



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)*

Wednesday, April 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, April 10, 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, May 8, 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 MARCH 13, 2024 MEETING**
24-00169 CTA 2024 03 13 Minutes
6. **CONSENT CALENDAR**
24-00178 Invoice #2024-05 - City of Longview \$553,741.00
24-00213 Invoice #2617 - Erin H Winkles \$1,102.50
7. **REPORTS**
24-00232 2024 Annual Fixed Route Ridership
24-00271 2024 March Daily Fixed Route Ridership
24-00296 2024 March Fixed Route Ridership per Hour
24-00312 2024 March Average Fixed Route Ridership per Trip
24-00313 2024 March LIFT Monthly Ridership
24-00314 Five Year Ridership Graph
24-00315 PTBA Sales Tax Data 2024 vs. 2023
8. **AGENDA SUMMARY - LOCAL MATCH TO GRANT FOR REPLACEMENT OF TRANSIT COACH**
24-00175 Agenda Summary - Local Match
9. **SUMMARY SHEET: PUBLIC HEARING ON POTENTIAL ANNEXATION**
24-00177 Summary Sheet - Annexation
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),
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Next meeting

Wednesday, April 10, 2024

4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Vice-Chair Alexander called the meeting to order at 4:00 pm.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Vice-Chair Lisa Alexander; Member Mary Alice Wallis; Member Erik Halvorson; Member Keenan Harvey (Via Zoom)

Absent: Chair Dennis Weber; 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, CWCOC (Via Zoom)

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES: FEBRUARY 14, 2024

A motion was made by Member Wallis, seconded by Member Halvorson, to approve the February 14, 2024, 2023 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

24-00218 February 14, 2024 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

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 - CWCOC - Annual Member Dues 2024 - \$475.25

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

7. REPORTS

Transit Manager Seeks stated that our 2024 February ridership was up 50% over 2023 and everything is continuing the upward trend.

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**

Transit Manager Seeks presented the Resolution Amendment.

Member Halvorson made a motion, seconded by Member Harvey, to adopt the 2024 Amendment Resolution 2017-03 Exhibit A. The motion carried unanimously.

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**

Transit Manager Seeks presented the request for a public hearing for potential annexation. Discussion ensued regarding Route 411, tax districts, notifications and ridership.

Member Wallis made a motion, seconded by Member Halvorson, to 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. The motion carried unanimously.

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

Transit Manager Seeks reported interviews for 5 operator positions are being held this week, the initial information for Transit's FTA Triennial Review has been provided and will likely result in some findings, staff are currently working on the NTD yearly report, and staff are working on replacing the coach that was totaled last fall and will be asking CTA for the match funds.

Mobility Supervisor Daggett reported staff is working with City IT regarding the ability for Transit to take credit cards for bus passes, and that both Fred Meyers and Safeway have tentatively agreed to sell bus passes for us but logistics are still being worked out.

Paratransit Manager Harmon reported they are hiring another driver due to the increase in LIFT ridership.

11. MISCELLANEOUS

None.

12. ADJOURNMENT

Vice-Chair Alexander adjourned the meeting at 4:20 pm.

Lisa Alexander, Vice-Chair

Tara Hargrave, Clerk of the Board

Date: 04/10/2024
Invoice # 2024-05

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

[illegible]

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INVOICE



LAW OFFICE OF
ERIN H. WINKLES

Invoice # 2617
Date: 03/29/2024
Due On: 04/05/2024

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
03/15/2024	Erin Winkles	REVIEW AND RESPOND TO EMAIL FROM CLIENT; INSTRUCTIONS TO LEGAL ASSISTANT	0.10	\$350.00	\$35.00
03/18/2024	Kristyn Murphy	SAVE EMAIL AND EVIDENCE FROM CLIENT TO FILE	0.10	\$175.00	\$17.50
03/27/2024	David Nelson	Review RCW 36.57A and RCW 42.17A.555, review articles on campaign restrictions, draft Resolution providing for annexation of Beacon Hill and Lexington into the PBTA, draft Proposition for annexation.	3.00	\$350.00	\$1,050.00
				Subtotal	\$1,102.50
				Total	\$1,102.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
2617	04/05/2024	\$1,102.50	\$0.00	\$1,102.50
Outstanding Balance				\$1,102.50
Amount in Trust				\$0.00
Total Amount Outstanding				\$1,102.50

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

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	1,351										3,642
	31	3,263	3,617	3,983										10,863
	32	2,435	2,613	2,689										7,737
	33	2,166	2,609	2,785										7,560
	44	1,262	1,421	1,588										4,271
	45	5,221	5,988	6,293										17,502
	46	511	531	570										1,612
	57	2,332	2,859	2,779										7,970
	411	410	439	483										1,332
TOTAL		18,699	21,269	22,521	0	0	0	0	0	0	0	0	0	62,489

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

Mar-24

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 46	ROUTE 57	ROUTE 411	TOTAL
1	70	197	143	128	86	190	125	37	124	14	1114
2 S		160	88	61		163			81	2	555
3											
4	93	163	141	116	69	205	121	17	145	47	1117
5	92	173	122	123	71	165	115	38	114	21	1034
6	71	154	107	98	61	169	95	24	108	24	911
7	67	181	85	120	101	180	92	27	140	26	1019
8	61	139	120	118	86	167	125	45	97	30	988
9 S		132	81	73		147			89	3	525
10											
11	62	159	114	116	75	166	92	42	94	25	945
12	69	151	117	114	66	162	91	33	99	18	920
13	61	150	119	128	75	129	100	21	92	19	894
14	58	166	92	103	97	152	94	20	110	20	912
15	91	174	99	125	61	175	106	47	89	16	983
16 S		125	74	96		145			142	2	584
17											
18	44	170	117	97	78	163	104	25	108	19	925
19	54	177	106	109	68	144	112	16	95	22	903
20	68	162	89	79	84	152	89	11	142	18	894
21	44	120	82	86	87	152	98	22	92	16	799
22	60	137	106	118	59	169	121	24	114	16	924
23 S		133	81	123		138			71	12	558
24											
25	62	161	111	113	71	165	87	21	94	25	910
26	61	168	119	110	66	138	104	26	125	21	938
27	66	150	94	110	58	146	83	21	117	20	865
28	52	113	99	114	94	164	93	23	109	10	871
29	45	140	119	112	75	170	80	30	96	32	899
30 S		128	64	95		150			92	5	534
31											
TOTAL (26)	1351	3983	2689	2785	1588	4166	2127	570	2779	483	22521
WEEKDAY TOTAL (21)	1351	3305	2301	2337	1588	3423	2127	570	2304	459	19765
SATURDAY/REDUCED DAY TOTAL (5)		678	388	448		743			475	24	2756
DAILY AVERAGE	64	153	103	107	76	160	101	27	107	19	866
WEEKDAY AVERAGE	64	157	110	111	76	163	101	27	110	22	941
SATURDAY/REDUCED DAY AVERAGE		136	78	90		149			95	5	551

Ridership by Hour
3/1/2023 - 3/31/2023

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	18	287	281	260	322	275	293	266	284	328	218	285	188	3,305
32	19	67	155	182	218	223	217	233	233	259	228	175	92	2,301
33	16	107	190	208	167	180	200	197	237	285	222	207	121	2,337
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	97	84	94	141	146	143	125	115	140	161	158	113	71	1,588
57	75	152	125	173	121	165	204	225	379	241	211	171	62	2,304
Route					1030	1130	1230	1330	1430	1530	1630			
30					164	226	244	205	212	176	124			1,351
Route					1050	1150	1250	1350	1450	1550				
46					77	86	123	92	98	94				570
Route	630	700	730	800						1700	1720	1800	1830	
45	49	180	140	141						275	177	174	203	5,550
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715		
411		16	15	56		59	50	41	64	58	31	69		459

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	44	33	57	74	76	81	94	88	83	48	678	
32	11	23	35	44	43	59	58	52	33	30	388	
33	19	41	41	53	46	66	58	38	47	39	448	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	8	41	33	50	62	55	90	63	42	31	475	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	31	27	49	31				63	22	29	9	743
Route			915					1515				
411			9					15				24

Total Fixed Route

22,521

Average Passengers per Trip
3/1/2024 - 3/31/2024

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	0.9	13.7	13.4	12.4	15.3	13.1	14.0	12.7	13.5	15.6	10.4	13.6	9.0	12.6	157
32	1.0	3.4	7.8	9.1	10.9	11.2	10.9	11.7	11.7	13.0	11.4	8.8	4.6	9.2	115
33	0.8	5.1	9.0	9.9	8.0	8.6	9.5	9.4	11.3	13.6	10.6	9.9	5.8	8.9	111
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	4.6	4.0	4.5	6.7	7.0	6.8	6.0	5.5	6.7	7.7	7.5	5.4	3.4	6.1	76
57	3.6	7.2	6.0	8.2	5.8	7.9	9.7	10.7	18.0	11.5	10.0	8.1	3.0	8.8	110
Route					1030	1130	1230	1330	1430	1530	1630				
30					7.8	10.8	11.6	9.8	10.1	8.4	5.9			9.2	64
Route					1050	1150	1250	1350	1450	1550					
46					3.7	4.1	5.9	4.4	4.7	4.5				4.5	27
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	2.5	9.0	7.0	7.1						13.8	8.9	8.7	10.2	13.9	278
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715			
411		0.8	0.8	2.8		3.0	2.5	2.1	3.2	2.9	1.6	3.5		3.9	23

Saturday

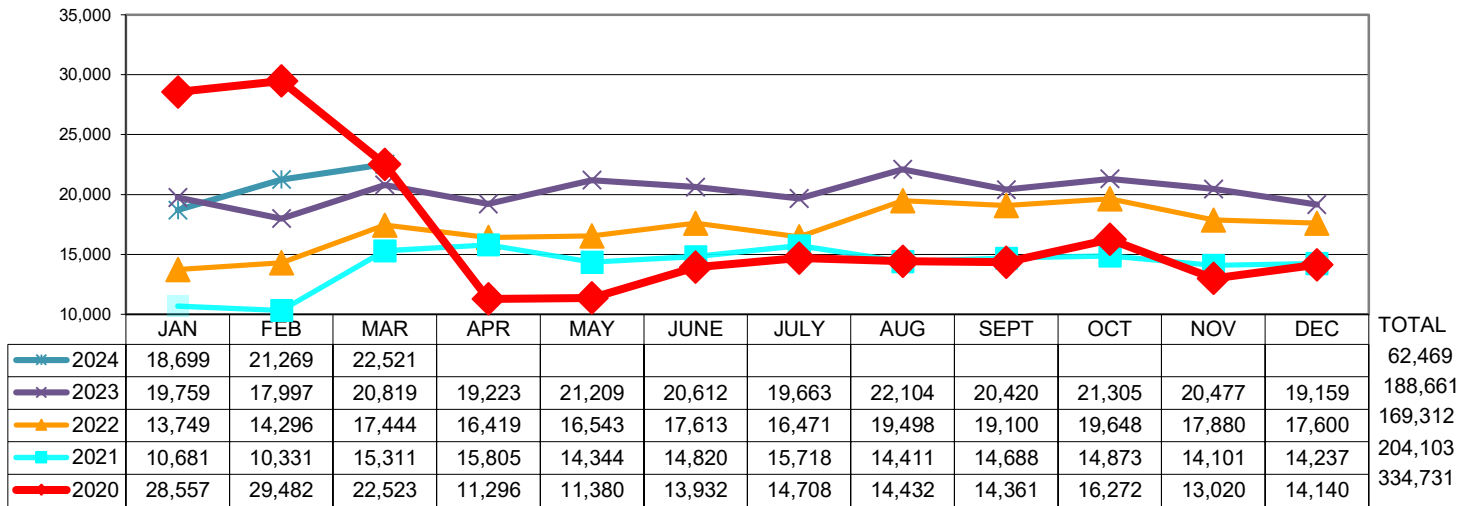
											Passengers per Revenue Service Hr	Avg daily boardings
Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	8.8	6.6	11.4	14.8	15.2	16.2	18.8	17.6	16.6	9.6	13.6	136
32	2.2	4.6	7.0	8.8	8.6	11.8	11.6	10.4	6.6	6.0	7.8	78
33	3.8	8.2	8.2	10.6	9.2	13.2	11.6	7.6	9.4	7.8	9.0	90
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	1.6	8.2	6.6	10.0	12.4	11.0	18.0	12.6	8.4	6.2	9.9	95
Route	800	830	900	not shown for brevity			1600	1630	1700	1730		
45	6.2	5.4	9.8				12.6	4.4	5.8	1.8	14.9	149
Route	915							1515				
411	1.8							3.0		4.0 5		

System Productivity

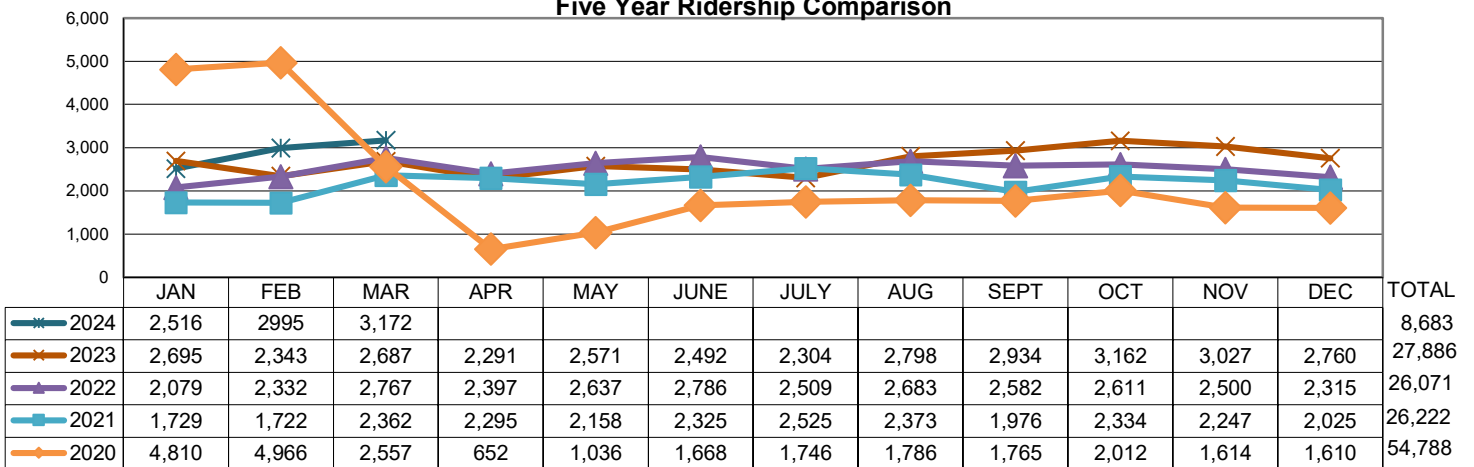
9.5

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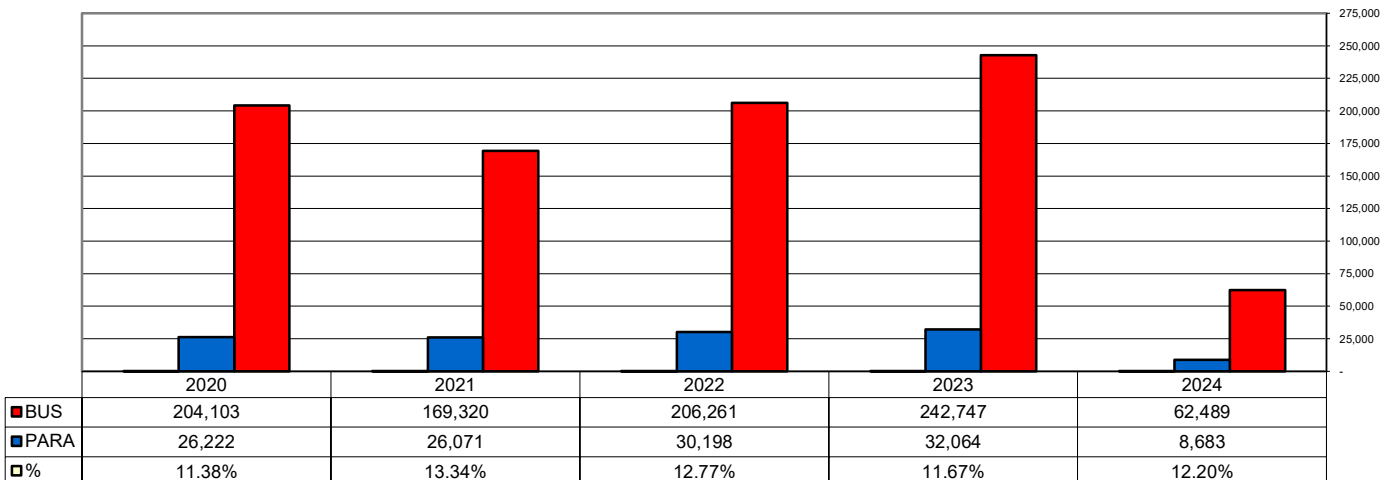
RiverCities Transit Fixed Route Five Year Ridership Comparison

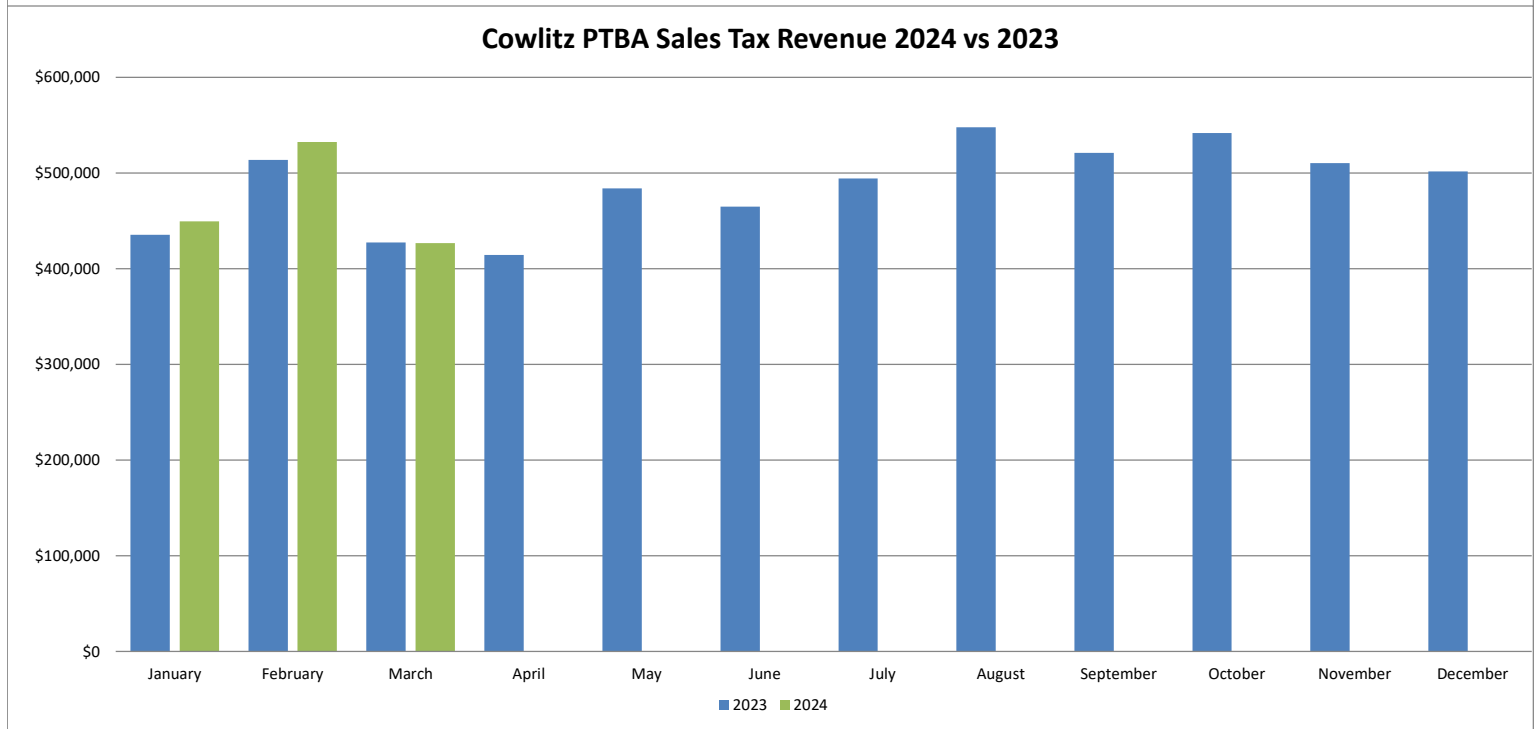
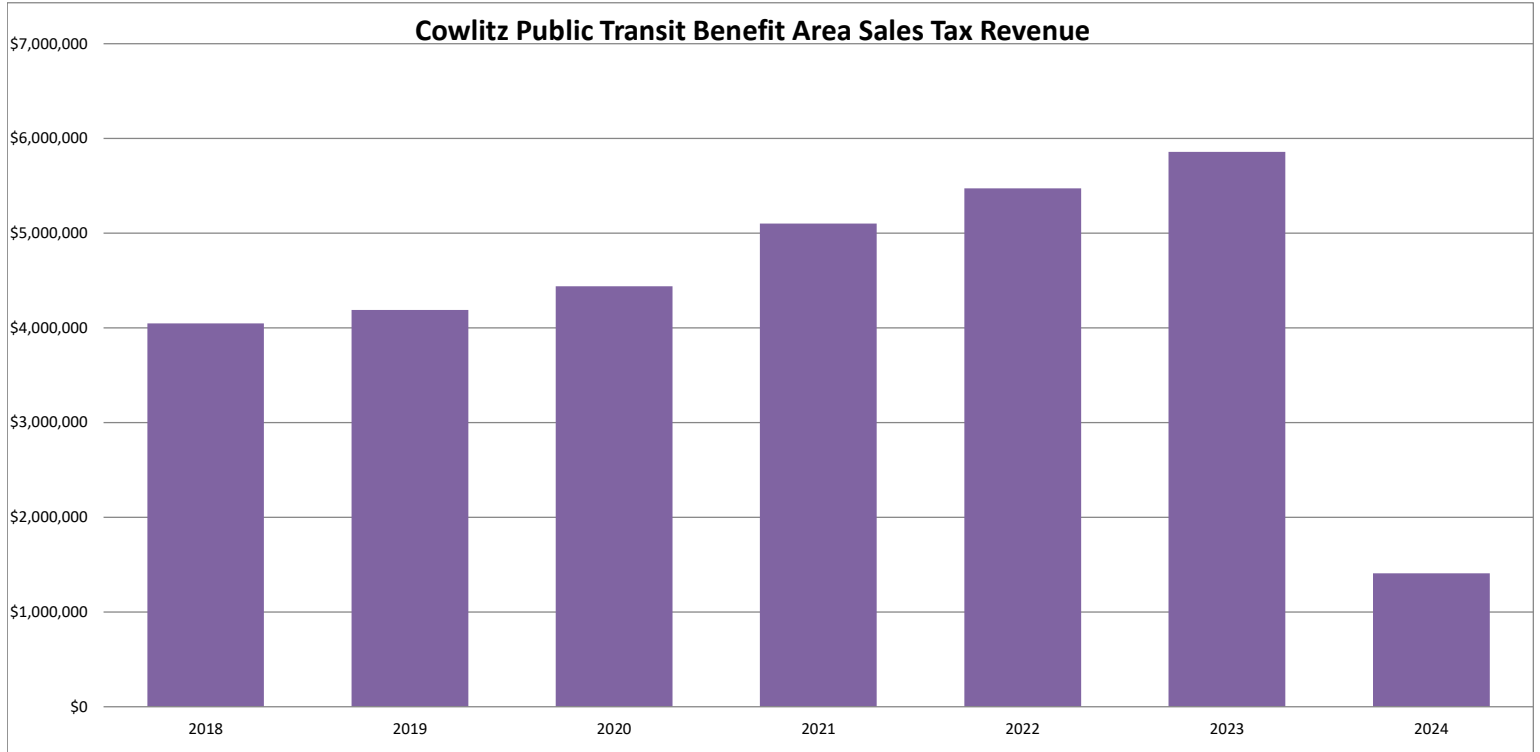


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

RESOLUTION NO. 2024-02 LOCAL MATCHING FUNDS AND LETTER OF SUPPORT FOR FEDERAL TRANSIT ADMINISTRATION BUS AND BUS FACILITIES GRANTS

SUMMARY STATEMENT:

The City of Longview is the Designated State and Federal Recipient of public transit funds. The City of Longview, in cooperation with the Cowlitz Transit Authority, is applying for FTA formula Sections 5307 and 5339 Bus and Bus Facilities Grants to purchase one (1) biodiesel replacement transit coach to replace a bus that was totaled in an accident in Fall 2023.

This project supports the goals of the Transit Enhancement Plan and are supported in the regional long range transportation plan. To demonstrate local support for the project, the application requires documentation of local financial commitment and support. Staff is requesting the CTA adopt a resolution allocating local matching funds for the grant and approve authorization of the CTA Board Chair to sign a letter of support. It is anticipated that this vehicle will be delivered and paid for in 2025.

FINANCIAL SUMMARY:

The estimated cost of the one biodiesel transit coach is \$658,000. The estimated match funds requested of the CTA is \$147,000. This project will be included in the 2024 Transit Development Plan and there are adequate funds available in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2024-02 and authorize the Chair to sign a letter of support for the City of Longview Sections 5307 and 5339 Bus and Bus Facilities grant application.



Operated by City of Longview

April 10, 2024

Federal Transit Administration – Region 10
Rikka Dayao
915 Second Avenue, Suite 3192
Seattle, WA 98174

Re: Section 5307 and Section 5339 Grant Programs
Replacement Heavy Duty Bus

Dear Ms. Dayao

On behalf of the Cowlitz Transit Authority, I am writing to express my strong support for the City of Longview's (RiverCities Transit) application for one (1) replacement heavy duty bus. The bus grants will be used to replace one biodiesel transit coach that was totaled after a non-preventable accident, and which had not reached its useful life.

This replacement will permit RiverCities Transit to continue to provide reliable, efficient service to the citizens of Longview and Kelso accessing medical, educational, and job opportunities.

This letter confirms the Cowlitz Transit Authority's financial support of an estimated \$147,000 in local funds, a 22% match, to purchase the replacement bus as requested in the grant application. These funds are provided by a transit sales tax our voters approved to enhance transit service.

I appreciate your consideration and hope you will support this worthy request.

Sincerely,

Dennis Weber, CTA Board Chair

Phone 360.442.5663

Fax 360.442.5979

PO Box 128

Longview, WA 98632-7080

www.rctransit.org

RESOLUTION NO. 2024-02

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY TO APPROVE MATCHING FUNDS FOR THE FEDERAL TRANSIT ADMINISTRATION BUS AND BUS FACILITIES GRANT PROGRAM FOR THE PURCHASE OF ONE REPLACEMENT HEAVY DUTY COACH

WHEREAS, the City of Longview is the Designated State and Federal Recipient of public transit funds, and

WHEREAS, the City of Longview; in cooperation with the Cowlitz Transit Authority, intends to apply for \$511,000 from the Federal Transit Administration Section 5307 and Section 5339 Bus and Bus Facilities Grant programs to purchase one (1) replacement heavy-duty coach; and

WHEREAS, the award has an estimated local matching funds requirement of \$147,000; and

WHEREAS, the Interlocal Agreement for Public Transportation Services states “[t]he City of Longview shall provide public transportation services within the area of the Cowlitz Transit Authority including, but not with limitation, the providing of vehicles, vehicle maintenance, vehicle operation, public liability and property damage insurance, supervision, and all labor and services in connection therewith, all in accordance with said Comprehensive Transit Plan and in accordance with public transportation schedules as determined by the Cowlitz Transit Authority”; and

WHEREAS, the Interlocal Agreement for Public Transportation Services states in part “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 ...”

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that it authorizes expenditure of an estimated \$147,000 to match the Federal Transit Administration’s Section 5307 and Section 5339 Bus and Bus Facilities Grants if approved, to be used by the City of Longview to procure one (1) replacement heavy-duty coach.

PASSED by the Cowlitz Transit Authority in regular session and approved this 10th day of April, 2024.

ATTEST:

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

Tara Hargrave, Clerk of the Board

Cowlitz Transit Authority



Agenda Summary

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

SUMMARY STATEMENT:

The Cowlitz Transit Authority bylaws Section 5.3 states that the Authority shall hold a public hearing to 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. The proposed annexation meets this criterion.

In May 2022, a pilot service between Longview Transit Center and Lexington, designated Route 411, was launched via Westside Highway and operates through several neighborhoods in the Lexington area. In addition, Route 411 provides curb-to-curb service to ADA paratransit-eligible customers in Beacon Hill and Lexington via route deviations.

Funding for this project was initially set to end on April 30, 2024. A Regional Mobility Grant from WSDOT partially supported service through June 30, 2023. Funding from a Washington Climate Commitment Act Transit Support Grant and ongoing funds provided by the Cowlitz Transit Authority from sales tax revenue in Kelso and Longview continue to support the service on a 50/50 basis.

The service operates Monday through Saturday, except six (6) major holidays. Fixed route ridership reached a new high of 483 in March 2024, with an average of 411 per month since May 2023. ADA deviation trips are counted with LIFT ridership and not included in the fixed route rider totals above.

At its March 13, 2024 meeting, the Cowlitz Transit Authority Board set a public hearing on a proposed annexation of the Lexington and Beacon Hill areas into the Cowlitz Public Transportation Benefit Area (PTBA) to continue operating the service beyond the term of the pilot project.

Annexation would require registered voter approval from the eight (8) precincts in the annexation area, as the sales tax in that area would increase by three tenths of one cent (\$0.003), equal to three cents (3¢) on a ten dollar (\$10) purchase, to help support the service.

If the annexation is approved by the CTA Board, the election will take place in conjunction with the primary election on August 6, 2024. Route 411 service would continue at minimum through the results of the election or August 31, whichever was later. CTA Legal Counsel will provide guidance to the Board and City of Longview employees on voter education and campaign restrictions.

If approved by the voters, the PTBA would expand, and transit service would continue subject to normal budget and ridership review.

Notices of the proposed annexation were posted on the buses, social media, on the RCT website, and in the Daily News, as well as in local radio advertising. Staff additionally made a presentation on the proposed annexation at a Lexington Elementary School Parent Teacher Organization meeting. A summary of comments received as of April 4, 2024, are attached.

If the Board disapproves annexation, staff proposes to provide Route 411 service through June 15, 2024, the end of the school year, to allow customers time to seek other travel options and for staff to reschedule driver work shifts.

BUDGET:

The estimated additional expense for operating Route 411 from May 1 through August 31, 2024, is \$66,736. The estimated expense for operating the service from May 1 through December 31, 2024, is \$133,472 and was included in the current year approved budget.

RECOMMENDED ACTION:

Hold public hearing for the proposed annexation of Beacon Hill and Lexington into the Cowlitz PTBA;

THEN:

Motion to approve Resolution 2024-1, annexing eight (8) precincts in the Beacon Hill and Lexington areas into the Cowlitz Public Transportation Benefit, subject to voter approval.

Attachments:

Resolution 2024-01

Summary of Customer Comment Cards received re Route 411

Email from Cowlitz-Wahkiakum Council of Governments re Lexington

From: Seidl, Monica <mseidl@cwccog.org>
Sent: Monday, February 26, 2024 3:54 PM
To: Jim Seeks <jim@rctransit.org>
Subject: Lexington route

Hello Jim

We talked briefly about the Lexington line a few weeks ago, but I have some questions. I have been talking to business owners and students about the Lexington area and a few economic development ideas. Is it possible to change the time of the route to 7am, so students, LCC and Stylemasters could reach school before 8am classes. And could the last bus to Lexington leave Longview at 6, giving people who get off work at 5 time to get to the transit station to head home at 6??

These are a few comments that I have heard from residents and students. I know this was a pilot program.

Thanks

Monica Seidl
Project Specialist
mseidl@cwccog.org



Cowlitz-Wahkiakum
Council of Governments
PO Box 128
Kelso, WA 98626
360.577.3041
www.cwccog.org

NOTICE OF PUBLIC DISCLOSURE: This e-mail, any related attachments, and responses may be subject to public disclosure under the Revised Code of Washington (RCW) 42.56

Comments Received regarding Route 411

Date	Commenter's residence	Comment
11/7/2023	Wyatt Dr, Lexington	Love having this route (411). Having the option for parents to get to Lexington Elem is wonderful. Please keep!
11/7/2023	John St, Lexington	Please keep the route. It's imparative for me to continue my employment and independence.
11/7/2023	Solomon Rd, Lexington	I am disabled so I have to be able to get from & to town from country run appartments.
11/7/2023	Solomon Rd, Lexington	I really need this bus to get back and to home. I use it every day. I love the people that drive.
11/8/2023	Cowlitz Dr, Lexington	I need bus route to make it to my appointments and I'm sure theres alot of other passengers that rely on bus and newcomers are always a possible
1/8/2024	Boardwalk Way, Lexington	I very much appriate this bus going to Lexington it really does help me out a lot. Please keep this bus going out here! a lot of people out here appriate it as well
1/8/2024	Indigo Ct, Lexington	I heavily relay on route 411 to commute to both work and college. This route has been so imperitive to both my ability to pay bills and complete my education.
1/19/2024	Westside Hwy, Lexington	This Bus has been extremely to get home from work. Before I had to walk from Kelso Taco bell to Lexington. And now I can easily get home with the Bus. Please keep this route going.
1/19/2024	Westside Hwy, Lexington	It's been super helpfull getting home from school and going to town rather than walking everywhere. I recently found the bus now I use it multiple times a week.

Comments Received regarding Route 411

1/20/2024	Ponderosa Dr, Lexington	This bus is much needed. Its been great the Drivers are great and the fact it goes out to Aaron Dr. is a blessing. Thx again.
1/22/2024	23 rd Ave, Longview	I like the Lexington bus. It is fun to have the Lexington bus. It is much needed
1/23/2024	Decatur Dr, Lexington	I am so thankful for Bus 411. It's given me transportation to see my daughter, get to work, groceries, and a way to be part of my community. Thanks, keep it up.
1/25/2024	Westside Hwy, Castle Rock	By just starting to ride the Bus system. I did not know about the Lexington route that has been a great convenience and appreciated Also brings more to our local buisneses. Please keep Route 411 active ty
1/31/2024	Solo Pointe Dr, Longview	Very "needed" and "important" for people who have no means of transportation in the Lexington locations and other small cities outside of many towns (Kelso and Longview).
2/13/2024	Pheasant Ln, Longview	I want to keep riding to see friends and it is a nice bus route.
2/18/2024	9 th Ave, Longview	The bus route for Lexington Transit is essential to the commerce of this city. As a subsidiary if Kelso, this route should be Mandatory. Many people of this area rely on your Transit for travel into town & back. For the saftey of your customers and residents regarding Westside Hwy. Please keep the bus route. Lexington is booming and continuing to grow. Do not hesitate to call me for more further comments.
2/28/2024	Alpha Dr, Beacon Hill	Hello, As an unemployed person on state assistance for my disabilities, I frequently depend on this route to get to & from town to my medical appointments during the week. Thanks.
3/21/2024	Aloha Dr, Lexington	My wife has a coworker who uses your services frequently as he is blind. It gives him independence to travel without always having to rely on others.

Comments Received regarding Route 411

[illegible]

RESOLUTION NO. 2024-01

COWLITZ TRANSIT AUTHORITY

A RESOLUTION of the Board of the Cowlitz Transit Authority (“CTA”) calling an election to annex the areas commonly known as Beacon Hill and Lexington into CTA’s Public Transportation Benefit Area (“PTBA”), to impose local taxes for the annexed area, to establish the ballot title for said election, and to direct the Transit Manager to deliver this Resolution to the appropriate election officials of Cowlitz County and to request that said election officials take such action as may be necessary to conduct said election on August 6, 2024.

WHEREAS, the CTA has been created to provide public transportation to designated areas in Cowlitz County; and

WHEREAS, pursuant to RCW 36.57A et seq. the CTA has created a PTBA with the Cities of Longview and Kelso being the component cities as set forth in RCW 36.57A.040; and

WHEREAS, pursuant to RCW 36.57A.140, the CTA seeks to expand the PTBA by including service areas commonly known as Beacon Hill and Lexington; and

WHEREAS, the proposed annexed area shall include the following precincts:

Beacon	6.01
Beacon	6.02
Beulah	7.00
Sparks	70.01
Sparks	70.02
Lexington	38.00
Ponderosa	58.05
Ponderosa	58.06

WHEREAS, the CTA has conducted a pilot project service between the Longview Transit Center and Lexington referred to as Route 411; and

WHEREAS, the CTA has provided along curb-to-curb service for ADA paratransit eligible residents living within three-quarters of a mile off the fixed route of Route 411; and

WHEREAS, the continuation of Route 411 on a permanent basis will be in the best interest of the residents of the proposed annexed area and serve the general welfare of the PTBA.

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

Section 1. The Board finds and declares that the proposition, hereinafter set forth, be submitted to the voters residing within the proposed annexation area at an election to be held on August 6, 2024.

Section 2. The Board requests the Cowlitz County Auditor to assume jurisdiction of the conduct of the election, to cause a ballot measure to be included in the Cowlitz County voters' pamphlet, pursuant to RCW 29A.32.210 et seq., and to call and conduct such election to submit to the voters the proposition set forth in Section 6 of this Resolution utilizing regular mail-in balloting procedures.

Section 3. A narrative description of the area proposed to be annexed is attached hereto as Exhibit "A."

Section 4: For the sole purpose of providing funds for the planning, development, operation and maintenance of public transportation to the proposed annexed areas, described in Exhibit "A", the CTA shall levy and collect a sales tax and use tax not to exceed three-tenths of one percent (\$0.003) in the area proposed to be annexed if such annexation and sales tax are approved by the voters residing therein.

Section 5: If such annexation and sales tax are approved by the voters, CTA will monitor and administer the revenues generated in the annexation area in a manner that provides benefits to the annexed area consistent with CTA's policies.

Section 6: The Transit Manager is authorized and directed to submit to the Cowlitz County Auditor by and before May 31, 2024, in order to be placed on the August 5, 2024 ballot, a copy of this Resolution and the proposition to be submitted at said election in the following form:

COWLITZ TRANSIT AUTHORITY
PROPOSITION

Annexation to the Public Transportation
Benefits Area

This proposition would annex the area identified in Resolution 2024-01 of the Cowlitz Transit Authority commonly referred to as Beacon Hill and Lexington to the Public Transportation Benefits Area by imposing a sales and use tax of three-tenths of one percent (\$0.003) in the area to be annexed.

Should this proposition be:

Approved

Rejected

Section 7: The Board further authorizes the Transit Manager to take any actions necessary to implement the policies and determinations of the Board pursuant to this Resolution.

ADOPTED by the BOARD of the Cowlitz Transit Authority at a regular meeting thereof held on the 10th day of April 2024.

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

ATTEST:

Tara Hargrave, Clerk of the Board