



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, May 8, 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, May 8, 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, June 12, 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: APRIL 10, 2024**
24-00433 2024 04 10 CTA Meeting Minutes
6. **CONSENT CALENDAR**
24-00419 2024 February CTA Treasurer's Report
24-00420 2024 March CTA Treasurer's Report
24-00421 2024 February CTA Fund Balance Report
24-00422 2024 March CTA Fund Balance Report
24-00423 Invoice #2024-06 - City of Longview \$553,741.00
24-00424 Invoice #2737 - Law Office of Erin H. Winkles \$1,622.50
7. **REPORTS**
24-00425 2024 Annual Fixed Route Ridership
24-00426 2024 April Daily Fixed Route Ridership
24-00427 2024 April Fixed Route Ridership per Hour
24-00428 2024 April Average Fixed Route Ridership per Trip
24-00429 2024 April LIFT Monthly Ridership
24-00430 Five Year Ridership Graph
24-00431 PTBA Sales Tax Data 2024 vs. 2023
8. **AGENDA SUMMARY - LOCAL MATCH TO GRANT FOR LOW-FLOOR, FIXED ROUTE CUTAWAY**
24-00435 Agenda Summary - Resolution No. 2024-03 Local Matching Funds
24-00434 Resolution No. 2024-03 Bus and Bus Facilities Matching Funds Commitment
9. **MANAGER'S REPORT**
10. **MISCELLANEOUS**
11. **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)*

Wednesday, April 10, 2024

4:00 PM

Hybrid Meeting
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1525 Broadway St, Longview

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Next meeting

Wednesday, May 8, 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; Member Lisa Alexander; Member Erik Halvorson; Member Keenan Harvey; Member Anthony Harris

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

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

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

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE MARCH 13, 2024 MEETING

A motion was made by Member Harvey, seconded by Member Halvorson, to approve the March 13, 2024 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

24-00169 CTA 2024 03 13 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.

24-00326 2024 February CTA Treasurer's Report

24-00327 2024 February CTA Fund Balance Report

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**

Transit Manager Seeks presented the local match request.

Member Halvorson made a motion, seconded by Member Alexander to approve the grant match for the replacement bus. The motion passed unanimously.

24-00175 Agenda Summary - Local Match**9. SUMMARY SHEET: PUBLIC HEARING ON POTENTIAL ANNEXATION**

Transit Manager Seeks presented the potential annexation of Lexington.

Chair Weber opened the public hearing at 4:18 pm. He called for public comment. Several public members (both in person and online) spoke in support of the annexation into the PTBA. CWCOC representatives Lauren Reed and Bill Fashing spoke in favor of the annexation. Member Harvey voiced some concerns. Chair Weber closed the public hearing at 4:34 pm.

Member Alexander made a motion, seconded by Member Halvorson to move forward with putting the annexation on the ballot. The motion passed unanimously.

24-00177 Summary Sheet - Annexation**10. MANAGER'S REPORT**

Transit Manager Seeks reported on our upcoming FTA triennial review and stated that our attorney will give advice as to what staff can and cannot say regarding the vote for annexation. Three drivers were interviewed and are currently training in hopes of having them on the road soon. There are still two driver positions available.

Paratransit Manager Harmon stated that they are also hiring drivers and their ridership is still steadily increasing.

11. MISCELLANEOUS

None.

12. ADJOURNMENT

Chair Weber adjourned the meeting at 4:49 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		540,519.05	541,022.27	- 557,556.26	- 16,533.99	523,985.06
1112000 WARRANTS OUTSTANDING		0.00	402.50	- 402.50	0.00	0.00
1180000 INVESTMENTS		7,221,580.33	26,216.26	0.00	26,216.26	7,247,796.59
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	532,145.00	- 532,145.00	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	- 435,474.08	0.00	- 513,787.87	- 513,787.87	- 949,261.95
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 26,216.26	- 26,216.26	- 26,216.26
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 1,011.53	0.00	- 1,018.14	- 1,018.14	- 2,029.67
5492000 OTHER	8900000 DISTRICT ACTIVITIES	538,145.05	531,742.50	- 402.50	531,340.00	1,069,485.05
Total		0.00	1,631,528.53	- 1,631,528.53	0.00	0.00

69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information		BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH			2,396,570.87	445,829.73	- 571,711.65	- 125,881.92	2,270,688.95
1112000 WARRANTS OUTSTANDING			0.00	725.25	- 725.25	0.00	0.00
1180000 INVESTMENTS			4,258,942.25	17,245.40	0.00	17,245.40	4,276,187.65
2131020 ACCOUNTS PAYABLE - AP MODULE			0.00	554,466.25	- 554,466.25	0.00	0.00
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		- 981,799.37	0.00	- 426,838.34	- 426,838.34	- 1,408,637.71
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES		- 17,995.10	0.00	- 17,245.40	- 17,245.40	- 35,240.50
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES		- 3,133.64	0.00	- 1,745.99	- 1,745.99	- 4,879.63
5492000 OTHER	8900000 DISTRICT ACTIVITIES		1,963,295.85	554,466.25	0.00	554,466.25	2,517,762.10
Total			0.00	1,572,732.88	- 1,572,732.88	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: February 29, 2024

	Current Period	Y-T-D
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2024		\$ 7,615,880.86
CTA Revenue		
Metro Sales Tax	513,787.87	513,787.87
Interest Earnings/Investments	26,216.26	475,547.72
Local Sales Interest	1,018.14	1,018.14
LCC Ridership Agreement	-	1,600.17
Other Miscellaneous Revenue	-	-
Subtotal	\$ 541,022.27	\$ 991,953.90
CTA Expenditures		
City of Longview	553,741.00	1,107,482.00
City of Longview - Audit Services		850,000.00
Legal Counsel/Notices		271.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	5,913.85	8,727.70
Subtotal	\$ 559,654.85	\$ 1,966,480.70
CTA Ending Balance		\$ 6,641,354.06
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
Farebox/Pass Sales	\$ 9,973.37	\$ 25,403.86
Payments from CTA	\$ 1,107,482.00	\$ 1,957,482.00
State Pool - Interest	\$ -	\$ -
Paratransit Office Space Rental	\$ 1,020.47	\$ 1,962.22
Bank Returns Fees	\$ -	\$ -
Other Misc Revenue	\$ -	\$ -
Bank One Rebates	\$ 414.13	\$ 414.13
Federal Grant Competitive- 5310 - Replacement Buses	\$ -	\$ -
Miscellaneous Adjustments/Settlements/AR	\$ 3,255.00	\$ 3,255.00
Due from other Governments	\$ 361,779.00	\$ 361,779.00
Cashier Over-Short / NSF	\$ -	\$ -
Fixed Assets Sale Proceeds	\$ -	\$ -
Insurance Recoveries	\$ 1,846.44	\$ 1,846.44
Other Recoveries / Guest Rider	\$ -	\$ -
Capital Asset Gains (Losses)	\$ -	\$ -
Subtotal	\$ 1,485,770.41	\$ 2,354,642.65
Longview Expenditures		
Subtotal	\$461,380.67	\$1,150,874.21
Longview Ending Balance		\$ 1,310,431.89
Combined CTA & Longview Ending Balance		\$ 7,951,785.95

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

	Current Period	Y-T-D
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2024		\$ 7,615,880.86
CTA Revenue		
Metro Sales Tax	426,838.34	940,626.21
Interest Earnings/Investments	17,245.40	492,793.12
Local Sales Interest	1,745.99	2,764.13
LCC Ridership Agreement	-	1,600.17
Other Miscellaneous Revenue	-	-
Subtotal	\$ 445,829.73	\$ 1,437,783.63
CTA Expenditures		
City of Longview	553,741.00	1,661,223.00
City of Longview - Audit Services		850,000.00
Legal Counsel/Notices		271.00
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues	725.25	9,452.95
Subtotal	\$ 554,466.25	\$ 2,520,946.95
CTA Ending Balance		\$ 6,532,717.54
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
Farebox/Pass Sales	\$ 13,141.12	\$ 38,544.98
Payments from CTA	\$ 553,741.00	\$ 2,511,223.00
State Pool - Interest	\$ 4,504.05	\$ 4,504.05
Paratransit Office Space Rental	\$ 981.11	\$ 2,943.33
Bank Returns Fees	\$ -	\$ -
Other Misc Revenue	\$ -	\$ -
Bank One Rebates	\$ -	\$ 414.13
Federal Grant Competitive- 5310 - Replacement Buses	\$ -	\$ -
Miscellaneous Adjustments/Settlements/AR	\$ -	\$ 3,255.00
Due from other Governments	\$ -	\$ 361,779.00
Cashier Over-Short / NSF	\$ -	\$ -
Fixed Assets Sale Proceeds	\$ -	\$ -
Insurance Recoveries	\$ -	\$ 1,846.44
Other Recoveries / Guest Rider	\$ -	\$ -
Capital Asset Gains (Losses)	\$ -	\$ -
Subtotal	\$ 572,367.28	\$ 2,927,009.93
Longview Expenditures		
Subtotal	\$487,966.76	\$1,638,840.97
Longview Ending Balance		\$ 1,394,832.41
Combined CTA & Longview Ending Balance		\$ 7,927,549.95

Date: 05/08/2024
Invoice # 2024-06

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 # 2737
Date: 04/30/2024
Due On: 05/08/2024

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
PO Box 128
Longview, WA 98632

00560-Cowlitz Transit Authority

General File

Date	Time Keeper	Notes	Quantity	Rate	Total
03/29/2024	David Nelson	Draft email to Jim Seeks re: Annexation Resolution	0.10	\$350.00	\$35.00
04/03/2024	David Nelson	Draft memorandum re: election activities	2.00	\$350.00	\$700.00
04/04/2024	David Nelson	Complete Memorandum on campaign activities	0.50	\$350.00	\$175.00
04/08/2024	Brenda Beehler	SCANNED AND UPLOADED MEMORANDUM TO ELECTRONIC FILE	0.10	\$125.00	\$12.50
04/20/2024	David Nelson	Draft email to Jim Seeks re: employee comment regarding the Annexation Proposition.	0.20	\$350.00	\$70.00
04/29/2024	David Nelson	Review 2024 Jurisdiction Manual, research pass/fail requirement for the resolution, draft Explanatory Statement and letter to Elections	1.80	\$350.00	\$630.00
				Subtotal	\$1,622.50
				Total	\$1,622.50

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	1,534									5,176
	31	3,263	3,617	3,983	3,590									14,453
	32	2,435	2,613	2,689	2,927									10,664
	33	2,166	2,609	2,785	2,789									10,349
	44	1,262	1,421	1,588	1,754									6,025
	45	5,221	5,988	6,293	6,254									23,756
	46	511	531	570	673									2,285
	57	2,332	2,859	2,779	2,758									10,728
	411	410	439	483	676									2,008
TOTAL		18,699	21,269	22,521	22,955	0	0	0	0	0	0	0	0	85,444

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

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Apr-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	107	202	143	133	78	219	119	38	103	29	1171
2	76	167	100	121	86	214	108	47	148	26	1093
3	63	158	163	110	91	178	114	45	108	34	1064
4	84	126	116	104	93	149	97	29	117	31	946
5	66	126	98	120	73	85	99	27	77	20	791
6 S		120	88	63		135			62	10	478
7											
8	56	170	134	95	68	146	93	40	106	20	928
9	69	169	128	87	73	194	87	30	127	26	990
10	75	142	134	85	87	117	75	41	103	32	891
11	64	118	106	101	87	138	81	18	87	24	824
12	70	147	123	115	88	192	98	36	106	22	997
13 S		112	89	82		147			75	7	512
14											
15	67	141	124	122	88	142	101	36	134	48	1003
16	69	156	116	117	64	178	95	23	117	30	965
17	71	138	132	104	72	154	88	30	113	32	934
18	47	128	111	115	100	161	94	25	88	40	909
19	79	166	130	97	84	178	121	23	101	34	1013
20 S		120	99	94		192			70	10	585
21											
22	63	74	86	129	80	89	77	20	109	27	754
23	56	165	119	110	89	191	105	29	112	30	1006
24	59	139	83	121	77	156	83	23	123	21	885
25	73	122	116	138	75	168	94	30	93	32	941
26	70	161	115	109	77	172	116	24	99	22	965
27 S		101	77	91		149			125	4	547
28											
29	87	132	108	111	61	157	81	32	123	38	930
30	63	90	89	115	63	127	100	27	132	27	833
TOTAL (26)	1534	3590	2927	2789	1754	4128	2126	673	2758	676	22955
WEEKDAY TOTAL (22)	1534	3137	2574	2459	1754	3505	2126	673	2426	645	20833
SATURDAY/REDUCED DAY TOTAL (4)		453	353	330		623			332	31	2122
DAILY AVERAGE	70	138	113	107	80	159	97	31	106	26	883
WEEKDAY AVERAGE	70	141	115	111	80	159	97	31	111	28	947
SATURDAY/REDUCED DAY AVERAGE		113	88	83		156			83	8	531

Ridership by Hour
4/1/2024 - 4/30/2024

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	47	220	247	262	281	256	290	293	291	329	228	238	155	3,137
32	31	99	144	212	269	281	292	239	288	257	224	147	91	2,574
33	3	97	167	206	202	221	280	251	236	250	220	201	125	2,459
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	63	107	103	190	173	133	146	153	142	192	165	111	76	1,754
57	70	186	189	163	179	169	202	228	360	266	197	163	54	2,426
Route					1030	1130	1230	1330	1430	1530	1630			
30					177	223	264	210	285	235	140			1,534
Route					1050	1150	1250	1350	1450	1550				
46					65	111	119	141	126	111				673
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830	
45	70	204	114	159						209	153	90	51	5,631
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715		
411		50	61	83		57	71	52	74	46	59	98		651

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	31	21	43	66	55	42	56	47	50	42	453	
32	9	18	18	38	50	53	54	42	39	32	353	
33	29	27	23	33	37	38	42	27	45	29	330	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	7	29	36	33	43	45	51	34	36	18	332	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	10	15	40	18				36	29	22	17	623
Route	915						1515					
411	15						10					25

Total Fixed Route

22,955

Average Passengers per Trip
4/1/2024 - 4/30/2024

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	2.1	10.0	11.2	11.9	12.8	11.6	13.2	13.3	13.2	15.0	10.4	10.8	7.0	11.4	143
32	1.4	4.5	6.5	9.6	12.2	12.8	13.3	10.9	13.1	11.7	10.2	6.7	4.1	9.4	117
33	0.1	4.4	7.6	9.4	9.2	10.0	12.7	11.4	10.7	11.4	10.0	9.1	5.7	8.9	112
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	2.9	4.9	4.7	8.6	7.9	6.0	6.6	7.0	6.5	8.7	7.5	5.0	3.5	6.4	80
57	3.2	8.5	8.6	7.4	8.1	7.7	9.2	10.4	16.4	12.1	9.0	7.4	2.5	8.8	110
Route					1030	1130	1230	1330	1430	1530	1630				
30					8.0	10.1	12.0	9.5	13.0	10.7	6.4			10.0	70
Route					1050	1150	1250	1350	1450	1550					
46					3.0	5.0	5.4	6.4	5.7	5.0				5.1	31
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	3.2	9.3	5.2	7.2						9.5	7.0	4.1	2.3	12.8	256
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715			
411		2.3	2.8	3.8		2.6	3.2	2.4	3.4	2.1	2.7	4.5		5.1	30

Saturday

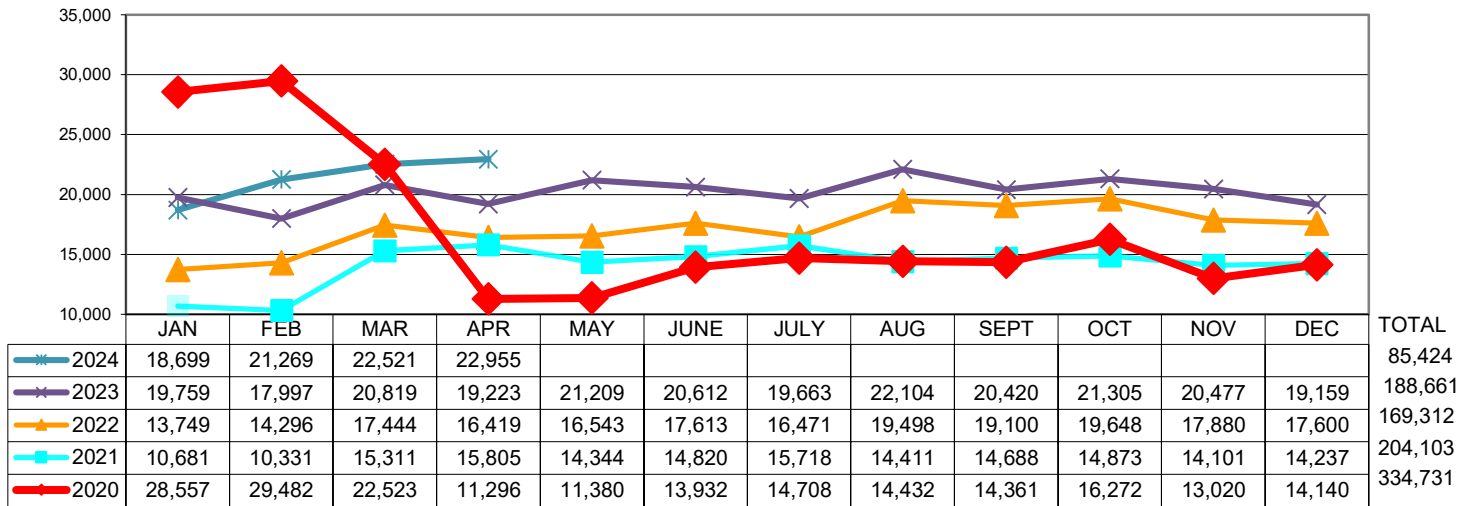
Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31		7.8	5.3	10.8	16.5	13.8	10.5	14.0	11.8	12.5	10.5	11.3	113
32		2.3	4.5	4.5	9.5	12.5	13.3	13.5	10.5	9.8	8.0	8.8	88
33		7.3	6.8	5.8	8.3	9.3	9.5	10.5	6.8	11.3	7.3	8.3	83
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		1.8	7.3	9.0	8.3	10.8	11.3	12.8	8.5	9.0	4.5	8.6	83
Route		800	830	900	not shown for brevity			1600	1630	1700	1730		
45		2.5	3.8	10.0				9.0	7.3	5.5	4.3	15.6	156
Route			915						1515				
411			3.8						2.5			5.2	6

System Productivity

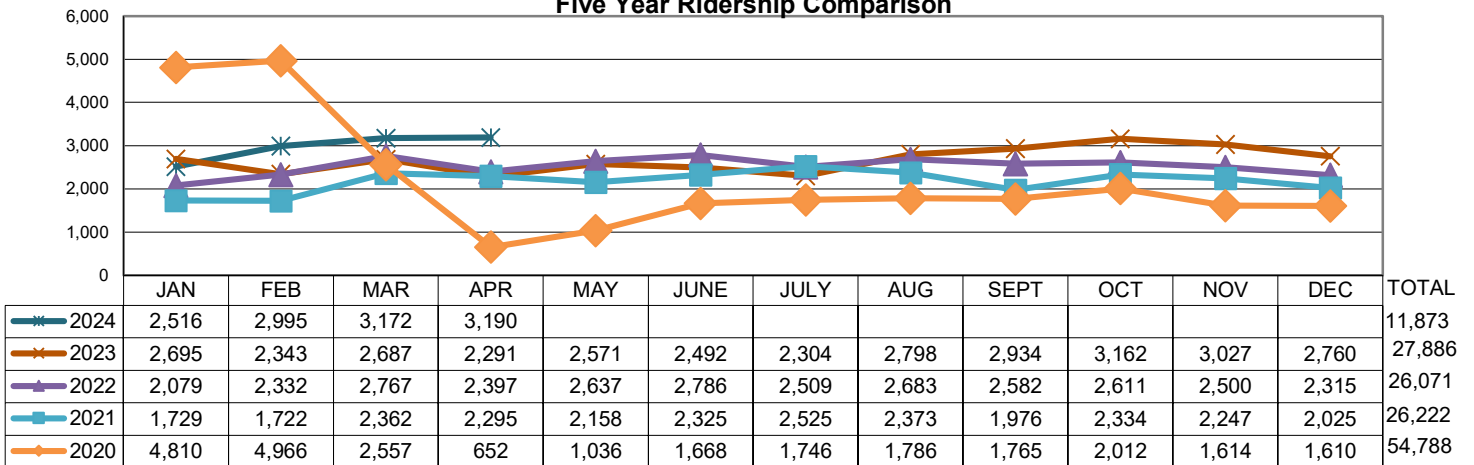
9.4

Date	Total Psgrs	Demand Response Client Trips	Number of Attendrs	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgs Rev Hour	CXLS	No Shows
4/1/2024	93	73	18	2	51	22	30.14%	2.55	6	3
4/2/2024	141	108	31	2	87	21	19.44%	2.56	10	1
4/3/2024	144	116	28	0	83	33	28.45%	2.26	7	7
4/4/2024	117	84	29	4	60	24	28.57%	2.16	1	3
4/5/2024	121	90	25	6	71	19	21.11%	1.96	8	1
4/6/2024	96	66	30	0	48	18	27.27%	2.65	4	1
4/8/2024	83	71	12	0	51	20	28.17%	1.94	19	3
4/9/2024	149	115	28	6	83	32	27.83%	2.46	5	4
4/10/2024	164	130	34	0	94	36	27.69%	2.41	8	6
4/11/2024	145	107	38	0	79	28	26.17%	2.61	12	5
4/12/2024	154	109	37	8	74	35	32.11%	2.64	5	2
4/13/2024	75	55	20	0	38	17	30.91%	2.25	7	4
4/15/2024	118	90	28	0	64	26	28.89%	2.60	9	0
4/16/2024	155	129	26	0	102	27	20.93%	2.52	4	1
4/17/2024	156	124	32	0	96	28	22.58%	2.54	15	9
4/18/2024	155	124	29	2	98	26	20.97%	2.57	8	1
4/19/2024	142	111	25	6	85	26	23.42%	2.31	12	5
4/20/2024	88	61	27	0	48	13	21.31%	2.94	5	1
4/22/2024	95	71	24	0	48	23	32.39%	2.66	8	0
4/23/2024	145	114	28	3	95	19	16.67%	2.46	25	3
4/24/2024	131	100	23	8	66	34	34.00%	2.32	16	5
4/25/2024	139	112	27	0	88	24	21.43%	2.33	17	5
4/26/2024	98	82	16	0	54	28	34.15%	1.90	6	2
4/27/2024	69	52	15	2	37	15	28.85%	2.24	1	3
4/29/2024	73	56	15	2	46	10	17.86%	2.13	14	3
4/30/2024	144	110	34	0	91	19	17.27%	2.45	12	4
	3190	2460	679	51	1837	623	25.33%	2.39	244	82

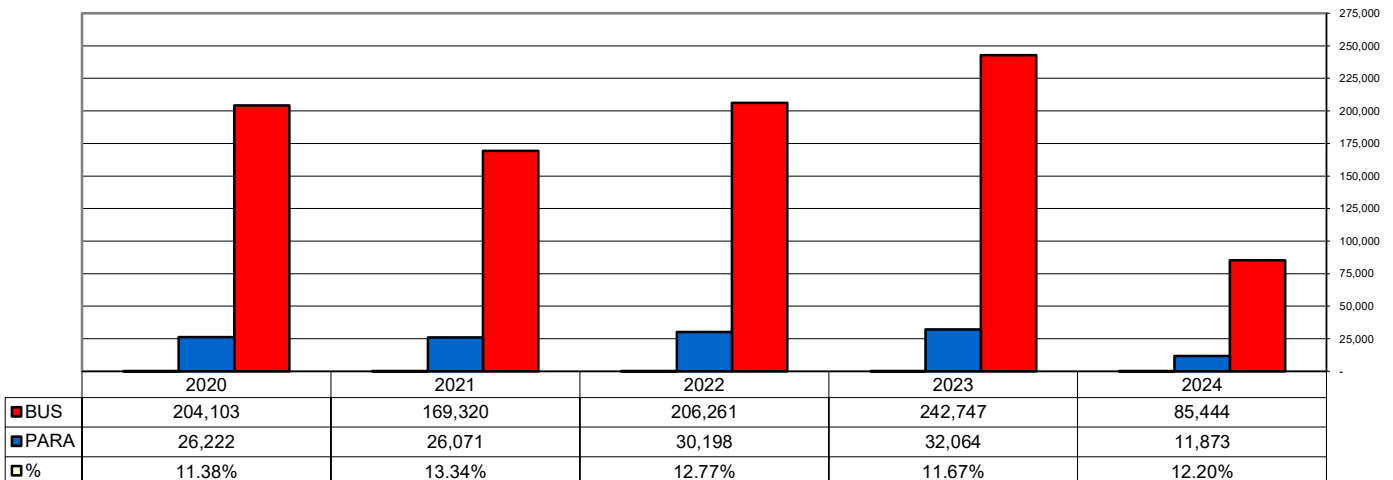
RiverCities Transit Fixed Route Five Year Ridership Comparison

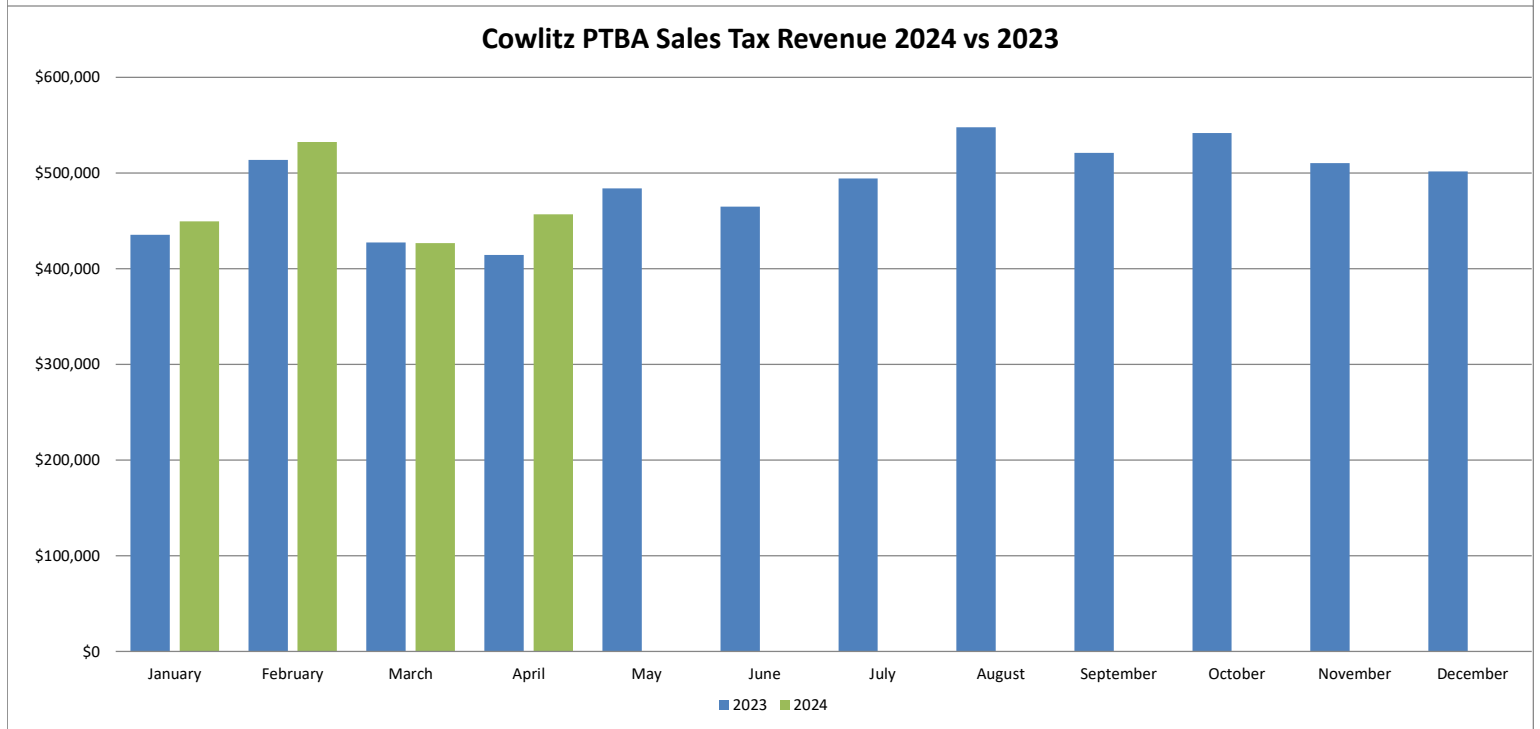
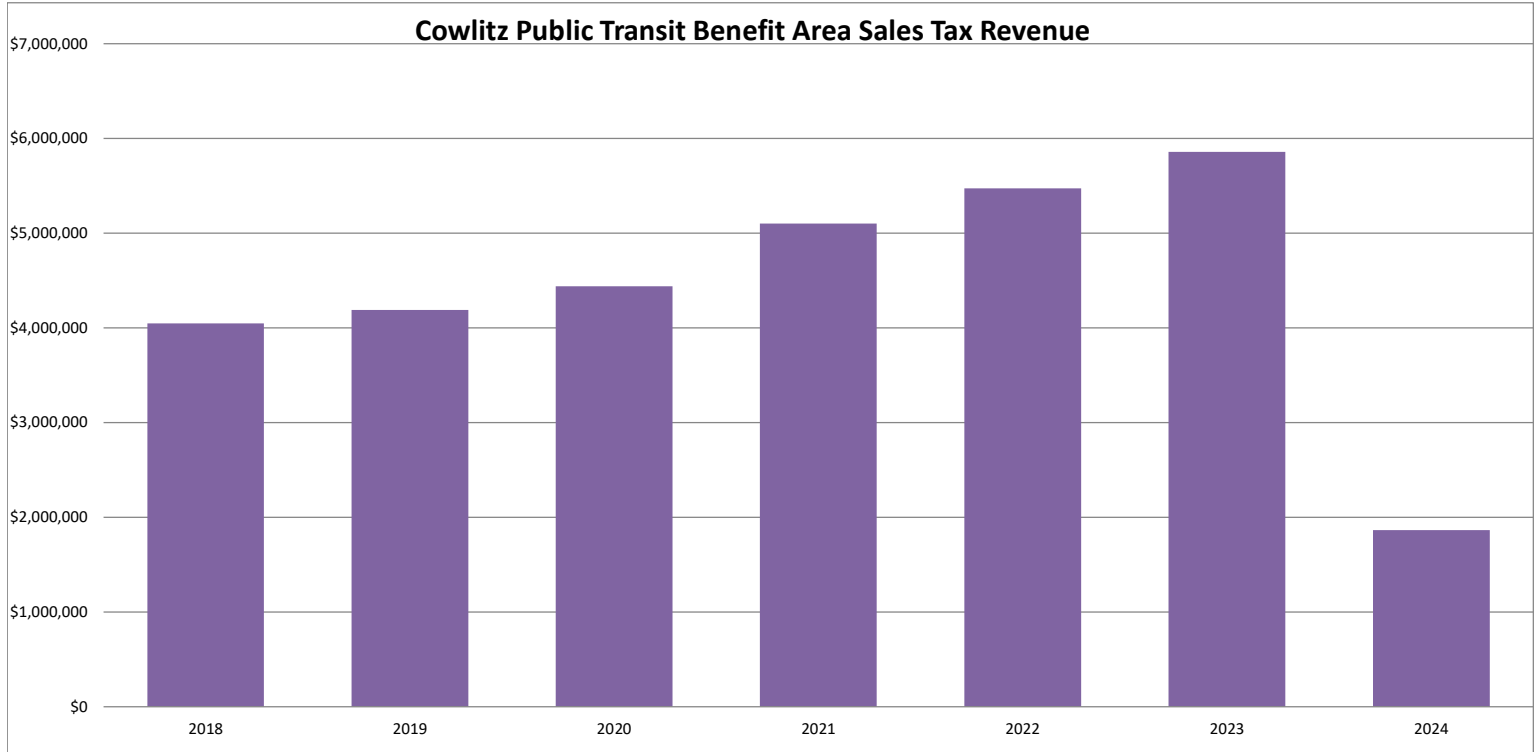


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





Cowlitz Transit Authority



Agenda Summary

RESOLUTION NO. 2024-03 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) low-floor, fixed route cutaway to replace a transit coach scheduled for replacement in 2025.

This project supports the goals of the Transit Enhancement Plan and are supported in the regional long range transportation plan. The cutaway is 28-feet in length and can seat 21 ambulatory riders or 16 ambulatory and two riders in mobility devices and makes use of a ramp instead of a lift for quicker boarding. This vehicle size also permits RiverCities Transit to study if a mix of low floor buses on higher ridership routes and low-floor cutaways on less busy routes and with a lower curb weight makes sense for our service area.



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 low-floor, cutaway is \$286,688. The estimated match funds requested of the CTA is \$57,338. 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 2024-03 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

May 8, 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 Low-Floor, Fixed Route Cutaway

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 low-floor, fixed route cutaway. The bus grants will be used to replace one hybrid transit coach that which will reach its useful life target in 2025.

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 vehicle size also permits RiverCities Transit to study if a mix of low floor buses on higher ridership routes and low-floor cutaways on less busy routes and with a lower curb weight makes sense for our service area.

This letter confirms the Cowlitz Transit Authority's financial support of an estimated \$57,338 in local funds, a 20% match, to purchase the replacement vehicle 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. 2024-03

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