



## 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)*

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Wednesday, October 11, 2023

4:00 PM

Hybrid Meeting  
Lexington Elementary School  
200 Boardwalk Way, Kelso

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**NOTICE IS HEREBY GIVEN**, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a **Regular Board Meeting** on **Wednesday, October 11, 2023, at 4:00 p.m.** in the Lexington Elementary School, 200 Boardwalk Way, Kelso, WA. This meeting is also available by Zoom.

Agendas are made available the Friday before the meeting at [www.mylongview.com](http://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

Lexington Elementary 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](mailto:customerservice@rctransit.org).

#### **Next meeting**

Wednesday, November 8, 2023

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

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS**
5. **CONSIDERATION OF MINUTES FOR THE SEPTEMBER 13, 2023 MEETING**  
23-001563 September 13, 2023 CTA Board Meeting Minutes
6. **CONSENT CALENDAR**  
23-001564 2023 August CTA Treasurer's Report  
23-001565 2023 August CTA Fund Balance Report  
23-001566 Invoice #2023-11 - City of Longview \$531,340
7. **REPORTS**  
23-001567 2023 Annual Fixed Route Ridership  
23-001568 2023 September Daily Fixed Route Ridership  
23-001570 2023 September Fixed Route Ridership per Hour  
23-001571 2023 September Average Fixed Route Passengers per Trip  
23-001572 2023 September LIFT Monthly Ridership  
23-001573 Five Year Ridership Graph  
23-001574 PTBA Sales Tax Data 2023 vs. 2022
8. **SUMMARY SHEET: PUBLIC HEARING ON ANNEXATION OF LEXINGTON**  
23-001580 SUMMARY SHEET: PUBLIC HEARING ON PTBA ANNEXATION OF LEXINGTON
9. **SUMMARY SHEET: LEGAL COUNSEL**  
23-001575 SUMMARY SHEET: SELECTION PROCESS FOR COWLITZ TRANSIT AUTHORITY COUNSEL
10. **MANAGER'S REPORT**
11. **MISCELLANEOUS**
12. **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), Richard Dahl (Alternate)*

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|                                      |                |                                                                                    |
|--------------------------------------|----------------|------------------------------------------------------------------------------------|
| <b>Wednesday, September 13, 2023</b> | <b>4:00 PM</b> | <b>Hybrid Meeting<br/>Longview Council Chambers<br/>1525 Broadway St, Longview</b> |
|--------------------------------------|----------------|------------------------------------------------------------------------------------|

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**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](http://www.mylongview.com) under "Agendas & Minutes."

Zoom meeting link: <https://us02web.zoom.us/j/89844443333>

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Written comments may be submitted up to forty-eight (48) hours in advance via email at [customerservice@rctransit.org](mailto:customerservice@rctransit.org).

#### **Next meeting**

Wednesday, October 11, 2023

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

**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; Member Lisa Alexander; Member Kim LeFebvre (Arrived at 4:03p); Member Anthony Harris (Non-Voting)

**Absent:** Vice-Chair Mike Wallin; Member (Alternate) Mike Karnofski; Member (Alternate) Spencer Boudreau; Member Anthony Harris (Non-Voting); 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, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager

**4. PUBLIC COMMENTS**

None.

**5. CONSIDERATION OF MINUTES FOR THE AUGUST 9, 2023 MEETING**

A motion was made by Member Alexander, seconded by Member Wallis, to approve the August 9, 2023 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

**23-001445 August 9, 2023 CTA Board Meeting Minutes**

**6. CONSENT CALENDAR**

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

**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**

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

**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**

Transit Manager Seeks reported on the Route 411 Lexington service pilot project, the proposed Cowlitz Public Transportation Benefit Area annexation, and costs of an election.

A motion was made by Member Alexander, seconded by Member LeFebvre to move forward with the proposed annexation of Lexington into the Cowlitz PTBA and set a public hearing for the October 11, 2023 meeting for public comment on a resolution to revise the PTBA boundaries to include Lexington. Discussion ensued. An amendment to the motion was made by Member Alexander, seconded by Member LeFebvre, to have the October 11, 2023 meeting in the Lexington area to accommodate Lexington residents. The amended motion carried unanimously.

**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**

A motion was made by Member Alexander, seconded by Member LeFebvre, 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 funds back to CTA. The motion carried unanimously.

**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**

A motion was made by Member Wallis, seconded by Member Alexander, to approve the Transit Manager to authorize fare free service on days when the Longview City Manager declares a weather emergency. The motion carried unanimously.

**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**

Transit Manager Seeks reported the Mobility Supervisor position has been posted as Tabitha Hayden has been promoted to Public Works Contract Administrator.

Transit Manager Seeks also reported that the four new diesel coaches and seven new cutaway vans are on the property and Fleet Maintenance is busy prepping them for duty.

Transit Manager Seeks discussed a study done by the University of Washington assessing fentanyl and methamphetamine in the air and on the surfaces of transit vehicles, the conclusion that it is safe to continue riding public transit, and RiverCities Transits current bus cleaning schedule.

Paratransit Manager Harmon reported they have two new dispatchers, two new operators, and ridership is up 21% since last month but still equal to this time last year.

**12. MISCELLANEOUS**

None.

**13. ADJOURNMENT**

Chair Weber adjourned the meeting at 4:45 p.m.

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Dennis Weber, Chair

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Tara Hargrave, Clerk of the Board

Fund: All

Dept: All

Account: All

BARS: All

## 69701 TRANSIT AUTHORITY

## 930100 TRANSIT AUTHORITY

| Account Information                  | BARS Information            | Beg Balance   | Debits       | Credits       | Change      | End Balance   |
|--------------------------------------|-----------------------------|---------------|--------------|---------------|-------------|---------------|
| 1111000 CASH                         |                             | 576,208.37    | 578,951.69   | -563,200.64   | 15,751.05   | 591,959.42    |
| 1112000 WARRANTS OUTSTANDING         |                             | 0.00          | 2,306.06     | -2,306.06     | 0.00        | 0.00          |
| 1180000 INVESTMENTS                  |                             | 6,961,294.22  | 29,554.58    | 0.00          | 29,554.58   | 6,990,848.80  |
| 2131020 ACCOUNTS PAYABLE - AP MODULE |                             | 0.00          | 533,646.06   | -533,646.06   | 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 | -3,234,382.15 | 0.00         | -547,812.69   | -547,812.69 | -3,782,194.84 |
| 3611000 INVESTMENT EARNINGS          | 8900000 DISTRICT ACTIVITIES | -166,916.29   | 0.00         | -29,554.58    | -29,554.58  | -196,470.87   |
| 3614000 OTHER INTEREST               | 8900000 DISTRICT ACTIVITIES | -7,653.52     | 0.00         | -1,584.42     | -1,584.42   | -9,237.94     |
| 5492000 OTHER                        | 8900000 DISTRICT ACTIVITIES | 3,735,208.19  | 533,646.06   | 0.00          | 533,646.06  | 4,268,854.25  |
| Total                                |                             | 0.00          | 1,678,104.45 | -1,678,104.45 | 0.00        | 0.00          |

**COWLITZ TRANSIT AUTHORITY FUND BALANCES**  
**For Period Ending: August 31, 2023**

|                                               | <u>Current Period</u> | <u>Y-T-D</u>           |
|-----------------------------------------------|-----------------------|------------------------|
| <b>COWLITZ TRANSIT AUTHORITY</b>              |                       |                        |
| Beginning Balance: January 1, 2023            |                       | \$ 7,863,758.82        |
| <b>CTA Revenue</b>                            |                       |                        |
| Metro Sales Tax                               | 547,812.69            | 3,782,194.84           |
| Interest Earnings/Investments                 | 29,554.58             | 196,470.87             |
| Local Sales Interest                          | 1,584.42              | 9,237.94               |
| LCC Ridership Agreement                       | -                     | -                      |
| Other Miscellaneous Revenue                   |                       | -                      |
| Subtotal                                      | \$ 578,951.69         | \$ 3,987,903.65        |
| <b>CTA Expenditures</b>                       |                       |                        |
| City of Longview                              | 531,340.00            | 4,257,525.05           |
| City of Longview - Audit Services             |                       | -                      |
| Legal Counsel                                 |                       | 700.00                 |
| Transit Center Security Services              | -                     | -                      |
| Subsistence - Meals                           | -                     | -                      |
| Cowlitz-Wahkiakum Council of Governments Dues | 2,306.06              | 10,629.20              |
| Subtotal                                      | \$ 533,646.06         | \$ 4,268,854.25        |
| <b>CTA Ending Balance</b>                     |                       | <b>\$ 7,582,808.22</b> |

|                                                           |                |                        |
|-----------------------------------------------------------|----------------|------------------------|
| <b>CITY OF LONGVIEW</b>                                   |                |                        |
| Beginning Balance: January 1, 2023                        |                | \$ 1,765,588.92        |
| <b>Longview Revenue</b>                                   |                |                        |
| Farebox/Pass Sales                                        | 11,142.33      | 91,160.18              |
| State Pool - Interest                                     | 12,810.63      | 71,048.86              |
| Payments from CTA                                         | 531,340.00     | 4,250,720.00           |
| 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                 |                | 97,830.19              |
| Paratransit Office Space Rental                           | 941.75         | 7,534.00               |
| Cashier Over-Short / NSF / Bank Returns Fees              | 55.00          | 55.00                  |
| Insurance Recoveries                                      | -              | 700.00                 |
| Other Recoveries / Guest Rider                            | -              | -                      |
| Miscellaneous Adjustments/Settlements                     | -              | 21,500.00              |
| Subtotal                                                  | \$ 556,289.71  | \$ 4,834,676.23        |
| <b>Longview Expenditures</b>                              |                |                        |
| Subtotal                                                  | \$2,744,623.56 | \$6,225,532.03         |
| <b>Longview Ending Balance</b>                            |                | <b>\$ 374,733.12</b>   |
| <b>Combined CTA &amp; Longview Ending Balance</b>         |                | <b>\$ 7,957,541.34</b> |

Date: 10/11/2023  
Invoice # 2023-11

**BILL TO** Cowlitz Transit Authority  
207 North 4<sup>th</sup> Avenue  
Kelso WA 98626

[illegible]

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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  | 1,228  |     |     |     | 11,516  |
|       | 31    | 3,422  | 3,131  | 3,732  | 3,313  | 3,633  | 3,660  | 3,527  | 4,026  | 3,606  |     |     |     | 32,050  |
|       | 32    | 2,632  | 2,302  | 2,525  | 2,350  | 2,472  | 2,484  | 2,704  | 2,828  | 2,538  |     |     |     | 22,835  |
|       | 33    | 2,595  | 2,495  | 2,784  | 2,414  | 2,663  | 2,314  | 2,402  | 2,477  | 2,737  |     |     |     | 22,881  |
|       | 44    | 1,482  | 1,332  | 1,652  | 1,287  | 1,702  | 1,607  | 1,418  | 1,612  | 1,483  |     |     |     | 13,575  |
|       | 45    | 5,332  | 4,822  | 5,762  | 5,829  | 6,196  | 5,822  | 5,267  | 6,364  | 5,494  |     |     |     | 50,888  |
|       | 46    | 299    | 240    | 337    | 356    | 463    | 528    | 458    | 566    | 560    |     |     |     | 3,807   |
|       | 57    | 2,543  | 2,190  | 2,471  | 2,252  | 2,343  | 2,387  | 2,167  | 2,398  | 2,389  |     |     |     | 21,140  |
|       | 411   | 171    | 225    | 166    | 279    | 363    | 402    | 388    | 425    | 385    |     |     |     | 2,804   |
|       | NCC   | 86     | 120    | 72     | 32     |        |        |        |        |        |     |     |     | 310     |
| TOTAL |       | 19,759 | 17,997 | 20,819 | 19,223 | 21,209 | 20,612 | 19,663 | 22,104 | 20,420 |     |     |     | 181,806 |

| 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

Sep-23

| DATE                                  | ROUTE 30 | ROUTE 31 | ROUTE 32 | ROUTE 33 | ROUTE 44 | ROUTE 45 | ROUTE 45B | ROUTE 46 | ROUTE 57 | ROUTE 411 | TOTAL |
|---------------------------------------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|-----------|-------|
| 1                                     | 81       | 221      | 132      | 119      | 82       | 178      | 159       | 47       | 112      | 23        | 1154  |
| 2 S                                   |          | 160      | 95       | 91       |          | 159      |           |          | 106      | 12        | 623   |
| 3                                     |          |          |          |          |          |          |           |          |          |           |       |
| 4 H                                   |          |          |          |          |          |          |           |          |          |           |       |
| 5                                     | 69       | 194      | 114      | 120      | 91       | 200      | 108       | 25       | 132      | 18        | 1071  |
| 6                                     | 67       | 127      | 86       | 107      | 90       | 131      | 73        | 39       | 70       | 14        | 804   |
| 7                                     | 58       | 143      | 92       | 112      | 80       | 185      | 80        | 15       | 99       | 19        | 883   |
| 8                                     | 66       | 127      | 92       | 120      | 77       | 167      | 90        | 33       | 70       | 14        | 856   |
| 9 S                                   |          | 146      | 96       | 86       |          | 141      |           |          | 81       | 14        | 564   |
| 10                                    |          |          |          |          |          |          |           |          |          |           |       |
| 11                                    | 73       | 160      | 94       | 111      | 71       | 158      | 79        | 20       | 105      | 17        | 888   |
| 12                                    | 63       | 122      | 125      | 124      | 88       | 185      | 91        | 27       | 90       | 21        | 936   |
| 13                                    | 48       | 142      | 118      | 93       | 101      | 176      | 58        | 34       | 71       | 15        | 856   |
| 14                                    | 55       | 129      | 92       | 154      | 80       | 163      | 90        | 18       | 89       | 16        | 886   |
| 15                                    | 86       | 139      | 125      | 105      | 68       | 149      | 74        | 19       | 104      | 19        | 888   |
| 16 S                                  |          | 122      | 83       | 90       |          | 118      |           |          | 91       | 5         | 509   |
| 17                                    |          |          |          |          |          |          |           |          |          |           |       |
| 18                                    | 53       | 146      | 115      | 115      | 65       | 140      | 95        | 26       | 148      | 15        | 918   |
| 19                                    | 51       | 129      | 97       | 127      | 74       | 142      | 74        | 26       | 108      | 15        | 843   |
| 20                                    | 82       | 146      | 103      | 121      | 69       | 152      | 83        | 23       | 96       | 13        | 888   |
| 21                                    | 42       | 142      | 102      | 116      | 72       | 152      | 73        | 32       | 115      | 15        | 861   |
| 22                                    | 56       | 169      | 105      | 99       | 77       | 142      | 104       | 22       | 76       | 14        | 864   |
| 23 S                                  |          | 99       | 64       | 84       |          | 93       |           |          | 52       | 11        | 403   |
| 24                                    |          |          |          |          |          |          |           |          |          |           |       |
| 25                                    | 45       | 151      | 130      | 116      | 53       | 134      | 97        | 23       | 110      | 16        | 875   |
| 26                                    | 61       | 143      | 108      | 104      | 73       | 137      | 93        | 39       | 89       | 23        | 870   |
| 27                                    | 50       | 100      | 98       | 100      | 53       | 107      | 83        | 35       | 100      | 15        | 741   |
| 28                                    | 51       | 131      | 80       | 111      | 51       | 126      | 79        | 28       | 111      | 18        | 786   |
| 29                                    | 71       | 190      | 114      | 109      | 68       | 145      | 93        | 29       | 113      | 14        | 946   |
| 30 S                                  |          | 128      | 78       | 103      |          | 138      |           |          | 51       | 9         | 507   |
|                                       |          |          |          |          |          |          |           |          |          |           |       |
|                                       |          |          |          |          |          |          |           |          |          |           |       |
| <b>TOTAL (25)</b>                     | 1228     | 3606     | 2538     | 2737     | 1483     | 3718     | 1776      | 560      | 2389     | 385       | 20420 |
| <b>WEEKDAY TOTAL (20)</b>             | 1228     | 2951     | 2122     | 2283     | 1483     | 3069     | 1776      | 560      | 2008     | 334       | 17814 |
| <b>SATURDAY/REDUCED DAY TOTAL (5)</b> |          | 655      | 416      | 454      |          | 649      |           |          | 381      | 51        | 2606  |
| <b>DAILY AVERAGE</b>                  | 61       | 144      | 102      | 109      | 74       | 149      | 89        | 28       | 96       | 15        | 817   |
| <b>WEEKDAY AVERAGE</b>                | 61       | 148      | 106      | 114      | 74       | 153      | 89        | 28       | 100      | 17        | 891   |
| <b>SATURDAY/REDUCED DAY AVERAGE</b>   |          | 131      | 83       | 91       |          | 130      |           |          | 76       | 10        | 521   |

**Ridership by Hour**  
**9/1/2023 - 9/30/2023**

**Weekday - Passengers by Hour**

| Route | 630 | 700 | 800 | 900 | 1000 | 1100                  | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | 1800 | TOTAL |
|-------|-----|-----|-----|-----|------|-----------------------|------|------|------|------|------|------|------|-------|
| 31    | 40  | 194 | 225 | 234 | 299  | 259                   | 284  | 278  | 271  | 281  | 230  | 223  | 133  | 2,951 |
| 32    | 20  | 70  | 117 | 166 | 236  | 213                   | 215  | 218  | 204  | 267  | 195  | 125  | 76   | 2,122 |
| 33    | 9   | 92  | 176 | 180 | 159  | 195                   | 222  | 251  | 247  | 264  | 232  | 165  | 91   | 2,283 |
| Route | 630 | 720 | 820 | 920 | 1020 | 1120                  | 1220 | 1320 | 1420 | 1520 | 1620 | 1720 | 1820 |       |
| 44    | 50  | 61  | 94  | 135 | 158  | 147                   | 155  | 149  | 123  | 158  | 127  | 75   | 51   | 1,483 |
| 57    | 54  | 152 | 110 | 128 | 154  | 148                   | 160  | 167  | 297  | 240  | 178  | 162  | 58   | 2,008 |
| Route |     |     |     |     | 1030 | 1130                  | 1230 | 1330 | 1430 | 1530 | 1630 |      |      |       |
| 30    |     |     |     |     | 173  | 160                   | 202  | 192  | 214  | 168  | 119  |      |      | 1,228 |
| Route |     |     |     |     | 1050 | 1150                  | 1250 | 1350 | 1450 | 1550 |      |      |      |       |
| 46    |     |     |     |     | 62   | 82                    | 100  | 104  | 120  | 92   |      |      |      | 560   |
| Route | 630 | 700 | 730 | 800 |      | not shown for brevity |      |      |      | 1700 | 1720 | 1800 | 1830 |       |
| 45    | 42  | 115 | 140 | 150 |      |                       |      |      |      | 235  | 145  | 79   | 48   | 4,845 |
| Route |     | 715 | 815 | 915 |      | 1115                  | 1215 |      | 1415 | 1515 | 1615 | 1715 |      |       |
| 411   |     | 23  | 23  | 47  |      | 54                    | 38   |      | 47   | 43   | 30   | 29   |      | 334   |

**Saturday - Passengers by Hour**

|       |     |     |     |      |                       |      |      |      |      |      |      |      |     |
|-------|-----|-----|-----|------|-----------------------|------|------|------|------|------|------|------|-----|
| Route |     | 800 | 900 | 1000 | 1100                  | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 |      |     |
| 31    |     | 24  | 29  | 64   | 76                    | 94   | 105  | 85   | 76   | 63   | 39   | 655  |     |
| 32    |     | 21  | 23  | 41   | 38                    | 47   | 65   | 67   | 48   | 43   | 23   | 416  |     |
| 33    |     | 26  | 31  | 38   | 35                    | 45   | 64   | 43   | 74   | 60   | 38   | 454  |     |
| Route |     | 820 | 920 | 1020 | 1120                  | 1220 | 1320 | 1420 | 1520 | 1620 | 1720 |      |     |
| 57    |     | 19  | 35  | 48   | 45                    | 48   | 41   | 42   | 43   | 36   | 24   | 381  |     |
| Route | 800 | 830 | 900 | 930  | not shown for brevity |      |      |      | 1600 | 1630 | 1700 | 1730 |     |
| 45    | 27  | 20  | 32  | 15   |                       |      |      |      | 42   | 23   | 22   | 15   | 649 |
| Route |     | 915 |     |      |                       |      |      |      |      | 1515 |      |      |     |
| 411   |     | 21  |     |      |                       |      |      |      |      | 30   |      |      | 51  |

**Total Fixed Route**

**20,420**

## Average Passengers per Trip

9/1/2023 - 9/30/2023

### Weekday

| Route | 630 | 700  | 800  | 900  | 1000                  | 1100 | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | 1800 | Passengers per<br>Revenue Service<br>Hr | Avg daily<br>boardings |
|-------|-----|------|------|------|-----------------------|------|------|------|------|------|------|------|------|-----------------------------------------|------------------------|
| 31    | 2.0 | 9.7  | 11.3 | 11.7 | 15.0                  | 13.0 | 14.2 | 13.9 | 13.6 | 14.1 | 11.5 | 11.2 | 6.7  | 11.8                                    | 148                    |
| 32    | 1.0 | 3.5  | 5.9  | 8.3  | 11.8                  | 10.7 | 10.8 | 10.9 | 10.2 | 13.4 | 9.8  | 6.3  | 3.8  | 8.5                                     | 106                    |
| 33    | 0.5 | 4.6  | 8.8  | 9.0  | 8.0                   | 9.8  | 11.1 | 12.6 | 12.4 | 13.2 | 11.6 | 8.3  | 4.6  | 9.1                                     | 114                    |
| Route | 630 | 720  | 820  | 920  | 1020                  | 1120 | 1220 | 1320 | 1420 | 1520 | 1620 | 1720 | 1820 |                                         |                        |
| 44    | 2.5 | 3.1  | 4.7  | 6.8  | 7.9                   | 7.4  | 7.8  | 7.5  | 6.2  | 7.9  | 6.4  | 3.8  | 2.6  | 6.0                                     | 74                     |
| 57    | 2.7 | 7.6  | 5.5  | 6.4  | 7.7                   | 7.4  | 8.0  | 8.4  | 14.9 | 12.0 | 8.9  | 8.1  | 2.9  | 8.1                                     | 100                    |
| Route |     |      |      |      | 1030                  | 1130 | 1230 | 1330 | 1430 | 1530 | 1630 |      |      |                                         |                        |
| 30    |     |      |      |      | 8.7                   | 8.0  | 10.1 | 9.6  | 10.7 | 8.4  | 6.0  |      |      | 8.8                                     | 61                     |
| Route |     |      |      |      | 1050                  | 1150 | 1250 | 1350 | 1450 | 1550 |      |      |      |                                         |                        |
| 46    |     |      |      |      | 3.1                   | 4.1  | 5.0  | 5.2  | 6.0  | 4.6  |      |      |      | 4.7                                     | 28                     |
| Route | 630 | 700  | 730  | 800  | not shown for brevity |      |      |      |      | 1700 | 1720 | 1800 | 1830 |                                         |                        |
| 45    | 2.1 | 5.8  | 7.0  | 7.5  |                       |      |      |      |      | 11.8 | 7.3  | 4.0  | 2.4  | 12.4                                    | 242                    |
| Route |     | 715  | 815  | 915  |                       | 1115 | 1215 |      | 1415 | 1515 | 1615 | 1715 |      |                                         |                        |
| 411   |     | 1.15 | 1.15 | 2.35 |                       | 2.70 | 1.90 |      | 2.35 | 2.15 | 1.50 | 1.45 |      | 3.2                                     | 17                     |

### Saturday

|       |     |     |      |                       |      |      |      |      |      |      | Passengers per<br>Revenue Service<br>Hr | Avg daily<br>boardings |    |
|-------|-----|-----|------|-----------------------|------|------|------|------|------|------|-----------------------------------------|------------------------|----|
| Route | 800 | 900 | 1000 | 1100                  | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 |                                         |                        |    |
| 31    | 4.8 | 5.8 | 12.8 | 15.2                  | 18.8 | 21.0 | 17.0 | 15.2 | 12.6 | 7.8  | 13.1                                    | 131                    |    |
| 32    | 4.2 | 4.6 | 8.2  | 7.6                   | 9.4  | 13.0 | 13.4 | 9.6  | 8.6  | 4.6  | 8.3                                     | 83                     |    |
| 33    | 5.2 | 6.2 | 7.6  | 7.0                   | 9.0  | 12.8 | 8.6  | 14.8 | 12.0 | 7.6  | 9.1                                     | 91                     |    |
| Route | 820 | 920 | 1020 | 1120                  | 1220 | 1320 | 1420 | 1520 | 1620 | 1720 |                                         |                        |    |
| 57    | 3.8 | 7.0 | 9.6  | 9.0                   | 9.6  | 8.2  | 8.4  | 8.6  | 7.2  | 4.8  | 7.9                                     | 76                     |    |
| Route | 800 | 830 | 900  | not shown for brevity |      |      | 1600 | 1630 | 1700 | 1730 |                                         |                        |    |
| 45    | 5.4 | 4.0 | 6.4  |                       |      |      | 8.4  | 4.6  | 4.4  | 3.0  | 13.0                                    | 130                    |    |
| Route | 915 |     |      | 1515                  |      |      |      |      |      |      |                                         |                        |    |
| 411   | 4.2 |     |      | 6.0                   |      |      |      |      |      |      |                                         | 8.5                    | 10 |

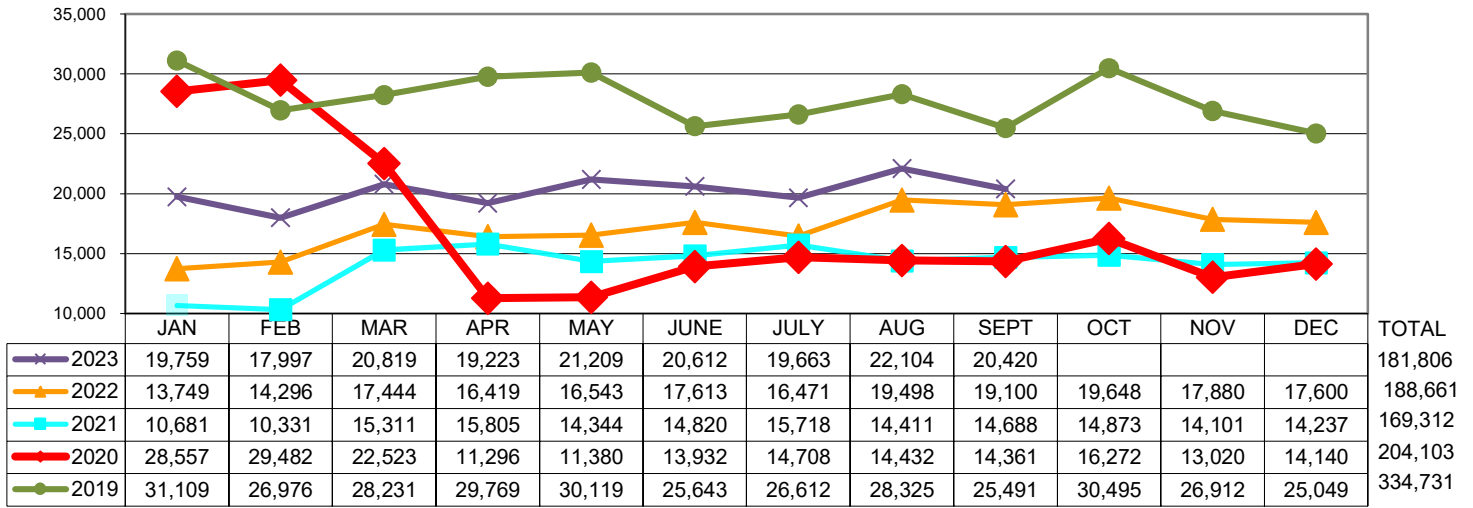
### System Productivity

Red Less than 3.0 passengers per hour

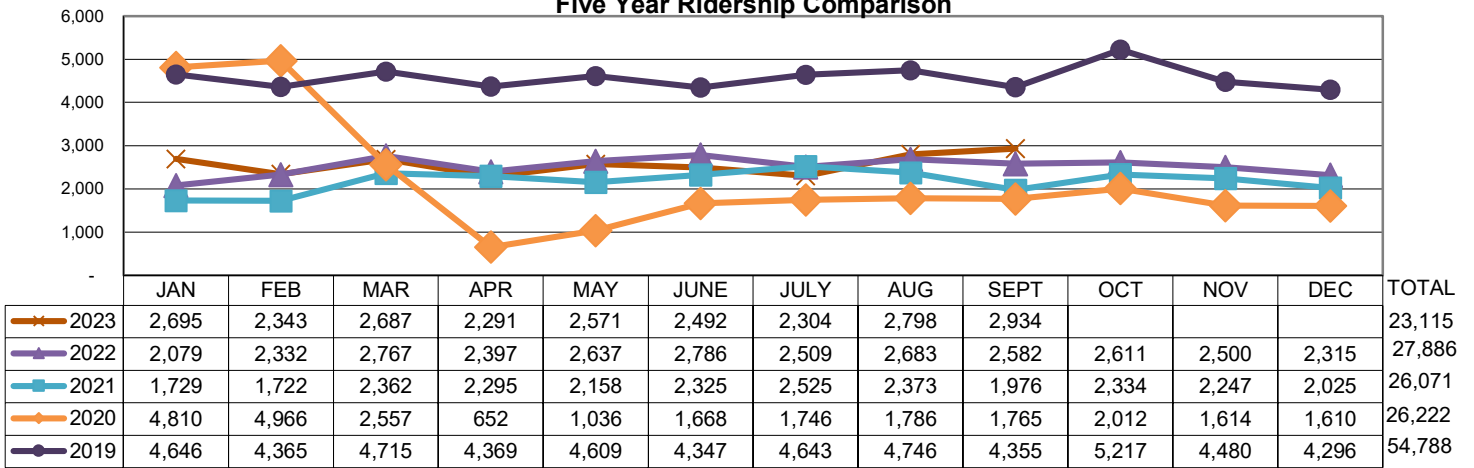
8.8

| Date      | Total Psgrs | Demand<br>Response<br>Client Trips | Number of<br>Attendts | Number<br>of Guests | Delivered<br>AMB Psgrs | Delivered<br>W/C Psgrs | %<br>W/C Psgrs<br>Delivered | Psgrs<br>Rev Hour | CXLS | No Shows |
|-----------|-------------|------------------------------------|-----------------------|---------------------|------------------------|------------------------|-----------------------------|-------------------|------|----------|
| 9/1/2023  | 114         | 92                                 | 20                    | 2                   | 70                     | 22                     | 23.91%                      | 2.33              | 10   | 1        |
| 9/2/2023  | 75          | 55                                 | 20                    | 0                   | 42                     | 13                     | 23.64%                      | 2.96              | 7    | 5        |
| 9/5/2023  | 127         | 112                                | 13                    | 2                   | 97                     | 15                     | 13.39%                      | 2.55              | 11   | 1        |
| 9/6/2023  | 134         | 116                                | 18                    | 0                   | 83                     | 33                     | 28.45%                      | 2.56              | 8    | 3        |
| 9/7/2026  | 136         | 109                                | 27                    | 0                   | 81                     | 28                     | 25.69%                      | 2.95              | 7    | 2        |
| 9/8/2023  | 133         | 100                                | 33                    | 0                   | 76                     | 24                     | 24.00%                      | 2.53              | 14   | 1        |
| 9/9/2023  | 67          | 49                                 | 18                    | 0                   | 35                     | 14                     | 28.57%                      | 2.73              | 12   | 2        |
| 9/11/2023 | 80          | 70                                 | 9                     | 1                   | 53                     | 17                     | 24.29%                      | 2.05              | 18   | 2        |
| 9/12/2023 | 158         | 120                                | 38                    | 0                   | 97                     | 23                     | 19.17%                      | 2.89              | 10   | 1        |
| 9/13/2023 | 140         | 108                                | 31                    | 1                   | 80                     | 28                     | 25.93%                      | 2.35              | 11   | 1        |
| 9/14/2023 | 127         | 104                                | 23                    | 0                   | 89                     | 15                     | 14.42%                      | 2.38              | 13   | 2        |
| 9/15/2023 | 94          | 76                                 | 18                    | 0                   | 59                     | 17                     | 22.37%                      | 2.20              | 19   | 3        |
| 9/16/2023 | 80          | 57                                 | 23                    | 0                   | 45                     | 12                     | 21.05%                      | 3.35              | 4    | 3        |
| 9/18/2023 | 82          | 72                                 | 10                    | 0                   | 46                     | 26                     | 36.11%                      | 2.25              | 10   | 0        |
| 9/19/2022 | 167         | 125                                | 40                    | 2                   | 99                     | 26                     | 20.80%                      | 3.01              | 9    | 5        |
| 9/20/2022 | 162         | 135                                | 27                    | 0                   | 105                    | 30                     | 22.22%                      | 2.87              | 7    | 0        |
| 9/21/2022 | 129         | 93                                 | 36                    | 0                   | 72                     | 21                     | 22.58%                      | 2.61              | 19   | 3        |
| 9/22/2022 | 140         | 107                                | 33                    | 0                   | 76                     | 31                     | 28.97%                      | 2.61              | 6    | 0        |
| 9/23/2022 | 67          | 47                                 | 20                    | 0                   | 39                     | 8                      | 17.02%                      | 3.03              | 4    | 2        |
| 9/25/2023 | 69          | 55                                 | 14                    | 0                   | 45                     | 10                     | 18.18%                      | 1.95              | 11   | 0        |
| 9/26/2022 | 167         | 128                                | 38                    | 1                   | 102                    | 26                     | 20.31%                      | 2.97              | 7    | 1        |
| 9/27/2022 | 134         | 111                                | 21                    | 2                   | 83                     | 28                     | 25.23%                      | 2.37              | 21   | 4        |
| 9/28/2022 | 137         | 106                                | 29                    | 2                   | 93                     | 13                     | 12.26%                      | 2.85              | 4    | 7        |
| 9/29/2022 | 141         | 108                                | 26                    | 7                   | 83                     | 25                     | 23.15%                      | 2.89              | 15   | 1        |
| 9/30/2022 | 74          | 59                                 | 15                    | 0                   | 47                     | 12                     | 20.34%                      | 3.03              | 1    | 2        |
|           |             |                                    |                       |                     |                        |                        |                             |                   |      |          |
|           |             |                                    |                       |                     |                        |                        |                             |                   |      |          |
|           |             |                                    |                       |                     |                        |                        |                             |                   |      |          |
|           |             |                                    |                       |                     |                        |                        |                             |                   |      |          |
|           | 2934        | 2314                               | 600                   | 20                  | 1797                   | 517                    | 22.34%                      | 2.63              | 258  | 52       |

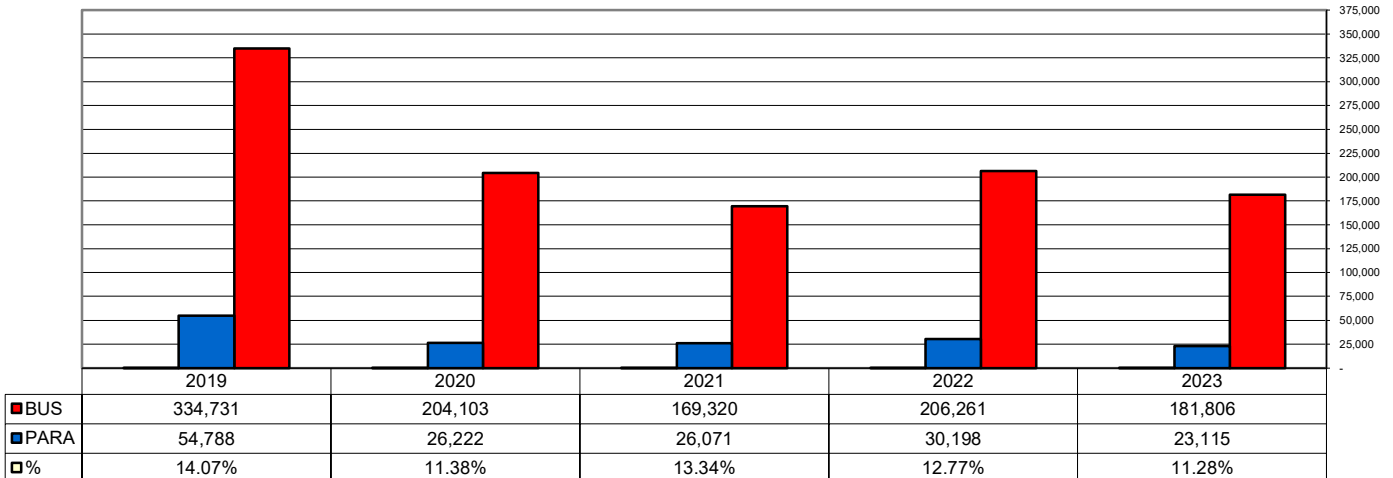
### RiverCities Transit Fixed Route Five Year Ridership Comparison

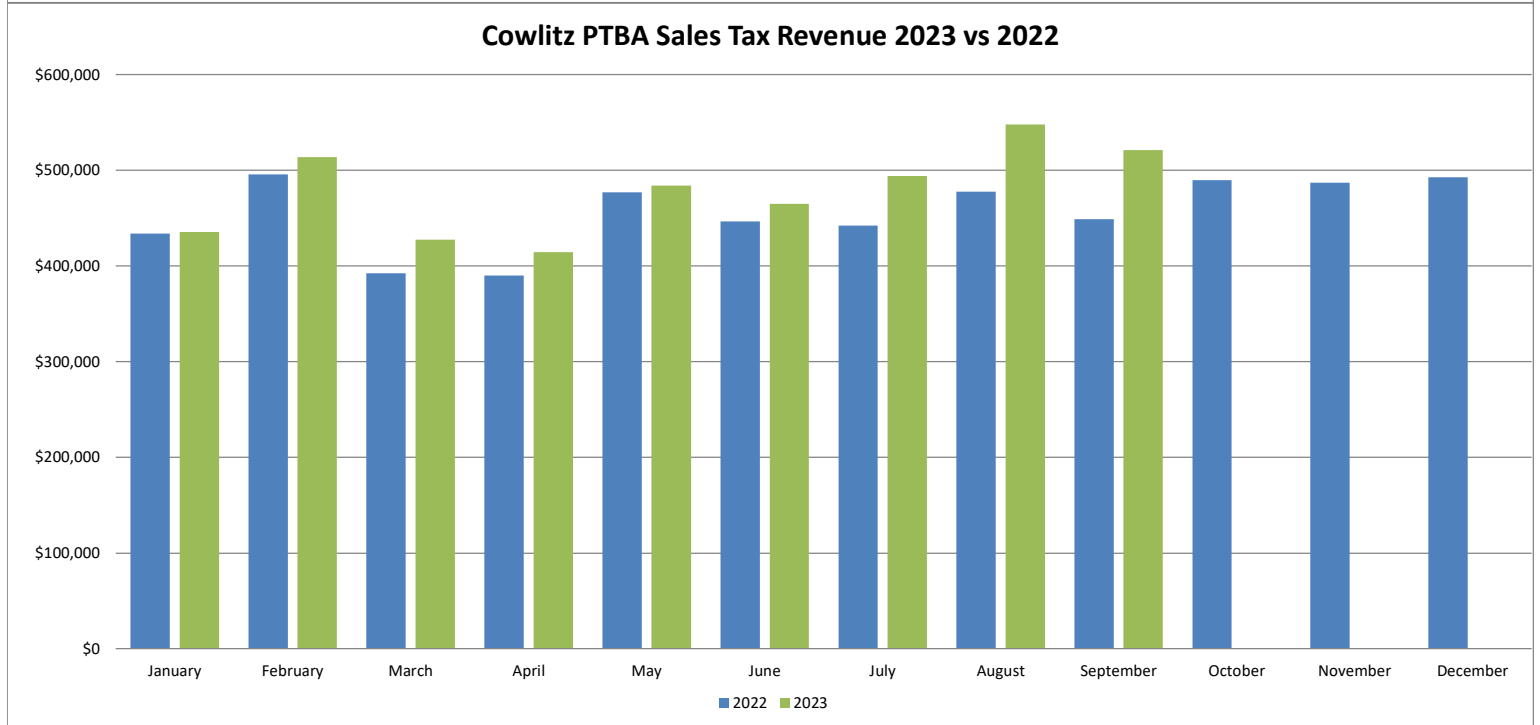
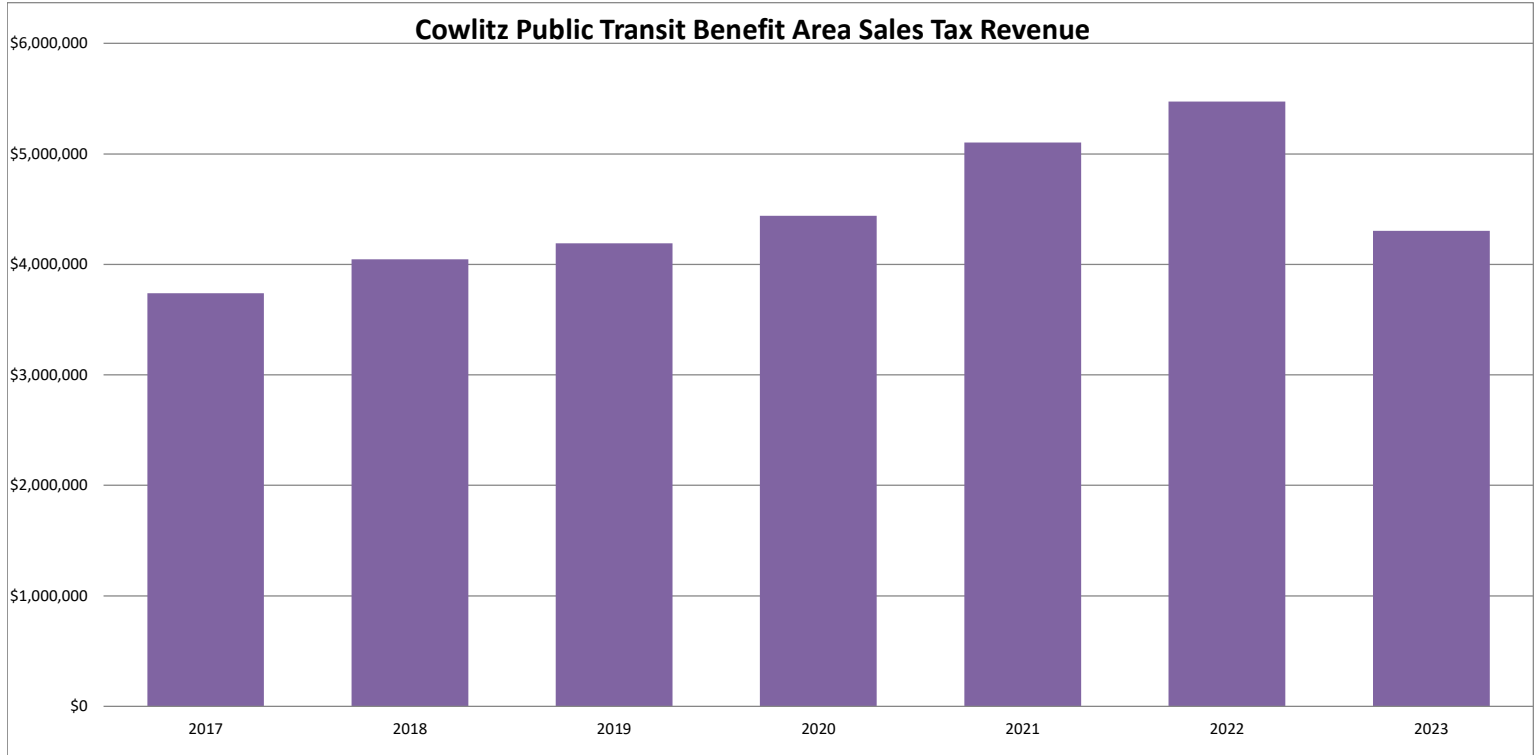


### RiverCities Transit Paratransit Five Year Ridership Comparison



### Comparison of Ridership Bus and Paratransit Ridership





# Cowlitz Transit Authority Agenda Summary

## **PUBLIC HEARING: ANNEXATION OF LEXINGTON INTO THE COWLITZ PTBA**

### **SUMMARY STATEMENT:**

In May 2022, a pilot service between Longview Transit Center and Lexington was launched via Westside Highway, and operating through several neighborhoods in the Lexington area, including Lexington Elementary School.

Funding for this project was initially set to end on April 30, 2024. A grant from WSDOT partially supported service through June 30, 2023, with ongoing funds provided by the Cowlitz Transit Authority from sales tax revenue in Kelso and Longview.

The service, designated Route 411, operates Monday through Saturday, except six (6) major holidays. Fixed route ridership has increased to an average of 393 riders per month, May through September 2023. Deviations are made for ADA-eligible paratransit riders, with curb-to-curb service, in the Lexington and Beacon Hill neighborhoods.

At its September 13, 2023 meeting, the Cowlitz Transit Authority Board set a public hearing on a proposed annexation of the Lexington and Beacon Hill areas into the Cowlitz Public Transportation Benefit Area (PTBA) to continue operating the service beyond the term of the pilot project.

Annexation would require registered voter approval from the eight precincts in the annexation area, as the sales tax in that area would increase by three tenths of one percent (0.3%), equal to three cents (3¢) on a ten dollar (\$10) purchase, to help support the service.

If the annexation is approved by the CTA Board, the election would take place in conjunction with the August 2024 primary election. Route 411 service would be continued at minimum through the results of the election.

### **BUDGET:**

The estimated additional expense for operating Route 411 from May 1 through August 31, 2024, is \$66,736.

### **RECOMMENDED ACTION:**

Conduct public hearing.

### **THEN:**

Motion to approve annexation of Lexington into the Cowlitz Public Transportation Benefit Area, subject to voter approval at the August 2024 primary election.



# Cowlitz Transit Authority

## Agenda Summary

### SELECTION PROCESS FOR COWLITZ TRANSIT AUTHORITY COUNSEL

#### SUMMARY STATEMENT:

Staff received an email on September 27, 2023, from CTA Counsel Tom Lee tendering his notice to terminate the 2023-2025 Legal Services Agreement effective immediately. Mr. Lee has joined a law firm that has a conflict with the City of Longview and will not waive its requirement for him to terminate with CTA. Mr. Lee did state he would do everything in his power to facilitate a smooth transition.

The possible decision for annexing Lexington into the Cowlitz Public Transit Benefit Area (PTBA) will result in specific tasks by the CTA's legal counsel to ensure the board and staff follow the requirements for an annexation election. Time will be of the essence, so staff contacted other transit agencies for how they proceeded with an annexation and/or a de-annexation. If the Lexington annexation moves forward, staff proposes two options for selecting legal counsel for the Authority.

- A. Direct staff to contact the law firm rated second in last year's process, Vander Stoep, Blinks, Jones, & Unzelman of Chehalis, to confirm if Allen Unzelman remains interested in becoming counsel for CTA. Mr. Unzelman provides legal counsel to several public agencies, including Beacon Hill Water and Sewer District and Three Rivers Regional Wastewater Authority locally.
- B. Direct staff to contact K&L Gates, a law firm recommended by other transit agencies as having considerable experience with PTBA annexations, to advise the board and counsel on the requirements, process, and related matters. Concurrently, staff will reissue a new request for qualifications for law firms interested in providing legal services long-term.

#### BUDGET:

The expense for Counsel services will be determined by an agreed upon rate and the expectations by the Board and will be budgeted accordingly. Advertising expense for a solicitation would be approximately \$200.

#### RECOMMENDED ACTION:

Determine a preferred option for selecting Counsel to CTA.

#### THEN:

Motion to authorize staff to proceed with the preferred option for selecting Counsel to the Cowlitz Transit Authority.