



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, December 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, 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 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, 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



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)*

Wednesday, November 8, 2023	4:00 PM	Hybrid Meeting Longview Council Chambers 1525 Broadway St, Longview
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Written comments may be submitted up to forty-eight (48) hours in advance via email at customerservice@rctransit.org.

Next meeting

Wednesday, December 13, 2023

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

1. CALL TO ORDER

Chair Weber called the meeting to order at 4:01 pm.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

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

Absent: Member (Alternate) Mike Karnofski; Member (Alternate) Spencer Boudreau; Member (Alternate) Richard Dahl

Staff Present: Jim Seeks, Transit Manager; Tara Hargrave, Clerk of the Board

Others Present: Betsy DeSpain, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager; Lauren Reed, CWCOC (via Zoom)

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE OCTOBER 11, 2023 MEETING

A motion was made by Member Alexander, seconded by Member Wallis, to approve the October 11, 2023 Cowlitz Transit Authority Regular Board Meeting Minutes as amended. The motion carried unanimously.

23-001649 October 11, 2023 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

23-001640 2023 September CTA Treasurer's Report

23-001641 2023 September CTA Fund Balance Report

23-001696 Invoice #2023-12 - City of Longview-\$531,340

23-001697 Invoice #91223 - R. Thomas Lee, PLLC - \$1,925

23-001698 Invoice #45 - Kelso School District - \$10.00

23-001702 Invoice #2023-116-CWCOG

7. REPORTS

Chair Weber called on staff for discussion or questions on reports. Transit Manager Seeks stated that ridership is now at 72% of 2019 and still trending upward. The reports were accepted as provided.

23-001642 2023 Annual Fixed Route Ridership

23-001643 2023 October Daily Fixed Route Ridership

23-001644 2023 October Fixed Route Ridership per Hour

23-001645 2023 October Average Fixed Route Passengers per Trip

23-001646 2023 October LIFT Monthly Ridership

23-001647 Five Year Ridership Graph

23-001648 PTBA Sales Tax Data 2023 vs. 2022

8. LCC 2023-2024 RIDERSHIP AGREEMENT

Vice Chair Wallin made a motion, seconded by Member Wallis, to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College. The motion carried unanimously.

23-001700 SUMMARY STATEMENT:

RiverCities Transit staff has collaborated with the administration of Lower Columbia College to renew the annual agreement that allows Lower Columbia College students, staff, and faculty access to RiverCities Fixed Route service in exchange for a single lump sum payment based on usage from the prior year. RiverCities staff recommends the renewal agreement for the 2023-2024 school year.

The ridership agreement with Lower Columbia College allows RiverCities Transit Staff on campus to market and perform outreach to students and faculty. RiverCities Transit is obligated to track the ridership of Lower Columbia College students and staff.

RiverCities provided Lower Columbia College pass holders nine thousand three hundred seventy (9,370) trips during the 2022-2023 school year. The term of this agreement is for one year, starting September 1, 2023, continuing through August 31, 2024, and subject to annual renewal.

BUDGET:

This agreement will generate \$2,186 in fare revenue.

RECOMMENDED ACTION:

Motion to authorize the Cowlitz Transit Authority Board Chair to execute the Ridership Agreement with Lower Columbia College.

9. ESTABLISH PUBLIC HEARING FOR 2024 CTA BUDGET

Member LeFebvre made a motion, seconded by Member Alexander, to establish a public hearing to be held at the December 13, 2023 CTA Board Meeting to review comments on the 2024 annual budget. The motion carried unanimously.

23-001699 SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:

Establish a public hearing to be held at the December 13, 2023 CTA Board Meeting to receive comments on the 2024 annual budget.

10. LEGAL COUNSEL FOR CTA

Transit Manager Seeks stated that he and Member Wallis met, reviewed the legal counsel submissions, and decided to recommend the Law Office of Erin H. Winkles. Clerk of the Board Hargrave recused herself from the committee.

Member Wallis made a motion, seconded by Member LeFebvre, to approve the Consulting/Legal Fee Agreement between Cowlitz Transit Authority and the recommended attorney. The motion carried unanimously.

23-001701 SUMMARY STATEMENT:

The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, legal interpretation of state and federal laws, and related matters, and is in need of services.

At the direction of the CTA Board, an RFQ for a qualified Cowlitz County-based attorney was issued on October 16, 2023, with a deadline for submission of November 3, 2023.

Board Member Wallis, Transit Manager Seeks, and Clerk of the Board Hargrave will review the proposals for legal counsel received on November 7, 2023, and will both share the proposers and provide a recommendation to the Authority at its November 8 meeting.

A draft contract is attached. The contract is for services December 1, 2023 through November 30, 2025, with an option to extend if desired by CTA.

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

RECOMMENDED ACTION:

The review committee will recommend a qualified attorney as Legal Counsel to the Cowlitz Transit Authority.

THEN:

Motion to approve the Consulting/Legal Fee Agreement between the Cowlitz Transit Authority and the recommended attorney.

11. MANAGER'S REPORT

Manager Seeks reported that all the cutaway buses are now in service; RiverCities Transit participated in the Halloween Trick or Treating at the lake accompanied by a cutaway bus and the Halloween Trunk or Treat at Tam O'Shanter Park accompanied by a Fixed Route Coach; and he presented information regarding Route 411 and the possible PTBA Annexation at the PTO meeting at Lexington Elementary.

Paratransit Manager Sheila Harmon reported LIFT monthly ridership trends remain the same.

12. MISCELLANEOUS

Member Alexander reported that Kelso will be doing a lighted Veteran's Day parade this year.

13. ADJOURNMENT

Chair Weber adjourned the meeting at 4:18 pm.

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		3,440,760.44	567,410.35	-555,466.12	11,944.23	3,452,704.67
1180000 INVESTMENTS		4,163,147.05	24,126.12	0.00	24,126.12	4,187,273.17
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	-4,303,218.45	0.00	-541,731.71	-541,731.71	-4,844,950.16
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	-226,208.12	0.00	-24,126.12	-24,126.12	-250,334.24
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	-10,916.35	0.00	-1,552.52	-1,552.52	-12,468.87
5492000 OTHER	8900000 DISTRICT ACTIVITIES	4,800,194.25	531,340.00	0.00	531,340.00	5,331,534.25
Total		0.00	1,654,216.47	-1,654,216.47	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: October 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	541,731.71	4,844,950.16
Interest Earnings/Investments	24,126.12	250,334.24
Local Sales Interest	1,552.52	12,468.87
LCC Ridership Agreement		-
Other Miscellaneous Revenue		-
Subtotal	\$ 567,410.35	\$ 5,107,753.27
CTA Expenditures		
City of Longview	531,340.00	5,320,205.05
City of Longview - Audit Services	-	-
Legal Counsel	-	700.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	-	10,629.20
Subtotal	\$ 531,340.00	\$ 5,331,534.25
CTA Ending Balance		\$ 7,639,977.84

CITY OF LONGVIEW		
Beginning Balance: January 1, 2023		\$ 1,765,588.92
Longview Revenue		
Farebox/Pass Sales	9,314.13	114,033.49
State Pool - Interest	3,327.73	77,619.33
Payments from CTA	531,340.00	5,313,400.00
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	9,417.50
Cashier Over-Short / NSF / Bank Returns Fees	-	55.00
Insurance Recoveries	-	700.75
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	21,500.00
Subtotal	\$ 544,923.61	\$ 5,928,684.26
Longview Expenditures		
Subtotal	\$1,782,956.32	\$8,478,540.05
Longview Ending Balance		\$ (784,266.87)
Combined CTA & Longview Ending Balance		\$ 6,855,710.97

Date: 12/13/2023
Invoice # 2024-01

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

[illegible]

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THE DAILY NEWS

LONGVIEW, WA

ACCOUNT NUMBER	Order No
162-60001353	59129
BILLING PERIOD	TERMS OF PAYMENT
09/25/2023 – 10/29/2023	Net 30
CUSTOMER NAME	CUSTOMER NUMBER
RIVER CITIES TRANSIT	162-60001353

STATEMENT NO. 23606

INVOICE AND STATEMENT

Date	Order Number	Description Other Comments	Billed Units	Total
10/21/2023	59129	Notice - RFQ for CTA Legal Services 2023	Lines 46	181.00

Rev'd.
10/15/2022

J Hicks
11/15/2023

1.5% Monthly finance charges (18% APR) added to accts over 60 days. We may impose a 3.0% surcharge on credit cards, which is never greater than our cost of acceptance. Questions? Email advertiserbilling@lee.net with full acct #.

The Daily News
Lee Advertising
PO Box 4690
Carol Stream IL 60197-4690

**The Daily News
Lee Advertising
PO Box 4690
Carol Stream IL 60197-4690**

☐ Check # _____
 ☐ Credit Card

☐ 
☐ 
☐ 

Acct #: _____

Exp. Date:

Name on credit card _____

Signature _____

Please make checks payable to: **The Daily News**

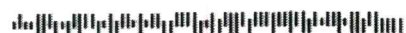
Account #	162-60001353
Order No	59129
Billing Date	10/29/2023
Amount Due	\$181.00
Amount Enclosed	\$



RIVER CITIES TRANSIT
c/o Jim Seeks
P.O. BOX 128, 254 OREGON WAY
LONGVIEW WA 98632

000772

LEE ENTERPRISES
PO BOX 4690
CAROL STREAM IL 60197-4690



1626000135340005975000000000005975000000000000000001029232018

INVOICE



LAW OFFICE OF
ERIN H. WINKLES

Invoice # 2131
Date: 12/01/2023
Due On: 12/07/2023

Law Office of Erin H. Winkles P.S.

1424 16th Avenue/ PO Box 7
Longview, WA 98632
Phone: 360-578-1392
Email: erin@erinwinkleslaw.com

Cowlitz Transit Authority
RiverCities Transit
1135 12th Avenue
Longview, WA 98632

00560-Cowlitz Transit Authority

General File

Date	Time Keeper	Notes	Quantity	Rate	Total
11/14/2023	Kristyn Murphy	INSTRUCTIONS FROM ATTORNEY; ELECTRONIC FILE MANAGEMENT; SCAN, SAVE AND EMAIL LEGAL SERVICES AGREEMENT TO CLIENT	0.40	\$175.00	\$70.00
11/29/2023	Brenda Beehler	CREATED PHYSICAL FILE, LABELS AND ELECTRONIC FILE	0.20	\$100.00	\$20.00
Subtotal					\$90.00
Total					\$90.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
2131	12/07/2023	\$90.00	\$0.00	\$90.00

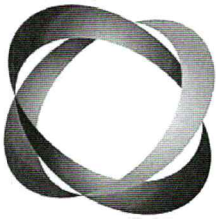
Outstanding Balance	\$90.00
Amount in Trust	\$0.00
Total Amount Outstanding	\$90.00

Within 7 days of the above date, your trust funds will be applied to this bill unless you contact our office. Per your legal services agreement, please keep your trust account replenished to the required minimum balance.

****PAYABLE UPON RECEIPT****

MAKE ALL CHECKS PAYABLE TO LAW OFFICE OF ERIN H. WINKLES P.S.

WE ACCEPT ALL CREDIT AND DEBIT CARDS



Cowlitz-Wahkiakum Council of Govts
PO Box 128
Kelso, WA 98626
finance@cw cog.org
cw cog.org

INVOICE

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

INVOICE # 2023-148
DATE 12/01/2023
DUE DATE 01/15/2024
TERMS Net 45

DESCRIPTION		QTY	RATE	AMOUNT
Grant Match - MPO	LKRATS Q1 (Jul-Sep 23) – Labor	1	1,141.12	1,141.12
Grant Match - MPO	LKRATS Q1 (Jul-Sep 23) – Direct Expenses	1	175.97	175.97
Grant Match - MPO	LKRATS Q1 (Jul-Sep 23) – Indirect Expenses	1	647.29	647.29
Grant Match - MPO	LKRATS Q1 (Jul-Sep 23) – Consultant	1	849.47	849.47
BALANCE DUE				\$2,813.85

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	1,304	1,168		13,988
	31	3,422	3,131	3,732	3,313	3,633	3,660	3,527	4,026	3,606	3,501	3,579		39,130
	32	2,632	2,302	2,525	2,350	2,472	2,484	2,704	2,828	2,538	2,533	2,608		27,976
	33	2,595	2,495	2,784	2,414	2,663	2,314	2,402	2,477	2,737	2,784	2,350		28,015
	44	1,482	1,332	1,652	1,287	1,702	1,607	1,418	1,612	1,483	1,679	1,449		16,703
	45	5,332	4,822	5,762	5,829	6,196	5,822	5,267	6,364	5,494	5,842	5,598		62,328
	46	299	240	337	356	463	528	458	566	560	533	560		4,900
	57	2,543	2,190	2,471	2,252	2,343	2,387	2,167	2,398	2,389	2,692	2,763		26,595
	411	171	225	166	279	363	402	388	425	385	437	402		3,643
	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	21,305	20,477		223,588

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											
Nov-23											
DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 46	ROUTE 57	ROUTE 411	TOTAL
1	62	189	92	101	77	191	113	29	137	20	1011
2	50	137	101	88	79	149	80	20	123	22	849
3	68	167	184	109	91	174	123	26	129	21	1092
4 S		102	47	85		105			58	1	398
5											
6	65	174	109	103	81	142	107	20	122	22	945
7	62	180	135	98	78	147	97	26	133	24	980
8	70	126	114	118	77	159	64	39	118	23	908
9	47	142	85	95	80	139	105	38	128	16	875
10	52	146	107	71	78	143	74	38	77	17	803
11 S		99	70	60		92			57	3	381
12											
13	72	198	144	116	58	172	108	25	141	22	1056
14	60	156	113	121	72	145	102	18	117	10	914
15	48	122	114	104	67	148	91	20	119	18	851
16	61	137	120	145	61	181	123	31	114	19	992
17	86	124	131	85	79	146	90	32	116	14	903
18 S		135	62	59		110			75	9	450
19											
20	79	150	124	107	55	159	81	48	131	27	961
21	41	135	88	91	90	173	121	30	136	12	917
22	40	161	109	109	71	111	72	24	131	17	845
23 H											
24 R		121	70	63		149			88	0	491
25 S		129	63	63		144			65	5	469
26											
27	69	136	101	91	76	152	143	31	109	26	934
28	51	145	135	94	60	138	92	20	97	17	849
29	43	153	97	88	52	161	78	16	129	20	837
30	42	115	93	86	67	133	71	29	113	17	766
TOTAL (25)	1168	3579	2608	2350	1449	3663	1935	560	2763	402	20477
WEEKDAY TOTAL (20)	1168	2993	2112	2020	1449	3063	1935	560	2420	384	18104
SATURDAY/REDUCED DAY TOTAL (5)		586	312	330		600			343	18	2189
DAILY AVERAGE	58	143	104	94	72	147	97	28	111	16	819
WEEKDAY AVERAGE	58	150	111	101	72	153	97	28	121	19	914
SATURDAY/REDUCED DAY AVERAGE		117	62	66		120			69	4	438

Ridership by Hour
11/1/2023 - 11/30/2023

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	38	221	272	250	296	263	291	253	293	312	197	176	131	2,993
32	20	77	124	174	251	276	222	243	267	271	156	135	80	2,296
33	13	102	164	161	177	196	235	190	181	206	186	139	70	2,020
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	56	53	82	127	159	112	143	133	132	181	138	89	44	1,449
57	58	182	133	218	186	175	214	247	298	263	218	190	38	2,420
Route					1030	1130	1230	1330	1430	1530	1630			
30					152	166	192	196	207	159	96			1,168
Route					1050	1150	1250	1350	1450	1550				
46					82	101	108	87	112	70				560
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	38	159	134	114						183	136	56	22	4,998
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715		
411		27	15	52		54	55	24	53	28	30	46		384

Saturday - Passengers by Hour

Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31		36	38	47	59	73	80	86	76	58	33	586	
32		10	20	33	14	36	44	47	46	32	30	312	
33		14	31	28	31	42	37	38	34	42	33	330	
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		15	29	30	42	51	45	42	34	38	17	343	
Route	800	830	900	930	not shown for brevity				1600	1630	1700	1730	
45	27	21	37	18					37	24	27	14	600
Route		915				1515							
411		5				13				18			

Total Fixed Route

20,477

Average Passengers per Trip
11/1/2023 - 11/30/2023

Weekday

														Passengers per Revenue Service Hr	Avg daily boardings		
Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800				
31	1.9	11.1	13.6	12.5	14.8	13.2	14.6	12.7	14.7	15.6	9.9	8.8	6.6	12.0	150		
32	1.0	3.9	6.2	8.7	12.6	13.8	11.1	12.2	13.4	13.6	7.8	6.8	4.0	9.2	115		
33	0.7	5.1	8.2	8.1	8.9	9.8	11.8	9.5	9.1	10.3	9.3	7.0	3.5	8.1	101		
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820				
44	2.9	2.8	4.3	6.7	8.4	5.9	7.5	7.0	6.9	9.5	7.3	4.7	2.3	6.1	76		
57	2.9	9.1	6.7	10.9	9.3	8.8	10.7	12.4	14.9	13.2	10.9	9.5	1.9	9.7	121		
Route				1030		1130	1230	1330	1430	1530	1630						
30				8.0		8.7	10.1	10.3	10.9	8.4	5.1					8.8	61
Route				1050		1150	1250	1350	1450	1550							
46				4.3		5.3	5.7	4.6	5.9	3.7						4.9	29
Route	630	700	730	800	not shown for brevity						1700	1720	1800	1830			
45	1.9	8.0	6.7	5.7							9.2	6.8	2.8	1.1	12.5	250	
Route	715		815	915	1115		1215	1315	1415	1515	1615	1715					
411	1.4		0.8	2.6	2.7		2.8	1.2	2.7	1.4	1.5	2.3				3.3	19

Saturday

											Passengers per Revenue Service Hr	Avg daily boardings	
Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700			
31	7.2	7.6	9.4	11.8	14.6	16.0	17.2	15.2	11.6	6.6	11.7	117	
32	2.0	4.0	6.6	2.8	7.2	8.8	9.4	9.2	6.4	6.0	6.2	62	
33	2.8	6.2	5.6	6.2	8.4	7.4	7.6	6.8	8.4	6.6	6.6	66	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720			
57	3.0	5.8	6.0	8.4	10.2	9.0	8.4	6.8	7.6	3.4	7.1	69	
Route	800	830	900	not shown for brevity			1600	1630	1700	1730			
45	5.4	4.2	7.4				7.4	4.8	5.4	2.8	12.0	120	
Route	915			1515									
411	1.0			2.6								3.0	4

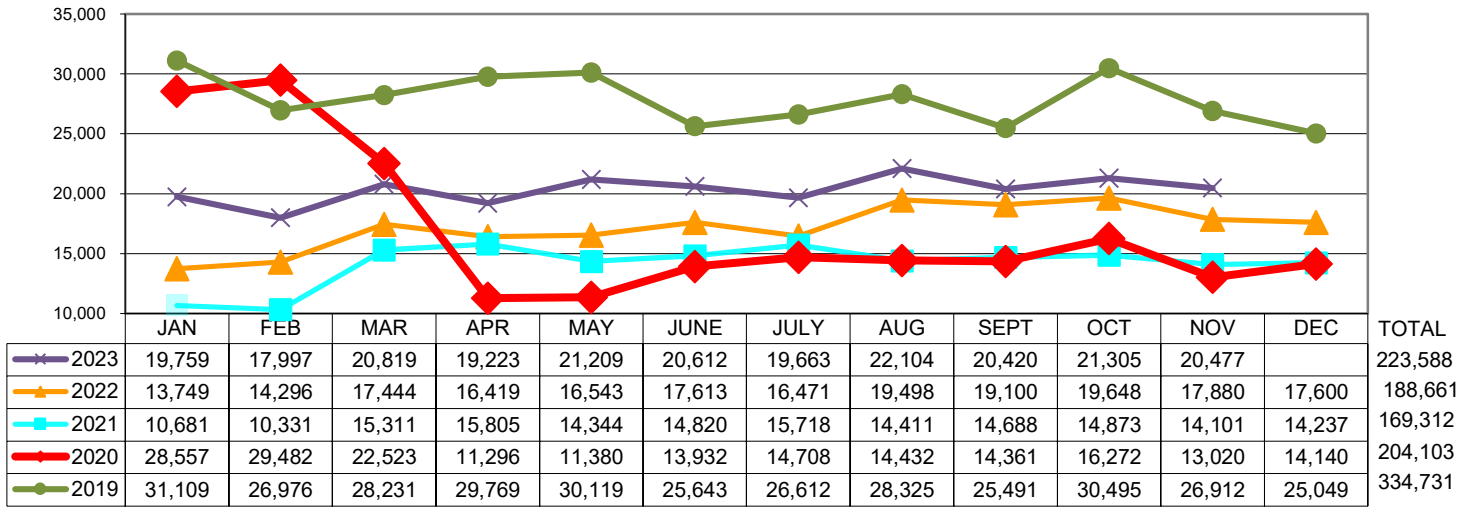
System Productivity

Red Less than 3.0 passengers per hour

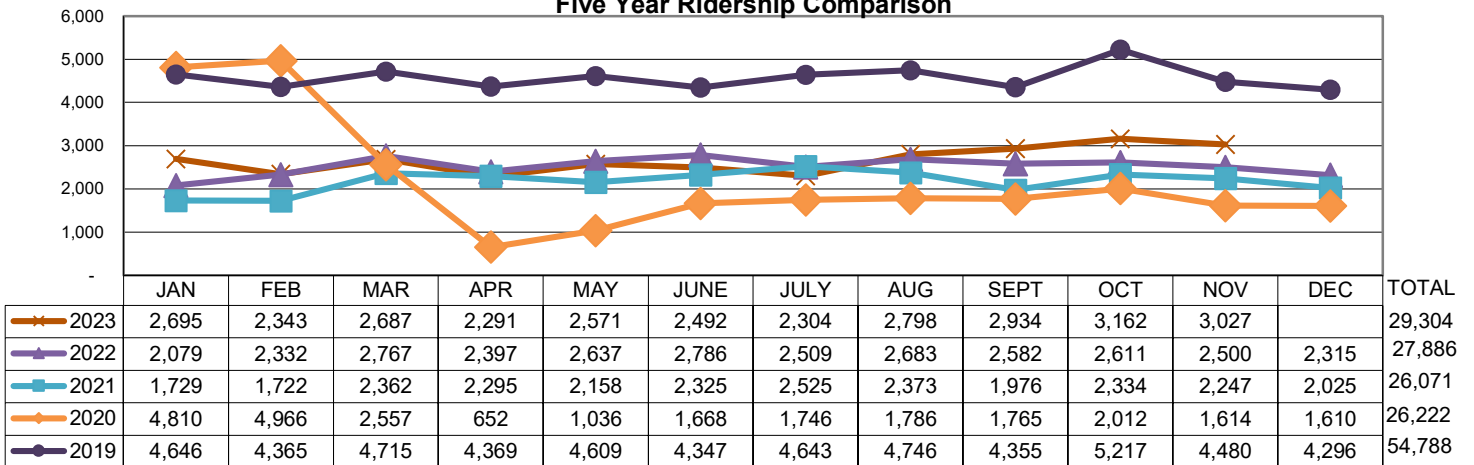
8.8

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
11/1/2023	136	100	36	0	73	27	27.00%	2.27	7	2
11/2/2023	120	93	27	0	77	16	17.20%	2.27	21	0
11/3/2023	117	95	22	0	61	34	35.79%	2.10	13	0
11/4/2023	83	64	19	0	46	18	28.13%	2.94	1	0
11/6/2023	95	76	19	0	62	14	18.42%	2.36	10	0
11/7/2023	155	126	29	0	99	27	21.43%	2.47	13	0
11/8/2023	154	120	34	0	80	40	33.33%	2.24	11	1
11/9/2023	154	116	38	0	84	32	27.59%	2.72	11	2
11/10/2023	160	117	41	2	79	38	32.48%	2.73	10	2
11/11/2023	57	41	16	0	26	15	36.59%	2.36	13	2
11/13/2023	102	86	16	0	59	27	31.40%	2.18	9	6
11/14/2023	171	131	38	2	105	26	19.85%	2.94	10	0
11/15/2023	155	128	27	0	101	27	21.09%	2.54	15	2
11/16/2023	153	125	28	0	101	24	19.20%	2.50	23	3
11/17/2023	122	96	26	0	70	26	27.08%	2.39	4	0
11/18/2023	89	63	26	0	55	8	12.70%	2.80	4	2
11/20/2023	90	74	16	0	52	22	29.73%	2.14	27	1
11/21/2023	151	117	34	0	88	29	24.79%	2.73	10	2
11/22/2023	157	115	42	0	82	33	28.70%	2.66	7	4
11/24/2023	66	49	17	0	32	17	34.69%	2.34	10	0
11/25/2023	41	34	7	0	22	12	35.29%	1.97	8	1
11/27/2023	73	64	9	0	43	21	32.81%	1.97	14	1
11/28/2023	162	132	30	0	97	35	26.52%	2.68	13	5
11/29/2023	145	117	27	1	88	29	24.79%	2.16	15	1
11/30/2023	119	99	20	0	78	21	21.21%	2.58	8	0
	3027	2378	644	5	1760	618	25.99%	2.45	287	37

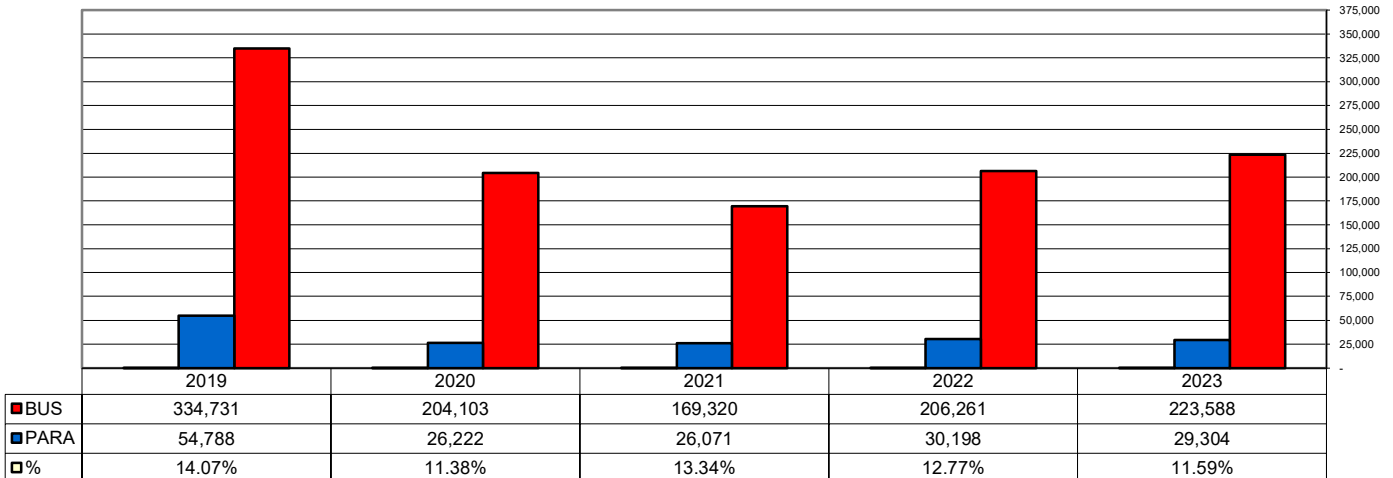
RiverCities Transit Fixed Route Five Year Ridership Comparison

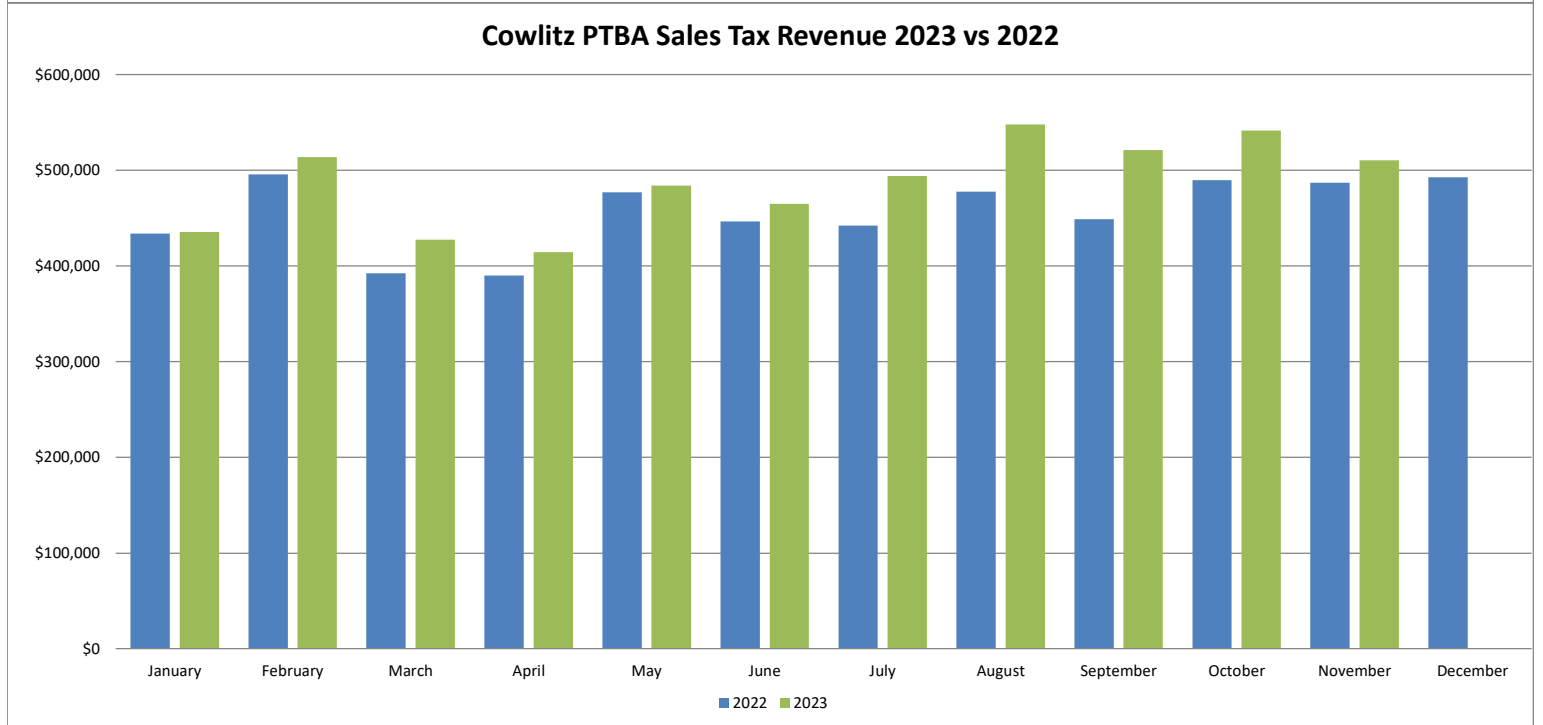
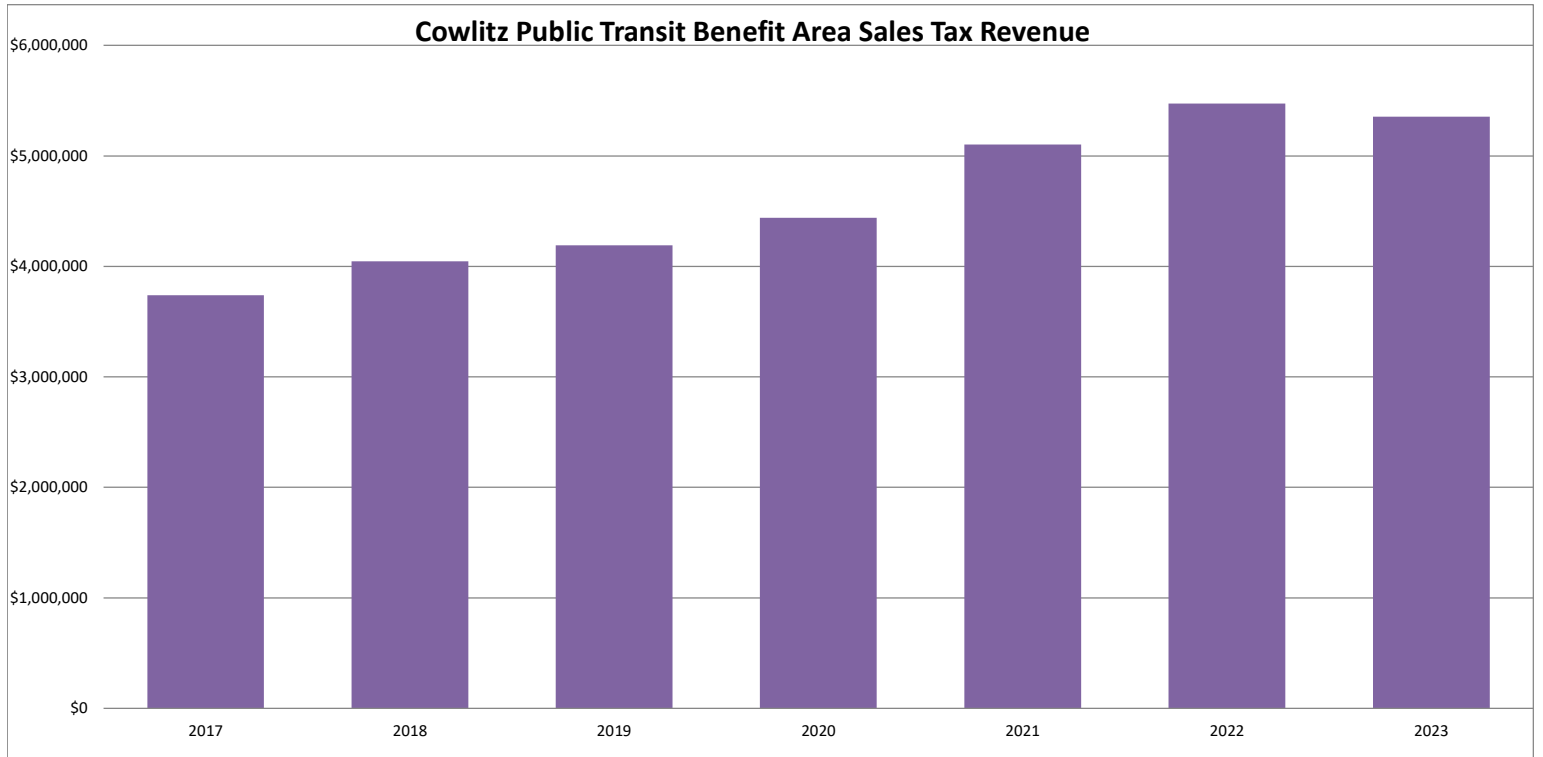


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





Cowlitz Transit Authority



Agenda Summary

2024 COWLITZ TRANSIT AUTHORITY BUDGET PUBLIC HEARING AND ADOPT RESOLUTION 2023-03

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 Interlocal Agreement for Public Transportation Services states **“the Cowlitz Transit Authority shall pay to the City of Longview all costs and expenses incurred by it**, in consideration for all of the services to be provided by the City of Longview, pursuant to this agreement, including all costs and expenses of the City of Longview incurred in providing public transportation services to the Cowlitz Transit Authority as required by this agreement including, but not limited to, all labor costs and benefits incurred by the City of Longview, all costs of vehicle operation, vehicle maintenance, supervision and overhead, public liability and property damage insurance, reserves for repair and replacement of vehicles, and all costs and expenses incidental thereto, all **as set forth in the annual budget of the City**, and the provisions of **said annual budget** with respect to services to be performed hereunder by the City of Longview for the Cowlitz Transit Authority **shall be submitted to the Cowlitz Transit Authority for its approval prior to being submitted to the City Council of the City of Longview for its approval as part of the annual budget of said City.**”

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:

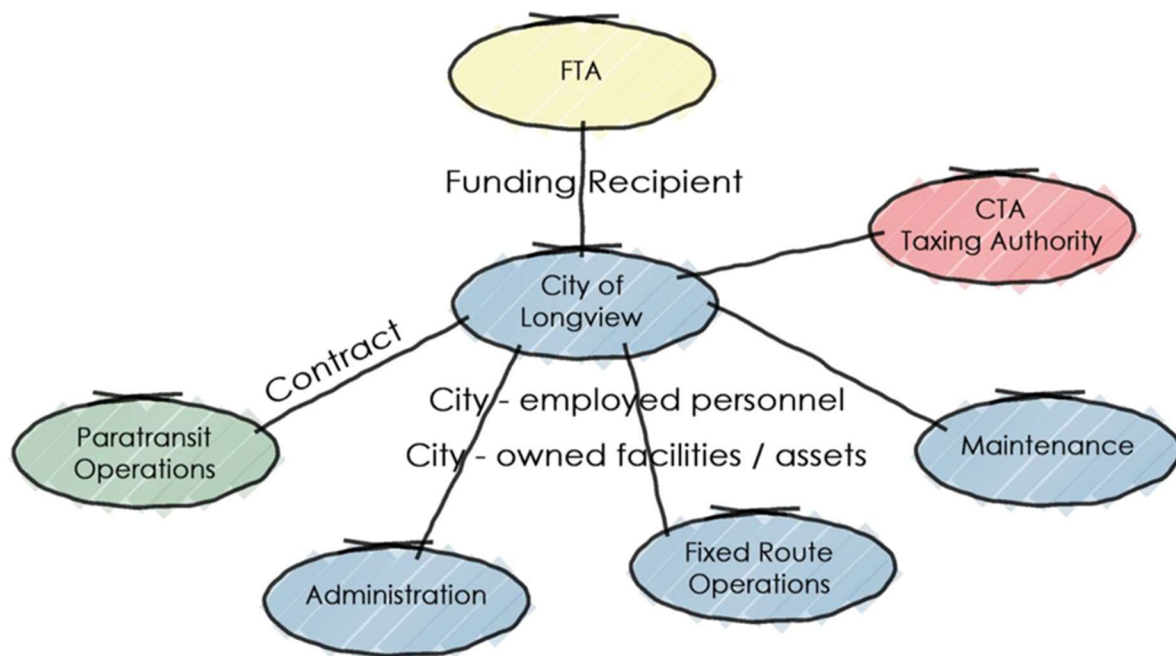
Motion to adopt Resolution 2023-03.

2024 COWLITZ TRANSIT AUTHORITY ESTIMATED BUDGET

Presented to the Cowlitz Transit Authority Board

December 13, 2023

The Cowlitz Transit Authority has an interlocal agreement with the City of Longview to provide all transit services for the cities of Longview and Kelso. The City of Longview has a responsibility to report directly to the Federal Transit Authority as a direct recipient of federal grant funds that are used to provide both capital and operational transit related needs. The Cowlitz Transit Authority (CTA) provides matching funds for any grants received and covers all additional costs to provide the transit services through sales taxes collected in both Kelso and Longview.



The Local Public Transportation Benefit Area (PTBA) Sales Tax administered by the CTA represents three-tenths of one percent tax on sales in Longview and Kelso and serves as the CTA's largest funding source. Year-to-date sales tax and interest revenue has increased 12.2% over the same period last year.

However, given economic predictions, the 2024 revenue estimate represents a zero change from estimated 2023 revenues. Therefore, the budget assumes a drawdown from CTA reserves of \$509,830.

The 2023 revenues are shown lower than originally estimated due to federal and state grant reimbursements that will be credited in 2024.

Sixty-six percent (66%) of the 2024 expenditures are used for match for contracted services provided by the City of Longview to provide both fixed route and paratransit transit service to the communities of Longview and Kelso. Contracted Services includes all salaries, wages, benefits, and other goods and services including maintenance, fuel, and insurance. The City of Longview has programmed federal 5307 funds to cover some of the operating costs for 2024. The Contracted Services line includes the required 50% local match and the remaining operating costs not covered by the grant.

The Capital Expenditures includes required matching funds, as well as matching funds for the purchase of a replacement hybrid bus, replacement ADA paratransit vehicles, and bus stop amenities. Unexpected capital expenditures for 2024 that arose in 2023 are the replacement roof and HVAC system for the City Shop and a replacement for a recently totaled transit coach. A grant request for assistance on the City Shop repairs awaits a decision, and federal assistance should help with purchase of a replacement diesel coach.

The CWCOG Dues are for the Cowlitz-Wahkiakum Council of Governments Board. The COG Grant Match includes the match on the Washington State Department of Transportation Grant for the Regional Mobility Management Coordinator, for the Economic Development District, and for the MPO.

Miscellaneous includes funding for bus stop shelter pads. The prospective expense not included here is the cost of expanding the LIFT service area to one mile.

Total Expenditures By Program/ Object	2023	2024
Fixed Route Program		
Salaries & Wages	\$ 1,861,470	\$ 2,140,940
Personnel Benefits	\$ 972,500	\$ 1,118,510
Supplies	\$ 23,130	\$ 39,800
Fuel and Maintenance - Fixed Route	\$ 938,860	\$ 1,013,030
Other Services & Charges	\$ 806,330	\$ 852,650
Capital Expenditures	\$ 2,259,730	\$ 2,500,000
ADA Paratransit Program		
Contract for services	\$ 985,590	\$ 1,285,440
Fuel and Maintenance -ADA	\$ 275,400	\$ 354,060
Other Services & Charges	\$ 137,950	\$ 144,850
Capital Expenditures	\$ 1,217,590	\$ 1,017,170
TOTAL EXPENDITURES	\$9,478,550	\$10,466,450

Total Revenues By Object	2023	2024
Federal Grants - Operating	\$ -	\$ 1,070,670
Federal Grants - Capital	\$ -	\$ 2,438,610
CTA Revenue (Operating Match)	\$ 4,975,120	\$ 5,032,380
CTA Revenue (Capital Match)	\$ 1,398,460	\$ 1,612,520
WSDOT Grant (Paratransit Special Needs)	\$ 352,950	\$ 447,970
WSDOT RMG Grant	\$ 97,830	\$ 84,800
WSDOT Transit Support	\$ 251,370	\$ 251,280
WSDOT Planning	\$ 4,520	\$ -
WSDOT Grants - Capital	\$ -	\$ 1,346,240
Fares	\$ 136,840	\$ 139,580
Building Lease	\$ 11,300	\$ 11,870
WSTIP Grants	\$ 3,150	\$ 6,500
State Pool	\$ 77,620	\$ 7,500
Other Recoveries	\$ 29,390	\$ 9,470
Due from other Govts.	\$ 147,060	\$ -
TOTAL REVENUE	\$ 7,485,610	\$12,459,390

Cowlitz Transit Authority



Agenda Summary

CONTINUATION OF YOUTH PASS PROGRAM

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.