



## 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, December 13, 2023

4:00 PM

Hybrid Meeting  
Longview Council Chambers  
1525 Broadway St, Longview

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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, December 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>

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](mailto:customerservice@rctransit.org).

#### Next meeting

Wednesday, January 10, 2024  
4:00 p.m. – Regular Board Meeting

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS**
5. **CONSIDERATION OF MINUTES FOR THE NOVEMBER 8, 2023 MEETING**

23-001808 November 8, 2023 CTA Board Meeting Minutes

6. **CONSENT CALENDAR**

23-001809 2023 October CTA Treasurer's Report

23-001810 2023 October CTA Fund Balance Report

23-001818 Invoice #2024-01 - City of Longview \$553,741.00

23-001819 Order #59129 - The Daily News \$181.00

23-001824 Invoice #2131 - Law Office of Erin H. Winkles - \$90.00

23-001825 Invoice #2023-148 - CWCOC - LKRATS Q1 - \$2,813.85

7. **REPORTS**

23-001811 2023 Annual Fixed Route Ridership

23-001812 2023 November Daily Fixed Route Ridership

23-001813 2023 November Fixed Route Ridership per Hour

23-001814 2023 November Average Fixed Route Passengers per Trip

23-001815 2023 November LIFT Monthly Ridership

23-001816 Five Year Ridership Graph

23-001817 PTBA Sales Tax Data 2023 vs. 2022

8. **SUMMARY SHEET: PUBLIC HEARING ON 2024 CTA BUDGET**

23-001822 **SUMMARY STATEMENT:**

Each year, the Cowlitz Transit Authority must approve its annual budget for the following year. Funds paid to the City of Longview to operate RiverCities Transit make up approximately 36.7% of the Transit Authority's annual budget, while matching and direct funds paid for capital projects account for 11.8% of the CTA budget.

The total estimated reserve balance for the Cowlitz Transit Authority at end of 2023 is \$7,591,115. The PTBA received higher than expected sales tax revenue in 2023. Capital reimbursements are also carried over into 2024 due to timing.

For 2024, the total estimated payment to the City of Longview to cover operations and capital expenses is \$6,644,894, which includes \$515,830 of reserves.

The other CTA expenses include \$11,750 for legal services, \$15,935 for CWCOG dues and local match, \$7,000 for audit expenses, and \$150,000 for bus stop amenities. The total estimated reserve balance for the Cowlitz Transit Authority at end of 2023 is \$6,890,600.

**RECOMMENDED ACTION:**

Hold public hearing on the 2024 Cowlitz Transit Authority budget.

**THEN:**

Motion to adopt Resolution 2023-03.

23-001823 2024 CTA Estimated Budget Narrative

9. **SUMMARY SHEET: EXTENSION OF YOUTH PASS PROGRAM**

23-001821 **SUMMARY STATEMENT:**

In September 2022, the Cowlitz Transit Authority Board extended the original term of the Youth Pass project from December 2022 to June 2024. This qualified RiverCities Transit to be a recipient of the Washington State Transit Support Grant rather than have its share of that funding be distributed to other transit agencies.

Although the passes are issued, when authorized by a parent or guardian, for youth up though 18 years old, the policy remains that riders under 12 must be accompanied by a parent or guardian

The program has been successful, with the number of youth pass riders each year increasing. Through November, Youth Pass riders have made 22,420 trips in 2023 on fixed route and LIFT services.

With the 2024 Youth Pass application period soon to begin, the issuance and use of next year's passes would be much clearer to the parents and guardians if the passes were valid for the entire calendar year. Also, it would simplify the grant process for staff and WSDOT if our Youth Pass program covered at minimum the State budget biennium, which currently ends in June 2025. Therefore, staff recommends extending the program through at least December 31, 2025.

**RECOMMENDED ACTION:**

A motion to extend RiverCities Transit Youth Pass program through December 31, 2025.

10. **MANAGER'S REPORT**

11. **RECOGNITION OF SERVICE: MIKE WALLIN**

12. **MISCELLANEOUS**

13. **ADJOURNMENT**