



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), Richard Dahl (Alternate)*

Wednesday, September 13,
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, September 13, 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/89844443333>

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: 898 4444 3333

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, October 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 AUGUST 9, 2023 MEETING

23-001445 August 9, 2023 CTA Board Meeting Minutes

6. CONSENT CALENDAR

23-001446 2023 July Cowlitz Transit Authority Treasurer's Report

23-001447 2023 July CTA Fund Balance Report

23-001448 Invoice #2023-10 - City of Longview \$531,340.00

7. REPORTS

23-001449 2023 Annual Fixed Route Ridership

23-001450 2023 August Daily Fixed Route Ridership

23-001451 2023 August Fixed Route Ridership per Hour

23-001452 2023 August Average Fixed Route Passengers per Trip

23-001453 2023 August LIFT Monthly Ridership

23-001454 Five Year Ridership Graph

23-001455 PTBA Sales Tax Data 2023 vs. 2022

8. CTA LEGAL COUNSEL'S REPORT ON ANNEXATION OPTIONS

23-001471 SUMMARY STATEMENT:

At the July 12, 2023, CTA Board Meeting, staff presented a report on the Lexington Service (Route 411) Pilot Project. The Authority voted to direct staff to engage CTA Legal Counsel R. Thomas Lee to research steps for expanding the Cowlitz Public Transportation Benefit Area boundaries to include Lexington.

RECOMMENDED ACTIONS:

1. Determine whether to move forward with an annexation of the Lexington area into the Cowlitz PTBA.
2. If the decision to move forward is yes, then staff recommends counsel's option (a) and requests the Board set a public hearing for the October 11, 2023, meeting on a resolution to revise the PTBA boundaries to include Lexington.
3. Begin considering whether the vote on annexation, if resolved, would best be conducted during a special election in February or April 2024, the primary in August 2024, or the general election in November 2024.

23-001476 Summary Sheet - Annexation Options

9. TEMPORARY TRANSFER OF CTA FUNDS FOR CAPITAL PROJECTS**23-001470 SUMMARY STATEMENT:**

To keep the City of Longview/RiverCities Transit account in a proper balance, staff requests a temporary transfer of funds of \$2,857,439 from the CTA account of the Cowlitz County Treasurer to the City of Longview Transit account until those grant reimbursements are received. As the City receives grant reimbursements, funds equal to those reimbursements will be transferred back to the CTA account of the County Treasurer.

RECOMMENDED ACTION:

Motion to authorize the Chair or his Designee and the Transit Manager to sign an invoice to temporarily transfer \$2,857,439 from the CTA account of the Cowlitz County Treasurer to the City of Longview Transit account for capital purchases until such time as grant reimbursements will permit the transfer of the funds back to CTA.

23-001475 Summary Sheet - Temporary Transfer of CTA Funds for Capital Projects

10. FARE FREE SERVICE DURING EMERGENCY WEATHER CONDITIONS**23-001473 SUMMARY STATEMENT:**

Beginning in Summer 2020, RiverCities Transit supplied a surplus bus to be used as a cooling or heating shelter when requested by the Longview City Manager. Such a bus was made available primarily to the former Alabama Street unhosted camp, but also the Cowlitz Event Center during the County Fair in 2022. The triggers for deploying the bus were sustained temperatures either at 90 degrees or above or below 35 degrees Fahrenheit.

RECOMMENDED ACTION:

Move to approve the Transit Manager to authorize fare free service on days when the Longview City Manager declares a weather emergency.

23-001474 Summary Statement - Fare Free Service During Emergency Weather Conditions

11. MANAGER'S REPORT**12. MISCELLANEOUS****13. ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice-Chair),
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Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),
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Wednesday, August 9, 2023	4:00 PM	Hybrid Meeting Longview Council Chambers 1525 Broadway St, Longview
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Next meeting

Wednesday, September 13, 2023
4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

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

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Dennis Weber; Member Mary Alice Wallis; Vice-Chair Mike Wallin; Member Kim LeFebvre; Member Anthony Harris (Non-Voting); Member (Alternate) Mike Karnofski-via Zoom

Absent: Member Lisa Alexander; Member (Alternate) Spencer Boudreau; Member (Alternate) Richard Dahl

Staff Present: Ken Hash, Public Works Director; Jim Seeks, Transit Manager; Tara Hargrave, Clerk of the Board

Others Present: Betsy DeSpain, Interim Paratransit Manager; Sheila Harmon, Paratransit Manager

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE JULY 12, 2023 MEETING

A motion was made by Member LeFebvre, seconded by Member Wallis, to approve the July 12, 2023 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

23-001378 July 12, 2023, CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

23-001379 2023 June Cowlitz County Transit Authority Treasurer's Report

23-001380 2023 June CTA Fund Balance Report

23-001381 Invoice #2023-09 - City of Longview - \$531,340.00

23-001382 Invoice #2023-093 - CWCOC - LKRATS Q4 (Apr-Jun 23) - \$2,306.06

7. REPORTS

Chair Weber called on staff for discussion or questions on reports. None were received so the reports were accepted as provided.

23-001383 2023 Annual Fixed Route Ridership

23-001384 2023 July Daily Fixed Route Ridership

23-001385 2023 July Fixed Route Ridership per Hour

23-001386 2023 July Average Fixed Route Passengers per Trip

23-001387 2023 July LIFT Monthly Ridership

23-001388 Five Year Ridership Graph

23-001389 2023 PTBA Sales Tax Data - 2023 vs. 2022

8. MANAGER'S REPORT

Transit Manager Seeks reported on his visit to the Gillig factory in California to inspect our four new buses on the assembly line and stated that all four buses have been delivered to the city shop for Fleet to add additional needed equipment.

Paratransit Manager Harmon reported a continued increase in ridership this year over last year and stagnant numbers for July's ridership.

9. MISCELLANEOUS

None.

10. ADJOURNMENT

Chair Weber adjourned the meeting at 4:08 p.m.

Dennis Weber, 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		545,976.35	590,512.97	- 560,280.95	30,232.02	576,208.37
1180000 INVESTMENTS		6,998,353.27	28,940.95	- 66,000.00	- 37,059.05	6,961,294.22
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	531,340.00	- 531,340.00	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	- 2,740,139.10	0.00	- 494,243.05	- 494,243.05	- 3,234,382.15
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 137,975.34	0.00	- 28,940.95	- 28,940.95	- 166,916.29
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 6,324.55	0.00	- 1,328.97	- 1,328.97	- 7,653.52
5492000 OTHER	8900000 DISTRICT ACTIVITIES	3,203,868.19	531,340.00	0.00	531,340.00	3,735,208.19
Total		0.00	1,682,133.92	- 1,682,133.92	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: July 31, 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	494,243.05	3,234,382.15
Interest Earnings/Investments	28,940.95	166,916.29
Local Sales Interest	1,328.97	7,653.52
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue		-
Subtotal	\$ 524,512.97	\$ 3,408,951.96
CTA Expenditures		
City of Longview	531,340.00	3,726,185.05
City of Longview - Audit Services		-
Legal Counsel		700.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues		8,323.14
Subtotal	\$ 531,340.00	\$ 3,735,208.19
CTA Ending Balance		\$ 7,537,502.59

CITY OF LONGVIEW		
Beginning Balance: January 1, 2023		\$ 1,765,588.92
Longview Revenue		
Farebox/Pass Sales	11,733.32	80,017.85
State Pool - Interest	10,962.91	58,238.23
Payments from CTA	531,340.00	3,719,380.00
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	-	294,128.00
State Special Needs Formula Grant - Paratransit Operating	-	-
State Grant - Regional Mobility Operating	38,441.71	97,830.19
Paratransit Office Space Rental	941.75	6,592.25
Cashier Over-Short / NSF / Bank Returns Fees	-	-
Insurance Recoveries	-	700.00
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	21,500.00
Subtotal	\$ 593,419.69	\$ 4,278,386.52
Longview Expenditures		
Subtotal	\$598,487.59	\$3,480,908.47
Longview Ending Balance		\$ 2,563,066.97
Combined CTA & Longview Ending Balance		\$ 10,100,569.56

Date: 09/13/2023
Invoice # 2023-10

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

[illegible]

REMITTANCE	
Statement #	2023-10
Date	09/13/2023
Amount Due	531,340.00
Amount Enclosed	

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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	1,111	1,374	1,408	1,332	1,408					10,288
	31	3,422	3,131	3,732	3,313	3,633	3,660	3,527	4,026					28,444
	32	2,632	2,302	2,525	2,350	2,472	2,484	2,704	2,828					20,297
	33	2,595	2,495	2,784	2,414	2,663	2,314	2,402	2,477					20,144
	44	1,482	1,332	1,652	1,287	1,702	1,607	1,418	1,612					12,092
	45	5,332	4,822	5,762	5,829	6,196	5,822	5,267	6,364					45,394
	46	299	240	337	356	463	528	458	566					3,247
	57	2,543	2,190	2,471	2,252	2,343	2,387	2,167	2,398					18,751
	411	171	225	166	279	363	402	388	425					2,419
	NCC	86	120	72	32									310
TOTAL		19,759	17,997	20,819	19,223	21,209	20,612	19,663	22,104					161,386

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	1,458	1,453	1,221	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

Aug-23

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45A	ROUTE 45B	ROUTE 46	ROUTE 57	ROUTE 411	TOTAL
1	79	218	142	95	90	235	123	32	110	61	1185
2	59	166	81	75	68	141	97	26	99	19	831
3	69	165	108	83	67	186	166	36	91	14	985
4	68	157	114	92	67	191	136	33	93	18	969
5 S		144	62	81		110			60	5	462
6											
7	83	163	98	90	81	162	96	27	79	24	903
8	69	170	98	68	70	179	86	14	126	25	905
9	58	132	104	108	58	121	92	27	97	11	808
10	68	139	124	94	66	226	66	25	92	16	916
11	47	128	61	85	70	161	94	21	162	11	840
12 S		150	66	59		139			70	1	485
13											
14	53	135	165	98	59	165	90	29	97	31	922
15	63	116	100	73	72	138	84	25	82	21	774
16	94	151	136	81	70	148	102	18	89	10	899
17	56	113	110	74	65	127	111	15	79	6	756
18	53	170	135	110	47	156	79	26	85	16	877
19 S		142	92	76		125			63	3	501
20											
21	63	168	132	95	95	158	98	22	92	19	942
22	60	130	100	99	96	159	106	37	75	13	875
23	68	167	75	121	79	167	89	15	71	20	872
24	56	158	107	108	71	159	103	27	100	14	903
25	50	155	76	90	54	108	60	22	73	12	700
26 S		116	97	96		122			59	2	492
27											
28	59	167	125	106	82	159	94	35	101	10	938
29	56	133	126	101	60	155	87	18	113	22	871
30	37	153	94	119	71	131	83	23	71	14	796
31	40	120	100	100	54	127	67	13	69	7	697
TOTAL (27)	1408	4026	2828	2477	1612	4155	2209	566	2398	425	22104
WEEKDAY TOTAL (23)	1408	3474	2511	2165	1612	3659	2209	566	2146	414	20164
SATURDAY/REDUCED DAY TOTAL (4)		552	317	312		496			252	11	1940
DAILY AVERAGE	61	149	105	92	70	154	96	25	89	16	819
WEEKDAY AVERAGE	61	151	109	94	70	159	96	25	93	18	877
SATURDAY/REDUCED DAY AVERAGE		138	79	78		124			63	3	485

Ridership by Hour
8/1/2023 - 8/31/2023

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	41	149	284	277	368	263	384	335	376	321	278	226	172	3,474
32	15	86	95	150	227	263	244	329	284	288	287	174	69	2,511
33	9	96	115	147	224	175	214	210	234	239	200	173	129	2,165
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	48	65	121	120	161	151	158	176	163	120	145	119	65	1,612
57	87	118	68	139	168	215	221	218	207	259	199	183	64	2,146
Route					1030	1130	1230	1330	1430	1530	1630			
30					169	200	286	203	188	222	140			1,408
Route					1050	1150	1250	1350	1450	1550				
46					79	95	107	106	102	77				566
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	58	122	134	169						261	155	98	61	5,868
Route		715	815	915		1115	1215		1415	1515	1615	1715		
411		20	34	73		72	42		58	54	45	16		414

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700			
31	33	51	39	55	72	72	63	52	71	44	552		
32	18	31	37	43	40	27	50	23	33	15	317		
33	16	18	19	35	41	48	34	37	40	24	312		
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720			
57	17	13	14	30	37	20	38	36	27	20	252		
Route	800	830	900	930	not shown for brevity				1600	1630	1700	1730	
45	23	29	21	4					24	18	34	8	496
Route			915						1515				
411			8						3				11

Total Fixed Route

22,104

Average Passengers per Trip

8/1/2023 - 8/31/2023

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	1.8	6.5	12.3	12.0	16.0	11.4	16.7	14.6	16.3	14.0	12.1	9.8	7.5	12.1	151
32	0.7	3.7	4.1	6.5	9.9	11.4	10.6	14.3	12.3	12.5	12.5	7.6	3.0	8.7	109
33	0.4	4.2	5.0	6.4	9.7	7.6	9.3	9.1	10.2	10.4	8.7	7.5	5.6	7.5	94
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.1	2.8	5.3	5.2	7.0	6.6	6.9	7.7	7.1	5.2	6.3	5.2	2.8	5.6	70
57	3.8	5.1	3.0	6.0	7.3	9.3	9.6	9.5	9.0	11.3	8.7	8.0	2.8	7.5	93
Route					1030	1130	1230	1330	1430	1530	1630				
30					7.3	8.7	12.4	8.8	8.2	9.7	6.1			8.7	61
Route					1050	1150	1250	1350	1450	1550					
46					3.4	4.1	4.7	4.6	4.4	3.3				4.1	25
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	2.5	5.3	5.8	7.3						11.3	6.7	4.3	2.7	13.1	255
Route		715	815	915		1115	1215		1415	1515	1615	1715			
411		0.87	1.48	3.17		3.13	1.83		2.52	2.35	1.96	0.70		3.4	18

Saturday

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31	8.3	12.8	9.8	13.8	18.0	18.0	15.8	13.0	17.8	11.0	13.8	138
32	4.5	7.8	9.3	10.8	10.0	6.8	12.5	5.8	8.3	3.8	7.9	79
33	4.0	4.5	4.8	8.8	10.3	12.0	8.5	9.3	10.0	6.0	7.8	78
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	4.3	3.3	3.5	7.5	9.3	5.0	9.5	9.0	6.8	5.0	6.5	63
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45	5.8	7.3	5.3				6.0	4.5	8.5	2.0	12.4	124
Route		915					1515					
411		2.0					0.8				2.3	3

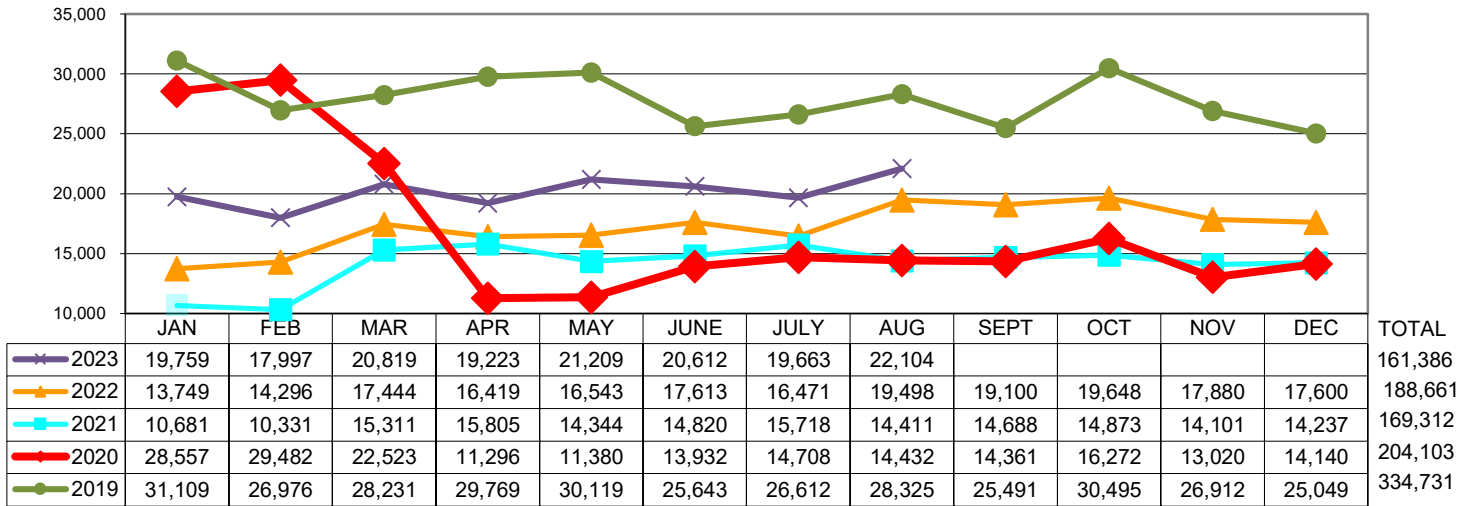
System Productivity

Red Less than 3.0 passengers per hour

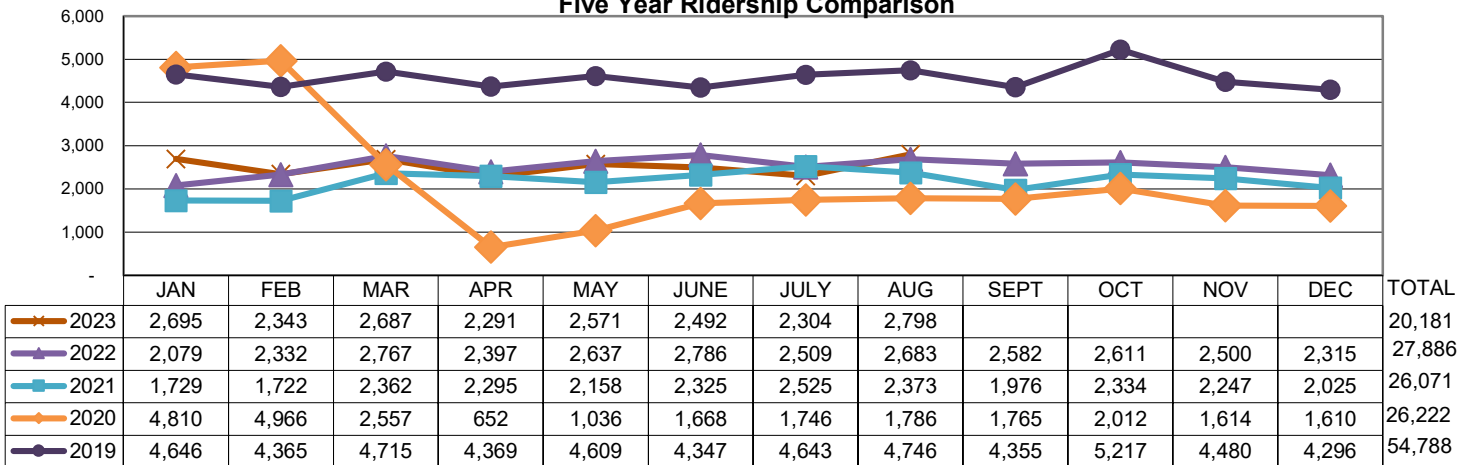
8.6

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
8/1/2023	130	112	18	0	86	26	23.21%	2.33	9	2
8/2/2023	126	104	22	0	80	24	23.08%	2.26	10	2
8/3/2023	127	112	15	0	92	20	17.86%	2.07	6	4
8/4/2023	121	104	17	0	69	35	33.65%	2.19	4	2
8/5/2023	57	44	13	0	33	11	25.00%	2.30	6	1
8/7/2023	64	57	7	0	39	18	31.58%	1.91	6	1
8/8/2023	137	117	20	0	98	19	16.24%	2.02	9	6
8/9/2023	125	102	23	0	78	24	23.53%	2.10	7	0
8/10/2023	119	94	23	2	79	15	15.96%	2.03	7	2
8/11/2023	109	90	17	2	75	15	16.67%	2.11	1	0
8/12/2023	43	33	10	0	25	8	24.24%	2.11	5	1
8/14/2023	62	58	4	0	38	20	34.48%	1.75	6	2
8/15/2023	151	116	35	0	86	30	25.86%	2.63	10	5
8/16/2023	121	98	21	2	81	17	17.35%	2.49	8	1
8/17/2023	124	102	18	4	86	16	15.69%	2.31	16	2
8/18/2023	92	76	14	2	54	22	28.95%	2.04	19	0
8/19/2023	90	64	26	0	54	10	15.63%	2.70	2	0
8/21/2023	77	63	5	9	44	19	30.16%	2.22	2	0
8/22/2023	131	110	21	0	94	16	14.55%	2.41	11	3
8/23/2023	120	104	16	0	74	30	28.85%	2.22	15	0
8/24/2023	113	97	16	0	76	21	21.65%	2.20	10	2
8/25/2023	100	82	14	4	57	25	30.49%	2.40	12	2
8/26/2023	66	45	19	2	39	6	13.33%	3.25	12	2
8/28/2023	64	59	5	0	42	17	28.81%	1.95	4	1
8/29/2023	125	103	13	9	87	16	15.53%	2.47	11	0
8/30/2023	112	99	13	0	68	31	31.31%	2.42	3	1
8/31/2023	92	85	7	0	65	20	23.53%	2.32	6	1
	2798	2330	432	36	1799	531	22.79%	2.25	217	43

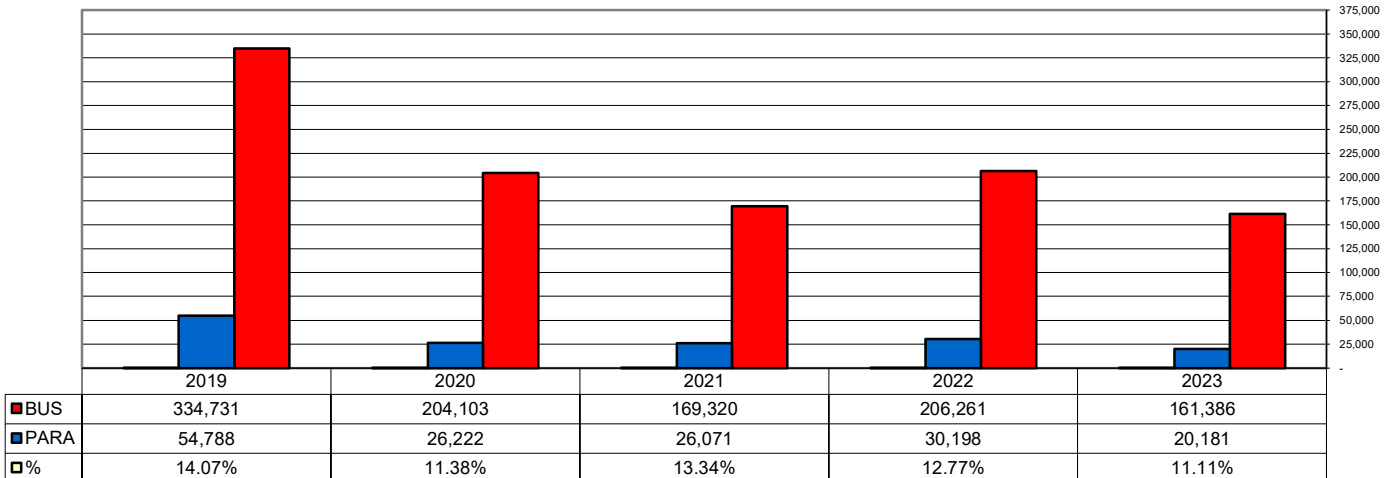
RiverCities Transit Fixed Route Five Year Ridership Comparison

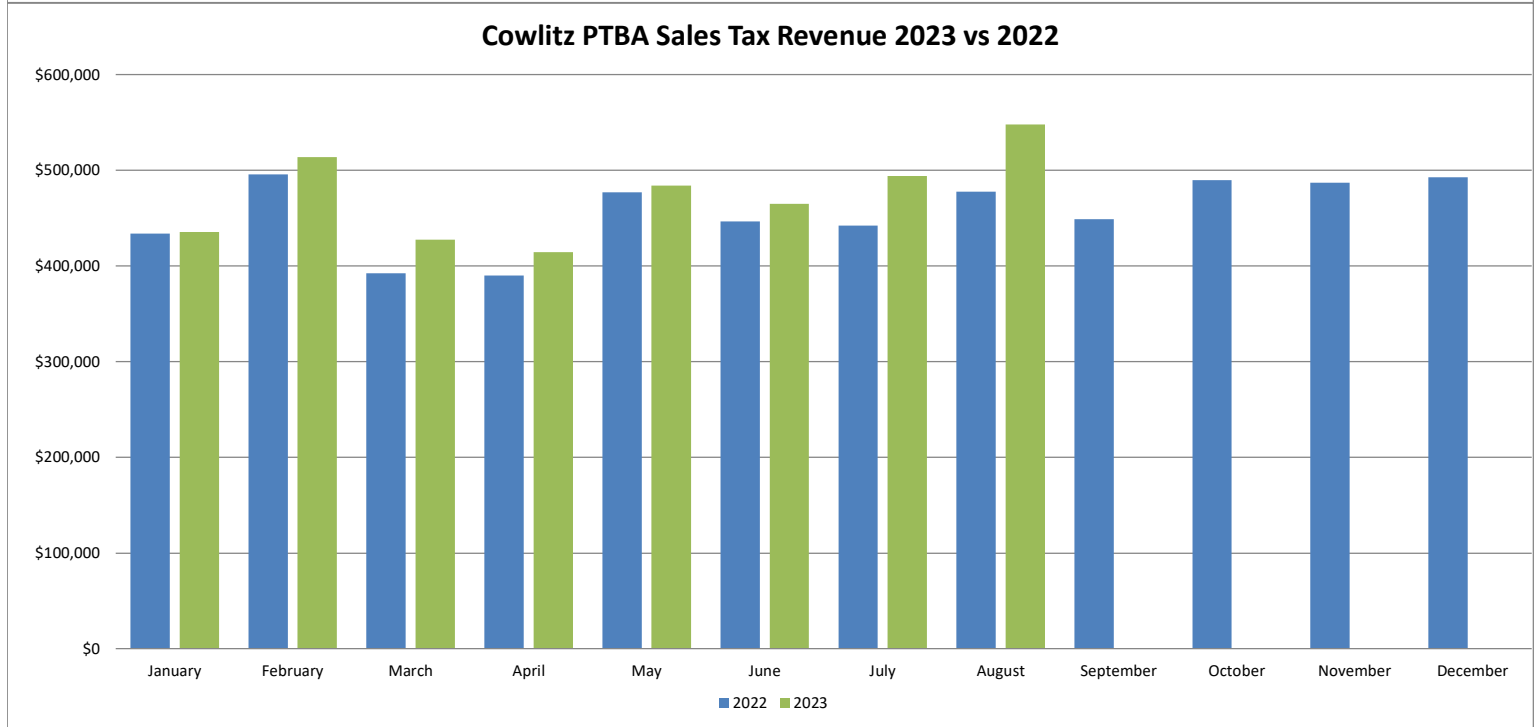
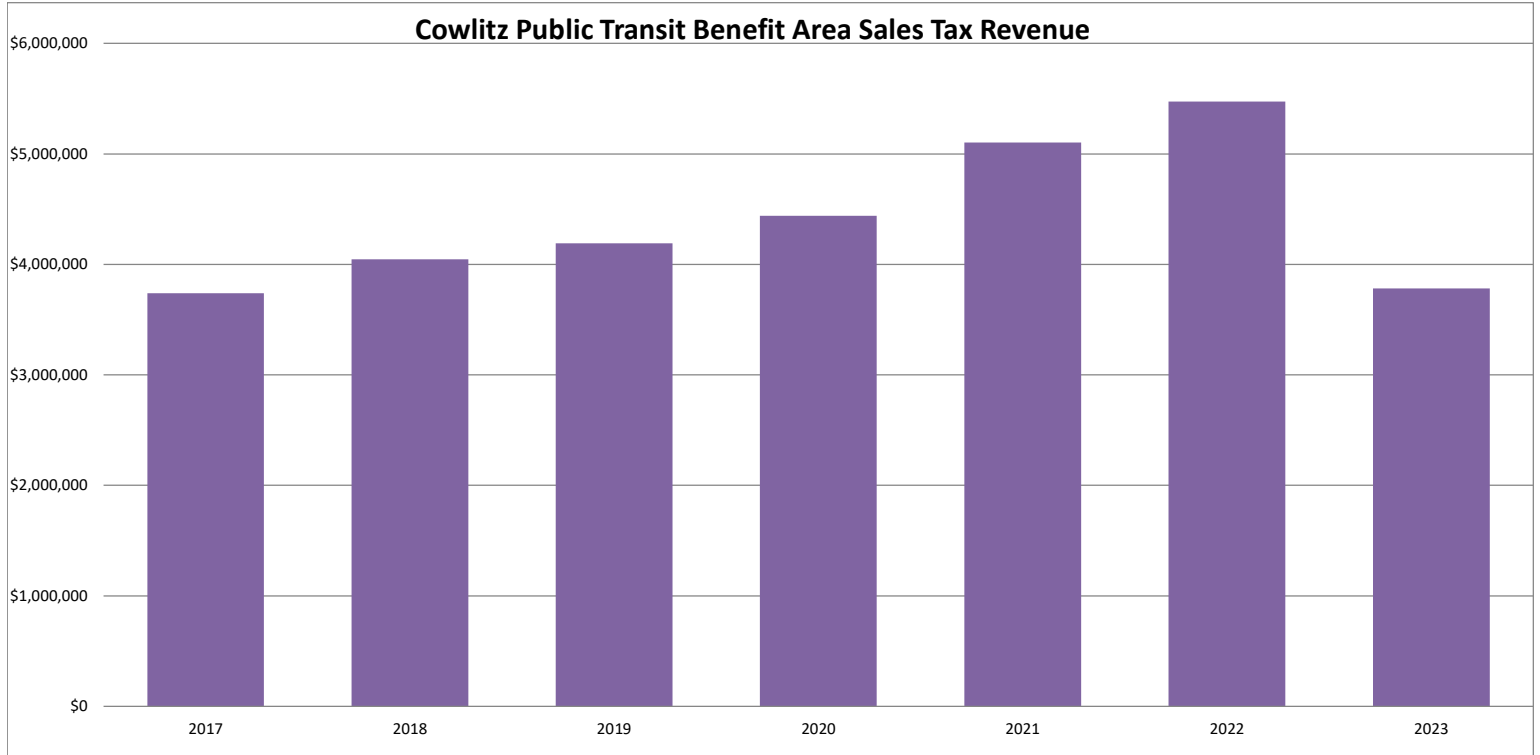


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

CTA LEGAL COUNSEL'S REPORT ON ANNEXATION OPTIONS

SUMMARY STATEMENT:

At the July 12, 2023, CTA Board Meeting, staff presented a report on the Lexington Service (Route 411) Pilot Project. The Authority voted to direct staff to engage CTA Legal Counsel R. Thomas Lee to research steps for expanding the Cowlitz Public Transportation Benefit Area boundaries to include Lexington.

Attached is Mr. Lee's report on the annexation options, as well as a discussion of potential expenses for conducting an annexation election.

In addition, staff presents the following estimates:

- While we do not have a current snapshot of registered voters in the potential annexation area, staff derived an estimate of 5,500 – 6,000. This is based on 2023 school district voting by precinct and the percentage of registered voters who voted countywide.
- The estimated additional expense for operating the Lexington Service from May 2024 through August 2024 to coincide with a primary election is \$66,736.
- The estimated additional expense for operating the Lexington Service from May 2024 through November 2024 to coincide with a general election is \$116,863.

RECOMMENDED ACTIONS:

1. Determine whether to move forward with an annexation of the Lexington area into the Cowlitz PTBA.
2. If the decision to move forward is yes, then staff recommends counsel's option (a) and requests the Board set a public hearing for the October 11, 2023, meeting on a resolution to revise the PTBA boundaries to include Lexington.
3. Begin considering whether the vote on annexation, if resolved, would best be conducted during a special election in February or April 2024, the primary in August 2024, or the general election in November 2024.

ATTORNEY-CLIENT
PRIVILEGED AND CONFIDENTIAL COMMUNICATION

R. Thomas Lee, PLLC
Tom Lee, Attorney and Counselor at Law
P.O 2490 Longview, WA 98632
rtl@rtleelaw.attorney
425-219-6736

MEMORANDUM

TO: Jim Seeks
Transit Manager, RiverCities Transit

FROM: Tom Lee
Attorney-at-Law

DATE: September 4, 2023

RE: Possible Annexation of Lexington into Cowlitz County PTBA

The following questions were presented to legal counsel with regards to potential annexation by RiverCities Transit of current Lexington Route 411, i.e., an unincorporated area of Cowlitz County commonly known as “Lexington.”

Summary

1. The options under RCW 36.57A, and the pros and cons of those options.

The issue of annexation may be placed on the ballot for eligible voters either through a Board Resolution or citizen petition. From an efficiency perspective, a Board Resolution involves less administrative hurdles than a citizen petition.

2. The Cowlitz County filing deadlines for filing a request for a special election.

The resolution deadlines for 2024:

Resolution Deadline	Election Day
December 15, 2023	February 13, 2024 Special
February 23, 2024	April 23, 2024 Special Election
May 3, 2024	August 6, 2024 Primary
August 6, 2024	November 5, 2024 General Election

3. Confirmation of the precincts that would be asked to vote in a special election – I believe there are 8 precincts on the westside of the Cowlitz River within ¾ mile of our fixed route that would be affected.

Correct. According to the 2023 Precinct Maps from the Auditor’s Elections Division, it appears there are eight (8) precincts that would be affected: Beacon, Beulah, Hillcrest, Hudson, Lexington, Ponderosa, Sparks, and West Kelso.

4. Election costs.

Varies greatly. An election’s cost could fall between several thousand dollars to over fifty thousand dollars. This estimate varies greatly due to how the County Auditor apportions costs for an election, which depend on the number of issues and registered voters.

Analysis

RCW 36.57A requires an election by the jurisdiction’s voters to approve annexation of a new territory to be included in a public transportation benefit area. There are two ways which Lexington’s annexation could be placed on the ballot:

- (1) An election to authorize the annexation of territory contiguous to a public transportation benefit area may be called within the area to be annexed pursuant to resolution or petition in the following manner:

(a) By resolution of a public transportation benefit area authority when it determines that the best interests and general welfare of the public transportation benefit area would be served. The authority shall consider the question of areas to be annexed to the public transportation benefit area at least once every two years.

(b) By petition calling for such an election signed by at least four percent of the qualified voters residing within the area to be annexed and filed with the auditor of the county wherein the largest portion of the public transportation benefit area is located, and notice thereof shall be given to the authority. Upon receipt of such a petition, the auditor shall examine it and certify to the sufficiency of the signatures thereon.

(c) By resolution of a public transportation benefit area authority upon request of any city for annexation thereto.¹

RCW 36.57A.140

Option (a) is more practical. The Board would pass a resolution determining that Lexington’s annexation would be in the agency’s “best interests and general welfare”. The resolution would also need to specify “the boundaries of the area to be annexed. It shall require that there also be submitted to the electorate of the territory sought to be annexed a proposition authorizing the inclusion of the area within the public transportation benefit area and authorizing the imposition of such taxes authorized by law to be collected by the authority.” RCW 36.57A.140(1)(a), (3).

¹ Option (c) is moot because the Lexington area is unincorporated, not a city.

Alternatively, a minimum of four percent of qualified voters in the area subject to annexation could bring a petition for annexation by Rivercities' Transit. RCW 36.57A.140(1)(b).

Assuming Rivercities' Transit proceeded to issue a resolution in support of Lexington's annexation, several additional steps are statutorily required before submitting the annexation resolution to the voters. Rivercities' Transit needs to substantially comply² with RCW 36.57A.030 to provide public notice and comment with regards to revising the boundaries of Rivercities' jurisdiction.

The requirements for revising a PTBA's boundaries are as follows:

- i. A public hearing date is held on the issue of revising the boundaries of the PTBA area.
- ii. Notices of the hearing date are published, pursuant to the requirements of RCW 36.57A.030.
- iii. Following the public hearing, the PTBA sets forth its final, revised boundaries. This resolution may occur immediately after the public hearing is closed.
- iv. The county commissioners then have 30 days to veto establishment of the benefit area, and each of the cities has 60 days to withdraw from participation in the benefit area.
- v. The PTBA then determines the local sales tax required to finance its proposed operations. Then, the PTBA submits the tax and revised boundaries to the voters for approval.
- vi. The majority of the voters in the benefit area who vote at the election decide whether or not the tax will be approved, and whether or not adoption of the revised boundaries (i.e., annexation) is approved.

This hearing (referred to in statutes as a "conference") shall be for the purpose of evaluating the need for and the desirability of revising the boundaries of the public transportation benefit area within certain incorporated and unincorporated portions of the county to provide public transportation services within such area. RCW 36.57A.020.

For the hearing referenced above, the county legislative authority shall convene a public hearing that is attended by the elected representative selected by the legislative body of each city, and by the county legislative authority. A quorum of RiverCities Transit's Board should also attend, if immediate action is desired.

At the hearing, the county should confirm "such changes in the boundaries of the public transportation benefit area as they shall deem reasonable and proper, but may not delete any portion of the proposed area which will create an island of included or excluded lands, and may not delete

² Under *Fakkema v. Island County Public Transp. Benefit Area*, 106 Wn.2d 347, "substantial compliance" with RCW 36.57A.030 and accompanying RCWs is sufficient for a PTBA to revise its boundaries, subject to final voter approval.

a portion of any city. If the [hearing] shall determine that any additional territory should be included in the public transportation benefit area, a second hearing shall be held and notice given in the same manner as for the original hearing.” RCW 36.57A.030.

If Rivercities Transit wants to proceed with an annexation proposal for Lexington in 2024, the Election Division of the Auditor’s Office provided the following deadlines:

Resolution Deadline	Election Day
December 15, 2023	February 13, 2024 Special
February 23, 2024	April 23, 2024 Special Election
May 3, 2024	August 6, 2024 Primary
August 6, 2024	November 5, 2024 General Election

An election would require what appears to be eight (8) precincts to vote on annexation (that number is subject to confirmation by the Auditor’s Office).

The Election Division does not have a pre-packaged “cost” for various ballot measures. An election’s cost to the entity placing an issue on the ballot depends on how ballot measures/resolutions are on the ballot, and how many registered voters are in the jurisdictions subject to the ballot measure. General elections usually are less expensive than primary or special elections. The more issues on the ballot, the lower cost for each entity with a ballot measure(s).

The Election Division³ provided an extremely useful spread of data from previous election cycles to assist the Board in gauging an approximate cost range. That information is attached as exhibits to this report.

/s/RTL

cc: RiverCities Transit Board

³ Courtesy Hayley Johnson, Elections Manager. johnsonh@cowlitzwa.gov

November 6, 2018 General Election
Cost Allocations

1/9/2019

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Total	LVP Costs	Grand Total
Federal / State / Judicial	64,643	15	3.8	245643.4	0.481397	\$68,451.92	\$50.00	\$68,501.92		\$68,501.92
Cowlitz County	64,643	11	3.0	193929.0	0.380050	\$54,040.98	\$50.00	\$54,090.98	\$6,885.89	\$60,976.87
Cowlitz County Public Utility District	64,643	1	1.0	64643.0	0.126683	\$18,013.66	\$50.00	\$18,063.66	\$2,295.29	\$20,358.95
Castle Rock School District	6,057	1	1.0	6057.0	0.011870	\$1,687.87	\$50.00	\$1,737.87	\$215.07	\$1,952.94
TOTALS	199,986	28	8.8	510272.4	1.000000	\$142,194.43	\$200.00	\$142,394.43	\$ 9,396.25	\$151,790.68
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue										

November 3 2020 General Election
Cost Allocations

1/5/2021

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Subtotal	LVP Costs	Grand Total
Federal / State / Judicial	72,696	27	6.2	450715.2	0.733743	\$127,440.54	\$50.00	\$127,490.54		\$127,490.54
Cowlitz County	72,696	2	1.2	87235.2	0.142015	\$24,665.91	\$50.00	\$24,715.91	\$1,419.06	\$26,134.97
Cowlitz County Public Utility Dist.	72,696	1	1.0	72696.0	0.118346	\$20,554.93	\$50.00	\$20,604.93	\$1,182.54	\$21,787.47
City of Castle Rock	1,535	1	1.0	1535.0	0.002499	\$434.02	\$50.00	\$484.02	\$24.97	\$508.99
City of Kalama	2,087	1	1.0	2087.0	0.003398	\$590.10	\$50.00	\$640.10	\$45.66	\$685.76
TOTALS				614268.4	1.000000	\$ 173,685.50	\$250.00	\$173,935.50	\$ 2,672.23	\$176,607.73
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue										

November 2022 General Election
Cost Allocations

1/6/2023

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Subtotal	LVP Costs	Grand Total
State/Federal	71,857	13	3.4	244313.8	0.488154	\$98,489.74	\$50.00	\$98,539.74	\$ 4,287.76	\$102,827.50
Cowlitz County	71,857	12	3.2	229942.4	0.459439	\$92,696.23	\$50.00	\$92,746.23	\$ 4,035.54	\$96,781.77
City of Castle Rock	1,478	1	1.0	1478.0	0.002953	\$595.82	\$50.00	\$645.82	\$ 25.94	\$671.76
Cowlitz 2 Fire & Rescue	24,751	1	1.0	24751.0	0.049454	\$9,977.82	\$50.00	\$10,027.82	\$ 434.39	\$10,462.21
TOTALS		27	8.6	500485.2	0.488154	\$ 201,759.60	\$200.00	\$201,959.61	\$ 8,783.63	\$210,743.24
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue										

February 13, 2018 Special Election
Cost Allocations

12/20/2018

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Total
Castle Rock School District No. 401	5,772	1	1.0	5772.0	0.0918	9082.88	\$50.00	9132.88
Kalama School District No. 402	4,713	2	1.2	5655.6	0.0899	8899.72	\$50.00	8949.72
Kelso School District No. 458	16,694	2	1.2	20032.8	0.3185	31523.83	\$50.00	31573.83
Longview School District No. 122	26,201	2	1.2	31441.2	0.4998	49476.21	\$50.00	49526.21
TOTALS	53,380	7	4.6	62901.6	1.0000	98982.64	\$200.00	99182.64
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue								

February 11, 2020 Special Election
Cost Allocations

1/5/2021

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Election Costs	
							Base Charge	Total
Longview School District No. 122	27,286	1	1.0	27286.0	0.404803	\$46,094.43	\$50.00	\$46,144.43
Toutle Lake School District No. 130	2,757	1	1.0	2757.0	0.040902	\$4,657.41	\$50.00	\$4,707.41
Castle Rock School District No. 401	6,188	2	1.2	7425.6	0.110163	\$12,544.12	\$50.00	\$12,594.12
Kalama School District No. 402	5,146	1	1.0	5146.0	0.076344	\$8,693.17	\$50.00	\$8,743.17
Woodland School District No. 404	7,195	1	1.0	7195.0	0.106742	\$12,154.57	\$50.00	\$12,204.57
Kelso School District No. 458	17,596	1	1.0	17596.0	0.261047	\$29,725.05	\$50.00	\$29,775.05
TOTALS	66,168	7	6.2	67405.6	1.000000	\$113,868.76	\$300.00	\$114,168.76
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue								

February 2022 Special Election
Cost Allocations

1/6/2023

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Subtotal	LVP Costs	Grand Total
Castle Rock School District	6,694	1	1.0	6694.0	1.000000	\$50,452.24	\$50.00	\$50,502.24	\$ 194.55	\$50,696.79
TOTALS	6,694	1	1.0	6694.0	1.000000	\$ 50,452.24	\$50.00	\$50,502.24	\$ 194.55	\$50,696.79
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue										

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Total
Castle Rock School District No.401	5,791	1	1.0	5791.0	1.000000	\$53,036.98	\$50.00	\$53,086.98
TOTALS	5,791	1	1.0	5791.0	1.000000	\$ 53,036.98	\$50.00	\$53,086.98
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue								

April 28, 2020 Special Election
Cost Allocations

1/5/2021

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Allocation	Base Charge	Election Costs		Grand Total of Election Costs
								Subtotal		
Kalama School District No. 402	5,226	1	1.0	5226	0.416083	\$21,041.70	\$50.00	\$21,091.70		\$21,091.70
Woodland School District No. 404	7,334	1	1.0	7334	0.583917	\$29,529.24	\$50.00	\$29,579.24		\$29,579.24
TOTALS	12,560	2	2.0	12560	1.000000	\$50,570.94	\$100.00	\$50,670.94		\$50,670.94
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue										

April 2022 Special Election
Cost Allocations

1/6/2023

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Subtotal	LVP Costs	Grand Total
Longview School District	28,833	1	1.0	28833.0	1.000000	\$80,763.55	\$50.00	\$80,813.55	1,956.30	\$82,769.85
TOTALS	28,833	1	1.0	28833.0	1.000000	\$ 80,763.55	\$50.00	\$80,813.55	1,956.30	\$82,769.85
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue										

August 7, 2018 Primary
Cost Allocations

1/2/2019

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Election Costs	
							Base Charge	Total
State of Washington	63,688	6	2.0	127376.0	0.406693	\$52,724.29	\$50.00	\$52,774.29
Cowlitz County	63,688	9	2.6	165588.8	0.528700	\$68,541.58	\$50.00	\$68,591.58
Cowlitz Public Utility District	18,948	1	1.0	18948.0	0.060498	\$7,843.08	\$50.00	\$7,893.08
City of Castle Rock	1,287	1	1.0	1287.0	0.004109	\$532.72	\$50.00	\$582.72
TOTALS	147,611	17	6.6	313199.8	1.000000	\$129,641.67	\$200.00	\$129,841.67
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue								

August 2020 Primary
Cost Allocations

1/5/2021

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Allocation	Base Charge	Election Costs Total
Federal/State of Washington	69,848	16	4.0	279392	0.827249	\$117,359.06	\$50.00	\$117,409.06
Cowlitz County (Commissioner Districts 1 and 2)	44,491	2	1.2	53389	0.158080	\$22,426.22	\$50.00	\$22,476.22
City of Castle Rock	1,475	1	1.0	1475	0.004367	\$619.57	\$50.00	\$669.57
City of Woodland	3,480	1	1.0	3480	0.010304	\$1,461.78	\$50.00	\$1,511.78
TOTALS	119,294	20	7.2	337736	1.000000	\$141,866.63	\$200.00	\$142,066.63
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue								

August 2022 Primary
Cost Allocations

1/6/2023

JURISDICTION	REGISTERED VOTERS	# OF ISSUES/ RACES	OFFICE & ISSUES FACTOR	WEIGHTED FACTOR	PROPORTION OF TOTAL COSTS	Cost Summary	Base Charge	Election Costs Subtotal	LVP Costs	Grand Total
State/Federal	71,301	6	2.0	142602.0	0.430966	\$74,369.45	\$50.00	\$74,419.45	\$10,223.19	\$84,642.64
Cowlitz County	71,301	8	2.4	171122.4	0.517159	\$89,243.32	\$50.00	\$89,293.32	\$12,267.82	\$101,561.14
City of Castle Rock	1,484	1	1.0	1484.0	0.004485	\$773.94	\$50.00	\$823.94	\$106.39	\$930.33
City of Kalama	2,089	1	1.0	2089.0	0.006313	\$1,089.45	\$50.00	\$1,139.45	\$149.76	\$1,289.21
Fire Protection District 3	3,155	1	1.0	3155.0	0.009535	\$1,645.39	\$50.00	\$1,695.39	\$226.18	\$1,921.57
Fire Protection District 6	6,874	1	1.0	6874.0	0.020774	\$3,584.91	\$50.00	\$3,634.91	\$492.80	\$4,127.71
Clark-Cowlitz Fire Rescue	3,563	1	1.0	3563.0	0.010768	\$1,858.16	\$50.00	\$1,908.16	\$255.43	\$2,163.59
TOTALS		19	9.4	330889.4	0.430966	\$ 172,564.61	\$350.00	\$172,914.62	\$ 23,721.57	\$196,636.19
* Office and Issue Factor= 1 for 1st issue, .2 for each additional issue										

Cowlitz Transit Authority



Agenda Summary

TEMPORARY TRANSFER OF CTA FUNDS FOR CAPITAL PROJECTS

SUMMARY STATEMENT:

In 2022, RiverCities Transit ordered four (4) Gillig Low-Floor Biodiesel replacement buses, seven (7) Starcraft ADA replacement cutaway minibuses, and one (1) Starcraft ADA-accessible cutaway minibus for the Lexington project. Rather unexpectedly, they have all arrived within the same 30-day period.

While all are funded by a combination of federal and state grants and local CTA match, a combination of the timing and some additional expenses makes it impossible to cover all the costs with City of Longview reserves, which total as of the July 31 fund balance report \$2,563,067.

For the buses, the estimated total cost, including tax, upfitting with software and hardware, bike racks, and other equipment is \$2,373,550. Similar expenses for the cutaways are estimated at \$1,323,360. The total estimated capital expense is \$4,060,910. Grant reimbursement should total \$2,857,439. However, due to the timing of the federal fiscal year, reimbursements may be delayed until October or later.

To keep the City of Longview/RiverCities Transit account in a proper balance, staff requests a temporary transfer of funds of \$2,857,439 from the CTA account of the Cowlitz County Treasurer to the City of Longview Transit account until those grant reimbursements are received. As the City receives grant reimbursements, funds equal to those reimbursements will be transferred back to the CTA account of the County Treasurer.

RECOMMENDED ACTION:

Motion to authorize the Chair or his Designee and the Transit Manager to sign an invoice to temporarily transfer \$2,857,439 from the CTA account of the Cowlitz County Treasurer to the City of Longview Transit account for capital purchases until such time as grant reimbursements will permit the transfer of the funds back to CTA.



Cowlitz Transit Authority

Agenda Summary

FARE FREE SERVICE DURING EMERGENCY WEATHER CONDITIONS

SUMMARY STATEMENT:

Beginning in Summer 2020, RiverCities Transit supplied a surplus bus to be used as a cooling or heating shelter when requested by the Longview City Manager. Such a bus was made available primarily to the former Alabama Street unhosted camp, but also the Cowlitz Event Center during the County Fair in 2022. The triggers for deploying the bus were sustained temperatures either at 90 degrees or above or below 35 degrees Fahrenheit.

However, RCT no longer has buses in the surplus status nor is idling a bus for hours good for the environment or the bus HVAC system.

When Kelso/Longview experienced a heat wave in mid-August of this year, Longview's Community Outreach Coordinator suggested fare free transit service as an option for residents trying to keep cool. I approved using three of the twelve fare free days authorized by the CTA Board for this purpose.

Using the fare free days for emergency weather conditions does reduce the availability of fare free service for special events and marketing. Staff feels that the twelve authorized fare free days would best be supplemented by emergency weather fare free days, when the Longview City Manager makes such a declaration.

RECOMMENDED ACTION:

Move to approve the Transit Manager to authorize fare free service on days when the Longview City Manager declares a weather emergency.