



Agenda

Cowlitz Transit Authority

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

Wednesday, March 12, 2025	4:00 PM	Hybrid Meeting Longview Council Chambers 1525 Broadway St, Longview
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NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, the Cowlitz Transit Authority will conduct a Regular Board Meeting on Wednesday, March 12, 2025, at 4:00 p.m. in the Longview City Hall Council Chamber, 1525 Broadway St, Longview, WA. This meeting is also available by Zoom.

Agendas are made available the Friday before the meeting at www.mylongview.com under “Agendas & Minutes.”

Zoom meeting link: <https://us02web.zoom.us/j/89844443333>

Telephone options (dial any of the following numbers):

1 253 215 8782
1 408 638 0968
1 669 900 6833
1 346 248 7799
1 312 626 6799
1 646 876 9923
1 301 715 8592

Webinar ID: 898 4444 3333

Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Board Clerk’s Office at (360) 442-5664 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

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

Next meeting

Wednesday, April 9, 2025
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 FEBRUARY 12, 2025 MEETING**

25-00211 February 12, 2025 CTA Board Meeting Minutes

6. CONSENT CALENDAR

25-00212 2025 January CTA Treasurer's Report

25-00213 2025 January CTA Fund Balance Report

25-00214 Invoice #2025-04 - City of Longview \$510,135.00

25-00228 Invoice #399 - CWCOC - LKRATS Q2 (Oct-Dec 24) \$2,964.06

7. REPORTS

25-00215 2025 Annual Fixed Route Ridership

25-00216 2025 February Daily Fixed Route Ridership

25-00217 2025 February Fixed Route Ridership by Hour

25-00218 2025 February Fixed Route Average Passengers Per Trip

25-00219 2025 February LIFT Monthly Ridership

25-00220 Five Year Ridership Graph

25-00221 PTBA Sales Tax Data 2025 vs 2024

8. AGENDA SUMMARY - AMEND RESOLUTION 2017-03 SIGNATURE AUTHORITY: CLAIMS FOR PAYMENT

25-00226 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 above-identified positions. Exhibit A was previously amended in March 2024.

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

RECOMMENDED ACTION:

Adopt the 2025 Amendment to Resolution 2017-03 Exhibit A authorizing the positions that may approve and submit claims for payment .

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 REGARDING RAINIER COMMUTER BUS SERVICE**

25-00227 **SUMMARY STATEMENT:**

In early February, the Executive Director of the Cowlitz-Wahkiakum Council of Governments (CWCOG), which is the Metropolitan Planning Organization for the Cowlitz County-Rainier area, was contacted by Oregon Department of Transportation (ODOT) to establish a commuter service to Rainier, Oregon. RCT and CWCOG staff introduced this possibility at the February CTA meeting and were directed to explore this further.

RCT staff is developing a budget and sample schedule for a potential commuter bus service operating directly between the Rainier Transit Center and the Longview Transit Center.

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 addition of this service, contingent on federal and local funding, meets this criterion.

RECOMMENDED ACTION:

Establish a public hearing to be held at the April 14, 2025 CTA Board Meeting to receive comments on the potential addition of Commuter Bus Service between the Rainier Transit Center and the Longview Transit Center.

10. **MANAGER'S REPORT**

11. **MISCELLANEOUS**

12. **ADJOURNMENT**



Minutes

Agenda

Cowlitz Transit Authority

*Lisa Alexander (Chair), Mary Alice Wallis (Vice-Chair), Steven Ferrell,
Keenan Harvey, Erik Halvorson, Anthony Harris (Nonvoting),
Spencer Boudreau (Alternate), Mike Karnofski (Alternate), Richard Dahl (Alternate)*

Wednesday, February 12, 2025

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, February 12, 2025, 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, February 12, 2025, 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 public comments concerning the proposed service changes to Route 411 to Lexington.

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):

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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, March 12, 2025

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 MaryAlice Wallis; Member Keenan Harvey (on Zoom); Member Anthony Harris; Member Steven Ferrell (on Zoom)

Absent: Member Erik Halvorson; Member (Alternate) Mike Karnofski; Member (Alternate) Spencer Boudreau; Member (Alternate) Richard Dahl

Staff Present: 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; Bill Fashing, CWCOC, Megan Wirtz, CWCOC (on Zoom)

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR THE JANUARY 8, 2025 MEETING

A motion was made by Member Wallis, seconded by Member Harvey, to approve the January 8, 2025 Cowlitz Transit Authority Regular Board Meeting Minutes. The motion carried unanimously.

25-0034 January 8, 2025 CTA Board Meeting Minutes

6. CONSENT CALENDAR

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

25-0035 2024 December CTA Treasurer's Report

25-0036 2024 December CTA Fund Balance Report

25-0037 Invoice #2025-03 - City of Longview \$510,135.00

25-0038 Invoice #E69B1C00-0005 - TDN - \$451.08

25-00148 INVOICE #368 - CWCOC - Member Dues 2025 - \$572.00

25-00149 INVOICE #369 - CWCOC - EDA GRANT MATCH \$250.00

7. REPORTS

25-0039 2025 Annual Fixed Route Ridership

25-0040 2025 January Daily Fixed Route Ridership

- 25-0041 2025 January Fixed Route Ridership by Hour
- 25-0042 2025 January Fixed Route Average Passengers per Trip
- 25-0043 2024 January LIFT Monthly Ridership
- 25-0044 Five Year Ridership Graph

8. **ELECTIONS OF OFFICERS**

Transit Manager Seeks facilitated the election of officers. Member Alexander was voted in as Chair and Member Wallis was voted in as Vice-Chair.

25-00147 *In accordance with the By-Laws of the Cowlitz Transit Authority, Section VI, 6.2, Term, the Board is required to elect a Chair and Vice Chair from among its members at the first meeting in February of each year.*

9. **SUMMARY SHEET: PUBLIC HEARING REGARDING SERVICE REDUCTION ON ROUTE 411**

Transit Manager Seeks reported on the proposed service change for March 2025. Newly elected Chair Alexander opened the public hearing at 4:11 pm, called for comments, discussion ensued, and closed the public hearing at 4:13 pm.

Member Wallis made a motion, seconded by Member Harvey to approve the March 2025 Service Change. The motion passed unanimously.

25-0046 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 change to Route 411 (Lexington-Beacon Hill) meets this criteria.

When the Cowlitz Transit Authority Board extended Route 411 through September 2025, staff was directed to determine methods to decrease the cost of the service. RiverCities Transit staff conducted the following steps:

1. Consideration given to contracting the route to a less expensive provider. However, due to the limited number of service hours as well as the loss of Lower Columbia CAP as a potential provider, the option of contracting out the service was judged to be not viable.
2. A review of productivity by trip on Route 411 during 2024. The least productive trips were identified, and consideration given on how to either increase productivity or propose elimination of these trips.
3. Customers surveyed onboard to learn more directly about the needs of Route 411 riders. The results are attached.
4. Notice of the proposed service change was posted February 25, 2025. Comments received are included.

As a result, staff proposes the following changes to Route 411:

- Due to low ridership, discontinue both Saturday/Holiday schedule trips.
- Due to lower productivity, discontinue the weekday 1:15 PM trip departing LTC.
- Add a new southbound trip from Aaron Drive & Westside Hwy starting at 6:30 AM, based on customer comments requesting an earlier trip for work and school.

The service changes to Route 411 will become effective March 31, 2025 coinciding with the contractual Transit Operator bid schedule shakeup.

RECOMMENDED ACTION:

Conduct a public hearing to receive comments from the public on the March 2025 Service Change.

THEN:

Motion to approve the March 2025 Service Change.

Attachments:

RCT Proposed Service Changes Infopak 01252025
March 2025 Service Change Comments Received

10. MANAGER'S REPORT

Transit Manager Seeks reported on possible federal 5307 funding from Oregon DOT that would be transferred to WSDOT and then RiverCities Transit for a Longview to Rainier commuter route; and the job postings for two new operators.

Bill Fashing with CWCOC reported additional information regarding the possible funding transfer from Columbia County, Oregon to RiverCities Transit.

Paratransit Manager Harmon reported an increase (34%) ridership in January, and the hiring of a part time dispatcher.

11. MISCELLANEOUS

None.

12. ADJOURNMENT

Newly elected Chair Alexander adjourned the meeting at 4:29 pm.

Lisa Alexander, Chair

Tara Hargrave, Clerk of the Board

Fund: All

Dept: All

Account: All

Period: 1 to 1

BARS: All

69701 TRANSIT AUTHORITY

930100 TRANSIT AUTHORITY

Account Information	BARS Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		986,043.66	462,603.28	- 514,414.74	- 51,811.46	934,232.20
1112000 WARRANTS OUTSTANDING		- 2,964.06	2,964.06	0.00	2,964.06	0.00
1180000 INVESTMENTS		6,265,368.35	0.00	0.00	0.00	6,265,368.35
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	511,450.68	- 511,450.68	0.00	0.00
2880000 UNRESERVED FUND BALANCE		- 7,248,447.95	0.00	0.00	0.00	- 7,248,447.95
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 461,367.03	- 461,367.03	- 461,367.03
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	0.00	0.00	- 1,236.25	- 1,236.25	- 1,236.25
5492000 OTHER	8900000 DISTRICT ACTIVITIES	0.00	511,450.68	0.00	511,450.68	511,450.68
Total		0.00	1,488,468.70	- 1,488,468.70	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: January 31, 2025

	Current Period	Y-T-D
COWLITZ TRANSIT AUTHORITY		
Beginning Balance: January 1, 2025		\$ 7,248,447.95
CTA Revenue		
Metro Sales Tax	461,367.03	461,367.03
Interest Earnings/Investments		-
Local Sales Interest	1,236.25	1,236.25
LCC Ridership Agreement	-	-
Other Miscellaneous Revenue	-	-
Subtotal	\$ 462,603.28	\$ 462,603.28
CTA Expenditures		
City of Longview	510,135.00	510,135.00
City of Longview - Audit Services	864.60	864.60
Legal Counsel/Notices	451.08	451.08
Transit Center Security Services	-	-
Subsistence - Meals	-	-
Cowlitz-Wahkiakum Council of Governments Dues		-
Subtotal	\$ 511,450.68	\$ 511,450.68
CTA Ending Balance		\$ 7,199,600.55

CITY OF LONGVIEW

Beginning Balance: January 1, 2024

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)	\$	-
Farebox/Pass Sales	\$	-
Payments from CTA	\$	-
State Pool - Interest	\$	-
Paratransit Office Space Rental	\$	-
Bank Returns Fees	\$	-
Other Misc Revenue	\$	-
Federal Grant Competitive- 5307 Flex - Transit Center	\$	-
	\$	-
Federal Grant Competitive - 5339 - Transit Center	\$	-
Federal Grant Competitive- 5310 - Replacement Buses	\$	-
Interfund Loan Received	\$	-
Miscellaneous Adjustments/Settlements	\$	-
State Special Needs Formula Grant - Paratransit Operating	\$	-
Due from other Governments	\$	-
Cashier Over-Short / NSF	\$	-
Fixed Assets Sale Proceeds	\$	-
Insurance Recoveries	\$	-
Other Recoveries / Guest Rider	\$	-
Capital Asset Gains (Losses)	\$	-
Subtotal	\$ -	\$ -

Longview Expenditures		
Subtotal	\$0.00	\$0.00

Longview Ending Balance **\$ -**

Combined CTA & Longview Ending Balance	\$ 7,199,600.55
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Cowlitz-Wahkiakum Council of Governments
PO Box 128
Kelso, WA 98626
(360) 577-3041
finance@cw cog.org



INVOICE

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

INVOICE # 399
DATE 02/10/2025
DUE DATE 03/27/2025
TERMS Net 45

DESCRIPTION	QTY	RATE	AMOUNT
LKRATS Q2 (Oct-Dec 24) – Labor	1	1,846.13	1,846.13
LKRATS Q2 (Oct-Dec 24) - Direct Program Costs	1	31.79	31.79
LKRATS Q2 (Oct-Dec 24) - Indirect Program Costs	1	1,086.14	1,086.14

BALANCE DUE

\$2,964.06

RIVERCITIES TRANSIT
RIDERSHIP BY THE YEAR

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2025	30	1,413	1,248											2,661
	31	3,924	3,615											7,539
	32	2,950	2,785											5,735
	33	3,182	2,922											6,104
	44	1,991	1,813											3,804
	45	7,442	6,975											14,417
	46	735	677											1,412
	57	3,482	3,049											6,531
	411	446	484											930
	TOTAL	25,565	23,568	0	0	0	0	0	0	0	0	0	0	49,133

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	1,062	1,196	15,774
	31	3,263	3,617	3,983	3,590	3,929	3,458	3,830	4,017	3,706	4,082	3,347	3,600	44,422
	32	2,435	2,613	2,689	2,927	2,819	2,590	3,014	2,749	2,550	2,984	2,683	2,382	32,435
	33	2,166	2,609	2,785	2,789	2,862	2,677	2,776	2,917	2,849	3,235	2,885	2,810	33,360
	44	1,262	1,421	1,588	1,754	1,879	1,585	1,758	1,924	1,778	2,254	1,919	1,804	20,926
	45	5,221	5,988	6,293	6,254	6,440	5,909	6,545	6,646	6,573	7,409	7,060	6,986	77,324
	46	511	531	570	673	616	555	742	608	707	884	712	773	7,882
	57	2,332	2,859	2,779	2,758	2,850	2,234	2,304	2,648	2,828	3,454	3,194	3,059	33,299
	411	410	439	483	676	588	478	542	524	458	611	486	393	6,088
	TOTAL	18,699	21,269	22,521	22,955	23,440	20,672	22,914	23,464	22,807	26,418	23,348	23,003	271,510

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

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Feb-25

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45	ROUTE 45 B	ROUTE 46	ROUTE 57	ROUTE 411	TOTAL
1 S		122	121	116		173			66	13	611
2											
3	73	206	160	156	96	212	137	33	143	34	1250
4	87	181	143	156	95	246	134	41	160	23	1266
5	70	146	102	115	115	189	137	31	124	29	1058
6	49	163	107	142	115	192	159	52	166	29	1174
7	52	155	120	114	108	219	131	21	105	23	1048
8 S		103	56	76		149			88	3	475
9											
10	73	149	125	162	76	210	119	39	150	21	1124
11	65	163	136	131	70	193	141	50	146	25	1120
12	76	127	99	122	92	180	154	33	162	16	1061
13	49	101	113	90	76	129	108	33	101	21	821
14	47	120	107	76	65	107	98	30	89	10	749
15 S		83	87	82		142			93	7	494
16											
17 R		149	90	119		208			88	5	659
18	92	159	148	152	102	205	140	32	159	31	1220
19	55	170	107	136	87	186	115	35	162	24	1077
20	74	153	126	134	112	219	113	34	145	18	1128
21	91	190	129	90	108	207	130	41	139	23	1148
22 S		103	80	84		121			64	2	454
23											
24	68	123	109	127	86	213	91	30	129	28	1004
25	55	183	138	121	101	216	133	25	135	28	1135
26	53	174	147	123	93	209	125	27	135	28	1114
27	64	178	116	157	136	237	144	39	148	18	1237
28	55	214	119	141	80	208	96	51	152	25	1141
TOTAL (24)	1248	3615	2785	2922	1813	4570	2405	677	3049	484	23568
WEEKDAY TOTAL (19)	1248	3055	2351	2445	1813	3777	2405	677	2650	454	20875
SATURDAY/REDUCED DAY TOTAL (5)		560	434	477		793			399	30	2693
DAILY AVERAGE	66	151	116	122	95	190	127	36	127	20	982
WEEKDAY AVERAGE	66	161	124	129	95	199	127	36	139	24	1099
SATURDAY/REDUCED DAY AVERAGE		112	87	95		159			80	6	539

Ridership by Hour
2/1/2025 - 2/28/2025

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	49	259	244	271	293	249	281	300	281	262	215	199	152	3,055
32	48	67	161	196	264	262	258	236	303	174	163	149	70	2,351
33	18	125	204	229	201	217	245	256	213	318	173	152	94	2,445
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	78	72	152	151	188	175	172	162	171	177	150	112	53	1,813
57	61	219	156	187	184	224	206	278	403	266	212	194	60	2,650
Route					1030	1130	1230	1330	1430	1530	1630			
30					150	196	269	178	187	159	109			1,248
Route					1050	1150	1250	1350	1450	1550				
46					82	111	117	126	114	127				677
Route	630	700	730	800		not shown for brevity				1700	1720	1800	1830	
45	52	183	165	193						176	158	113	58	6,182
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715		
411		33	50	94		41	39	35	35	38	37	52		454

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700		
31	30	69	64	59	75	68	64	48	45	38	560	
32	20	23	65	56	54	56	63	42	37	18	434	
33	40	34	46	58	59	62	60	53	38	27	477	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57	19	35	38	42	63	50	46	41	39	26	399	
Route	800	830	900	930	not shown for brevity			1600	1630	1700	1730	
45	24	27	43	28				49	46	39	19	793
Route			915					1515				
411			18					12				30

Total Fixed Route

23,568

Average Passengers per Trip
2/1/2025 - 2/28/2025

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings
31	2.6	13.6	12.8	14.3	15.4	13.1	14.8	15.8	14.8	13.8	11.3	10.5	8.0	12.9	161
32	2.5	3.5	8.5	10.3	13.9	13.8	13.6	12.4	15.9	9.2	8.6	7.8	3.7	9.9	124
33	0.9	6.6	10.7	12.1	10.6	11.4	12.9	13.5	11.2	16.7	9.1	8.0	4.9	10.3	129
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820		
44	4.1	3.8	8.0	7.9	9.9	9.2	9.1	8.5	9.0	9.3	7.9	5.9	2.8	7.7	95
57	3.2	11.5	8.2	9.8	9.7	11.8	10.8	14.6	21.2	14.0	11.2	10.2	3.2	11.2	139
Route					1030	1130	1230	1330	1430	1530	1630				
30					7.9	10.3	14.2	9.4	9.8	8.4	5.7			9.4	66
Route					1050	1150	1250	1350	1450	1550					
46					4.3	5.8	6.2	6.6	6.0	6.7				5.9	36
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830		
45	2.7	9.6	8.7	10.2						9.3	8.3	5.9	3.1	16.3	325
Route		715	815	915		1115	1215	1315	1415	1515	1615	1715			
411		1.7	2.6	4.9		2.2	2.1	1.8	1.8	2.0	1.9	2.7		4.1	24

Saturday

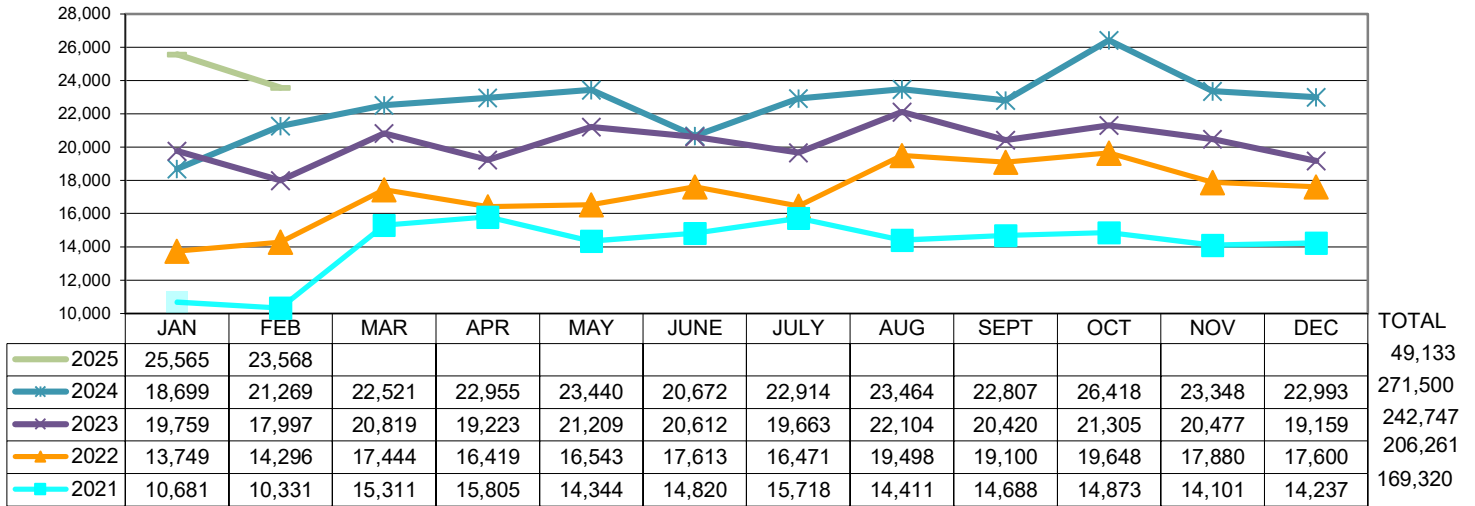
Route		800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings
31		6.0	13.8	12.8	11.8	15.0	13.6	12.8	9.6	9.0	7.6	11.2	112
32		4.0	4.6	13.0	11.2	10.8	11.2	12.6	8.4	7.4	3.6	8.7	87
33		8.0	6.8	9.2	11.6	11.8	12.4	12.0	10.6	7.6	5.4	9.5	95
Route		820	920	1020	1120	1220	1320	1420	1520	1620	1720		
57		3.8	7.0	7.6	8.4	12.6	10.0	9.2	8.2	7.8	5.2	8.3	80
Route	800	830	900	not shown for brevity				1600	1630	1700	1730		
45	4.8	5.4	8.6					9.8	9.2	7.8	3.8	15.9	159
Route			915						1515				
411			3.6						2.4			5.0	6

System Productivity

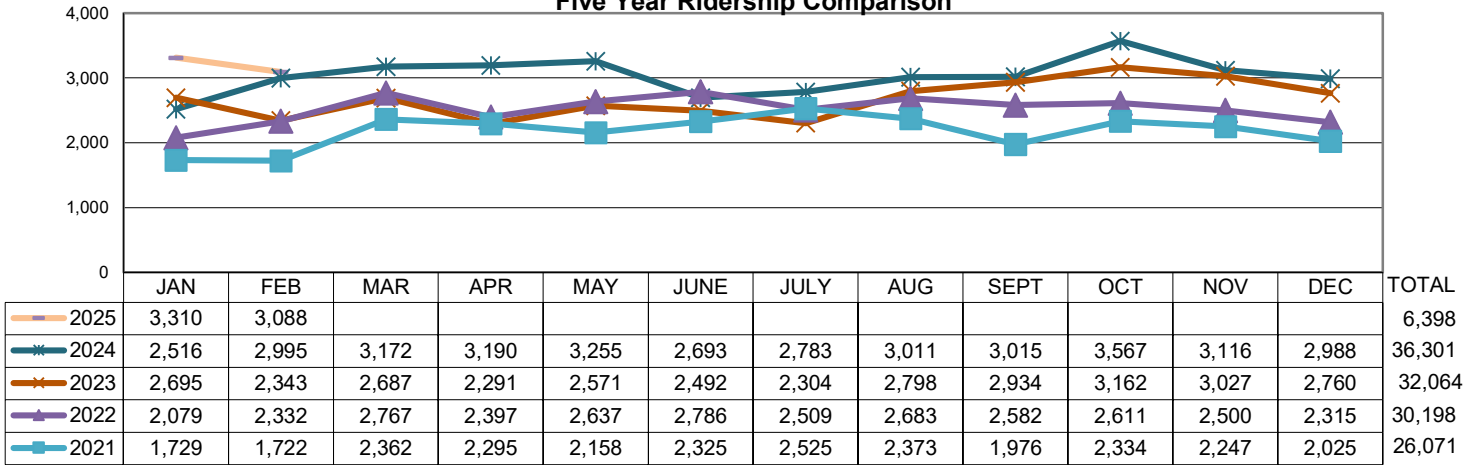
10.8

Date	Total Psgrs	Demand Response Client Trips	Number of Attendts	Number of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
2/1/2025	63	51	12	0	28	23	45.10%	2.16	4	5
2/3/2025	142	108	34	0	79	29	26.85%	2.68	16	2
2/4/2025	143	120	23	0	90	30	25.00%	2.21	19	5
2/5/2025	176	135	41	0	99	36	26.67%	2.53	17	2
2/6/2025	137	113	24	0	79	34	30.09%	2.25	15	8
2/7/2025	142	118	24	0	82	36	30.51%	2.36	19	3
2/8/2025	72	52	20	0	26	26	50.00%	2.52	6	1
2/10/2025	119	92	27	0	68	24	26.09%	2.33	14	2
2/11/2025	186	154	32	0	98	56	36.36%	2.57	10	1
2/12/2025	171	135	36	0	101	34	25.19%	2.43	19	6
2/13/2025	110	81	29	0	53	28	34.57%	2.11	58	5
2/14/2025	38	29	9	0	14	15	51.72%	1.45	28	1
2/15/2025	71	53	17	1	32	21	39.62%	2.47	4	1
2/17/2025	99	73	26	0	51	22	30.14%	2.36	4	3
2/18/2025	166	142	24	0	99	43	30.28%	2.64	6	3
2/19/2025	158	136	22	0	97	39	28.68%	2.41	6	2
2/20/2025	160	126	34	0	89	37	29.37%	2.36	11	6
2/21/2025	124	96	28	0	81	15	15.63%	2.22	5	1
2/22/2025	69	52	17	0	33	19	36.54%	2.28	2	2
2/24/2025	110	91	19	0	74	17	18.68%	2.32	11	3
2/25/2025	177	144	33	0	107	37	25.69%	2.45	10	4
2/26/2025	174	137	37	0	99	38	27.74%	2.56	5	3
2/27/2025	137	111	26	0	77	34	30.63%	2.10	15	4
2/28/2025	144	116	28	0	83	33	28.45%	2.58	8	1
	0									
	3088	2465	622	1	1739	726	29.45%	2.38	312	74

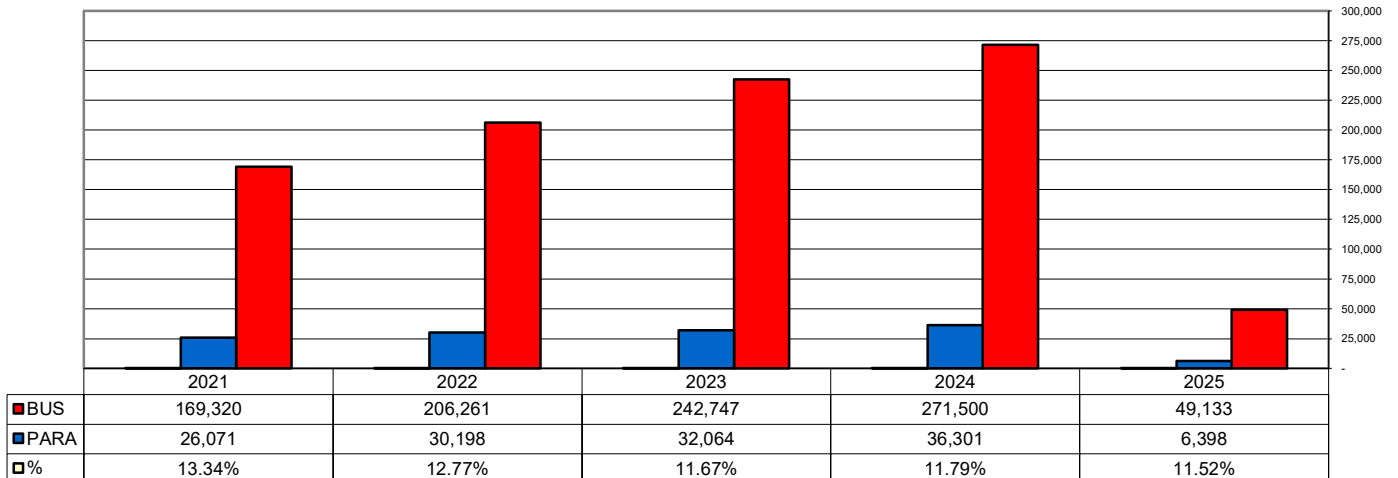
RiverCities Transit Fixed Route Five Year Ridership Comparison

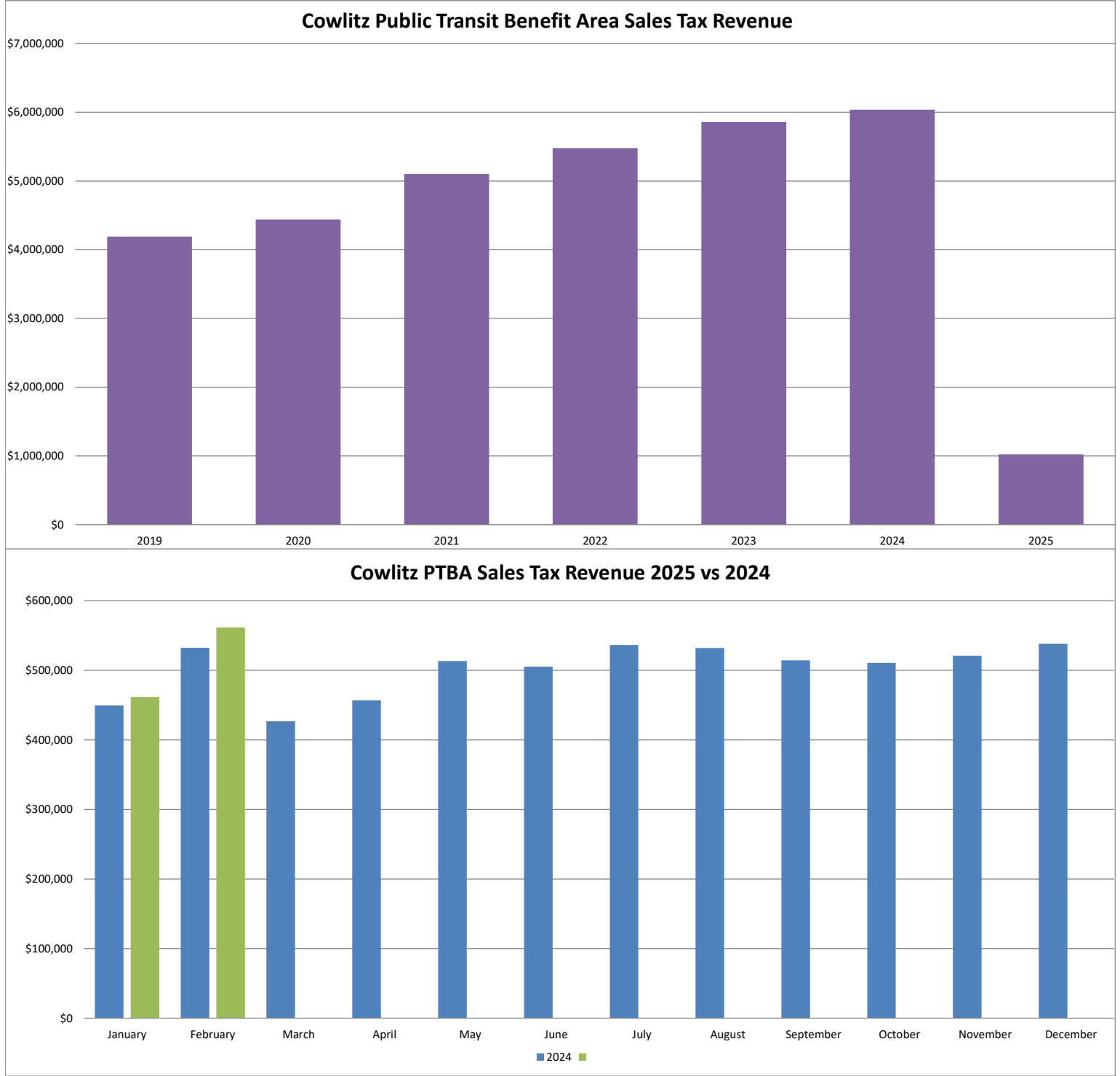


RiverCities Transit Paratransit Five Year Ridership Comparison



Comparison of Ridership Bus and Paratransit Ridership







Cowlitz Transit Authority

Agenda Summary

2025 AMENDMENT TO RESOLUTION 2017-03 EXHIBIT A

SUMMARY STATEMENT:

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

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

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

Exhibit A of Resolution 2017-03 must be amended to include newly elected or appointed individuals serving in the above-identified positions. Exhibit A was previously amended in March 2024.

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

RECOMMENDED ACTION:

Adopt the 2025 Amendment to Resolution 2017-03 Exhibit A authorizing the positions that may approve and submit claims for payment .

The amended Exhibit A will be sent to necessary parties for signature and sent to the County for their records.

RESOLUTION NO. 2017-03

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

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

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

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

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

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

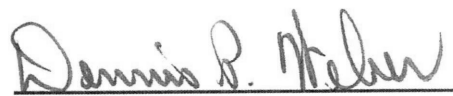
Section 1. Individuals in the following positions are authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer. Printed names and signatures of the authorized individuals shall be provided to the Auditor and Treasurer on the form attached as Exhibit A, and shall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

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

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

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

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

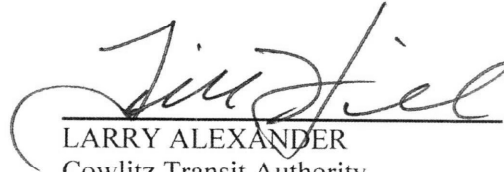

DENNIS WEBER, CHAIR
Cowlitz Transit Authority


DON JENSEN

Cowlitz Transit Authority

RICK ROBERSON
Cowlitz Transit Authority

MARY JANE MELINK
Cowlitz Transit Authority



LARRY ALEXANDER
Cowlitz Transit Authority

ATTEST:

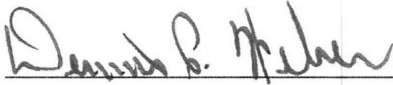
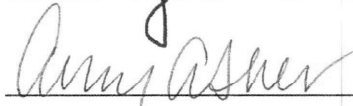
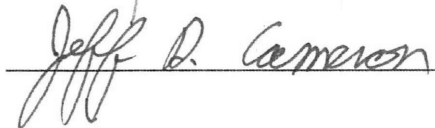
Tabitha A Hayden
Tabitha Hayden, Clerk of the Board

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

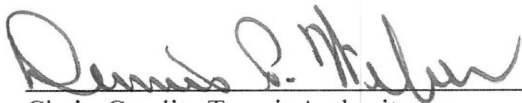
EXHIBIT A

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

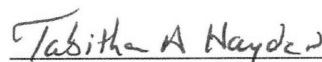
In accordance with Cowlitz Transit Authority Resolution No. 2017 – 03, the following elected or appointed individuals are authorized to authenticate, certify, and submit claims chargeable against the Cowlitz Transit Authority until such time as this Exhibit A is updated and replaced to include newly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

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

Dated: August 9, 2017


Chair, Cowlitz Transit Authority

ATTEST:

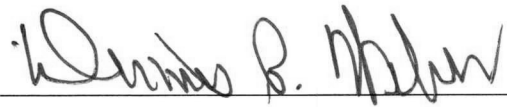
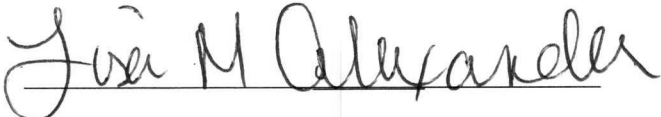
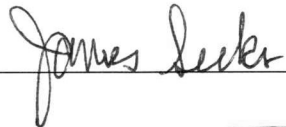

Tabitha Hayden, Clerk of the Board

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

2024 AMENDMENT TO EXHIBIT A

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

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

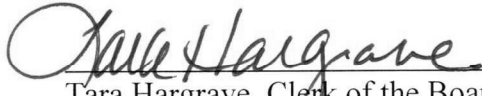
<u>Name/Position</u>	<u>Authorized Signature</u>
1. Dennis P. Weber, Chair	 _____
2. Lisa Alexander, Vice Chair	 _____
3. James Seek, Transit Manager	 _____
4. Kenneth Hash, Public Works Director	 _____

Dated: 3/27/24



Chair, Cowlitz Transit Authority

ATTEST:



Tara Hargrave, Clerk of the Board

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

2025 AMENDMENT TO EXHIBIT A

AUTHORIZED SIGNATURES FOR CLAIMS PAYMENT

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

<u>Name/Position</u>	<u>Authorized Signature</u>
1. Lisa Alexander, Chair	_____
2. Mary Alice Wallis, Vice Chair	_____
3. James Seeks, Transit Manager	_____
4. Chris Collins, Public Works Director	_____

Dated: _____

Chair, Cowlitz Transit Authority

ATTEST:

Tara Hargrave, Clerk of the Board



Cowlitz Transit Authority

Agenda Summary

ESTABLISH PUBLIC HEARING REGARDING RAINIER COMMUTER BUS SERVICE

SUMMARY STATEMENT:

In early February, the Executive Director of the Cowlitz-Wahkiakum Council of Governments (CWCOG), which is the Metropolitan Planning Organization for the Cowlitz County-Rainier area, was contacted by Oregon Department of Transportation (ODOT).

ODOT needs to redirect FTA 5307 grant funds that are about to lapse and of which Columbia County, Oregon cannot match. CWCOG in turn contacted RiverCities Transit staff about the possibility of accepting those funds and using at least a portion of them to provide transit service to Rainier, Oregon. RCT and CWCOG staff introduced this possibility at the February CTA meeting and were directed to explore this further.

RCT staff is developing a budget and sample schedule for a potential commuter bus service operating directly between the Rainier Transit Center and the Longview Transit Center.

Additionally, RCT and CWCOG staff met with the Rainier City Council on March 3, 2025, to request city funds to help meet an approximately one-fifth (1/5) portion of the 50% match requirement for the FTA 5307 operating grant. While the City of Rainier did not commit the funds at that meeting, they unanimously passed a motion for the Rainier City Administrator to work with RCT on developing the route.

To this end, RCT staff developed a survey that the City of Rainier will send out with the next utility bill. We will use this information in designing a schedule and report back to the Rainier City Council with a follow-up ask for a funding commitment.

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 addition of this service, contingent on federal and local funding, meets this criterion.

RECOMMENDED ACTION:

Establish a public hearing to be held at the April 14, 2025 CTA Board Meeting to receive comments on the potential addition of Commuter Bus Service between the Rainier Transit Center and the Longview Transit Center.