



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, November 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, November 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.

AND,

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a **Public Hearing on Wednesday November 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.

The purpose of the hearing is to receive comments concerning the 2025 annual budget.

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, December 11, 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 OCTOBER 9, 2024 MEETING

24-001036 October 9, 2024 CTA Board Meeting Minutes

6. CONSENT CALENDAR

24-001037 2024 September CTA Treasurer Report

24-001038 2024 September CTA Fund Balance Report

24-001039 Invoice #3392 - Law Office of Erin H Winkles - \$678.03

24-001040 Invoice #L163781 - State Auditor - \$1,808.30

24-001041 Invoice #E69B1C00-0003 - Column - The Daily News - #353.90

7. REPORTS

24-001042 2024 Annual Fixed Route Ridership

24-001043 2024 October Daily Fixed Route Ridership

24-001044 2024 October Fixed Route Ridership by Hour

24-001045 2024 October Average Fixed Route Passengers per Trip

24-001046 2024 October LIFT Monthly Ridership

24-001047 Five Year Ridership Graph

24-001048 PTBA Sales Tax Data 2024 vs. 2023

8. SUMMARY SHEET: INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW FOR PUBLIC TRANSPORTATION SERVICES 2025-2028

24-001049 INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW FOR PUBLIC TRANSPORTATION SERVICES 2025-2028

SUMMARY STATEMENT:

After formation of the Cowlitz Public Transportation Benefit Area (PTBA) in 1987, the Cowlitz Transit Authority (CTA) executed an interlocal agreement with the City of Longview to provide public transportation services on behalf of the PTBA. The current interlocal agreement expires December 31, 2024.

This interlocal agreement has been reviewed by legal counsel for the CTA and Longview and does not include any changes from the previously adopted agreement other than an updated expiration date of December 31, 2028.

FINANCIAL SUMMARY:

This interlocal agreement would continue the financial relationship between the CTA and City of Longview. No changes are anticipated in the cost of providing transit service due to this proposed agreement.

RECOMMENDED ACTION:

Motion to approve the Interlocal Agreement for Public Transportation Services with the City of Longview.

24-001052 Summary Statement - Interlocal Agreement

24-001053 2025-2028 CTA-COL Interlocal Agreement

9. **SUMMARY SHEET: PUBLIC HEARING ON 2025 CTA BUDGET**

24-001050 2025 COWLITZ TRANSIT AUTHORITY BUDGET PRESENTATION, PUBLIC HEARING AND ADOPT RESOLUTION 2024-04

SUMMARY STATEMENT:

Each year, the Cowlitz Transit Authority must approve its annual budget for the following year. Funds paid to the City of Longview to operate RiverCities Transit make up approximately 56.3% of the Transit Authority's annual budget, while matching and direct funds paid for capital projects account for 7.1% of the CTA budget.

RECOMMENDED ACTION:

Hold public hearing on the 2025 Cowlitz Transit Authority budget.

THEN:

Motion to adopt Resolution 2024-04, the 2025 Cowlitz Transit Authority Budget.

24-001054 Summary Statement - 2025 Estimated CTA Budget

24-001055 2025 CTA Estimated Budget Narrative

24-001056 2025 CTA Budget by Object

24-001057 Reserved Funds Obligated to Capital Projects

24-001058 Resolution No. 2024-04 - 2025 CTA Budget

10. **INFORMATION ITEM - LETTER OF SUPPORT FOR LEWIS COUNTY TRANSPORTATION FLEET AND OPERATIONS FACILITY**

24-001051 Letter of Support for Lewis County Transit

11. **MANAGER'S REPORT**

12. **MISCELLANEOUS**

13. **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, October 9, 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, October 9, 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>

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Webinar ID: 898 4444 3333

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Written comments may be submitted up to forty-eight (48) hours in advance via email at customerservice@rctransit.org.

Next meeting

Wednesday, November 13, 2024
4:00 p.m. – Regular Board Meeting

1. CALL TO ORDER

Chair Weber called the meeting to order at 4:00 pm.

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Dennis Weber; Vice-Chair Lisa Alexander; Member Erik Halvorson; Member Keenan Harvey

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

Staff Present: Chris Collins, Public Works Director; Jim Seeks, Transit Manager; 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 SEPTEMBER 11, 2024 MEETING

A motion was made by Member Alexander, seconded by Member Harvey, to approve the September 11, 2024 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

24-00931 September 11, 2024 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

24-00932 2024 August CTA Treasurer's Report

24-00933 2024 August CTA Fund Balance Report

24-00934 Invoice #2024-11 - City of Longview \$553,741.00

24-00935 Invoice #2024-14 - City of Longview \$1,393.21

7. REPORTS

Chair Weber, after calling for board comment, received none.

24-00936 2024 Annual Fixed Route Ridership

24-00937 2024 September Daily Fixed Route Ridership

24-00938 2024 September Fixed Route Ridership per Hour

24-00939 2024 September Fixed Route Passengers per Trip

24-00940 2024 September LIFT Monthly Ridership

24-00941 Five Year Ridership Graph**24-00942 PTBA Sales Tax Data 2024 vs. 2023****24-00956 Reserve Funds Obligated to Capital Projects****8. SUMMARY SHEET - ESTABLISH PUBLIC HEARING FOR 2025 CTA BUDGET**

Member Harvey made a motion, seconded by Member Alexander to establish a public hearing on November 13, 2024, to receive comments on the 2025 annual budget. The motion passed unanimously.

24-00950 SUMMARY STATEMENT:

Each year the Cowlitz Transit Authority holds a public hearing to adopt the annual budget for the following year. The Cowlitz Transit Authority bylaws state that the CTA is to hold a public hearing to specifically solicit public comment on the annual budget.

RECOMMENDED ACTION:

Establish a public hearing to be held at the November 13, 2024 CTA Board Meeting to receive comments on the 2025 annual budget.

9. MANAGER'S REPORT

Transit Manager Seeks reported on his trip to the Gillig factory, CAP discontinuing their commuter service and his meeting re: alternatives, Extreme Machine event, LCC Resource event, braille signs for bus shelters, Transit Why advertising, pass sales, and travel training.

Paratransit Manager Harmon reported a consistent 15% ridership increase from last year.

There were discussions by Chair Weber re: a potential Ilani connecting route; and Member Halvorson and Member Harvey re: other options for obtaining bus passes.

10. MISCELLANEOUS

None.

11. ADJOURNMENT

Chair Weber adjourned the meeting at 4:18 pm.

Dennis Weber, Chair

Tara Hargrave, Clerk of the Board

69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		2,042,625.96	534,251.63	- 572,482.97	- 38,231.34	2,004,394.62
1180000 INVESTMENTS		4,367,009.61	18,268.47	0.00	18,268.47	4,385,278.08
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	554,214.50	- 554,214.50	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	- 3,952,780.03	0.00	- 514,193.53	- 514,193.53	- 4,466,973.56
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 126,062.46	0.00	- 18,268.47	- 18,268.47	- 144,330.93
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 12,761.98	0.00	- 1,789.63	- 1,789.63	- 14,551.61
5492000 OTHER	8900000 DISTRICT ACTIVITIES	5,297,849.76	554,214.50	0.00	554,214.50	5,852,064.26
Total		0.00	1,660,949.10	- 1,660,949.10	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: September 30, 2024

	<u>Current Period</u>	<u>Y-T-D</u>
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2024	\$	7,615,880.86
CTA Revenue		
Metro Sales Tax	514,193.53	4,466,973.56
Interest Earnings/Investments	18,268.47	144,330.93
Local Sales Interest	1,789.63	14,551.61
LCC Ridership Agreement		-
Other Miscellaneous Revenue		-
Subtotal	\$ 534,251.63	\$ 4,625,856.10
CTA Expenditures		
City of Longview	553,741.00	4,983,669.00
City of Longview - Audit Services		-
Legal Counsel/Notices	473.50	1,606.00
Transit Center Security Services		-
Subsistence - Meals		-
Cowlitz-Wahkiakum Council of Governments Dues		17,980.60
Subtotal	\$ 554,214.50	\$ 5,003,255.60
CTA Ending Balance	\$	7,238,481.36
CITY OF LONGVIEW		
Beginning Balance: January 1, 2024	\$	106,663.45
Longview Revenue		
Federal Grant Competitive- 5339 Replacement Buses	\$ -	\$ -
Federal Grant - ARPA 5307 Formula-Operating	\$ -	\$ 1,780,950.00
Federal Grant - 5307 Formula- Operating	\$ -	\$ -
Federal Grant Competitive- 5310 Paratransit Operating	\$ 246,977.11	\$ 246,977.11
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	\$ 12,947.90	\$ 113,797.94
Payments from CTA	\$ 553,741.00	\$ 5,833,669.00
State Pool - Interest	\$ 23,280.07	\$ 88,007.16
Paratransit Office Space Rental	\$ 981.11	\$ 8,829.99
Bank Returns Fees	\$ -	\$ -
Other Misc Revenue	\$ -	\$ -
Bank One Rebates	\$ -	\$ 547.45
Federal Grant Competitive- 5310 - Replacement Buses	\$ -	\$ -
Miscellaneous Adjustments/Settlements/AR	\$ -	\$ 3,255.00
Due from other Governments	\$ (115,345.00)	\$ 2,699,218.00
Cashier Over-Short / NSF	\$ -	\$ -
Fixed Assets Sale Proceeds	\$ -	\$ -
Insurance Recoveries	\$ -	\$ 1,846.44
Other Recoveries / Guest Rider	\$ -	\$ -
Capital Asset Gains (Losses)	\$ -	\$ -
Subtotal	\$ 722,582.19	\$ 10,779,598.09
Longview Expenditures		
Subtotal	\$490,769.18	\$4,624,781.01
Longview Ending Balance	\$	6,261,480.53
Combined CTA & Longview Ending Balance	\$	13,499,961.89

INVOICE



LAW OFFICE OF
ERIN H. WINKLES

Invoice # 3392
Date: 10/31/2024
Due On: 11/07/2024

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

Services

Date	Time Keeper	Notes	Quantity	Rate	Total
10/07/2024	David Nelson	T/c from Steve Coons re: Auditor letter	0.10	\$350.00	\$35.00
10/09/2024	David Nelson	Draft letter to auditor re: any potential litigation; draft email to Steve Coons at City of Longview	1.00	\$350.00	\$350.00
10/10/2024	Sandra Good	PHOTOCOPY 10/10/24 LETTER TO G. REAVES; PREPARE ENVELOPES AND MAIL ORIGINAL LETTER TO G. REAVES, S. COONS (CITY OF LONGVIEW), AND J. SEEKS	0.30	\$175.00	\$52.50
10/27/2024	Erin Winkles	REVIEW AND RESPOND TO EMAIL FROM CLIENT	0.10	\$350.00	\$35.00
10/29/2024	David Nelson	Review and approve Interlocal Agreement for Public Transportation Services	0.50	\$350.00	\$175.00
10/30/2024	Destrey Savage	PHYSICAL FILE MANAGEMENT; CREATED PHYSICAL FILE	0.30	\$90.00	\$27.00
Services Subtotal					\$674.50

Expenses

Date	Notes	Quantity	Rate	Total
10/10/2024	Postage: LETTER TO GARY REAVES AND STEVE COONS.	2.00	\$0.69	\$1.38
10/10/2024	PRINTING/PHOTOCOPIES: LETTER TO G. REAVES.	6.00	\$0.15	\$0.90
10/31/2024	Postage: LETTER TO J. SEEKS	1.00	\$1.25	\$1.25
Expenses Subtotal				\$3.53
Subtotal				\$678.03
Total				\$678.03

Detailed Statement of Account**Current Invoice**

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
3392	11/07/2024	\$678.03	\$0.00	\$678.03
Outstanding Balance				\$678.03
Amount in Trust				\$0.00
Total Amount Outstanding				\$678.03

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

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098



Page: 1 of 1
Invoice No.: L163781
Invoice Date: 10/10/2024
MCAG No.: 0783
County: Cowlitz

Cowlitz Transit Authority
PO Box 128
Longview, WA 98632-7080

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number

(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: Cowlitz Transit Authority
Invoice No.: L163781
Invoice Date: 10/10/2024

Audit No.: 42703

Audit Period: 22 - 23

Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
09/24	Accountability Audit	\$139.10	4.0	\$556.40	\$0.00	\$556.40
09/24	Financial Audit	\$139.10	9.0	\$1,251.90	\$0.00	\$1,251.90
Sub Total:			13.0	\$1,808.30	\$0.00	\$1,808.30

Total Due This Invoice:

13.0

\$1,808.30

\$0.00

\$1,808.30

(Hrs rounded to nearest tenth)

JV Number: 250353

**FULL PAYMENT DUE
IN 30 DAYS**

I hereby certify the amount listed herein is a
proper charge for services rendered:

Charleen A. Patten

By: Charleen A. Patten, Financial Services Operations Manager

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov



Invoice

Column Software PBC
PO Box 208098
Dallas, TX 75320-8098
help.column.us

Bill to
RIVER CITIES TRANSIT/COWLITZ TRANSIT AUTHORITY

Invoice number E69B1C00-0003
Notice ID qYMwr6muggNrTb9ytcwP
Publisher Longview Daily News
Date of issue Oct 15, 2024
Date due Nov 15, 2024
Amount due **\$353.90**

Description	Qty	Unit price	Amount
10/31/2024: General Legal Notice	1	177.95	177.95
11/07/2024: General Legal Notice	1	155.95	155.95
Publish Fee	1	20.00	20.00

=== Notes ===

Notice Name: CTA Pub Hrg 11.13.2024
Order Number: COL-WA-100457

=== How to pay this invoice ===

Column Software PBC accepts online payment via credit or debit card, or ACH bank transfers. Please click here to pay online:

https://www.column.us/invoices/in_1QAG5QHmcZCnOTsLx0LPzyDJ/pay

Net Subtotal \$353.90

Tax 0.00

Amount due \$353.90

Please note that, once paid, the merchant name on your billing statements will be Column Software PBC.

Select organizations may also pay via check. Checks will result in processing delays and should not be used if your notice requires upfront payment. Please pay the exact amount due, write your invoice number E69B1C00-0003 on the memo, include a printed copy of your Invoice PDF, make the check payable to Column Software PBC, and mail to the address above.

Pay here: https://www.column.us/invoices/in_1QAG5QHmcZCnOTsLx0LPzyDJ/pay

Questions? Visit help.column.us

E69B1C00-0003 - Page 1 of 1

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	1,457	1,186	1,403	1,431	1,358	1,505			13,516
	31	3,263	3,617	3,983	3,590	3,929	3,458	3,830	4,017	3,706	4,082			37,475
	32	2,435	2,613	2,689	2,927	2,819	2,590	3,014	2,749	2,550	2,984			27,370
	33	2,166	2,609	2,785	2,789	2,862	2,677	2,776	2,917	2,849	3,235			27,665
	44	1,262	1,421	1,588	1,754	1,879	1,585	1,758	1,924	1,778	2,254			17,203
	45	5,221	5,988	6,293	6,254	6,440	5,909	6,545	6,646	6,573	7,409			63,278
	46	511	531	570	673	616	555	742	608	707	884			6,397
	57	2,332	2,859	2,779	2,758	2,850	2,234	2,304	2,648	2,828	3,454			27,046
	411	410	439	483	676	588	478	542	524	458	611			5,209
TOTAL		18,699	21,269	22,521	22,955	23,440	20,672	22,914	23,464	22,807	26,418	0	0	225,159

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
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
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

Oct-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	87	189	151	147	92	178	133	37	150	33	1197
2	52	176	118	105	88	182	135	54	99	29	1038
3	87	190	121	162	95	211	151	41	110	41	1209
4	68	147	130	113	71	171	132	23	94	18	967
5 S		137	107	127		183			101	2	657
6											
7	67	170	126	181	100	173	126	33	164	24	1164
8	71	153	111	156	112	187	105	31	152	29	1107
9	78	129	112	132	101	184	107	29	143	23	1038
10	67	160	98	115	102	179	122	44	158	23	1068
11	61	154	98	124	90	193	135	29	119	21	1024
12 S		140	82	91		177			84	7	581
13											
14	60	152	101	125	94	187	93	25	142	20	999
15	61	129	99	136	95	196	90	29	144	22	1001
16	53	141	122	139	94	163	98	37	152	28	1027
17	67	174	92	119	99	164	114	30	141	14	1014
18	72	135	116	90	77	143	111	39	143	26	952
19 S		90	67	91		145			72	4	469
20											
21	61	170	131	110	93	175	89	60	135	29	1053
22	70	165	108	113	104	196	103	32	113	26	1030
23	74	159	118	117	100	196	85	45	155	36	1085
24	60	129	113	119	117	211	102	40	152	35	1078
25	54	155	113	106	127	187	94	49	144	17	1046
26 S		111	92	93		159			80	4	539
27											
28	62	174	127	118	101	168	98	51	137	25	1061
29	62	142	113	130	97	206	118	37	128	25	1058
30	50	161	113	88	107	191	110	43	111	20	994
31	61	150	105	88	98	156	97	46	131	30	962
TOTAL (27)	1505	4082	2984	3235	2254	4861	2548	884	3454	611	26418
WEEKDAY TOTAL (23)	1505	3604	2636	2833	2254	4197	2548	884	3117	594	24172
SATURDAY/REDUCED DAY TOTAL (4)		478	348	402		664			337	17	2246
DAILY AVERAGE	65	151	111	120	98	180	111	38	128	23	978
WEEKDAY AVERAGE	65	157	115	123	98	182	111	38	136	26	930
SATURDAY/REDUCED DAY AVERAGE		120	87	101		166			84	4	562

Ridership by Hour
10/1/2024 - 10/31/2024

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	58	327	328	273	340	256	311	328	275	362	314	269	163	3,604
32	72	112	141	241	264	230	230	238	324	259	253	193	79	2,636
33	19	84	205	280	271	266	267	235	272	351	263	198	122	2,833
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	112	120	151	174	259	226	144	193	228	224	170	167	86	2,254
57	56	255	216	226	193	181	263	339	509	361	216	235	67	3,117
Route					1030	1130	1230	1330	1430	1530	1630			
30					169	249	292	208	228	178	181			1,505
Route					1050	1150	1250	1350	1450	1550				
46					78	143	147	183	181	152				884
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	89	213	220	229						242	137	133	56	6,745
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715		
411		51	58	85		64	49	38	57	51	72	69		594

Saturday - Passengers by Hour

Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31		22	35	37	42	72	72	58	66	46	28	478	
32		14	19	45	57	51	43	50	23	30	16	348	
33		20	22	29	50	56	56	56	59	34	20	402	
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		23	24	38	37	48	37	36	45	26	23	337	
Route	800	830	900	930	not shown for brevity				1600	1630	1700	1730	
45	34	18	34	26					48	38	35	24	664
Route		915				1515							
411		11				6				17			

Total Fixed Route

26,418

Average Passengers per Trip
10/1/2024 - 10/31/2024

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	2.5	14.2	14.3	11.9	14.8	11.1	13.5	14.3	12.0	15.7	13.7	11.7	7.1	12.5	157
32	3.1	4.9	6.1	10.5	11.5	10.0	10.0	10.3	14.1	11.3	11.0	8.4	3.4	9.2	115
33	0.8	3.7	8.9	12.2	11.8	11.6	11.6	10.2	11.8	15.3	11.4	8.6	5.3	9.9	123
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	4.9	5.2	6.6	7.6	11.3	9.8	6.3	8.4	9.9	9.7	7.4	7.3	3.7	7.9	98
57	2.4	11.1	9.4	9.8	8.4	7.9	11.4	14.7	22.1	15.7	9.4	10.2	2.9	10.9	136
Route					1030	1130	1230	1330	1430	1530	1630				
30					7.3	10.8	12.7	9.0	9.9	7.7	7.9			9.3	65
Route					1050	1150	1250	1350	1450	1550					
46					3.4	6.2	6.4	8.0	7.9	6.6				6.4	38
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	3.9	9.3	9.6	10.0						10.5	6.0	5.8	2.4	14.7	293
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715			
411		2.2	2.5	3.7		2.8	2.1	1.7	2.5	2.2	3.1	3.0		4.4	26

Saturday

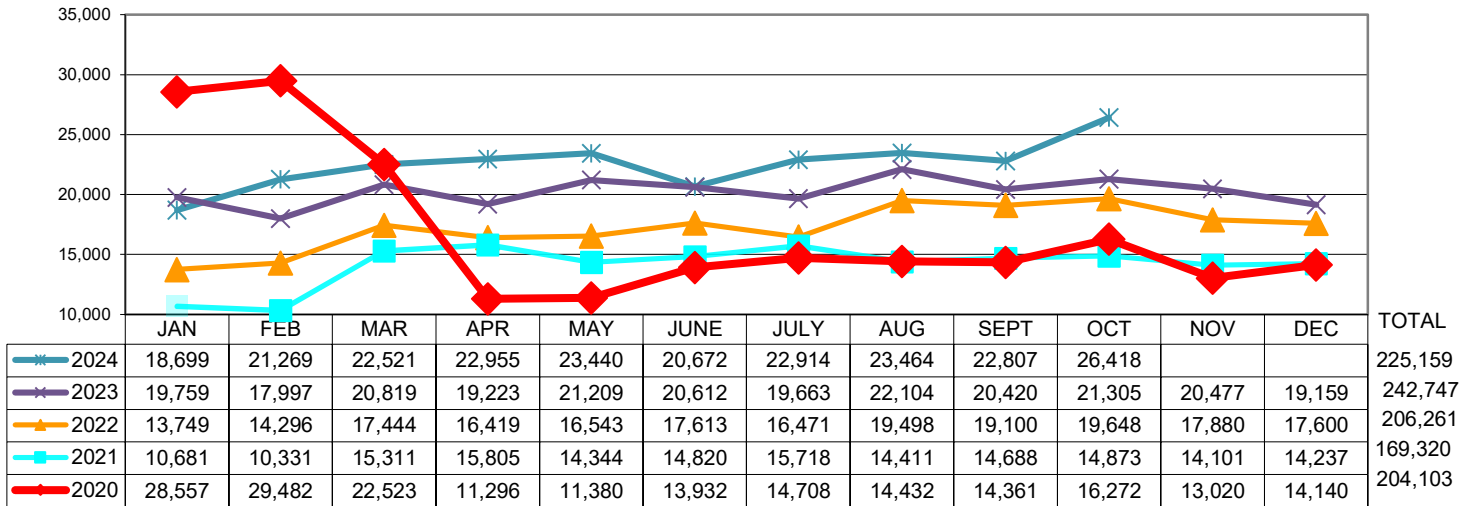
Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31		5.5	8.8	9.3	10.5	18.0	18.0	14.5	16.5	11.5	7.0	12.0	120
32		3.5	4.8	11.3	14.3	12.8	10.8	12.5	5.8	7.5	4.0	8.7	87
33		5.0	5.5	7.3	12.5	14.0	14.0	14.0	14.8	8.5	5.0	10.1	101
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		5.8	6.0	9.5	9.3	12.0	9.3	9.0	11.3	6.5	5.8	8.7	84
Route	800	830	900	not shown for brevity				1600	1630	1700	1730		
45	8.5	4.5	8.5					12.0	9.5	8.8	6.0	16.6	166
Route			915						1515				
411			2.8						1.5			3.5	4

System Productivity

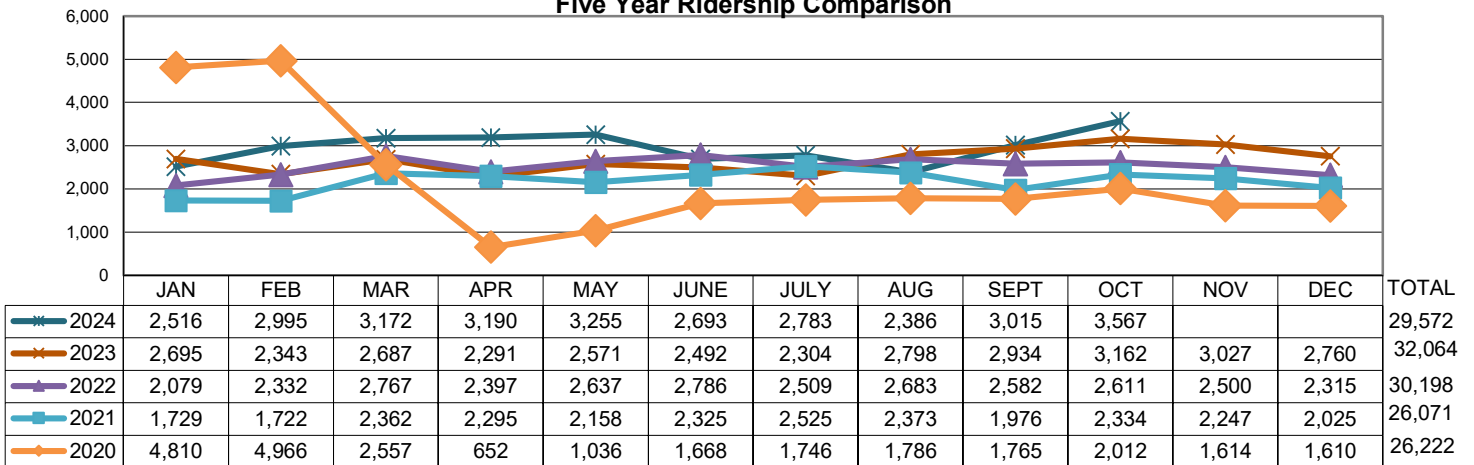
10.4

Date	Total Psgrs	Demand Response Client Trips	Number of Attend	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
10/1/2024	126	107	17	2	86	21	19.63%	1.94	6	1
10/2/2024	158	121	37	0	88	33	27.27%	2.30	6	3
10/3/2024	172	135	37	0	94	41	30.37%	2.45	12	6
10/4/2024	161	122	39	0	102	20	16.39%	2.51	12	0
10/5/2024	84	68	16	0	43	25	36.76%	2.27	8	0
10/7/2024	92	68	23	1	49	19	27.94%	2.27	6	1
10/8/2024	161	129	32	0	92	37	28.68%	2.41	7	5
10/9/2024	156	123	33	0	95	28	22.76%	2.34	8	4
10/10/2024	151	119	32	0	90	29	24.37%	2.34	11	5
10/11/2024	117	92	21	4	77	15	16.30%	2.17	6	5
10/12/2024	84	65	19	0	46	19	29.23%	2.69	1	1
10/14/2024	84	70	14	0	51	19	27.14%	1.94	14	2
10/15/2024	151	118	31	2	87	31	26.27%	2.69	11	2
10/16/2024	170	136	34	0	99	37	27.21%	2.44	14	1
10/17/2024	163	131	30	2	89	42	32.06%	2.26	16	6
10/18/2024	108	93	14	1	71	22	23.66%	1.95	13	4
10/19/2024	100	78	22	0	54	24	30.77%	2.68	5	2
10/21/2024	95	73	21	1	58	15	20.55%	2.34	9	1
10/22/2024	153	117	36	0	81	36	30.77%	2.37	10	2
10/23/2024	156	122	34	0	91	31	25.41%	2.20	19	3
10/24/2024	182	139	41	2	103	36	25.90%	2.56	11	2
10/25/2024	151	107	42	2	89	18	16.82%	2.30	12	2
10/26/2024	87	61	24	2	43	18	29.51%	2.60	16	1
10/28/2024	91	74	15	2	58	16	21.62%	2.15	6	2
10/29/2024	131	114	17	0	92	22	19.30%	2.20	3	3
3/30/1900	152	123	29	0	90	33	26.83%	2.29	9	5
10/31/2024	131	105	26	0	88	17	16.19%	2.21	17	2
	3567	2810	736	21	2106	704	25.05%	2.32	268	71

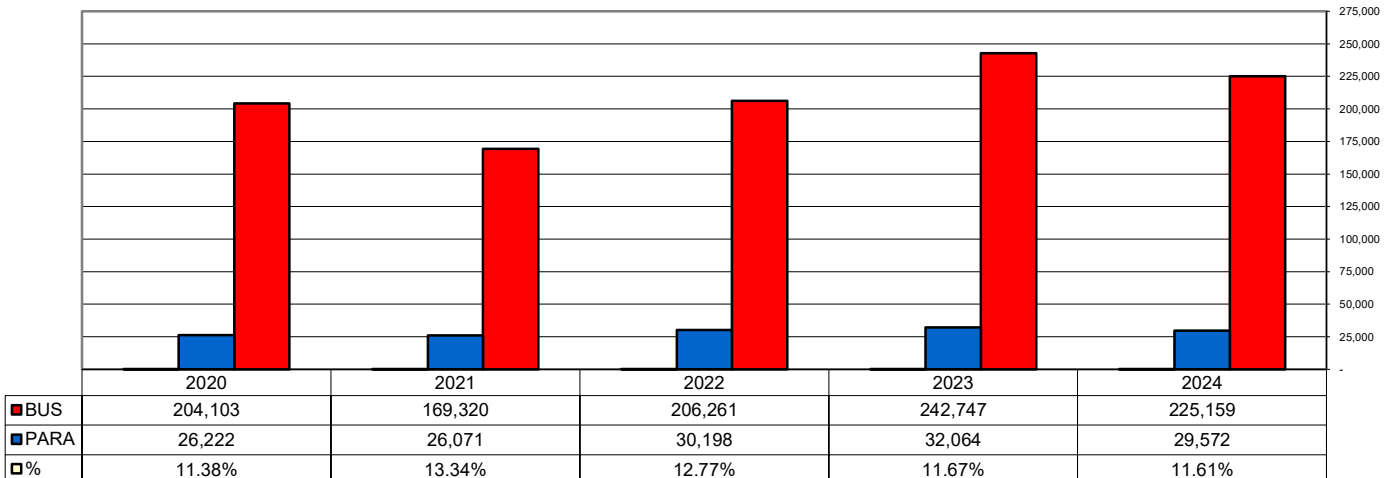
RiverCities Transit Fixed Route Five Year Ridership Comparison

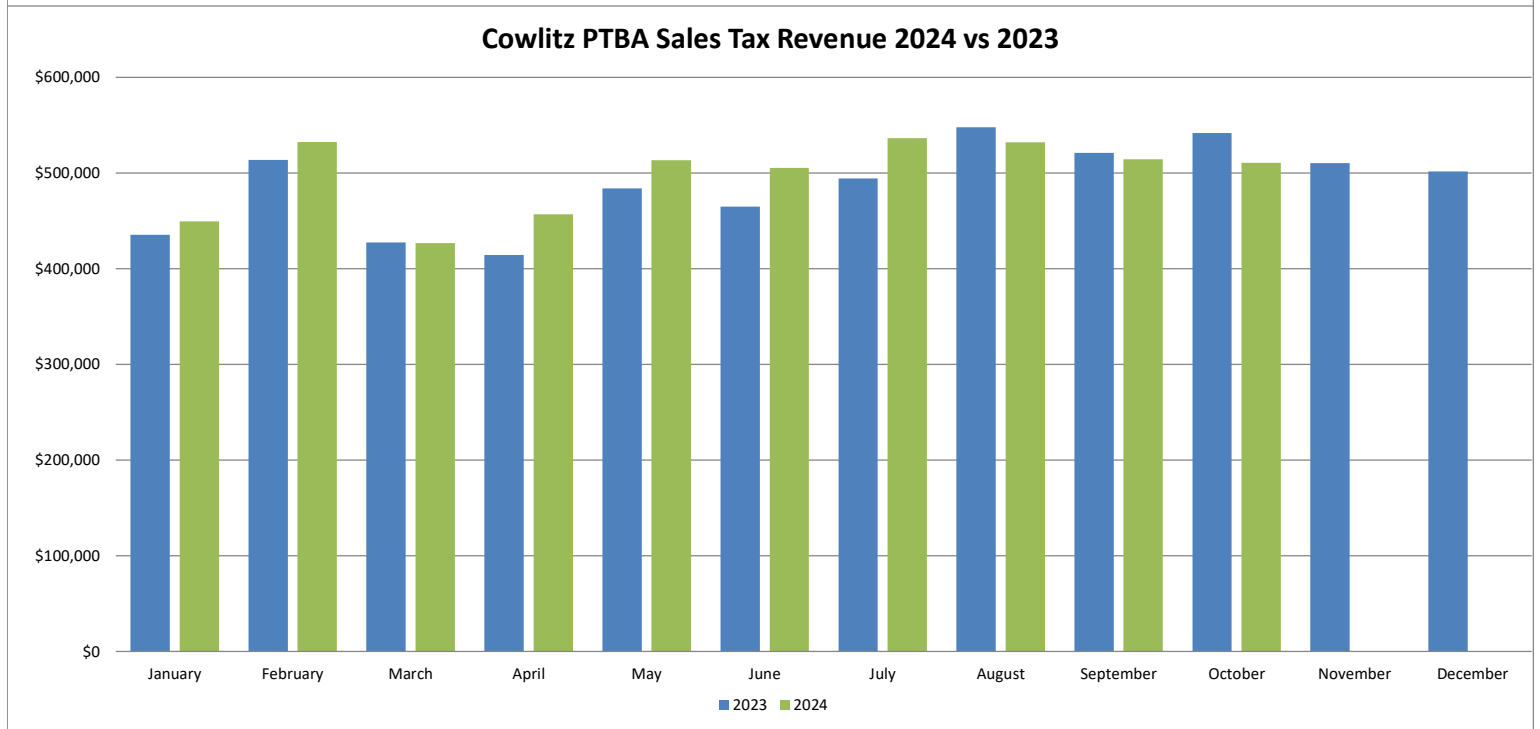
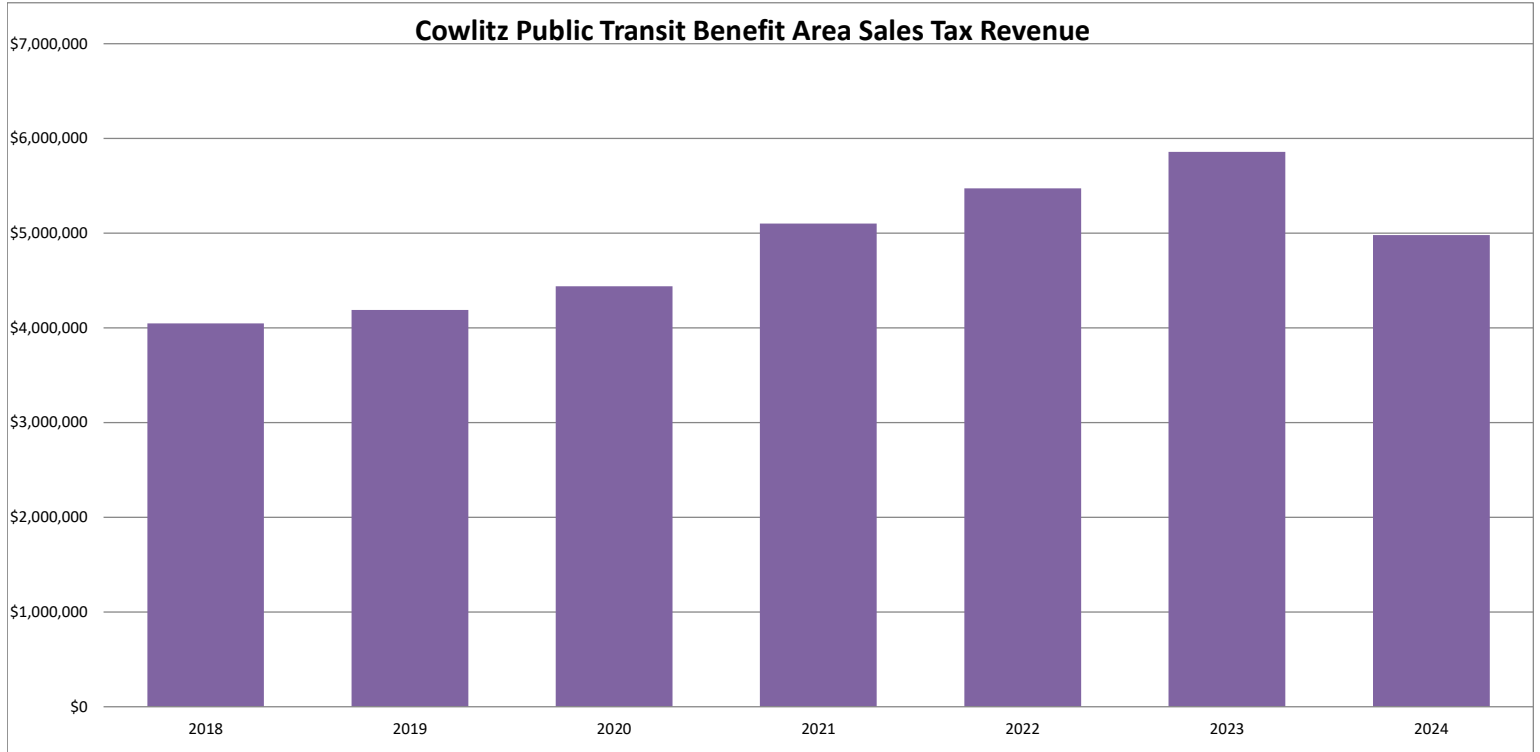


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership





Cowlitz Transit Authority



Agenda Summary

INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW FOR PUBLIC TRANSPORTATION SERVICES 2025-2028

SUMMARY STATEMENT:

After formation of the Cowlitz Public Transportation Benefit Area (PTBA) in 1987, the Cowlitz Transit Authority (CTA) executed an interlocal agreement with the City of Longview to provide public transportation services on behalf of the PTBA. The current interlocal agreement expires December 31, 2024.

This interlocal agreement has been reviewed by legal counsel for the CTA and Longview and does not include any changes from the previously adopted agreement other than an updated expiration date of December 31, 2028.

FINANCIAL SUMMARY:

This interlocal agreement would continue the financial relationship between the CTA and City of Longview. No changes are anticipated in the cost of providing transit service due to this proposed agreement.

RECOMMENDED ACTION:

Motion to approve the Interlocal Agreement for Public Transportation Services with the City of Longview.

INTERLOCAL AGREEMENT
FOR PUBLIC TRANSPORTATION SERVICES

THIS AGREEMENT is entered into by and between the CITY OF LONGVIEW, a municipal corporation, and the COWLITZ PUBLIC TRANSPORTATION BENEFIT AREA, a public transportation benefit area created pursuant to RCW Chapter 36.57A.

WITNESSETH:

WHEREAS, the City of Longview, Washington, is a municipal corporation, and is authorized by RCW 39.34 to enter into an interlocal agreement to provide public transportation services; and

WHEREAS, the Cowlitz Public Transportation Benefit Area (PTBA) is a public transportation benefit area in Cowlitz County, Washington, organized and existing pursuant to RCW 36.57A, and is authorized by RCW 36.57A.080 to enter into an agreement with the City of Longview to provide public transportation services within the area of the PTBA; and

WHEREAS, the Cowlitz Public Transportation Benefit Area is governed by the Cowlitz Transit Authority board, which name may be used interchangeably with the PTBA and have the same meaning in this agreement; and

WHEREAS, the City of Longview maintains and operates a system of public transportation including vehicles, vehicle parts and equipment, storage facilities, repair and maintenance facilities, and employs personnel trained and skilled in the operation and management of public transportation vehicles and systems; and

WHEREAS, it is the desire of the City of Longview and the Cowlitz Transit Authority to enter into an interlocal agreement whereby the City of Longview will operate, maintain, and in all related ways, provide a public transportation system within the area of the PTBA for and on behalf of the Cowlitz Transit Authority, all at the cost and expense of the Cowlitz Transit Authority; and

WHEREAS, it is agreed by the City of Longview and the Cowlitz Transit Authority, that the Treasurer of Cowlitz County, Washington, will act as treasurer of the Cowlitz Public Transportation Benefit Area in accordance with the provisions of RCW 36.57A.130.

NOW, THEREFORE, it is hereby agreed, by and between the City of Longview and the Cowlitz Transit Authority as follows:

1. The City of Longview shall provide public transportation services within the area of the PTBA and as otherwise directed by the Cowlitz Transit Authority, in accordance with the Transit Development Plan of the Cowlitz Transit Authority including, but without 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 Transit Development Plan and in accordance with public transportation schedules as determined by the Cowlitz Transit Authority, all in compliance with Federal Transit Administration (FTA) and state of Washington regulations. Nothing in this Agreement shall preclude the City of Longview from subcontracting with other parties to provide some or all of the required public transportation services.

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

3. The Cowlitz Transit Authority shall pay to the City, not less often than quarterly, in advance, for the services to be rendered pursuant to this agreement.

4. It is agreed that the Treasurer of Cowlitz County, Washington, shall be the treasurer of the Cowlitz Transit Authority, pursuant to RCW 36.57A.130, and said treasurer shall possess all of the powers, responsibilities and duties necessary and incidental thereto relating to the crediting and maintaining of funds, issuing of warrants, checks and drafts, and maintaining a record of receipts and disbursements. The treasurer shall establish a "transportation fund" into which all Cowlitz Transit Authority funds shall be deposited, under the same restrictions, contracts, and security as provided for county depositaries, and said treasurer shall maintain such additional special accounts as may be created by the Cowlitz Transit Authority, into which shall be placed all money as the Cowlitz Transit Authority may, by resolution, direct.

All disbursements from the "transportation fund" of the Cowlitz Transit Authority, as maintained by the Treasurer of Cowlitz County, Washington, shall be made upon properly presented monthly vouchers, which shall be approved for payment by the Cowlitz Transit Authority prior to their payment.

5. The Cowlitz Transit Authority shall be the owner of real and personal property (assets) acquired by the City of Longview for public transportation purposes provided the Cowlitz Transit Authority has reimbursed the City for the acquisition costs for such property, except as follows:

- a. All assets purchased by the City of Longview using federal funds as the FTA's designated grant recipient, shall be owned by the City of Longview.
- b. All assets purchased by the City of Longview using state of Washington or other funding sources, shall be owned by the City of Longview unless otherwise required as a condition of the funding source.
- c. In the event of termination of this agreement by either party, all City of Longview assets acquired for public transportation purposes using federal, state, or Cowlitz Transit Authority funding, excluding such assets constructed on City of Longview City Shop property, will be transferred to the Cowlitz Transit Authority or their contracted provider of public transportation services, provided the Cowlitz Transit Authority or their contracted service provider are or become a designated grant recipient or sub-recipient meeting the requirements of the FTA and other funding sources. In the event the Cowlitz Transit Authority or their contracted service provider does not become designated grant recipients or sub-recipients, the City of Longview, as the designated grant recipient at the time of acquisition of the assets, is obligated to continue providing public transportation services and shall retain its ownership of public transportation assets. After termination of this agreement, should the City of Longview discontinue providing public transportation services and the Cowlitz Transit Authority has not secured designated grant recipient or sub-recipient status for itself or its contractor, the Cowlitz Transit Authority shall reimburse the City of Longview all costs required by the FTA or other funding sources to be reimbursed.

- d. In the event of termination of this agreement by either party, assets constructed on City of Longview City Shop property (including but not limited to 254 Oregon Way, 304 Oregon Way, 1426 Alabama Street, and 1451 Alabama Street) shall remain or be transferred to City of Longview ownership, and the Cowlitz Transit Authority shall reimburse the City of Longview all costs required by the FTA or other funding sources to be reimbursed, in the event such assets are no longer used to provide public transportation services.
- e. In the event of dissolution of the PTBA, all City of Longview assets acquired for public transportation purposes using federal, state, or Cowlitz Transit Authority funding, shall remain the property of the City of Longview, and all remaining assets and funds of the PTBA shall be transferred to the City of Longview for the purposes of providing public transportation services or paying liabilities incurred as the grant recipient.

The provisions of this section shall survive termination of this agreement.

6. The City of Longview, in its operation of the aforesaid public transportation system, shall collect such fares as shall be determined by the Cowlitz Transit Authority, and the amount so collected by the City of Longview shall be retained by the City of Longview and an accounting thereof shall be available to the Cowlitz Transit Authority and to the Treasurer of Cowlitz County, Washington, at all times. The amount of such fares shall be offset against any amounts payable to the City of Longview by the Cowlitz Transit Authority pursuant to this agreement.

7. The services of the City of Longview pursuant to this agreement shall commence January 1, 2025 and shall continue until midnight, December 31, 2028,

unless sooner terminated as herein provided, or unless extended beyond December 31, 2028, by the mutual agreement of the parties hereto. In the event of the termination of this agreement at any time, and for any reason, the property of the City of Longview and the property of the Cowlitz Transit Authority shall be determined and set forth as provided in Section 5, above.

8. This agreement may be terminated, without cause, by either of the parties hereto upon the giving of not less than one year advance notice to the other, in writing. The Parties shall be reimbursed for the costs of services provided through the date of termination of this Agreement.

9. If for any cause, any party fails to fulfill its obligations under this Agreement in a timely and proper manner, or if a Party violates the terms and conditions of this Agreement, then the aggrieved Party will give the other party written notice of such failure or violation. The responsible Party will be given the opportunity to correct the failure or violation. If the failure or violation is not corrected within thirty (30) working days of the notice, then the Party giving the notice may terminate the Agreement as provided for in Section 8, above, and may take other actions it deems appropriate and prudent to ensure the other Party fulfills its obligations.

10. The routes to be traveled by the public transportation services pursuant to this agreement, the fares to be charged, and the times of operation, shall be as determined by the Cowlitz Transit Authority. In the event that work, services,

parts, materials or supplies, or any other costs necessary or incidental thereto and agreed to or directed by the Cowlitz Transit Authority, should exceed the amount budgeted by the City of Longview, such excess shall be promptly paid by the Cowlitz Transit Authority to the City of Longview upon the presentation of a voucher, approved by the Cowlitz Transit Authority.

11. This Interlocal Agreement is executed by the parties hereto pursuant to the powers granted to them in RCW Chapters 39.34 and 36.57A, and a copy hereof shall be filed with the Cowlitz County Auditor.

12. No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision. Any waiver of any term or condition of this Agreement must be in writing signed by a person with authority to make such waiver.

13. Neither Party shall transfer or assign, in whole or in part, any or all of its rights or obligations under this Agreement without the prior written consent of the other.

14. It is mutually agreed by the Parties that this Agreement shall be governed by the laws of the State of Washington. Venue for any lawsuit shall be Cowlitz County.

15. This Agreement constitutes the entire, final, complete and exclusive statement of the terms of the Agreement between the Parties on the subject matter of

this Agreement, and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties.

16. If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of the Agreement.

IN WITNESS WHEREOF, this agreement has been executed on the date and day indicated below with reference to each of the parties hereto.

DATED this _____ day of _____, 2024.

City of Longview

ATTEST:

by: _____
Jim Duscha, Interim City Manager

Approved as to Form:

City Clerk

Charlotte A. Archer, Interim City Attorney

Cowlitz Transit Authority

ATTEST:

by: _____
Dennis Weber, Chair

Approved as to Form:

CTA Board Clerk

Erin H. Winkles, Legal Counsel
Cowlitz Transit Authority

Cowlitz Transit Authority



Agenda Summary

2025 COWLITZ TRANSIT AUTHORITY BUDGET PRESENTATION, PUBLIC HEARING AND ADOPT RESOLUTION 2024-04

SUMMARY STATEMENT:

Each year, the Cowlitz Transit Authority must approve its annual budget for the following year. Funds paid to the City of Longview to operate RiverCities Transit make up approximately 56.3% of the Transit Authority's annual budget, while matching and direct funds paid for capital projects account for 7.1% of the CTA budget.

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

The total estimated reserve balance for the Cowlitz Transit Authority at end of 2024 is \$8,043,255. The PTBA received marginally greater than estimated sales tax and interest revenue in 2024.

For 2025, the total estimated payment to the City of Longview to cover operations and capital expenses is \$5,611,485.

The other CTA expenses include \$11,750 for legal services, \$12,875 for CWCOG dues and local match, and \$20,600 for audit expenses.

The total estimated reserve balance for the Cowlitz Transit Authority at end of 2025 is \$8,694,040.

RECOMMENDED ACTION:

Hold public hearing on the 2025 Cowlitz Transit Authority budget.

THEN:

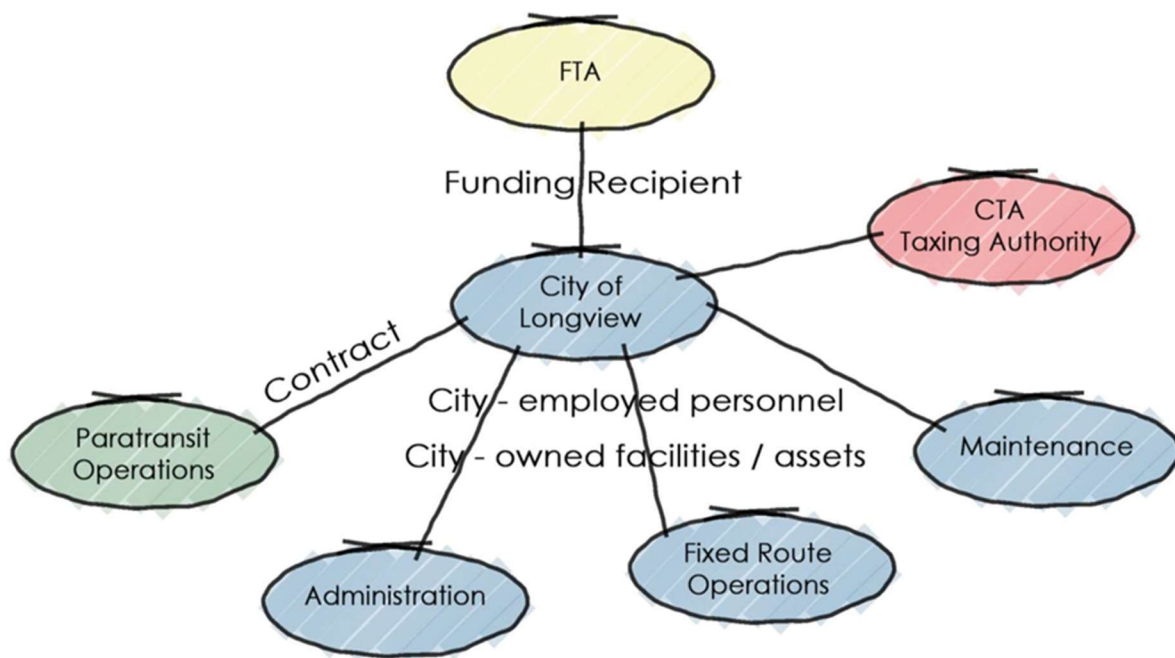
Motion to adopt Resolution 2024-04, the 2025 Cowlitz Transit Authority Budget.

2025 COWLITZ TRANSIT AUTHORITY ESTIMATED BUDGET

Presented to the Cowlitz Transit Authority Board

November 13, 2024

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



The Local Public Transportation Benefit Area (PTBA) Sales Tax administered by the CTA represents three-tenths of one percent tax on sales in Longview and Kelso and serves as the CTA's largest funding source. Year-to-date sales tax and interest revenue has increased 1.9% over the same period last year.

However, given recent economic volatility, the 2025 revenue estimate represents a zero change from estimated 2024 revenues.

Eighty-nine percent (89%) of the 2025 expenditures are for contracted services provided by the City of Longview to provide both fixed route and paratransit transit service to the communities of Longview and Kelso. Contracted Services includes all salaries, wages, benefits, and other goods and services including maintenance, fuel, and insurance.

Unlike the past when insurance expenses were rolled into the Other Services & Charges line, this budget breaks that out to show the combined effect of property valuation – especially the greater cost of vehicles, of the increasing number of natural disasters, and the cost of social inflation – that is, the upsurge in claims and litigation payouts.

Other Services & Charges does include the expenses related to the Cowlitz-Wahkiakum Council of Governments Board. These include dues, the matches on the Washington State Department of Transportation Grant for the Regional Mobility Management Coordinator, for the Economic Development District, for the MPO, and a one-time small assessment to all members to help fund COG's move from the county administration office to Longview.

Miscellaneous expenses include funding for bus stop shelter pads.

The City of Longview has programmed federal 5307 and 5310 funds to cover some of the operating costs for 2025. The Contract for Services line is our estimated expense for our ADA paratransit provider.

Eleven percent (11%) of the 2025 expenditures are for required matching funds for the purchase of a replacement bio-diesel bus, low-floor cutaway, replacement ADA paratransit vehicles, and bus stop amenities.

Staff estimates approximately \$650,785 in CTA revenue will be retained in reserves.

2025 CTA BUDGET BY OBJECT

Total Expenditures By Program/ Object	2024	2025
Fixed Route Program		
Salaries & Wages	\$ 1,960,702	\$ 2,280,407
Personnel Benefits	\$ 968,123	\$ 1,157,664
Supplies	\$ 11,997	\$ 41,136
Fuel and Maintenance - Fixed Route	\$ 670,661	\$ 869,620
Insurance	\$ 165,353	\$ 166,457
Other Services & Charges	\$ 731,314	\$ 762,286
Capital Expenditures	\$ 1,550,092	\$ 1,177,500
ADA Paratransit Program		
Contract for services	\$ 1,052,392	\$ 1,472,900
Fuel and Maintenance -ADA	\$ 210,711	\$ 265,780
Insurance	\$ 55,118	\$ 61,566
Other Services & Charges	\$ 97,796	\$ 94,394
Capital Expenditures	\$ 377,001	\$ 504,180
To Operating Reserves	\$ 1,444,841	\$ -
TOTAL EXPENDITURES	\$9,296,101	\$8,853,890

Total Revenues By Object	2024	2025
Federal Grants - Operating	\$ 2,316,963	\$ 1,230,935
Federal Grants - Capital	\$ -	\$ 1,052,421
CTA Revenue (Operating Match)	\$ 3,820,459	\$ 4,982,226
CTA Revenue (Capital Match)	\$ 1,927,093	\$ 629,259
WSDOT Grant (Paratransit Special Needs)	\$ 142,698	\$ 336,200
WSDOT Transit Support (CCA)	\$ 175,628	\$ 453,260
WSDOT Grants - Capital (CCA)	\$ 653,600	\$ -
WSDOT RMG Grant - Capital?	\$ -	\$ -
Fares	\$ 151,731	\$ 141,190
Building Lease	\$ 11,773	\$ 12,126
WSTIP Grants	\$ 2,500	\$ 8,240
State Pool	\$ 88,007	\$ 5,700
Other Recoveries	\$ 5,649	\$ 2,333
TOTAL REVENUE	\$ 9,296,101	\$8,853,890

Transit Reserve Funds Obligated to Capital Projects

10/30/2024

Amounts are estimates

<u>Project/Year</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Hybrid Bus Replacement	\$ 981,397		
Shop Roof and HVAC Replacement	\$ 746,250		
Bus Shelters and Amenities		\$ 150,000	\$ 50,000
ADA Lift-Equipped Supervisor Van		\$ 150,000	
ADA LIFT Vehicle Replacements		\$ 354,180	\$ 324,900
Low-Floor Cutaway/Bus Replacement		\$ 286,000	
Transit Coach Replacements		\$ 658,524	
Staff Vehicle Replacement		\$ 83,000	
Transit Facility Truck Replacement			\$ 155,000
Operator Relief Vehicle Replacement			\$ 40,000
Transit Coach Rehabilitation			\$ 400,000
City repayment on CTA capital advance	\$ 850,000		
Total	\$ 2,577,647	\$ 1,681,704	\$ 969,900

RESOLUTION NO. 2024-04

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY
ADOPTING THE 2025 BUDGET

A RESOLUTION adopting the budget for the Cowlitz Transit Authority for the year 2025 and authorizing appropriations thereunder:

WHEREAS, Cowlitz Transit Authority Board did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Cowlitz Transit Authority Board did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2025; and

WHEREAS, at said public meeting, the 2025 final budget was approved.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that the budget for the year 2025 as set forth in attached Exhibit A is hereby adopted.

ADOPTED this **13th** day of **November** 2024.

DENNIS WEBER, CHAIR
Cowlitz Transit Authority

ATTEST:

Tara Hargrave, Clerk of the Board



October 31, 2024

Dear WSDOT Public Transportation Office,

I am writing, on behalf of the Cowlitz Transit Authority, to express our strong support for Lewis County Transit's proposal for the WSDOT Bus and Bus Facilities grant, aimed at securing funding for a new Fleet and Operations Center facility. This funding request seeks to establish a new Lewis County Transit facility adjacent to the Port of Chehalis Hydrogen Fueling Station, a project that promises to enhance transit operations across the county while fostering innovation in zero-emission technologies.

The proposed facility is not just an infrastructure improvement; it represents a significant step towards sustainable transportation. This facility will include a maintenance facility that has all the necessary safety and analytical equipment to accommodate hydrogen fuel cell and battery electric zero-emission fleets. The Port of Chehalis Hydrogen Fueling Station is co-located at this same site along the I-5 corridor, which will improve access to hydrogen fueling, enabling Lewis County Transit to transition its fleet to cleaner energy sources, reduce its carbon footprint and contribute to state and national goals for environmental sustainability.

Additionally, we are excited about the research and development component of this proposal. By collaborating with local educational institutions and businesses, the facility will serve as a hub for STEM pathways focused on zero emission technologies. This initiative project aspect will create invaluable opportunities for students and professionals alike, empowering the next generation of clean energy technicians in their community and the region.

The combined benefits of enhanced transit services and educational opportunities will not only improve public transportation but also stimulate economic growth and technological advancement in Lewis County. By investing in this facility, they are investing in a cleaner, more sustainable future while equipping their workforce with the skills needed for emerging green industries.

We wholeheartedly support Lewis County Transit's grant proposal and urge you to consider the transformative impact this project will have on their community. Thank you for your attention and support in making this vision a reality.

Sincerely,

James Seeks

Transit Manager

Cowlitz Transit Authority dba RiverCities Transit