



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, January 10, 2024

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, January 10, 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, February 14, 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 DECEMBER 13, 2023 MEETING

24-0020 December 13, 2023 CT Board Meeting Minutes

6. CONSENT CALENDAR

24-0021 2023 November Cowlitz County Transit Authority Treasurer's Report

24-0022 2023 November CTA Fund Balance Report

24-0023 Invoice #2024-2 - City of Longview \$553,741.00

7. REPORTS

24-0024 2023 Annual Fixed Route Ridership

24-0025 2023 December Daily Fixed Route Ridership

24-0026 2023 December Fixed Route Ridership per Hour

24-0027 2023 December Average Fixed Route Passengers per Trip

24-0028 2023 December LIFT Monthly Ridership

24-0029 Five Year Ridership Graph

24-0030 PTBA Sales Tax Data 2023 vs. 2022

8. INTERAGENCY DATA SHARING AGREEMENT

24-0041 SUMMARY STATEMENT:

Mr. Steve Coons, Accounting Manager for the City of Longview, received a letter from the Office of the Washington State Auditor (SAO), *our original DSA agreement with you will be expiring soon.*

Mr. Coons assures staff that this is just a continuation of present practice regarding requests from SAO. The document requires the signature of the CTA Board Chair or his designee.

BUDGET:

No effect on the budget.

RECOMMENDED ACTION:

Motion to approve the Board Chair or his designee to sign the Interagency Data Sharing Agreement between the Cowlitz County Public Transportation Benefit Area Authority and the Office of the Washington State Auditor.

- 9. MANAGER'S REPORT
- 10. MISCELLANEOUS
- 11. ADJOURNMENT



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Mike Wallin (Vice-Chair),
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Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),
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Next meeting

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

1. CALL TO ORDER

Chair Weber called the meeting to order at 4:00 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

Absent: Member (Alternate) Mike Karnofski; Member (Alternate) Spencer Boudreau; Member Anthony Harris (Non-Voting); Member (Alternate) Richard Dahl

Staff Present: Ken Hash, Public Works Director; Chris Collins, Asst. Public Works Director; Jim Seeks, Transit Manager; Doreen Daggett, Mobility Supervisor; Tara Hargrave, Clerk of the Board

Others Present: Betsy DeSpain, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager; Lauren Reed, CWCOG

4. PUBLIC COMMENTS

None.

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

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

23-001808 November 8, 2023 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

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 - CWCOG - LKRATS Q1 - \$2,813.85

7. REPORTS

Chair Weber called on staff for discussion or questions on reports. Receiving no comments, the reports were accepted as provided.

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

Transit Manager Seeks presented the proposed 2024 annual budget.

Chair Weber opened the public hearing at 4:07 pm. He called for public comment. Hearing none, he closed the public hearing at 4:08 pm.

Member Wallis made a motion, seconded by Member Alexander to adopt resolution 2023-03.

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

Transit Manager Seeks presented the youth bus pass program extension.

Member Alexander made a motion, seconded by Member LeFebvre, to extend the youth pass program through December 31, 2025. The motion carried unanimously.

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 through 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

Transit Manager Seeks introduced Doreen Daggett, the new Transit Mobility Supervisor. He indicated that Transit will have two (2) operator positions opening up soon. He reported that bus 42-15 that was involved in an accident was totaled by the insurance.

Paratransit Manager Harmon reported ridership up 5% from last year. She indicated that they have hired a new driver and are still looking for one more. She reported that all the new cutaways are now on the road.

11. RECOGNITION OF SERVICE: MIKE WALLIN

Chair Weber presented a plaque to Member Wallin for his 6 years of service to the Cowlitz Transit Authority.

12. MISCELLANEOUS

None.

13. ADJOURNMENT

Chair Weber adjourned the meeting at 4:21 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		3,452,704.67	529,027.12	- 553,224.21	- 24,197.09	3,428,507.58
1112000 WARRANTS OUTSTANDING		0.00	3,010.00	- 3,010.00	0.00	0.00
1180000 INVESTMENTS		4,187,273.17	16,949.21	0.00	16,949.21	4,204,222.38
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	536,275.00	- 536,275.00	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	- 4,844,950.16	0.00	- 510,386.51	- 510,386.51	- 5,355,336.67
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 250,334.24	0.00	- 16,949.21	- 16,949.21	- 267,283.45
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 12,468.87	0.00	- 1,691.40	- 1,691.40	- 14,160.27
5492000 OTHER	8900000 DISTRICT ACTIVITIES	5,331,534.25	536,275.00	0.00	536,275.00	5,867,809.25
Total		0.00	1,621,536.33	- 1,621,536.33	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: November 30, 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	510,386.51	5,355,336.67
Interest Earnings/Investments	16,949.21	267,283.45
Local Sales Interest	1,691.40	14,160.27
LCC Ridership Agreement		-
Other Miscellaneous Revenue		-
Subtotal	\$ 529,027.12	\$ 5,636,780.39
CTA Expenditures		
City of Longview	531,350.00	5,851,555.05
City of Longview - Audit Services	-	-
Legal Counsel	1,925.00	2,625.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	3,000.00	13,629.20
Subtotal	\$ 536,275.00	\$ 5,867,809.25
CTA Ending Balance		\$ 7,632,729.96

CITY OF LONGVIEW		
Beginning Balance: January 1, 2023		\$ 1,765,588.92
Longview Revenue		
Farebox/Pass Sales	11,461.08	125,494.57
State Pool - Interest	-	77,619.33
Payments from CTA	531,340.00	5,844,740.00
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	10,359.25
Cashier Over-Short / NSF / Bank Returns Fees	-	55.00
Insurance Recoveries	-	700.75
Other Recoveries / Guest Rider	-	-
Miscellaneous Adjustments/Settlements	-	21,500.00
Subtotal	\$ 543,742.83	\$ 6,472,427.09
Longview Expenditures		
Subtotal	\$495,852.62	\$8,974,392.67
Longview Ending Balance		\$ (736,376.66)
Combined CTA & Longview Ending Balance		\$ 6,896,353.30

Date: 01/10/2024
Invoice # 2024-02

BILL TO Cowlitz Transit Authority
207 North 4th 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	1,304	1,168	1,163	15,151
	31	3,422	3,131	3,732	3,313	3,633	3,660	3,527	4,026	3,606	3,501	3,579	3,652	42,782
	32	2,632	2,302	2,525	2,350	2,472	2,484	2,704	2,828	2,538	2,533	2,608	2,539	30,515
	33	2,595	2,495	2,784	2,414	2,663	2,314	2,402	2,477	2,737	2,784	2,350	2,052	30,067
	44	1,482	1,332	1,652	1,287	1,702	1,607	1,418	1,612	1,483	1,679	1,449	1,392	18,095
	45	5,332	4,822	5,762	5,829	6,196	5,822	5,267	6,364	5,494	5,842	5,598	5,300	67,628
	46	299	240	337	356	463	528	458	566	560	533	560	552	5,452
	57	2,543	2,190	2,471	2,252	2,343	2,387	2,167	2,398	2,389	2,692	2,763	2,126	28,721
	411	171	225	166	279	363	402	388	425	385	437	402	383	4,026
	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	19,159	242,747

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

Dec-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	80	192	124	116	86	167	164	39	115	8	1091
2 S		151	101	80		145			73	4	554
3											
4	81	182	116	116	60	187	107	33	119	36	1037
5	66	139	99	78	52	133	76	25	87	11	766
6	67	171	116	86	59	134	108	13	94	21	869
7	60	132	83	89	77	147	101	36	102	8	835
8	49	153	111	78	73	199	94	40	111	21	929
9 S		106	83	62		131			66	3	451
10											
11	70	157	155	99	65	187	98	36	109	18	994
12	53	162	114	86	60	130	89	27	94	35	850
13	63	151	108	87	74	118	107	22	106	14	850
14	49	166	96	103	70	148	72	28	97	7	836
15	62	145	98	92	72	121	65	11	107	19	792
16 S		142	92	70		128			58	1	491
17											
18	62	142	140	72	84	123	89	12	90	24	838
19	47	141	143	74	60	130	69	30	85	17	796
20	63	139	112	73	68	105	108	21	81	26	796
21	48	152	93	74	88	127	92	38	75	22	809
22	46	120	80	79	73	80	96	18	61	13	666
23 S		125	74	71		130			64	0	464
24											
25											
26	52	143	63	87	64	102	82	19	62	15	689
27	39	110	70	67	75	118	95	26	68	16	684
28	41	132	79	73	53	99	95	22	71	22	687
29	65	171	103	76	79	170	91	56	79	15	905
30 S		128	86	64		143			52	7	480
31											
TOTAL (26)	1163	3652	2539	2052	1392	3402	1898	552	2126	383	19159
WEEKDAY TOTAL (22)	1163	3000	2103	1705	1392	2725	1898	552	1813	368	16719
SATURDAY/REDUCED DAY TOTAL (5)		652	436	347		677			313	15	2440
DAILY AVERAGE	58	146	102	82	70	136	95	28	85	15	766
WEEKDAY AVERAGE	58	150	105	85	70	136	95	28	91	18	836
SATURDAY/REDUCED DAY AVERAGE		130	87	69		135			63	3	488

Ridership by Hour
12/1/2023 - 12/31/2023

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	23	174	225	252	293	278	275	291	332	258	261	190	148	3,000
32	12	49	115	170	223	227	202	214	224	288	178	129	72	2,103
33	12	75	110	136	137	156	186	205	193	188	99	143	65	1,705
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	61	55	90	139	122	116	156	145	159	161	93	59	36	1,392
57	43	123	86	133	129	135	175	139	233	241	199	132	45	1,813
Route					1030	1130	1230	1330	1430	1530	1630			
30					131	192	199	216	170	162	93			1,163
Route					1050	1150	1250	1350	1450	1550				
46					84	85	104	99	94	86				552
Route	630	700	730	800						1700	1720	1800	1830	
45	26	136	81	85						154	117	65	30	4,623
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715		
411		11	17	42		73	48	36	49	42	26	24		368

Saturday - Passengers by Hour

Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31		33	40	43	76	84	70	121	82	64	39	652	
32		18	38	40	42	54	60	66	39	49	30	436	
33		19	16	31	44	34	43	56	48	40	16	347	
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		27	23	33	22	38	37	39	52	34	8	313	
Route	800	830	900	930	not shown for brevity				1600	1630	1700	1730	
45	18	20	31	24					44	33	20	8	677
Route		915								1515			
411		11								4		15	

Total Fixed Route

19,159

Average Passengers per Trip
12/1/2023 - 12/31/2023

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	1.2	8.7	11.3	12.6	14.7	13.9	13.8	14.6	16.6	12.9	13.1	9.5	7.4	12.0	150
32	0.6	2.5	5.8	8.5	11.2	11.4	10.1	10.7	11.2	14.4	8.9	6.5	3.6	8.4	105
33	0.6	3.8	5.5	6.8	6.9	7.8	9.3	10.3	9.7	9.4	5.0	7.2	3.3	6.8	85
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	3.1	2.8	4.5	7.0	6.1	5.8	7.8	7.3	8.0	8.1	4.7	3.0	1.8	5.6	70
57	2.2	6.2	4.3	6.7	6.5	6.8	8.8	7.0	11.7	12.1	10.0	6.6	2.3	7.3	91
Route					1030	1130	1230	1330	1430	1530	1630				
30					6.6	9.6	10.0	10.8	8.5	8.1	4.7			8.3	58
Route					1050	1150	1250	1350	1450	1550					
46					4.2	4.3	5.2	5.0	4.7	4.3				4.6	28
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	1.3	6.8	4.1	4.3						7.7	5.9	3.3	1.5	11.6	231
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715			
411		0.6	0.9	2.1		3.7	2.4	1.8	2.5	2.1	1.3	1.2		3.2	18

Saturday

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31	6.6	8.0	8.6	15.2	16.8	14.0	24.2	16.4	12.8	7.8	13.0	130
32	3.6	7.6	8.0	8.4	10.8	12.0	13.2	7.8	9.8	6.0	8.7	87
33	3.8	3.2	6.2	8.8	6.8	8.6	11.2	9.6	8.0	3.2	6.9	69
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	5.4	4.6	6.6	4.4	7.6	7.4	7.8	10.4	6.8	1.6	6.5	63
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45	3.6	4.0	6.2				8.8	6.6	4.0	1.6	13.5	135
Route		915					1515					
411		2.2					0.8				2.5	3

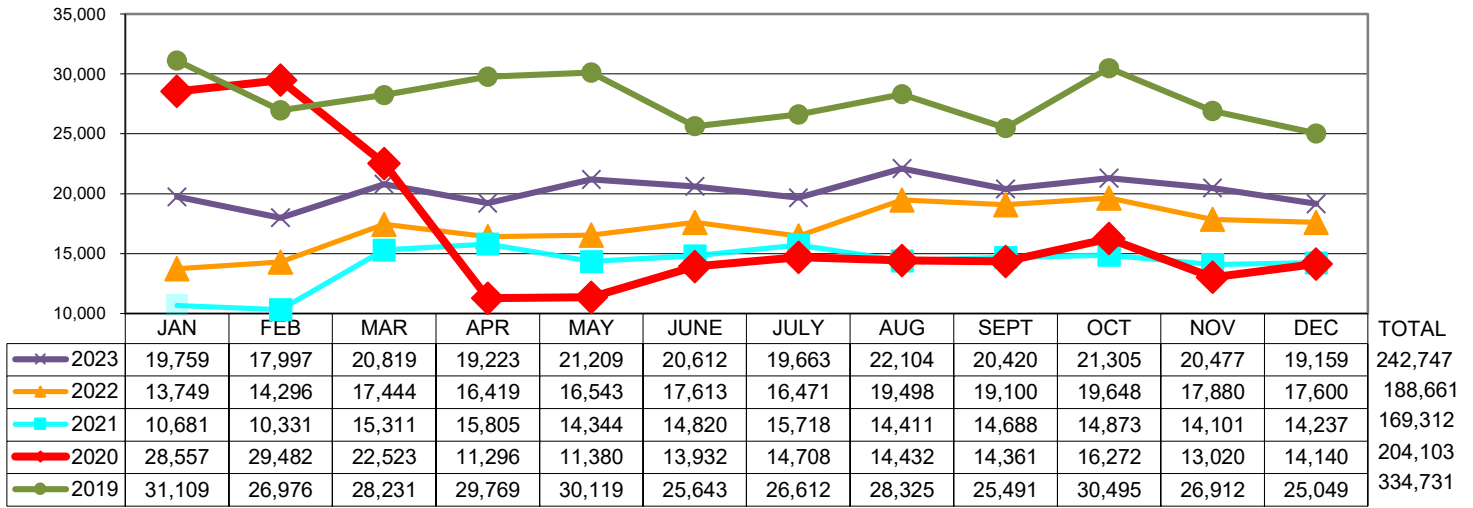
System Productivity

Red Less than 3.0 passengers per hour

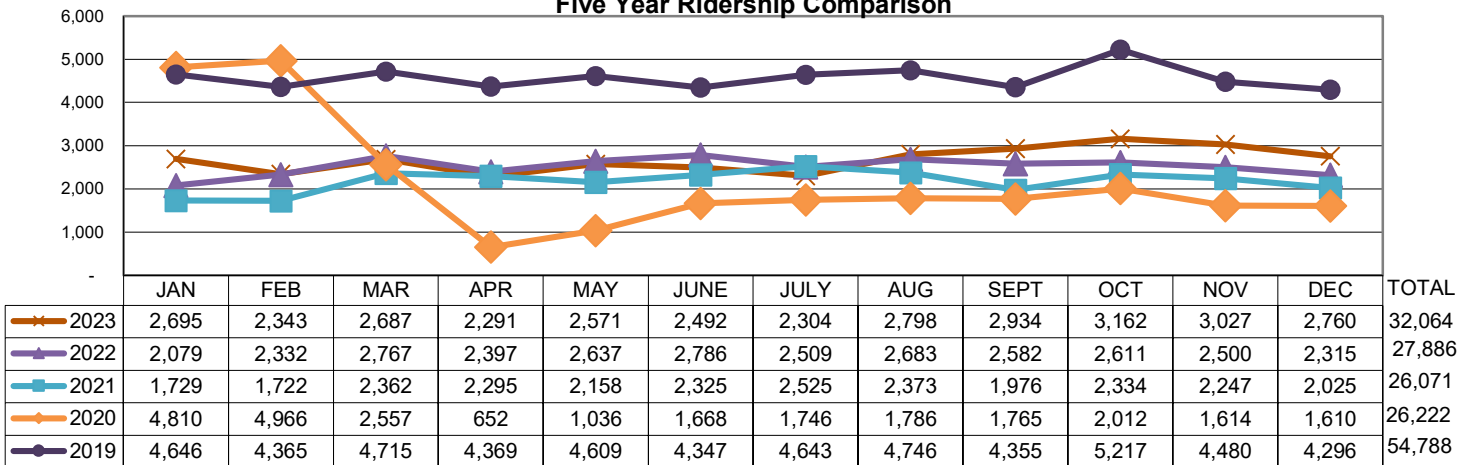
8.4

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
12/1/2023	129	102	27	0	76	26	25.49%	2.04	17	5
12/2/2023	52	42	10	0	26	16	38.10%	2.15	9	1
12/4/2023	91	79	12	0	60	19	24.05%	2.31	10	0
12/5/2023	172	127	45	0	103	24	18.90%	2.52	15	6
12/6/2023	159	120	39	0	87	33	27.50%	2.45	12	0
12/7/2023	139	112	27	0	94	18	16.07%	2.30	17	2
12/8/2023	140	105	35	0	75	30	28.57%	2.47	10	5
12/9/2023	82	62	18	2	39	23	37.10%	2.14	8	3
12/11/2023	98	82	16	0	60	22	26.83%	2.51	14	3
12/12/2023	133	99	32	2	83	16	16.16%	2.61	12	1
12/13/2023	168	130	38	0	94	36	27.69%	2.36	9	0
12/14/2023	143	104	39	0	78	26	25.00%	2.51	21	4
12/15/2023	143	108	35	0	67	41	37.96%	2.12	4	1
12/16/2023	60	45	15	0	41	4	8.89%	2.09	4	1
12/18/2023	96	74	20	2	52	22	29.73%	2.28	6	4
12/19/2023	130	97	31	2	71	26	26.80%	2.54	6	2
12/20/2023	119	97	22	0	68	29	29.90%	1.94	17	1
12/21/2023	113	92	21	0	63	29	31.52%	1.95	8	1
12/22/2023	85	61	24	0	41	20	32.79%	1.66	9	1
12/23/2023	44	31	13	0	23	8	25.81%	1.82	6	0
12/26/2023	64	52	12	0	34	18	34.62%	1.46	10	0
12/27/2023	102	82	18	2	58	24	29.27%	1.81	14	0
12/28/2023	108	75	33	0	60	15	20.00%	2.10	6	0
12/29/2023	133	98	35	0	71	27	27.55%	2.38	6	1
12/30/2023	57	40	17	0	26	14	35.00%	1.98	2	2
	2760	2116	634	10	1550	566	26.75%	2.20	252	44

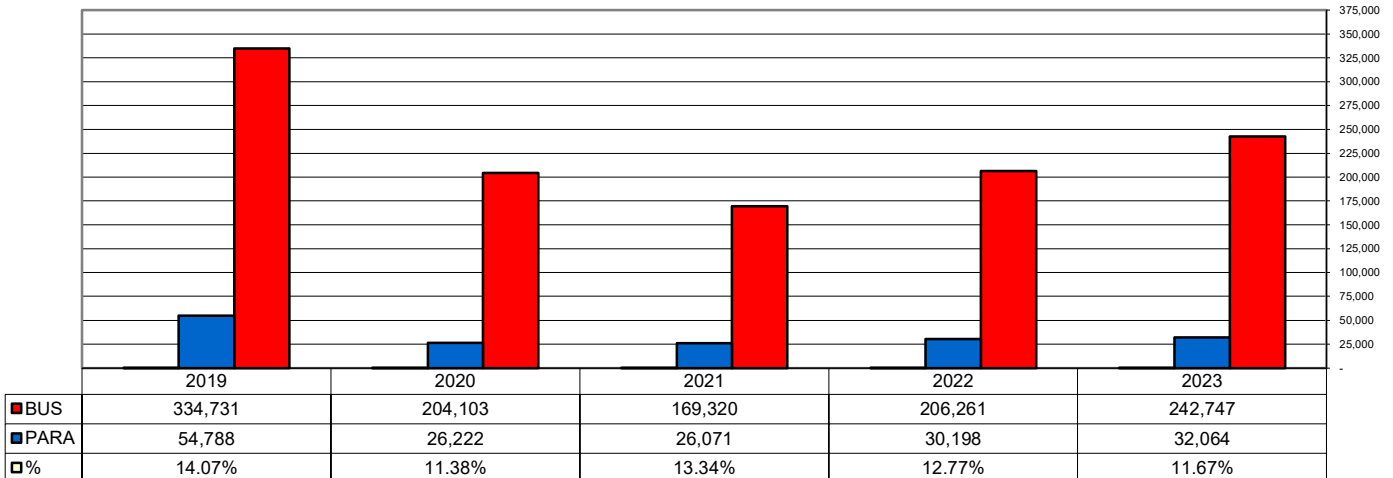
RiverCities Transit Fixed Route Five Year Ridership Comparison

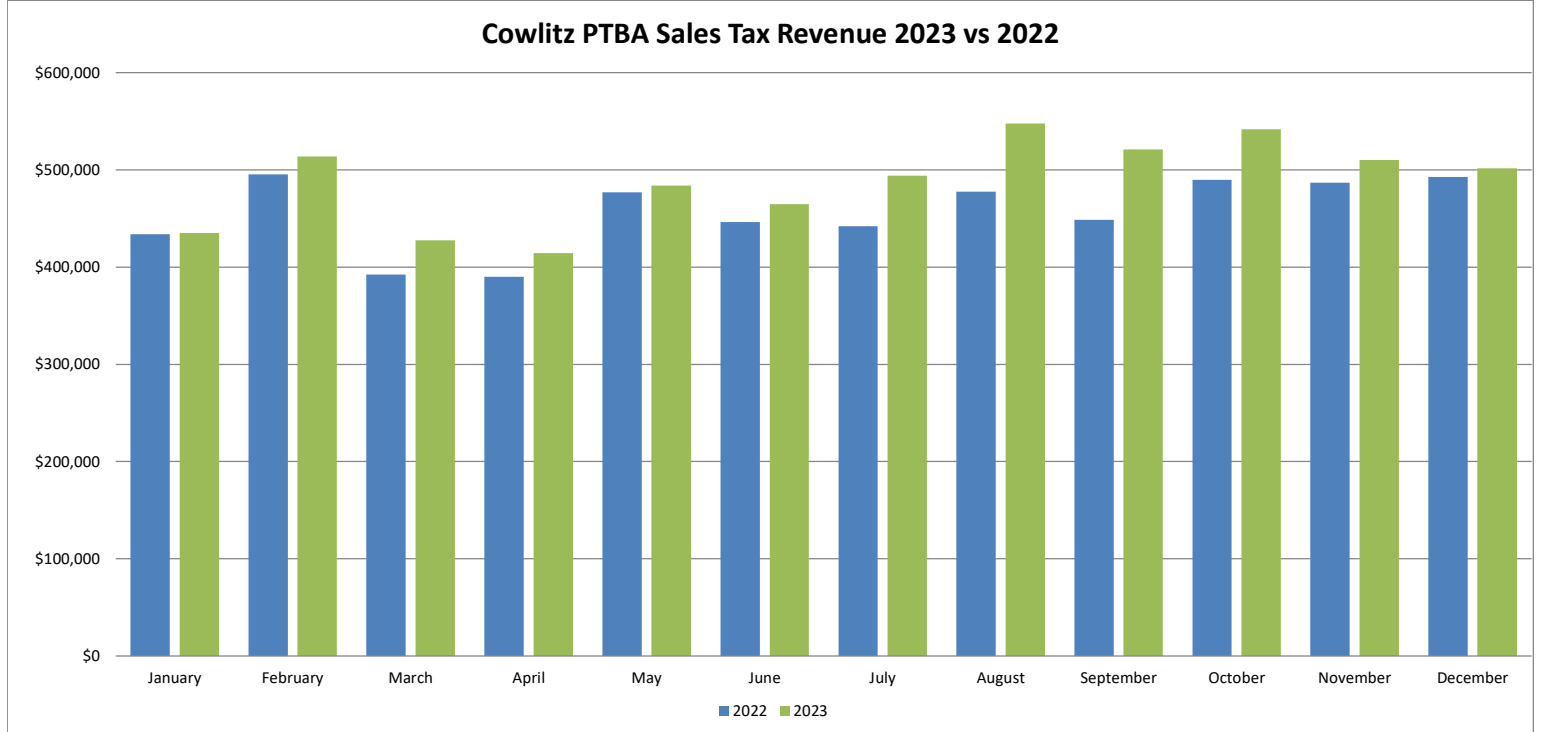
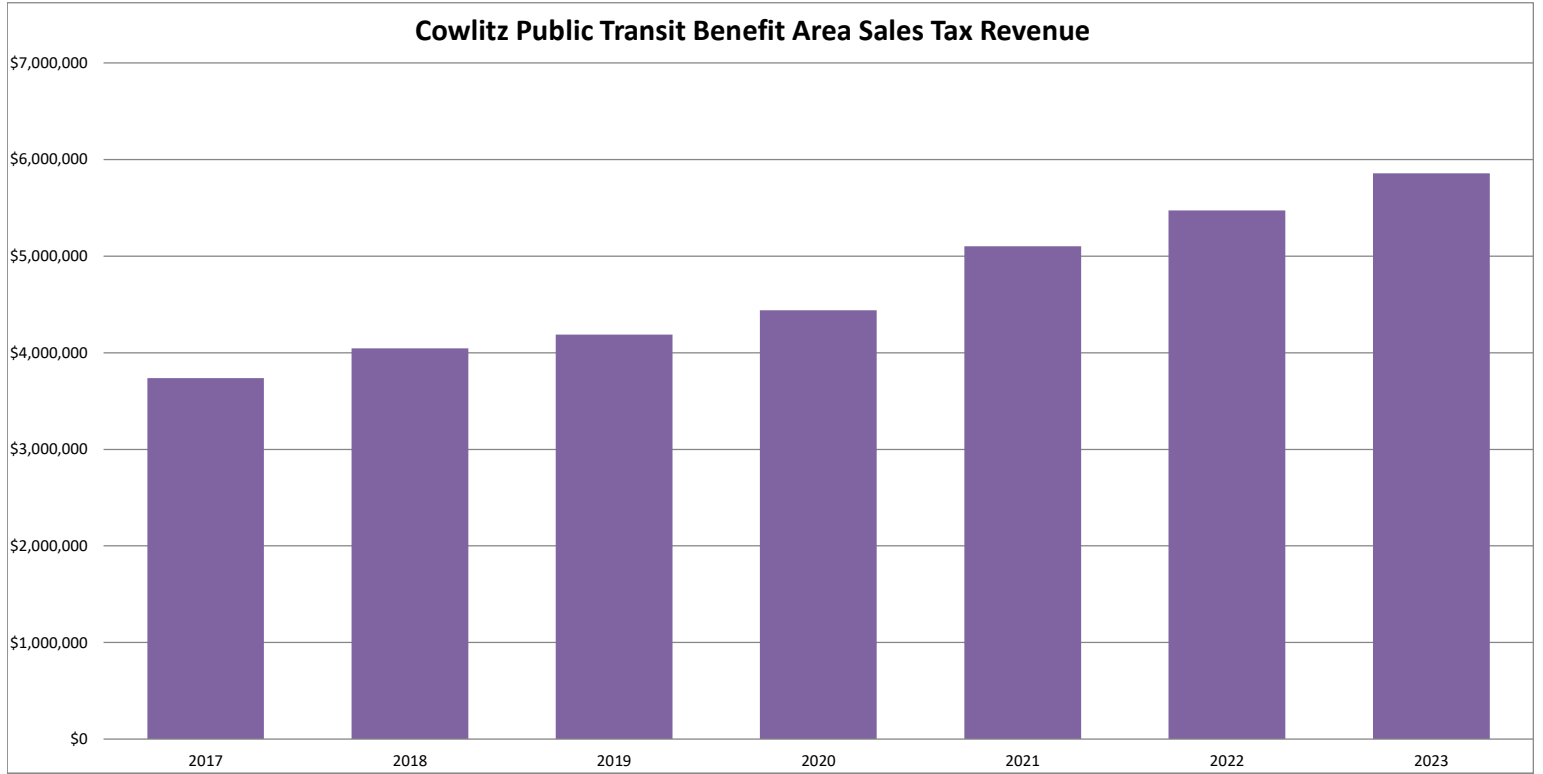


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

INTERAGENCY DATA SHARING AGREEMENT

SUMMARY STATEMENT:

Mr. Steve Coons, Accounting Manager for the City of Longview, received a letter from the Office of the Washington State Auditor (SAO), which states in part:

“Under a bill passed by the Legislature in 2021, data sharing agreements (DSAs) are required for all state and local governments sharing data. This includes the data we exchange for your audits. For your reference, the legislation requiring DSAs is [ESSB5432](#), “Concerning cybersecurity and data sharing in Washington state government.”

Our original DSA agreement with you will be expiring soon.

I have attached the DSA our Office would like to complete with your government. We have made some revisions to our previous agreement, to add or modify the following elements:

- *References to state law (42.40 RCW and 43.101 RCW) in the introductory paragraph as well as sections describing intended use and constraints*
- *Language that enables SAO to share confidential information with you. (Purpose, Data Storage, Oversight, Non-disclosure, Termination)*
- *‘Audit results’ to description of data*
- *‘Using encryption’ to data storage and handling*
- *‘Non-disclosure’ now indicates ‘confidential’*
- *Three new sections, covering Data Disposal, Incident notification and response, and Awareness and Training.”*

Mr. Coons assures staff that this is just a continuation of present practice regarding requests from SAO. The document requires the signature of the CTA Board Chair or his designee.

BUDGET:

No effect on the budget.

RECOMMENDED ACTION:

Motion to approve the Board Chair or his designee to sign the Interagency Data Sharing Agreement between the Cowlitz County Public Transportation Benefit Area Authority and the Office of the Washington State Auditor.

Attachment: 2024 CTA-SAO Data Sharing Agreement

INTERAGENCY DATA SHARING AGREEMENT

Between

Cowlitz County Public Transportation Benefit Area Authority
And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Cowlitz County Public Transportation Benefit Area Authority hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW, 42.40 RCW, 43.101 RCW and 43.09 RCW.

Agency

Agency Name:	Cowlitz County Public Transportation Benefit Area Authority
Contact Name:	Steve Coons
Title:	Accounting Manager
Address:	PO Box 128 Longview, WA 98632
Phone:	(360) 442-5034
E-mail:	Steve.coons@ci.longview.wa.us

SAO

Agency Name:	Office of the Washington State Auditor
Contact Name:	Lindsay Osborne
Title:	Program Manager
Address:	9611 N.E 117 th Avenue, Suite 2890 Vancouver, WA 98662
Phone:	(360) 260-6409
E-mail:	Lindsay.Osborne@sao.wa.gov

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

DSA Agreement between Agency and SAO
Agency DSA: 22-01

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems; d. List of individuals for commercial purposes.

Category 4 – Confidential Information Requiring Special Handling Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, agreements, or other compliance mandates; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

This agreement shall begin on July 1, 2024, or date of execution, whichever is later, and end on June 30, 2027, unless terminated sooner or extended as provided herein.

DSA Agreement between Agency and SAO
Agency DSA: 22-01

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored using data encryption with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

DSA Agreement between Agency and SAO
Agency DSA: 22-01

Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the [Agency contact].

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of OCIO 141.10 and RCW 42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: _____

Title: _____