



Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Lisa Alexander (Vice-Chair), Kennan Harvey,
MaryAlice Wallis, Erik Halvorson, Anthony Harris (Nonvoting),
Spencer Boudreau (Alternate), Mike Karnofski (Alternate), Richard Dahl (Alternate)*

Monday, March 13, 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, March 13, 2024, 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, April 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: FEBRUARY 14, 2024**

24-00218 February 14, 2024 CTA Board Meeting Minutes

6. CONSENT CALENDAR

24-00219 2024 January CTA Treasurer's Report

24-00220 2024 January CTA Fund Balance Report

24-00221 Invoice #2024-04 - City of Longview \$553,741.00

24-00239 Invoice #203 - CWCOG - Annual Member Dues 2024 - \$475.25

24-00240 Invoice #204 - CWCOG - Annual EDA Grant Match - 2024 - \$250.00

7. REPORTS

24-00222 2024 Annual Fixed Route Ridership

24-00223 2024 February Daily Fixed Route Ridership

24-00224 2024 February Fixed Route Ridership per Hour

24-00225 2024 February Average Fixed Route Ridership per Trip

24-00226 2024 February LIFT Monthly Ridership

24-00227 Five Year Ridership Graph

24-00228 PTBA Sales Tax Data 2024 vs. 2023

8. AGENDA SUMMARY - AMEND RESOLUTION 2017-03 SIGNATURE AUTHORITY: CLAIMS FOR PAYMENT**24-00229 SUMMARY STATEMENT:**

In August of 2017, the Cowlitz Transit Authority (CTA) approved Resolution No. 2017-03, authorizing individuals in specific positions to approve and submit claims for payment.

Exhibit A of Resolution 2017-03 must be amended to include newly elected or appointed individuals serving in the specified positions. Exhibit A was previously amended in March 2022.

A copy of Resolution 2017-03 and the amended Exhibit A is attached.

RECOMMENDED ACTION:

Adopt the 2024 Amendment to Resolution 2017-03 Exhibit A. The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

9. AGENDA SUMMARY - ESTABLISH PUBLIC HEARING FOR POTENTIAL ANNEXATION**24-00230 SUMMARY STATEMENT:**

In May 2022, RiverCities Transit launched Route 411, a two-year pilot service between Longview Transit Center and Lexington, including ADA service to both Beacon Hill and Lexington. Capital and operating expenses for the project have been funded with local CTA tax revenue collected within the Cowlitz Public Transportation Benefit Area (PTBA) in Kelso and Longview and a WSDOT Regional Mobility Grant.

The pilot project is scheduled to end April 30, 2024, and so a public hearing is required to discuss the next steps.

RECOMMENDED ACTION:

Establish a public hearing to be held at the April 10, 2024, CTA Board Meeting to receive comments on the proposed annexation of Lexington and Beacon Hill into the Cowlitz PTBA, and/or potential changes in Route 411.

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



Minutes

Agenda

Cowlitz Transit Authority

*Dennis Weber (Chair), Lisa Alexander, Kennan Harvey, MaryAlice Wallis,
Erik Halvorson, Anthony Harris (Nonvoting), Spencer Boudreau (Alternate),
Mike Karnofski (Alternate), Richard Dahl (Alternate)*

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Next meeting

Wednesday, March 13, 2024

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Member Wallis called the meeting to order at 4:00 pm.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Member MaryAlice Wallis; Member Lisa Alexander (via Zoom); Member Erik Halvorson; Member Keenan Harvey; Member Anthony Harris

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

Staff Present: Ken Hash, Public Works Director; Jim Seeks, Transit Manager; Doreen Daggett, Transit Supervisor; 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 JANUARY 10, 2024 MEETING

A motion was made by Member Halvorson, seconded by Member Alexander, to approve the January 10, 2024 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

24-0020 January 10, 2024 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

24-0091 2023 December CTA Treasurer's Report

24-0092 2023 December CTA Fund Balance Report

24-0093 Invoice #2024-03 – City of Longview \$553,741.00

24-00153 Invoice #2023-159 – CWCOG \$3,000.00

24-00154 Invoice #2023-165 – CWCOG – LKRATS Q2 (Oct-Dec 23) \$2,813,85

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. ELECTIONS OF OFFICERS

Member Wallis announced the officer elections. Member Weber was nominated for the Chair position. With no other nominations for the position, Member Weber was deemed the Chair for the 2024 term. Member Alexander was nominated for the Vice-Chair position. With no other nominations for the position, Member Alexander was deemed the Vice-Chair for the 2024 term.

24-00152 In accordance with the By-Laws of the Cowlitz Transit Authority, Section VI, 6.2, Term, the Board is required to elect a Chair and Vice Chair from among its members at the first meeting of February of each year.

9. MANAGER'S REPORT

Transit Manager Seeks explained the CWCOG invoices, spoke on the bus pass and credit card sales discussions, acknowledged all the drivers who helped with life-sustaining transit services during the bad weather, noted that transit is hiring 5 driver positions.

Paratransit Manager Harmon stated they were down in ridership for January but it appeared to be directly related to the weather.

New Member Harvey asked clarification questions regarding ridership and the budget. Manager Seeks explained unlinked passenger trips and the overall budget.

10. MISCELLANEOUS

None.

11. ADJOURNMENT

Member Wallis adjourned the meeting at 4:14 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			3,377,747.56	450,931.63	- 852,813.85	- 401,882.22	2,975,865.34
1112000 WARRANTS OUTSTANDING			- 2,813.85	2,813.85	0.00	2,813.85	0.00
1180000 INVESTMENTS			4,240,947.15	0.00	0.00	0.00	4,240,947.15
2131020 ACCOUNTS PAYABLE - AP MODULE			0.00	850,000.00	- 1,403,741.00	- 553,741.00	- 553,741.00
2880000 UNRESERVED FUND BALANCE			- 7,615,880.86	0.00	0.00	0.00	- 7,615,880.86
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES		0.00	0.00	- 449,331.46	- 449,331.46	- 449,331.46
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES		0.00	0.00	- 1,600.17	- 1,600.17	- 1,600.17
5492000 OTHER	8900000 DISTRICT ACTIVITIES		0.00	1,403,741.00	0.00	1,403,741.00	1,403,741.00
Total			0.00	2,707,486.48	- 2,707,486.48	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: January 31, 2024

	Current Period	Y-T-D
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2024	\$	7,615,880.86
CTA Revenue		
Metro Sales Tax	449,331.46	449,331.46
Interest Earnings/Investments		-
Local Sales Interest	1,600.17	1,600.17
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 450,931.63	\$ 450,931.63
CTA Expenditures		
City of Longview	553,741.00	553,741.00
City of Longview - Audit Services		-
Legal Counsel/Notices	271.00	271.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	2,813.85	2,813.85
Subtotal	\$ 556,825.85	\$ 556,825.85
CTA Ending Balance		\$ 7,509,986.64
CITY OF LONGVIEW		
Beginning Balance: January 1, 2024	\$	106,663.45
Longview Revenue		
Federal Grant Competitive- 5339 Replacement Buses	\$	-
Federal Grant - CARES ACT 5307 Formula-Operating	\$	-
Federal Grant - 5307 Formula- Operating	\$	-
Federal Grant Competitive- 5310 Paratransit Operating	\$	-
State Grant - Regional Mobility Operating (PTD0105	\$	-
WSDOT Transit Support Grant	\$	-
Green Transportation Planning - PTD0567	\$	-
WSTIP Risk Management Grant (RMG)	\$ 2,500.00	\$ 2,500.00
Farebox/Pass Sales	\$ 15,430.49	\$ 15,430.49
Payments from CTA	\$ 850,000.00	\$ 850,000.00
State Pool - Interest	\$	-
Paratransit Office Space Rental	\$ 941.75	\$ 941.75
Bank Returns Fees	\$	-
Other Misc Revenue	\$	-
Federal Grant Competitive- 5307 Flex - Transit Center	\$	-
	\$	-
Federal Grant Competitive - 5339 - Transit Center	\$	-
Federal Grant Competitive- 5310 - Replacement Buses	\$	-
Interfund Loan Received	\$	-
Miscellaneous Adjustments/Settlements	\$	-
State Special Needs Formula Grant - Paratransit Operating	\$	-
Due from other Governments	\$	-
Cashier Over-Short / NSF	\$	-
Fixed Assets Sale Proceeds	\$	-
Insurance Recoveries	\$	-
Other Recoveries / Guest Rider	\$	-
Capital Asset Gains (Losses)	\$	-
Subtotal	\$ 868,872.24	\$ 868,872.24
Longview Expenditures		
Subtotal	\$689,493.54	\$689,493.54
Longview Ending Balance		\$ 286,042.15
Combined CTA & Longview Ending Balance		\$ 7,796,028.79

Date: 03/13/2024
Invoice # 2024-04

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

DESCRIPTION		AMOUNT	
Public Transit Services for April, 2024		\$553,741.00	
		AMOUNT DUE	
		\$553,741.00	
	REMITTANCE		
	Statement #	2024-04	
	Date	03/13/2024	
	Amount Due	553,741.00	
	Amount Enclosed		

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Cowlitz-Wahkiakum Council of Governments
PO Box 128
Kelso, WA 98626
(360) 577-3041
finance@cw cog.org



INVOICE

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

INVOICE # 203
DATE 02/20/2024
DUE DATE 03/21/2024
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Annual Member Dues – 2024	1	475.25	475.25

Thank you for being a valued member of the Cowlitz-Wahkiakum Council of Governments! Please contact us with any questions.

BALANCE DUE \$475.25

Cowlitz-Wahkiakum Council of Governments
PO Box 128
Kelso, WA 98626
(360) 577-3041
finance@cw cog.org



INVOICE

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

INVOICE # 204
DATE 02/20/2024
DUE DATE 03/21/2024
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Annual EDA Grant Match - 2024	1	250.00	250.00

Thank you for being a valued member of the Cowlitz-Wahkiakum Council of Governments! Please contact us with any questions.

BALANCE DUE \$250.00

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2024	30	1,099	1,192											2,291
	31	3,263	3,617											6,880
	32	2,435	2,613											5,048
	33	2,166	2,609											4,775
	44	1,262	1,421											2,683
	45	5,221	5,988											11,209
	46	511	531											1,042
	57	2,332	2,859											5,191
	411	410	439											849
TOTAL		18,699	21,269	0	0	0	0	0	0	0	0	0	0	39,968

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	822	5,762	5,829	6,196	5,822	5,267	6,364	5,494	5,842	5,598	5,300	63,628
	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	13,997	20,819	19,223	21,209	20,612	19,663	22,104	20,420	21,305	20,477	19,159	238,747

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

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Feb-24

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	218	157	133	66	214	130	36	138	33	1205
2	74	190	117	116	69	162	132	28	126	17	1031
3 S		127	94	113		173			85	4	596
4											
5	76	202	131	135	66	191	118	27	125	24	1095
6	82	170	118	99	87	143	102	22	138	24	985
7	56	179	102	118	67	155	106	23	121	19	946
8	48	123	92	103	94	146	100	25	113	29	873
9	75	129	125	83	48	142	89	29	139	21	880
10 S		95	81	101		130			87	9	503
11											
12	72	157	111	118	64	161	103	25	112	29	952
13	64	186	121	112	88	190	86	19	119	22	1007
14	58	150	93	119	72	153	121	30	121	17	934
15	52	138	89	109	65	148	125	33	137	21	917
16	44	128	118	97	76	150	93	37	137	14	894
17 S		136	100	74		125			71	1	507
18											
19 R		101	82	69		137			61		450
20	48	153	101	121	61	187	95	28	115	18	927
21	45	119	79	104	56	136	101	19	118	23	800
22	70	121	101	125	86	164	115	24	127	14	947
23	46	136	119	114	63	129	97	24	84	11	823
24 S		94	48	73		127			71	10	423
25											
26	42	141	123	109	71	129	93	27	124	19	878
27	64	130	125	106	74	146	107	33	135	22	942
28	41	144	111	85	66	171	87	25	142	18	890
29	55	150	75	73	82	160	119	17	113	20	864
TOTAL (25)	1192	3617	2613	2609	1421	3869	2119	531	2859	439	21269
WEEKDAY TOTAL (20)	1192	3064	2208	2179	1421	3177	2119	531	2484	415	18790
SATURDAY/REDUCED DAY TOTAL (5)		553	311	317		519			290	20	2010
DAILY AVERAGE	60	145	105	104	71	155	106	27	114	18	851
WEEKDAY AVERAGE	60	153	110	109	71	159	106	27	124	21	940
SATURDAY/REDUCED DAY AVERAGE		111	81	86		138			75	6	496

Presidents Day

Ridership by Hour
2/1/2024 - 2/29/2024

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	28	314	282	281	275	226	259	251	267	298	194	216	173	3,064
32	4	81	129	196	216	223	227	237	285	248	146	126	90	2,208
33	7	82	192	194	173	177	184	207	209	281	212	166	95	2,179
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	51	57	105	128	143	134	123	108	120	175	141	102	34	1,421
57	81	144	172	139	130	146	179	259	348	369	311	144	62	2,484
Route					1030	1130	1230	1330	1430	1530	1630			
30					122	163	225	198	204	159	121			1,192
Route					1050	1150	1250	1350	1450	1550				
46					78	89	126	91	83	64				531
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830	
45	63	150	107	119						227	136	102	32	5,296
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715		
411		31	25	65		36	60	32	48	46	33	39		415

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	27	33	40	65	73	56	72	63	74	50	553	
32	9	18	27	42	49	57	66	58	47	32	405	
33	23	20	35	32	67	61	54	50	54	34	430	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	26	31	38	41	46	39	55	50	36	13	375	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	36	29	44	20				56	33	24	12	692
Route			915					1515				
411			10					14				24

Total Fixed Route

21,269

Average Passengers per Trip
2/1/2024 - 2/29/2024

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	1.4	15.7	14.1	14.1	13.8	11.3	13.0	12.6	13.4	14.9	9.7	10.8	8.7	12.3	153
32	0.2	4.1	6.5	9.8	10.8	11.2	11.4	11.9	14.3	12.4	7.3	6.3	4.5	8.8	110
33	0.4	4.1	9.6	9.7	8.7	8.9	9.2	10.4	10.5	14.1	10.6	8.3	4.8	8.7	109
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.6	2.9	5.3	6.4	7.2	6.7	6.2	5.4	6.0	8.8	7.1	5.1	1.7	5.7	71
57	4.1	7.2	8.6	7.0	6.5	7.3	9.0	13.0	17.4	18.5	15.6	7.2	3.1	10.0	124
Route					1030	1130	1230	1330	1430	1530	1630				
30					6.1	8.2	11.3	9.9	10.2	8.0	6.1			8.5	60
Route					1050	1150	1250	1350	1450	1550					
46					3.9	4.5	6.3	4.6	4.2	3.2				4.4	27
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	3.2	7.5	5.4	6.0						11.4	6.8	5.1	1.6	13.3	265
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715			
411		1.6	1.3	3.3		1.8	3.0	1.6	2.4	2.3	1.7	2.0		3.6	21

Saturday

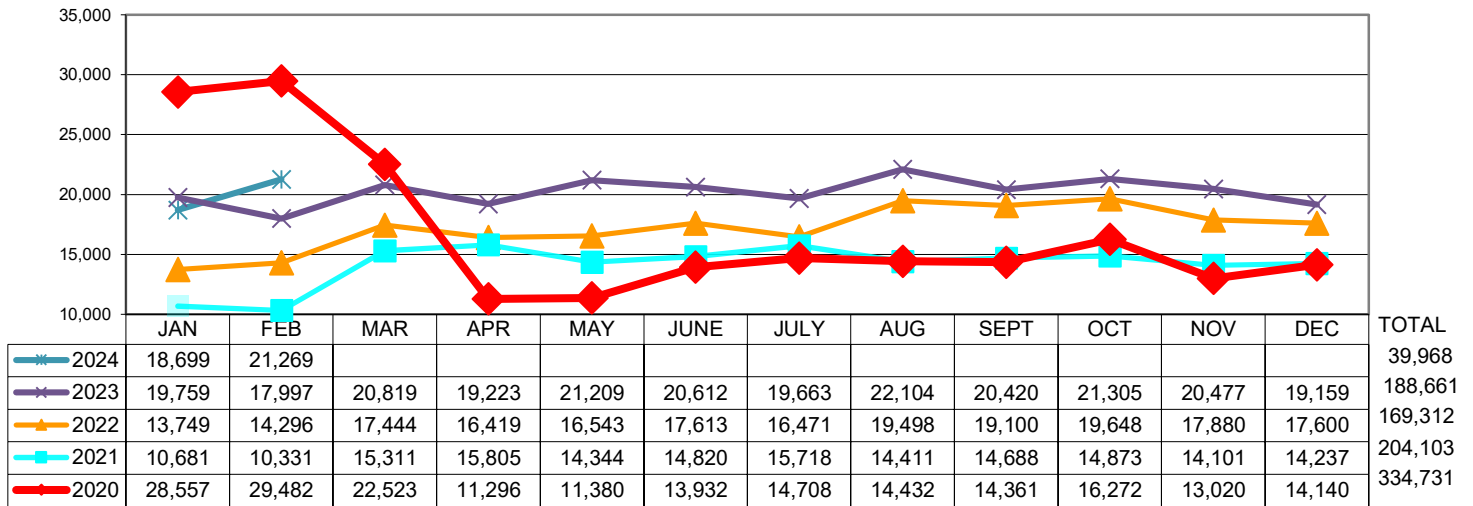
Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31		5.4	6.6	8.0	13.0	14.6	11.2	14.4	12.6	14.8	10.0	11.1	111
32		1.8	3.6	5.4	8.4	9.8	11.4	13.2	11.6	9.4	6.4	8.1	81
33		4.6	4.0	7.0	6.4	13.4	12.2	10.8	10.0	10.8	6.8	8.6	86
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		5.2	6.2	7.6	8.2	9.2	7.8	11.0	10.0	7.2	2.6	7.8	75
Route	800	830	900	not shown for brevity				1600	1630	1700	1730		
45	7.2	5.8	8.8					11.2	6.6	4.8	2.4	13.8	138
Route			915						1515				
411			2.0						2.8			4.0	5

System Productivity

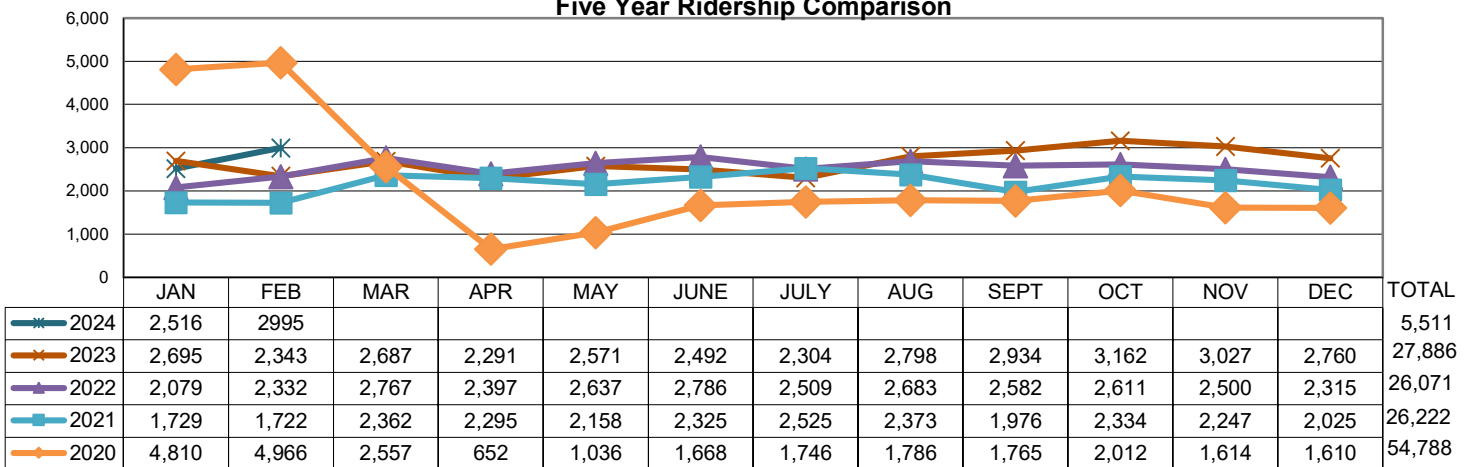
9.3

Date	Total Psgrs	Demand Response Client Trips	Number of Attend's	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
2/1/2024	138	108	29	1	81	27	25.00%	2.40	10	2
2/2/2024	155	118	37	0	73	45	38.14%	2.44	6	2
2/3/2024	77	58	19	0	50	8	13.79%	2.54	14	0
2/5/2024	84	66	15	3	44	22	33.33%	1.90	15	3
2/6/2024	166	125	39	2	98	27	21.60%	2.49	12	0
2/7/2024	153	122	31	0	98	24	19.67%	2.31	9	3
2/8/2024	119	99	20	0	72	27	27.27%	1.86	14	1
2/9/2024	122	95	27	0	69	26	27.37%	2.05	12	2
2/10/2024	71	50	20	1	36	14	28.00%	2.38	3	0
2/12/2024	89	66	20	3	40	26	39.39%	1.95	20	3
2/13/2024	127	107	20	0	85	22	20.56%	1.99	22	1
2/14/2024	135	113	22	0	85	28	24.78%	2.05	5	2
2/15/2024	130	101	26	3	83	18	17.82%	2.27	9	2
2/16/2024	132	99	30	3	76	23	23.23%	2.38	7	3
2/17/2024	102	69	31	2	57	12	17.39%	2.77	7	5
2/19/2024	61	49	12	0	32	17	34.69%	1.97	5	6
2/20/2024	159	134	23	2	97	37	27.61%	2.45	10	2
2/21/2024	137	110	27	0	79	31	28.18%	1.98	15	3
2/22/2024	141	113	28	0	71	42	37.17%	2.32	11	4
2/23/2024	139	109	30	0	82	27	24.77%	2.11	9	3
2/24/2024	40	30	10	0	19	11	36.67%	1.53	8	3
2/26/2024	80	60	20	0	44	16	26.67%	2.21	4	1
2/27/2024	158	126	32	0	99	27	21.43%	2.50	7	1
2/28/2024	148	118	30	0	94	24	20.34%	2.30	8	1
2/29/2024	132	101	31	0	84	17	16.83%	2.18	15	1
	2995	2346	629	20	1748	598	25.49%	2.22	257	54

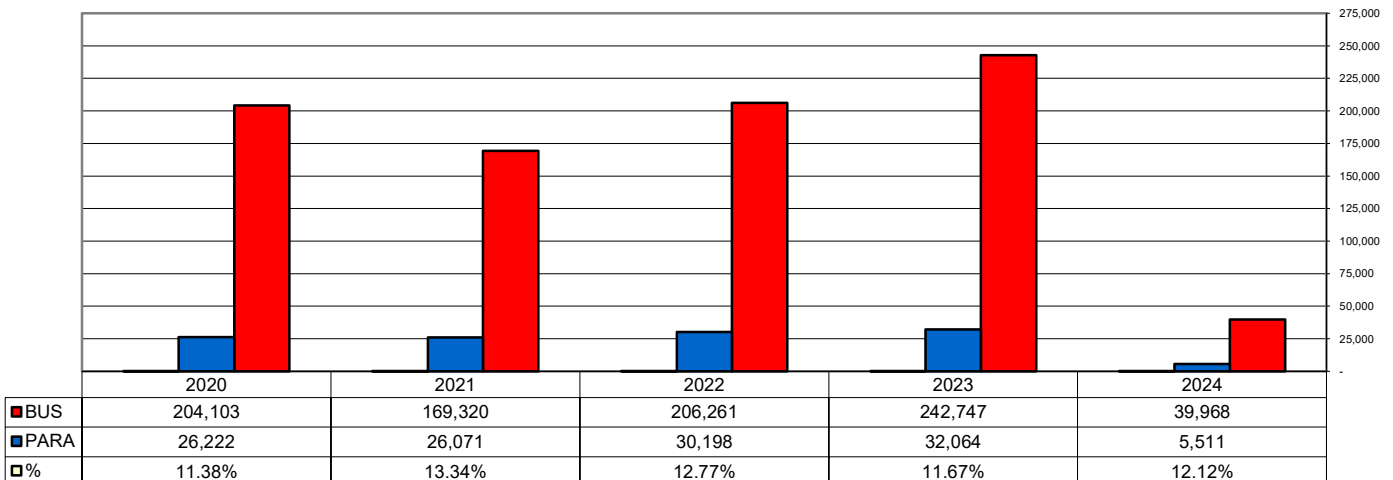
RiverCities Transit Fixed Route Five Year Ridership Comparison

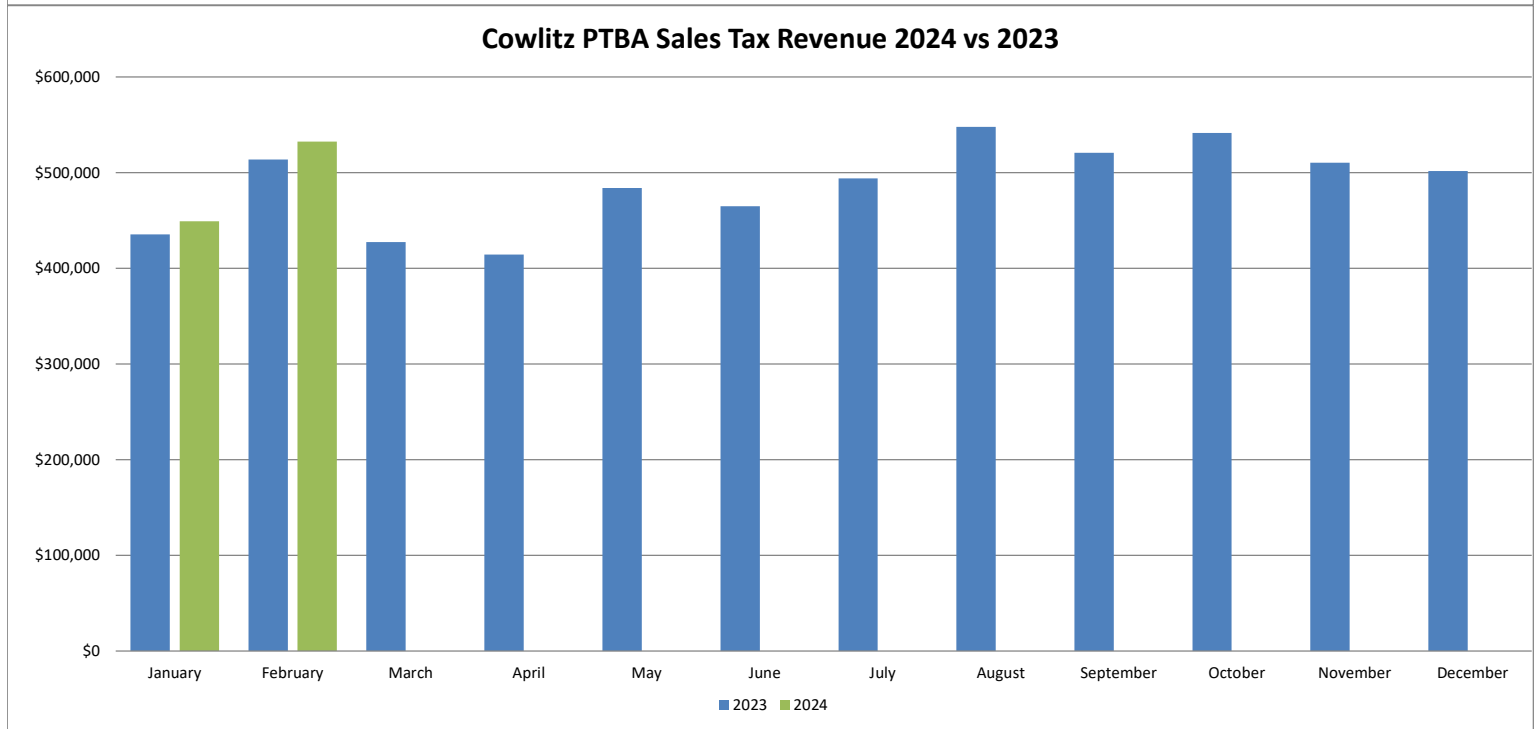
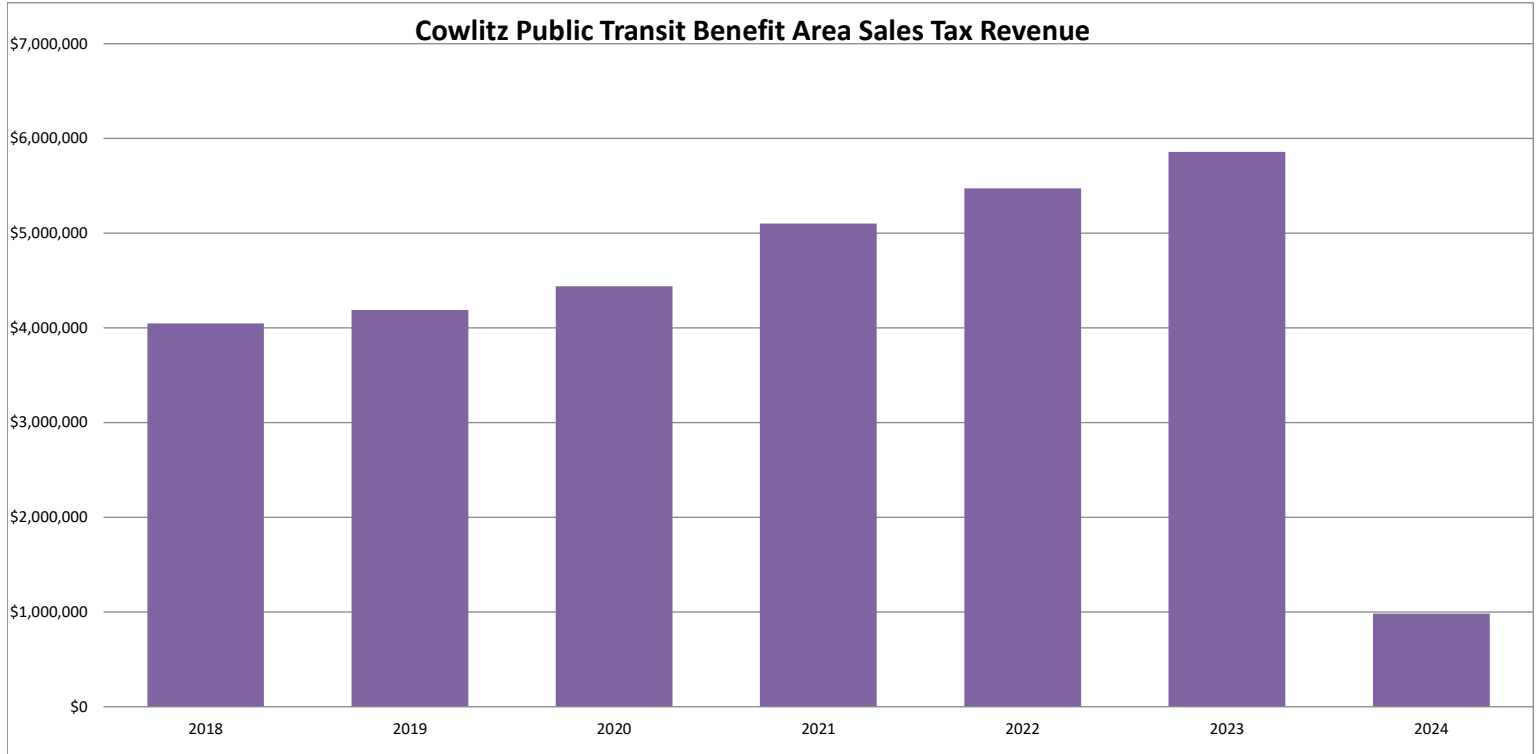


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

2024 AMENDMENT TO RESOLUTION 2017-03 EXHIBIT A

SUMMARY STATEMENT:

In August of 2017, the Cowlitz Transit Authority (CTA) approved Resolution No. 2017-03, authorizing individuals in the following identified positions to approve and submit claims for payment:

RiverCities Transit/City of Longview Transit Manager
City of Longview Public Works Director
Cowlitz Transit Authority Board Chair
Cowlitz Transit Authority Board Vice Chair

This resolution was adopted because, although the CTA is scheduled to meet monthly, from time to time, board meetings are canceled or a lack of a quorum of board members prevents the meetings from being held. These canceled meetings delay payment to contractors, vendors, agencies, and individuals who have provided goods and services to the CTA. To avoid delaying claims payments, the board designated certain individuals as authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer. Claims must be signed by any two of the individuals occupying the positions identified above, and claims must be ratified and approved by the CTA board at its next regularly scheduled meeting.

Exhibit A of Resolution 2017-03 must be amended to include newly elected or appointed individuals serving in the above-identified positions. Exhibit A was previously amended in March 2022.

A copy of Resolution 2017-03 and the amended Exhibit A is attached.

RECOMMENDED ACTION:

Adopt the 2024 Amendment to Resolution 2017-03 Exhibit A. The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

RESOLUTION NO. 2017-03

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY AUTHORIZING CERTAIN
INDIVIDUALS TO APPROVE AND SUBMIT CLAIMS FOR PAYMENT ON BEHALF OF
THE COWLITZ TRANSIT AUTHORITY

WHEREAS, the Cowlitz Transit Authority is scheduled to meet monthly and from time to time the lack of a quorum of board members prevents such meetings from being held; and

WHEREAS, the lack of a meeting delays payments to contractors, vendors, agencies, and individuals who have provided goods and services; and

WHEREAS, the Cowlitz Transit Authority desires to pay such contractors, vendors, agencies, and individuals in a timely manner; and

WHEREAS, desires to designate certain individuals authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority as follows:

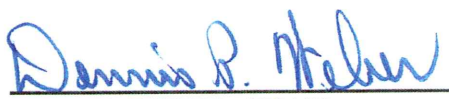
Section 1. Individuals in the following positions are authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer. Printed names and signatures of the authorized individuals shall be provided to the Auditor and Treasurer on the form attached as Exhibit A, and shall be updated each time a new individual occupies one of the identified positions.

RiverCities Transit/City of Longview Transit Manager
City of Longview Public Works Director
Cowlitz Transit Authority Board Chair
Cowlitz Transit Authority Board Vice Chair

Section 2. Claims submitted for payment shall be signed by any two of the individuals occupying the positions identified in Section 1 and the Cowlitz County Auditor and Treasurer shall make such payments in a timely manner upon receipt of such authorized claims.

Section 3. Claims submitted for payment and/or paid, shall be ratified and approved at the next regularly scheduled meeting of the Cowlitz Transit Authority for which a quorum of board members is present and action is taken.

PASSED by the Cowlitz Transit Authority in regular session and approved this 9th day of August, 2017.


DENNIS WEBER, CHAIR
Cowlitz Transit Authority


DON JENSEN

Cowlitz Transit Authority

RICK ROBERSON
Cowlitz Transit Authority

MARY JANE MELINK
Cowlitz Transit Authority

LARRY ALEXANDER
Cowlitz Transit Authority

ATTEST:

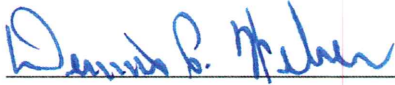
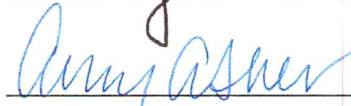
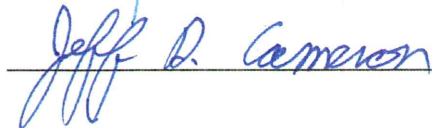
Tabitha A Hayden
Tabitha Hayden, Clerk of the Board

**COWLITZ TRANSIT AUTHORITY
RESOLUTION NO. 2017 – 03**

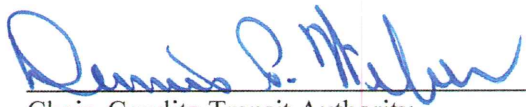
EXHIBIT A

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

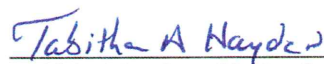
In accordance with Cowlitz Transit Authority Resolution No. 2017 – 03, the following elected or appointed individuals are authorized to authenticate, certify, and submit claims chargeable against the Cowlitz Transit Authority until such time as this Exhibit A is updated and replaced to include newly elected or appointed individuals, or cancelled by Cowlitz Transit Authority resolution.

<u>Name/Position</u>	<u>Authorized Signature</u>
1. Dennis P. Weber, Chair	
2. Don Jensen, Vice Chair	
3. Amy Asher, Transit Manager	
4. Jeff D. Cameron, Public Works Director	

Dated: August 9, 2017


Chair, Cowlitz Transit Authority

ATTEST:

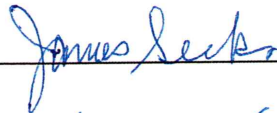
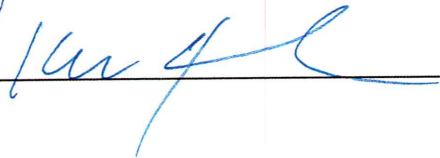
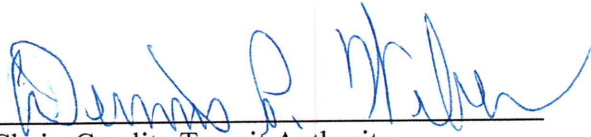

Tabitha Hayden, Clerk of the Board

**COWLITZ TRANSIT AUTHORITY
RESOLUTION NO. 2017 – 03**

EXHIBIT A – AMENDED 2022

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

In accordance with Cowlitz Transit Authority Resolution No. 2017 – 03, the following elected or appointed individuals are authorized to authenticate, certify, and submit claims chargeable against the Cowlitz Transit Authority until such time as this Exhibit A is updated and replaced to include newly elected or appointed individuals, or cancelled by Cowlitz Transit Authority resolution.

<u>Name/Position</u>	<u>Authorized Signature</u>
1. Dennis P. Weber, Chair	 _____
2. Mike Wallin, Vice Chair	 _____
3. James Seeks, Transit Manager	 _____
4. Kenneth Hash, Public Works Director	 _____
Dated: <u>03/09/2022</u>	 _____ Chair, Cowlitz Transit Authority

ATTEST:



Elizabeth Halili, Clerk of the Board

**COWLITZ TRANSIT AUTHORITY
RESOLUTION NO. 2017 – 03**

2024 AMENDMENT TO EXHIBIT A

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

In accordance with Cowlitz Transit Authority Resolution No. 2017 – 03, the following elected or appointed individuals are authorized to authenticate, certify, and submit claims chargeable against the Cowlitz Transit Authority until such time as this Exhibit A is updated and replaced to include newly elected or appointed individuals, or cancelled by Cowlitz Transit Authority resolution.

<u>Name/Position</u>	<u>Authorized Signature</u>
1. Dennis P. Weber, Chair	_____
2. Lisa Alexander, Vice Chair	_____
3. James Seeks, Transit Manager	_____
4. Kenneth Hash, Public Works Director	_____

Dated: _____

Chair, Cowlitz Transit Authority

ATTEST:

Tara Hargrave, Clerk of the Board

Cowlitz Transit Authority Agenda Summary

ESTABLISH PUBLIC HEARING FOR ANNEXATION OF LEXINGTON AND BEACON HILL INTO THE COWLITZ PTBA

SUMMARY STATEMENT:

In May 2022, RiverCities Transit launched Route 411, a two-year pilot service between Longview Transit Center and Lexington, including ADA service to both Beacon Hill and Lexington. Capital and operating expenses for the project have been funded with local CTA tax revenue collected within the Cowlitz Public Transportation Benefit Area (PTBA) in Kelso and Longview and a WSDOT Regional Mobility Grant.

The pilot project is scheduled to end April 30, 2024, and so a public hearing is required:

1. To consider annexation of Lexington and Beacon Hill into the Cowlitz PTBA, and if the service is not continued,
2. Because the Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on any change in transit service routes amounting to a change in excess of 20% of the total distance of any one route.

RECOMMENDED ACTION:

Establish a public hearing to be held at the April 10, 2024, CTA Board Meeting to receive comments on the proposed annexation of Lexington and Beacon Hill into the Cowlitz PTBA, and/or potential changes in Route 411.