation. Four HVAC units that service all the non-shop areas are very old, inefficient, and failing.

RECOMMENDED ACTION:

Motion to approve a revision increasing the 2023 CTA Budget by an amount not to exceed \$746,415.

Attachment:

Keith Walling email: Transit Energy Audit and Facility Condition Assessment

10. SUMMARY STATEMENT: FTA BUS & BUS FACILITIES GRANT**23-001040 SUMMARY STATEMENT:**

In the prior CTA Board agenda item, staff stated the case for replacement of the City Shop's roof and HVAC system replacement. If the CTA Board approves that budget revision, there may be an opportunity to reduce that amount with a competitive FTA Bus and Bus Facilities Grant.

RECOMMENDED ACTION:

Motion to approve a local match for the competitive FTA Bus & Bus Facilities grant application by an amount not to exceed \$149,283.

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, March 8, 2023	4:00 PM	Hybrid Meeting Longview Council Chambers 1525 Broadway St, Longview
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Zoom meeting link: <https://us02web.zoom.us/j/82404067523>

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Webinar ID: 824 0406 7523

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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, April 12, 2023

4:00 p.m. – Regular Board Meeting and Public Hearing

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: Vice-Chair Mike Wallin; Member Lisa Alexander; Member Kim LeFebvre; Member Mary Alice Wallis; Member Anthony Harris (Non-Voting)

Absent: Chair Dennis Weber; Member (Alternate) Spencer Boudreau; Member (Alternate) Mike Karnofski; Member (Alternate) Arne Mortensen

Staff Present: Ken Hash, Public Works Director; James Seek, Transit Manager; Tabitha Hayden, Transit Supervisor; Tara Hargrave, Clerk of the Board

Others Present: Betsy DeSpain, Interim Paratransit Manager; Robert Stevens, CWCOG

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE FEBRUARY 8, 2023 MEETING

A motion was made by Member Wallis, seconded by Member Alexander, to approve the February 8, 2023 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

23-000924 February 8, 2023 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

23-000925 2023 January Cowlitz County Transit Authority Treasurer's Report

23-000926 2023 January CTA Fund Balance Report

23-000927 Invoice #2023-04 - City of Longview \$531,340.00

7. REPORTS

Vice-Chair Wallin called for discussion or questions of staff on reports. None were received. Vice Chair Wallin stated that the reports were accepted as provided by unanimous consent.

23-000928 2023 Annual Fixed Route Ridership

23-000929 2023 February Daily Fixed Route Ridership

23-000930 2023 February Fixed Route Ridership per Hour

23-000931 2023 February Average Fixed Route Passengers per Trip

23-000933 2023 February LIFT Monthly Ridership

23-000934 Five Year Ridership Graph**8. REPORT ON CONNECTING SERVICE IN CASTLE ROCK**

Transit Manager Seeks reported on the connecting service in Castle Rock.

23-000951 SUMMARY STATEMENT:

In June 2022, the Cowlitz Transit Authority approved a pilot project, called the North Cowlitz Connector, consisting of four round trips per weekday from the Longview Transit Center to the Castle Rock Park & Ride, to meet Twin Transit's Purple Route from Centralia. On February 24, Twin Transit informed us of their intention to extend their route from Castle Rock to Kelso, beginning on March 6, 2023.

The attached report provides more detail and staff's considerations for responding to this change.

ATTACHMENT:

Memo – Report on Connecting Service in Castle Rock

RECOMMENDED ACTION:

Information only; action requested in subsequent agenda item.

9. ESTABLISH PUBLIC HEARING FOR PROPOSED SERVICE CHANGES

A motion was made by Member Wallis, seconded by Member Alexander, to establish a public hearing at the April 12, 2023 CTA board meeting to receive comments on proposed service changes. No additional discussion or public comment was received. The motion carried unanimously.

23-000936 SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on any change in transit service routes amounting to a change in excess of 20% of the total distance of any one route. Staff is proposing service changes that fit this definition based on customer feedback, an analysis of ridership data, and an external change in intercounty service. Proposed changes will be published for public comment on March 13, 2023.

RECOMMENDED ACTION:

Establish a public hearing to be held at the April 12, 2023 CTA Board Meeting to receive comments on the proposed service changes.

10. MANAGER'S REPORT

Transit Manager Seeks reported on two (2) open operator positions and gave an update on the Bus Stop Amenities Project.

Interim Paratransit Manager DeSpain reported LIFT ridership is up for February and up 12.5% from February last year.

11. MISCELLANEOUS

None.

12. ADJOURNMENT

Vice-Chair Wallin adjourned the meeting at 4:14 p.m.

Mike Wallin, Vice-Chair

Tara Hargrave, Clerk of the Board

69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		540,519.05	541,022.27	- 557,556.26	- 16,533.99	523,985.06
1112000 WARRANTS OUTSTANDING		0.00	402.50	- 402.50	0.00	0.00
1180000 INVESTMENTS		7,221,580.33	26,216.26	0.00	26,216.26	7,247,796.59
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	532,145.00	- 532,145.00	0.00	0.00
2880000 UNRESERVED FUND BALANCE		- 7,863,758.82	0.00	0.00	0.00	- 7,863,758.82
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	- 435,474.08	0.00	- 513,787.87	- 513,787.87	- 949,261.95
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 26,216.26	- 26,216.26	- 26,216.26
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,011.53	0.00	- 1,018.14	- 1,018.14	- 2,029.67
5492000 OTHER	8900000 DISTRICT ACTIVITIES	538,145.05	531,742.50	- 402.50	531,340.00	1,069,485.05
Total		0.00	1,631,528.53	- 1,631,528.53	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: February 28, 2023

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2023	\$	7,863,758.82
CTA Revenue		
Metro Sales Tax	513,787.87	949,261.95
Interest Earnings/Investments	26,216.26	26,216.26
Local Sales Interest	1,018.14	2,029.67
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 541,022.27	\$ 977,507.88
CTA Expenditures		
City of Longview	531,340.00	1,069,485.05
City of Longview - Audit Services	-	-
Legal Counsel	-	-
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	-	-
Subtotal	\$ 531,340.00	\$ 1,069,485.05
CTA Ending Balance		\$ 7,771,781.65
CITY OF LONGVIEW		
Beginning Balance: January 1, 2023	\$	1,765,588.92
Longview Revenue		
Farebox/Pass Sales	10,017.40	21,694.65
State Pool - Interest	6,279.54	12,864.88
Payments from CTA	531,340.00	1,062,680.00
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	147,064.00	147,064.00
State Special Needs Formula Grant - Paratransit Operating	-	-
State Grant - Regional Mobility Operating	-	-
Paratransit Office Space Rental	927.10	1,854.20
Cashier Over-Short / NSF / Bank Returns Fees	-	-
Insurance Recoveries	-	500.00
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	-
Subtotal	\$ 695,628.04	\$ 1,246,657.73
Longview Expenditures		
Subtotal	\$474,031.23	\$1,015,147.36
Longview Ending Balance		\$ 1,997,099.29
Combined CTA & Longview Ending Balance		\$ 9,768,880.94

Date: 04/12/2023
Invoice # 2023-05

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

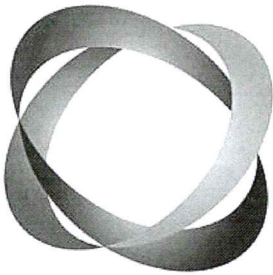
[illegible]

REMITTANCE	
Statement #	2023-05
Date	04/12/2023
Amount Due	531,340.00
Amount Enclosed	

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Cowlitz-Wahkiakum Council of Governments

PO Box 128
Kelso, WA 98626
finance@cwkog.org
cwkog.org



INVOICE

BILL TO
Cowlitz Transit Authority / RiverCities Transit
254 Oregon Way
Longview, WA 98632

INVOICE 2023-028
DATE 03/15/2023
TERMS Net 45
DUE DATE 04/29/2023

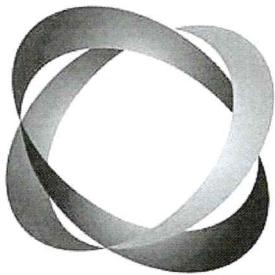
DESCRIPTION		QTY	RATE	AMOUNT
Annual Membership	Member Dues 2023	1	461.00	461.00

Thank you for being a valued member of the Cowlitz-Wahkiakum Council of Governments!
Please feel free to contact us if you have any questions.

BALANCE DUE **\$461.00**

Cowlitz-Wahkiakum Council of Governments

PO Box 128
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finance@cw cog.org
cw cog.org



INVOICE

BILL TO
Cowlitz Transit Authority / RiverCities Transit
254 Oregon Way
Longview, WA 98632

INVOICE 2023-029
DATE 03/15/2023
TERMS Net 45
DUE DATE 04/29/2023

DESCRIPTION		QTY	RATE	AMOUNT
Grant Match - EDA	EDA Grant Match 2023	1	250.00	250.00

Thank you for being a valued member of the Cowlitz-Wahkiakum Council of Governments!
Please feel free to contact us if you have any questions.

BALANCE DUE **\$250.00**

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2023	30	1,197	1,140	1,318										3,655
	31	3,422	3,131	3,732										10,285
	32	2,632	2,302	2,525										7,459
	33	2,595	2,495	2,784										7,874
	44	1,482	1,332	1,652										4,466
	45	5,332	4,822	5,762										15,916
	46	299	240	337										876
	57	2,543	2,190	2,471										7,204
	411	171	225	166										562
	NCC	86	120	72										278
TOTAL		19,759	17,997	20,819										58,575

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	1,024	12,005
	31	2,258	2,303	3,065	2,931	2,888	3,142	3,056	3,460	3,204	3,102	3,269	3,328	36,006
	32	1,861	1,873	2,302	2,128	2,155	2,285	2,528	2,849	2,858	2,943	2,582	2,267	28,631
	33	1,991	1,986	2,292	2,311	2,111	2,134	1,988	2,336	2,382	2,443	2,344	2,279	26,597
	44	986	1,022	1,350	1,110	1,242	1,511	1,161	1,530	1,453	1,221	1,282	1,282	15,326
	45	3,984	4,401	5,169	4,927	4,937	5,142	4,530	5,419	5,359	5,440	4,966	4,948	59,222
	46	399	353	452	357	402	396	332	471	414	371	301	293	4,541
	57	1,516	1,592	1,860	1,761	1,768	1,834	1,825	2,054	2,066	2,485	2,024	2,026	22,811
	411					61	80	72	82	61	92	78	75	601
	NCC								88	104	160	91	78	521
TOTAL		13,749	14,296	17,444	16,419	16,543	17,613	16,471	19,498	19,100	19,648	17,880	17,600	206,261

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

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Mar-23

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	45	171	108	122	82	156	117	17	128	9	1	956
2	71	175	94	129	75	181	98	13	92	14	5	947
3	70	135	104	133	73	155	88	20	115	9	8	910
4 S		135	103	90		157			73	0		558
5												
6	65	150	137	150	70	147	115	12	98	6	2	952
7	59	162	114	109	81	148	114	21	111	7	1	927
8	51	154	92	96	83	137	93	10	116	7	5	844
9	56	130	85	79	75	126	79	16	122	2	1	771
10	94	126	70	92	75	146	56	9	73	12	4	757
11 S		137	65	99		149			59	8		517
12												
13	48	134	114	108	75	142	58	9	87	7	3	785
14	52	158	93	110	66	172	87	14	80	18	3	853
15	54	128	78	108	69	152	67	8	125	6	6	801
16	65	131	90	122	80	124	92	16	112	5	2	839
17	49	135	85	125	66	124	58	13	78	3	0	736
18 S		116	63	89		135			53	4		460
19												
20	54	147	97	83	87	161	72	21	85	1	3	811
21	71	153	85	88	68	138	107	11	91	6	6	824
22	42	125	100	90	98	128	83	20	91	10	2	789
23	61	106	86	83	56	122	85	7	63	4	1	674
24	48	113	73	118	54	117	55	23	94	3	8	706
25 S		98	83	78		127			63	2		451
26												
27	58	175	121	123	60	164	64	15	113	3	3	899
28	58	127	91	72	75	138	93	16	79	8	4	761
29	44	119	121	88	64	141	69	18	95	3	2	764
30	50	112	78	96	45	125	72	10	85	5	0	678
31	53	180	95	104	75	157	71	18	90	4	2	849
TOTAL (27)	1318	3732	2525	2784	1652	3869	1893	337	2471	166	72	20819
WEEKDAY TOTAL (23)	1318	3246	2211	2428	1652	3301	1893	337	2223	152	72	18833
SATURDAY/REDUCED DAY TOTAL (4)		486	314	356		568			248	14		1986
DAILY AVERAGE	57	138	94	103	72	143	82	15	92	6	3	771
WEEKDAY AVERAGE	57	141	96	106	72	144	82	15	97	7	3	819
SATURDAY/REDUCED DAY AVERAGE		122	79	89		142			62	4		497

Ridership by Hour
3/1/2023 - 3/31/2023

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	21	182	267	295	366	200	286	300	311	306	276	235	201	3,246
32	10	113	160	175	240	236	203	257	196	230	150	150	91	2,211
33	7	92	149	199	198	223	214	288	289	279	189	206	95	2,428
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	52	84	157	178	176	163	147	112	163	127	125	116	52	1,652
57	78	157	125	185	169	168	181	215	269	230	198	154	94	2,223
Route					1030	1130	1230	1330	1430	1530	1630			
30					160	226	207	221	209	165	130			1,318
Route						1150	1250	1350	1450	1550				
46						42	66	70	88	71				337
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	65	97	117	185						265	130	115	72	5,194
Route		712	810	900		1200		1420			1700			
411		6	35	32		29		34			16			152
Route	635				1035		1335				1735			
NCC	2				19		34				17			72

Saturday - Passengers by Hour

Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31		21	32	40	38	60	52	64	55	70	54	486	
32		3	20	31	44	34	41	38	39	45	19	314	
33		11	18	29	38	50	52	44	33	55	26	356	
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		15	15	22	25	22	35	36	28	29	21	248	
Route	800	830	900	930	not shown for brevity				1600	1630	1700	1730	
45	20	17	23	9					50	35	29	21	568
Route		920		945					1500				
411		7		0					7				14

Total Fixed Route

20,819

Average Passengers per Trip

3/1/2023 - 3/31/2023

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	0.9	7.9	11.6	12.8	15.9	8.7	12.4	13.0	13.5	13.3	12.0	10.2	8.7	11.3	141
32	0.4	4.9	7.0	7.6	10.4	10.3	8.8	11.2	8.5	10.0	6.5	6.5	4.0	7.7	96
33	0.3	4.0	6.5	8.7	8.6	9.7	9.3	12.5	12.6	12.1	8.2	9.0	4.1	8.4	106
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.3	3.7	6.8	7.7	7.7	7.1	6.4	4.9	7.1	5.5	5.4	5.0	2.3	5.8	72
57	3.4	6.8	5.4	8.0	7.3	7.3	7.9	9.3	11.7	10.0	8.6	6.7	4.1	7.8	97
Route					1030	1130	1230	1330	1430	1530	1630				
30					7.0	9.8	9.0	9.6	9.1	7.2	5.7			8.2	57
Route						1150	1250	1350	1450	1550					
46						1.8	2.9	3.0	3.8	3.1				2.9	15
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	2.8	4.2	5.1	8.0						11.5	5.7	5.0	3.1	11.6	226
Route		712	810	900		1200		1420		1700					
411		0.26	1.52	1.39		1.26		1.48		0.70				2.4	7
Route	635				1035		1335		1735						
NCC	0.09				0.83		1.48		0.74					1.0	3

Saturday

											Passengers per Revenue Service Hr	Avg daily boardings
Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	5.3	8.0	10.0	9.5	15.0	13.0	16.0	13.8	17.5	13.5		122
32	0.8	5.0	7.8	11.0	8.5	10.3	9.5	9.8	11.3	4.8		79
33	2.8	4.5	7.3	9.5	12.5	13.0	11.0	8.3	13.8	6.5		89
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	3.8	3.8	5.5	6.3	5.5	8.8	9.0	7.0	7.3	5.3		62
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45	5.0	4.3	5.8				12.5	8.8	7.3	5.3		142
Route	920		945	1500								
411	1.8		0.0	1.8							2.9	4

System Productivity

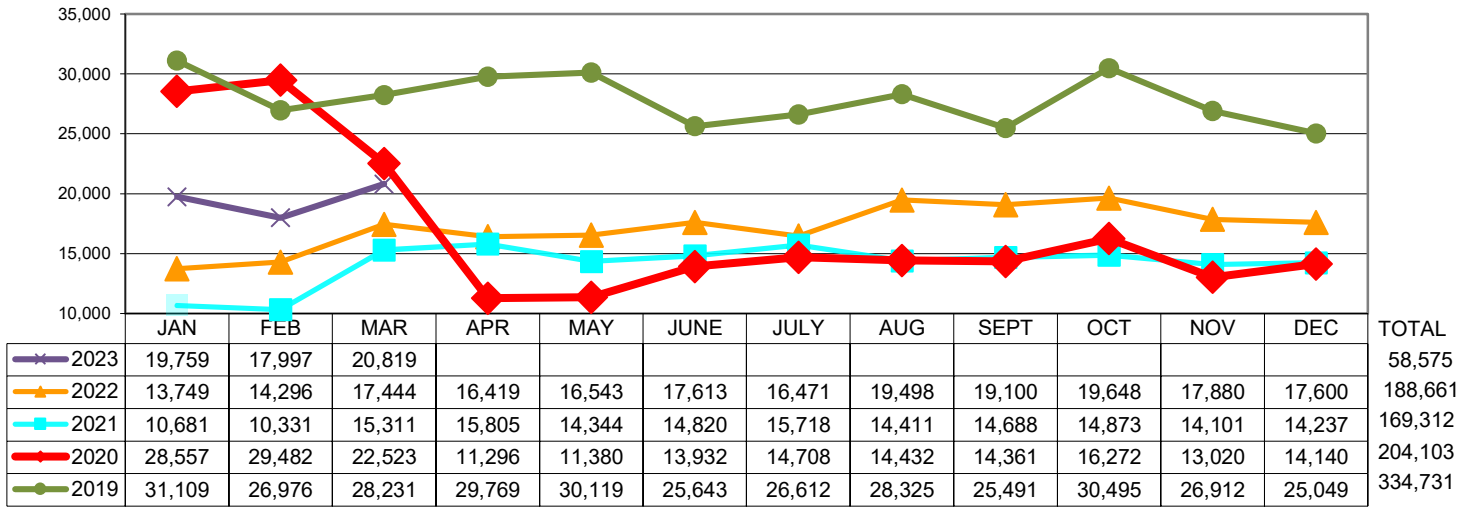
Red Less than 3.0 passengers per hour

8.3

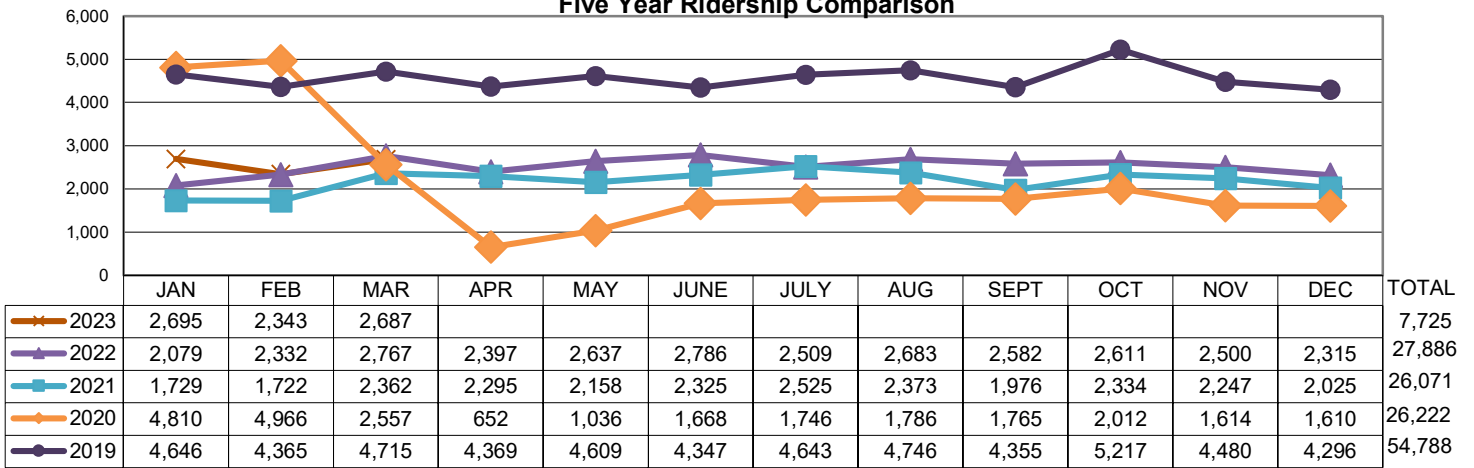
Date	Total Psgrs	Demand Response Client Trips	Number of Attendrs	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
3/1/2023	104	91	13	0	65	26	28.57%	1.94	11	6
3/2/2023	108	90	18	0	62	28	31.11%	2.46	8	4
3/3/2023	142	108	24	10	65	43	39.81%	2.51	4	2
3/4/2023	74	64	10	0	45	19	29.69%	2.26	3	1
3/6/2023	73	64	9	0	43	21	32.81%	1.96	11	2
3/7/2023	140	129	11	0	99	30	23.26%	2.46	8	1
3/8/2023	108	97	11	0	71	26	26.80%	2.05	3	0
3/9/2023	113	100	12	1	78	22	22.00%	2.12	14	0
3/10/2023	80	69	11	0	51	18	26.09%	1.80	13	0
3/11/2023	56	46	10	0	34	12	26.09%	1.84	6	2
3/13/2023	94	80	14	0	57	23	28.75%	2.17	7	4
3/14/2023	127	118	9	0	95	23	19.49%	2.10	7	3
3/15/2023	97	87	10	0	69	18	20.69%	1.82	12	3
3/16/2023	102	86	14	2	63	23	26.74%	1.93	12	1
3/17/2023	87	80	7	0	55	25	31.25%	1.76	12	1
3/18/2023	46	42	4	0	32	10	23.81%	1.70	9	0
3/20/2023	83	73	10	0	52	21	28.77%	1.84	9	1
3/21/2023	131	119	9	3	98	21	17.65%	2.25	11	3
3/22/2023	102	95	7	0	72	23	24.21%	1.74	13	0
3/23/2023	108	98	10	0	78	20	20.41%	1.96	10	2
3/24/2023	105	94	11	0	56	38	40.43%	1.80	6	2
3/25/2023	53	45	8	0	34	11	24.44%	1.66	9	0
3/27/2023	78	69	9	0	49	20	28.99%	1.75	7	1
3/28/2023	129	116	13	0	94	22	18.97%	2.23	12	5
3/29/2023	105	93	12	0	72	21	22.58%	1.96	13	2
3/30/2023	122	101	21	0	69	32	31.68%	2.22	4	1
3/31/2023	120	98	22	0	70	28	28.57%	2.36	5	2
	2687	2352	319	16	1728	624	26.53%	2.04	239	49

Psgrs Service Hour	Trips Rev Hour	REV Miles	Non REV Miles	REV Hours	Non REV Hours	Service Miles	Service Hours	Driver Payroll Hours	On-Time Perfor- mance		
1.84	1.70	483	48	53.63	5.37	531	59.00	57.25	100.00%		
2.23	2.05	423	39	43.95	4.55	462	48.50	47.50	97.70%		
2.31	1.91	503	57	56.62	4.88	560	61.50	59.75	98.06%		
2.03	1.95	284	32	32.77	3.73	316	36.50	35.25	100.00%		
1.79	1.72	341	41	37.22	3.53	382	40.75	39.50	100.00%		
2.24	2.26	497	54	57.00	5.50	551	62.50	60.50	97.56%		
1.86	1.84	475	52	52.65	5.35	527	58.00	57.00	100.00%		
1.93	1.87	486	49	53.40	5.10	535	58.50	57.00	97.92%		
1.66	1.55	387	41	44.40	3.85	428	48.25	46.75	100.00%		
1.70	1.51	253	31	30.37	2.63	284	33.00	32.00	100.00%		
1.96	1.84	390	33	43.40	4.60	423	48.00	46.50	98.65%		
1.91	1.95	539	63	60.52	5.98	602	66.50	64.50	99.12%		
1.65	1.63	428	49	53.33	5.42	477	58.75	57.25	100.00%		
1.77	1.62	426	49	52.95	4.80	475	57.75	53.75	97.59%		
1.60	1.62	394	48	49.48	5.02	442	54.50	52.75	98.67%		
1.46	1.56	222	31	26.98	4.52	253	31.50	30.00	97.50%		
1.66	1.62	400	55	45.10	4.90	455	50.00	48.50	97.01%		
2.02	2.04	546	59	58.30	6.45	605	64.75	63.00	99.14%		
1.49	1.62	473	79	58.50	10.00	552	68.50	66.75	97.75%		
1.82	1.78	471	38	55.12	4.13	509	59.25	57.50	98.95%		
1.67	1.61	519	46	58.23	4.77	565	63.00	61.00	100.00%		
1.49	1.41	230	34	32.02	3.48	264	35.50	34.25	100.00%		
1.58	1.55	357	46	44.53	4.97	403	49.50	48.00	100.00%		
1.96	2.01	485	54	57.83	7.92	539	65.75	63.75	99.11%		
1.78	1.73	443	50	53.65	5.35	493	59.00	57.00	98.86%		
2.05	1.84	513	47	54.95	4.55	560	59.50	57.75	100.00%		
2.08	1.92	479	58	50.95	7.30	537	58.25	57.50	97.85%		
1.84	1.78	11447	1283	1317.85	138.65	12730	1456.50	1412.25	98.94%		
									RM= 98.88		

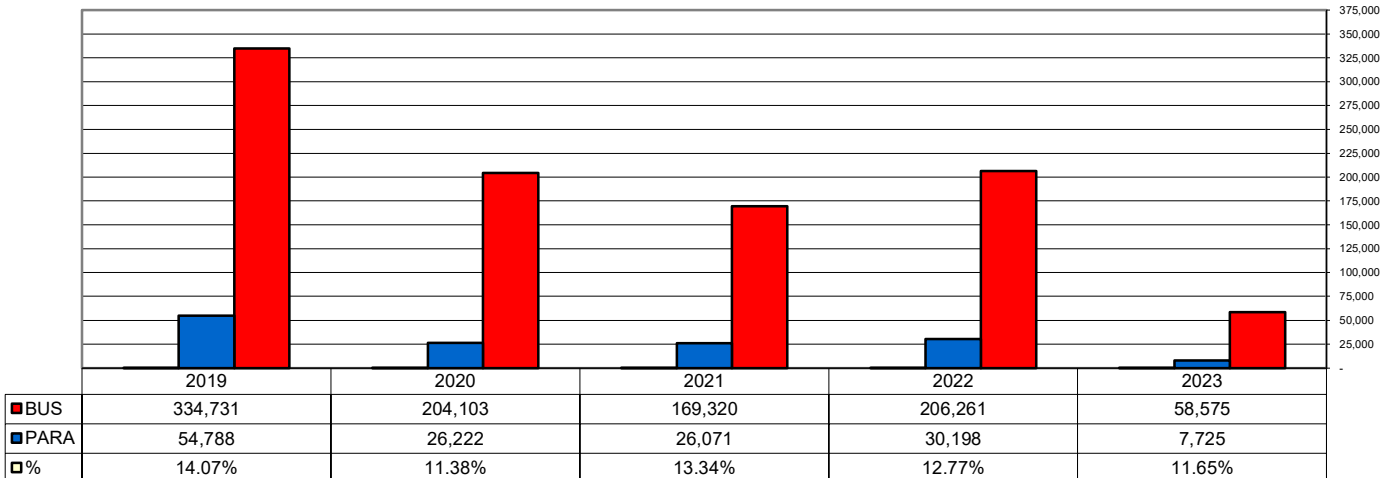
RiverCities Transit Fixed Route Five Year Ridership Comparison

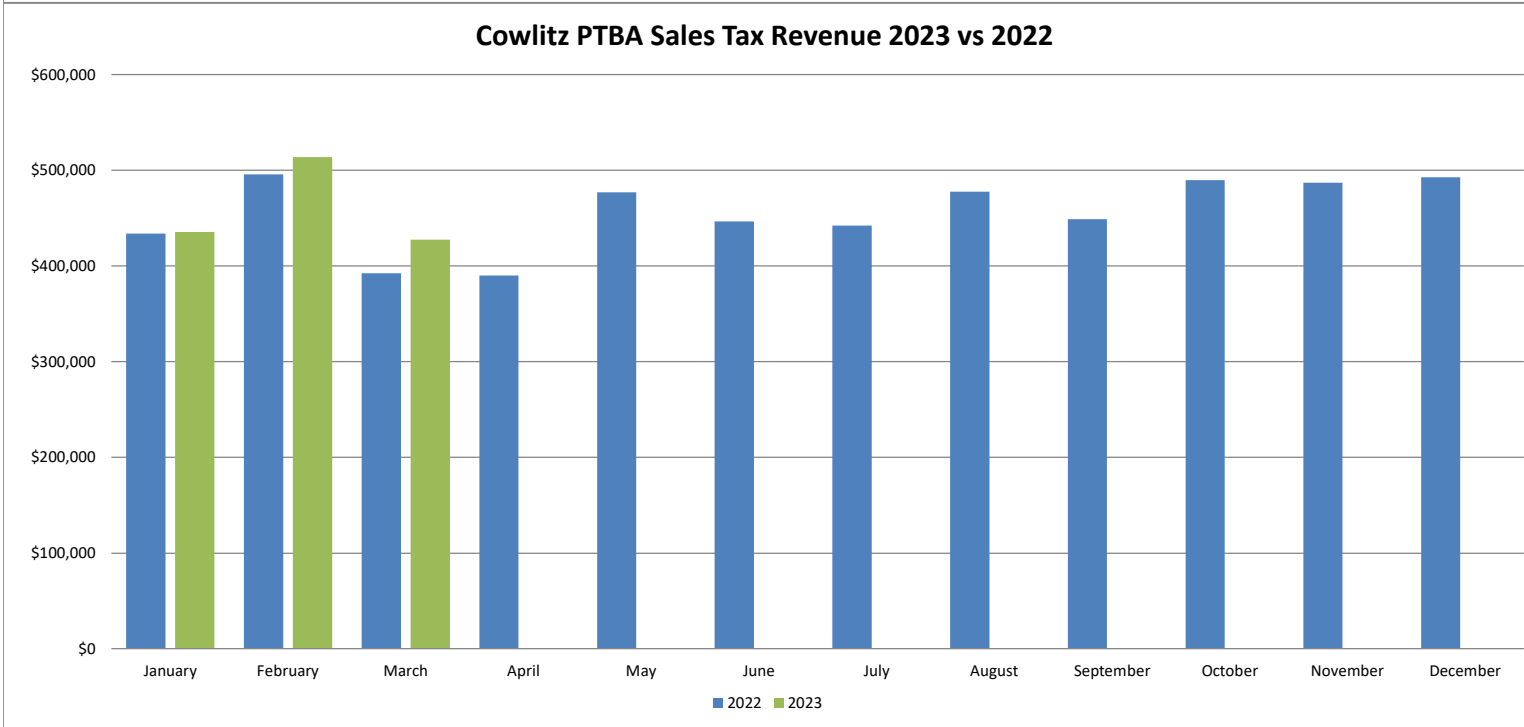
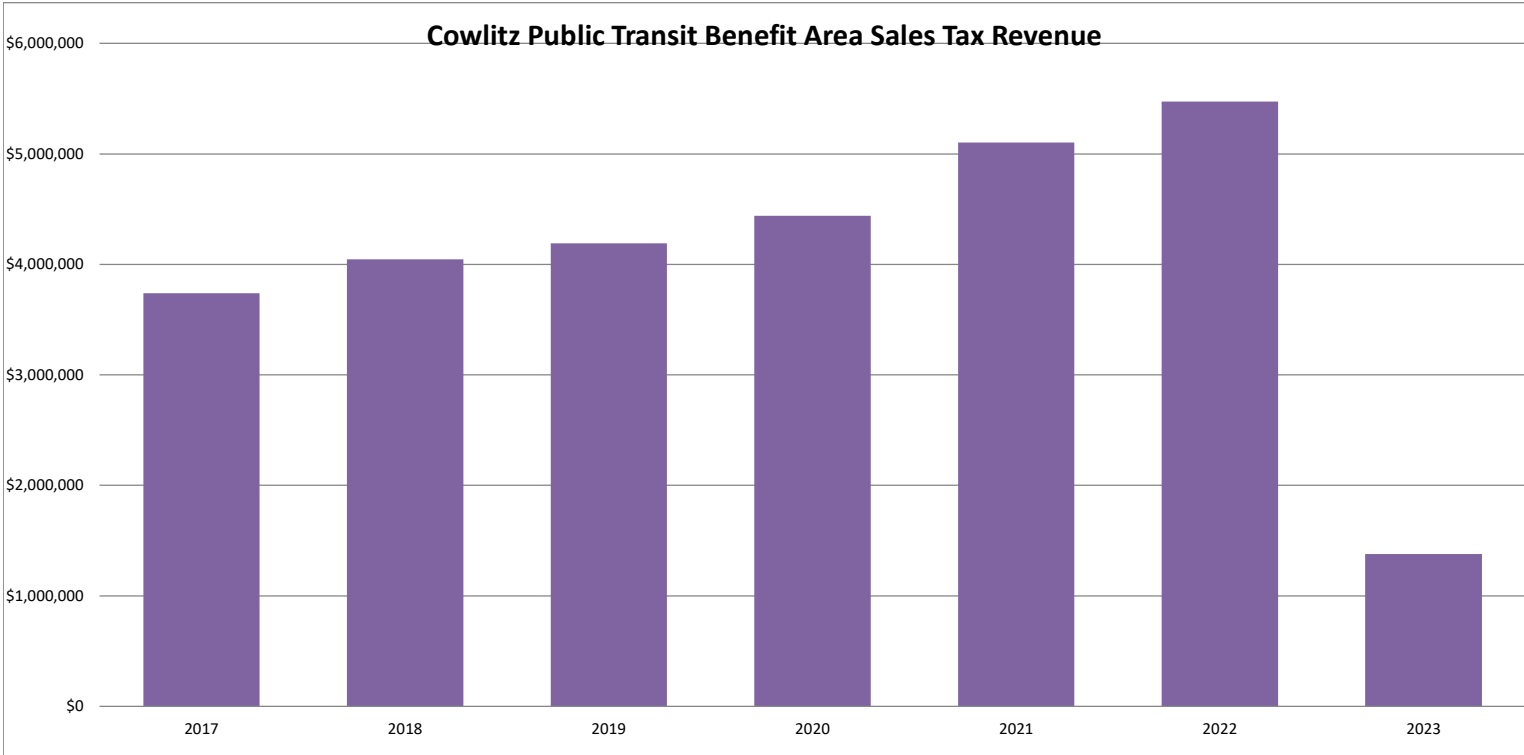


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Proposed Service Changes Effective April 17, 2023

NCC – North Cowlitz Connector:

Discontinue, as service is replicated by Twin Transit

Route 411: Longview Transit Center – Lexington

Weekday Schedule Departure

	CURRENT	PROPOSED
AM	Mid Run	7:15
	7:12	
	8:10	8:15
	9:00	9:15
		11:15
PM	12:00	12:15
	2:20	2:15
		3:15
		4:15
	5:00	5:15

Saturday Schedule: No change

Route 46: Kelso Train Depot – N. Kelso – Walmart

Weekday Schedule Departure

	CURRENT	PROPOSED
AM		10:50
	11:50	11:50
PM	12:50	12:50
	1:50	1:50
	2:50	2:50
	3:50	3:50

Cowlitz Transit Authority



Agenda Summary

LONGVIEW CITY SHOP ROOF AND HVAC REPLACEMENT

SUMMARY STATEMENT:

Transit uses most of the office space on the first floor of the City Shop for fixed route dispatch, operations supplies, and the driver locker/ready room. The remainder of the first floor includes the Fleet office, repair bays, parts room, and related maintenance space. Paratransit Services uses about half of the second floor for LIFT reservations and dispatch, the LIFT manager's office, and a training room. The remainder is used for Fleet and Facilities Maintenance's offices, break rooms, and storage.

In a meeting with the Longview City Manager and the Fleet and Facilities Manager, staff was informed that Facilities had partnered with a vendor to conduct energy audits and facility condition assessments on many City buildings. Two of the recommendations were that both the City Shop roof and HVAC system be replaced, as detailed in the attached email from Keith Walling, Fleet and Facilities Manager.

The City Shop was built in 1964 and expanded in 1982. The roof and forced air HVAC system for the offices and finished spaces are original from 1982. However as noted in the email, the City must make regular repairs to both, and the continuing cost will only increase. Included in the project are elements that will save about \$5,700 annually in energy use. The replacement work is scheduled to be completed before next winter.

Transit staff agrees that the replacements must be performed. However, staff also questions the 75/25 split between Transit and Maintenance, as this does not account for two former Transit offices now occupied by Facilities Maintenance and the Fleet Maintenance Specialist, and other space used or shared by Maintenance.

BUDGET:

The Fleet and Facilities Department states the cost of replacing the City Shop roof at \$823,854 and the cost of replacing the City Shop HVAC system at \$171,366, for a total of \$995,220. Fleet and Facilities also states the Transit share of this cost to be 75% of the total, or \$746,415. While the final percentage of the cost to Transit is still under discussion, no amount of this expense is in the current 2023 CTA Budget. Therefore, a budget revision will be necessary to address this expense. There are sufficient reserves for this purpose. Although the application deadline is nearing, there may be a possibility of applying for a FTA Bus & Bus Facilities Act. That will be covered in a following agenda item.

RECOMMENDED ACTION:

Motion to approve a revision increasing the 2023 CTA Budget by an amount not to exceed \$746,415.

Attachment:

Keith Walling email: Transit Energy Audit and Facility Condition Assessment

Tara Hargrave

From: Keith Walling
Sent: Monday, March 27, 2023 4:39 PM
To: Jim Seeks
Cc: Kris Swanson; Heather Johnson
Subject: Transit Energy Audit and FCA

Hello Jim,

In reference to our meeting earlier today, Facilities partnered with Ameresco to conduct energy audits and Facility Condition Assessments (FCA) for the majority of City buildings last year. This was done with the intent of determining the extent of the city's deferred maintenance and identifying any potential energy savings opportunities. Utilizing the Department of Commerce Energy Program we selected Ameresco as our Energy Services Company (ESCO) and identified several significant and immediate needs.

Those projects related to Transit are:

- City Shop Roof Replacement \$823,854
- City Shop HVAC Replacement \$171,366

The roof for the entire City Shop facility is in its last days and we've had to make temporary repairs in order to keep it watertight. These repairs require bringing the roof up to current energy codes including adding insulation to the roof.

The 4 HVAC units that service all of the non-shop areas are very old, inefficient, and failing. We have had to make repairs to the driver's breakroom unit each of the last 3 years to keep it running. It has restricted lines that are not allowing it to function the way it should.

These repairs total \$995,220.

The current Maintenance and operating split for the City Shop is 75/25 with Transit paying 75%. This puts Transit's share at \$746,415.

Please let me know if you have any additional questions or need additional information to present to the CTA.

Thank you,

Keith

Cowlitz Transit Authority



Agenda Summary

FTA BUS AND BUS FACILITIES GRANT

SUMMARY STATEMENT:

In the prior CTA Board agenda item, staff stated the case for replacement of the City Shop's roof and HVAC system replacement. If the CTA Board approves that budget revision, there may be an opportunity to reduce that amount with a competitive FTA Bus and Bus Facilities Grant.

Transit staff has contacted FTA to check if this project would be eligible for this grant opportunity and is awaiting an answer. If yes, and if the grant request is successful, then the grant award would cover up to \$597,132. The local match expense to the CTA budget would be reduced to \$149,283. However, the applications are due on April 13, 2023.

If the competitive grant application is either not eligible or not rated successful, the final transit share would remain as before.

BUDGET:

The Fleet and Facilities Department states the cost of replacing the City Shop roof at \$823,854 and the cost of replacing the City Shop HVAC system at \$171,366, for a total of \$995,220. Fleet and Facilities currently states the Transit share of this cost to be 75% of the total, or \$746,415. There are sufficient reserves for this purpose. The grant application commits up to 20% of the Transit share to the local match for Bus & Bus Facilities grant.

RECOMMENDED ACTION:

Motion to approve a local match for the competitive FTA Bus & Bus Facilities grant application by an amount not to exceed \$149,283.