



Agenda

Cowlitz Transit Authority

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

Wednesday, November 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, November 12, 2025, at 4:00 p.m.** in the Longview City Hall Council Chambers, Longview, Washington. 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 12, 2025, at 4:00 p.m.** in the Longview City Hall Council Chambers, Longview, Washington. This meeting is also available by Zoom.

The purpose of the hearing is to receive any comments concerning the adoption of the 2026 CTA 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 10, 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 OCTOBER 8, 2025**
25-00955 2025 10 08 CTA Board Minutes
6. **CONSENT CALENDAR**
25-00956 2025 September CTA Treasurer's Report
25-00957 2025 September CTA Fund Balance Report
25-00958 Invoice #2025-12 - City of Longview \$521,128.00
25-001035 Invoice #E69B1C00-0010 - TDN \$376.33
7. **REPORTS**
25-00959 2025 Annual Fixed Route Ridership
25-00960 2025 October Daily Fixed Route Ridership
25-00961 2025 October Daily Fixed Route Ridership by Hour
25-00962 2025 October Fixed Route Average Passengers per Trip
25-00963 2025 October LIFT Monthly Ridership
25-00964 Five Year Ridership Graph
25-00965 PTBA Sales Tax Data 2025 vs. 2024
8. **AGENDA SUMMARY - RENEWAL OF CTA LEGAL COUNSEL SERVICE AGREEMENT**
25-00966 **SUMMARY OF STATEMENT:**
The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, and legal interpretation of state and federal laws.

RECOMMENDED ACTION:
Review the amendment to the contract for legal services.

THEN:
Motion to approve the Contract Amendment For Legal Services between the Cowlitz Transit Authority and the Law Offices of Erin H. Winkles, P.S.
9. **AGENDA SUMMARY - PUBLIC HEARING ON 2026 CTA BUDGET**
25-00968 **SUMMARY OF 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 58.1% of the Transit Authority's annual budget, while matching and

direct funds paid for capital projects account for 3.3% of the CTA budget.

RECOMMENDED ACTION:

Hold public hearing on the 2026 Cowlitz Transit Authority budget.

THEN:

Motion to adopt Resolution 2025-04, the 2026 Cowlitz Transit Authority Budget.

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



Minutes

Agenda

Cowlitz Transit Authority

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

Wednesday, October 8, 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, October 08, 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>

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- 1 253 215 8782
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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 12, 2025
4:00 p.m. – Regular Board Meeting & Public Hearing

1. CALL TO ORDER

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

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

Present: Chair Lisa Alexander; Vice-Chair MaryAlice Wallis; Member Erik Halvorson (late arrival); Member Keenan Harvey; Member Steven Ferrell; Member Anthony Harris

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

Staff Present: Chris Collins, Public Works Director (late arrival); Jim Seeks, Transit Manager; Doreen Daggett, Transit Supervisor (online - late arrival); Tara Hargrave, Clerk of the Board

Others Present: Betsy DeSpain, Paratransit Regional Manager; Sheila Harmon, Paratransit Manager; Megan Wirtz, CWCOG (online - late arrival)

4. PUBLIC COMMENTS

None.

5. CONSIDERATION OF MINUTES FOR SEPTEMBER 10, 2025

A motion was made by Member Ferrell, seconded by Member Wallis to approve the September 10, 2025 Cowlitz Transit Authority Regular Board Meeting and Public Hearing Minutes. The motion carried unanimously.

25-00873 2025 09 10 CTA Board Minutes

6. CONSENT CALENDAR

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

25-00874 2025 August CTA Treasurer's Report

25-00875 2025 August CTA Fund Balance Report

25-00876 Invoice #2025-11 - City of Longview \$521,128.00

7. REPORTS

Transit Manager Seeks reported on ridership continuing to trend upwards.

25-00877 2025 Annual Fixed Route Ridership

25-00878 2025 September Daily Fixed Route Ridership

25-00879 2025 September Daily Fixed Route Ridership by Hour

25-00880 2025 September Fixed Route Average Passengers per Trip

25-00881 2025 September LIFT Monthly Ridership

25-00882 Five Year Ridership Graph

25-00883 PTBA Sales Tax Data 2025 vs. 2024

8. **AGENDA SUMMARY - AUTHORIZING LOCAL MATCH FOR FTA OPERATING GRANT APPLICATIONS**

Transit Manager Seeks reported on the operating grants and match needed for the 2026 budget.

A motion was made by Member Harvey, seconded by Member Wallis to approve Resolution Number 2025-02. The motion carried unanimously.

25-00926 SUMMARY OF STATEMENT:

The City of Longview is the Designated Federal Recipient of public transit funds. The City of Longview, on behalf of Cowlitz Transit Authority, is applying for two FY 2021 Section 5307 Federal Transit Administration Formula Grants. One grant will use the direct allocation to City of Longview of \$1,272,547 for the operation of transit service in Cowlitz County in 2026. The second grant represents the \$48,522 transferred from Oregon Department of Transportation to provide our service to Rainier, Oregon during 2026.

Staff is requesting the CTA adopt a resolution allocating local matching funds for the grant.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2025-02.

9. **AGENDA SUMMARY - AUTHORIZING LOCAL MATCH FOR FTA CAPITAL GRANT APPLICATIONS**

Transit Manager Seeks reported on the capital grants and match needed for the 2026 budget.

A motion was made by Member Wallis, seconded by Member Harvey to approve Resolution Number 2025-03. The motion carried unanimously.

25-00925 SUMMARY OF STATEMENT:

The City of Longview is the Designated Federal Recipient of public transit funds. The City of Longview, on behalf of Cowlitz Transit Authority, is applying for the FY 2023 Section 5339(a) Federal Transit Administration Bus and Bus Facilities Grant to purchase one (1) replacement transit facility truck and one (1) transit staff vehicle to replace vehicles that are well past their useful life of 8 years.

This project supports the goals of the Transit Enhancement Plan and is supported in the regional long range transportation plan. To demonstrate local support for the project, the application requires documentation of local financial commitment and support. Staff is requesting the CTA adopt a resolution allocating local matching funds for the grant.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2025-03.

10. **AGENDA SUMMARY - ESTABLISH PUBLIC HEARING FOR 2026 CTA BUDGET**

Transit Manager Seeks reported on the need for a public hearing to receive comment on our annual budget.

Member Harvey made a motion, seconded by Member Ferrell to establish a public hearing to be held at the

November 12, 2025, CTA board Meeting to receive comments on the 2026 Annual Budget. The motion carried unanimously.

25-00920 SUMMARY STATEMENT:

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 12, 2025 CTA Board Meeting to receive comments on the 2026 annual budget.

11. AGENDA SUMMARY - CAPACITY ISSUES ON LONGVIEW-VANCOUVER ROUTE

Transit Manager Seeks reported on the capacity issues on Route 511 and the possible solutions to the problem.

25-00924 SUMMARY OF STATEMENT:

The ridership on certain trips of Route 511 has exceeded the capacity of the current 12-passenger cutaway vehicle to accommodate. This has been compounded by an increase in riders with bicycles wishing to board that exceeds the bike rack.

As the larger cutaways designed to accommodate more riders will not be delivered until next year, staff will discuss the steps being taken now to help mitigate these concerns.

RECOMMENDED ACTION:

No action. Information only.

12. MANAGER'S REPORT

Transit Manager Seeks reported on the ridership numbers on Route 511 boarding northbound compared to southbound; the assault on an operator at the transit center; the possibility of protective barriers for the operators on the buses; upcoming security training; and legal counsel contract renewal.

Transit Manager Seeks reported (on behalf of Mobility Supervisor Daggett) on the resource fair in Rainier, travel training with STEPS students, 2 fare free days for "Veterans Stand Down" event and "A Week without Driving" campaign.

Paratransit Manager Harmon reported ridership being up 14% from last month and 12% overall from this time in 2024.

13. MISCELLANEOUS

Member Harvery stated the Longview/Kelso Chamber of Commerce is having a career fare next month.

14. ADJOURNMENT

Chair Alexander adjourned the meeting at 4:21 pm.

Lisa Alexander, 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		811,665.91	551,520.37	- 545,376.85	6,143.52	817,809.43
1180000 INVESTMENTS		6,431,087.94	23,797.77	0.00	23,797.77	6,454,885.71
2131020 ACCOUNTS PAYABLE - AP MODULE		0.00	521,579.08	- 521,579.08	0.00	0.00
2880000 UNRESERVED FUND BALANCE		- 7,285,653.79	0.00	0.00	0.00	- 7,285,653.79
3132100 PUBLIC TRANSPORTATION SYSTEM	8900000 DISTRICT ACTIVITIES	- 3,941,111.35	0.00	- 526,270.64	- 526,270.64	- 4,467,381.99
3611000 INVESTMENT EARNINGS	8900000 DISTRICT ACTIVITIES	- 165,719.59	0.00	- 23,797.77	- 23,797.77	- 189,517.36
3614000 OTHER INTEREST	8900000 DISTRICT ACTIVITIES	- 10,304.81	0.00	- 1,451.96	- 1,451.96	- 11,756.77
3619000 FMV INVESTMENT EARNINGS	3007800 INTEREST EARNED ON INVESTMENTS	37,205.84	0.00	0.00	0.00	37,205.84
5490010 ELECTION COSTS	8900000 DISTRICT ACTIVITIES	1,337.98	0.00	0.00	0.00	1,337.98
5492000 OTHER	8900000 DISTRICT ACTIVITIES	4,121,491.87	521,579.08	0.00	521,579.08	4,643,070.95
Total		0.00	1,618,476.30	- 1,618,476.30	0.00	0.00

COWLITZ TRANSIT AUTHORITY FUND BALANCES
For Period Ending: September 30, 2025

	<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	526,270.64	4,467,381.99
Interest Earnings/Investments	23,797.77	189,517.36
Local Sales Interest	1,451.96	11,756.77
LCC Ridership Agreement		-
Other Miscellaneous Revenue		-
Subtotal	\$ 551,520.37	\$ 4,668,656.12
CTA Expenditures		
City of Longview	521,128.00	4,624,194.00
City of Longview - Audit Services		864.60
Legal Counsel/Notices	451.08	2,173.17
Transit Center Security Services		-
Misc. (election costs, etc)		1,337.98
Cowlitz-Wahkiakum Council of Governments Dues		3,786.06
Subtotal	\$ 521,579.08	\$ 4,632,355.81
CTA Ending Balance		\$ 7,652,181.17
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	\$	-
Federal Grant - 5307 Formula- Operating	\$	-
Federal Grant Competitive- 5310 Paratransit Operating	\$	-
State Grant - Regional Mobility Operating (PTD0105	\$	-
WSDOT Transit Support Grant	\$ 664,360.00	\$ 664,360.00
Green Transportation Planning - PTD0567	\$	-
WSTIP Risk Management Grant (RMG)	\$	-
Farebox/Pass Sales	\$ 19,416.52	\$ 123,538.91
Payments from CTA	\$ 521,128.00	\$ 4,624,194.00
State Pool - Interest	\$ 20,963.98	\$ 111,449.62
Paratransit Office Space Rental	\$ 981.11	\$ 8,829.99
Bank Returns Fees	\$	-
Other Misc Revenue		
Bank One Rebates	\$	-
Federal Grant Competitive- 5310 - Replacement Buses	\$	-
Miscellaneous Adjustments/Settlements/AR	\$	-
Due from other Governments	\$	1,649,133.00
Cashier Over-Short / NSF	\$	50.00
Fixed Assets Sale Proceeds	\$	-
Insurance Recoveries	\$	151.31
Other Recoveries / Guest Rider	\$	-
Capital Asset Gains (Losses)	\$	-
Subtotal	\$ 1,226,849.61	\$ 7,181,706.83
Longview Expenditures		
Subtotal	\$573,415.27	\$4,916,740.77
Longview Ending Balance		\$ 2,371,629.51
Combined CTA & Longview Ending Balance		\$ 10,023,810.68

INVOICE

Date: 11/12/2025
Invoice # 2025-12

City of Longview Transit
PO Box 128
Longview, WA 98632
360-442-5663

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

Comments

DESCRIPTION	AMOUNT
Public Transit Services for December, 2025	\$521,128.00

AMOUNT DUE
\$521,128.00

REMITTANCE	
Statement #	2025-12
Date	11/12/2025
Amount Due	\$521,128.00
Amount Enclosed	

Please make check payable to City of Longview - Transit

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

Invoice number E69B1C00-0010
 Notice ID 7KLJSHVUHE1KZIIaEm4R
 Publisher Longview Daily News
 Date of issue Oct 9, 2025
 Date due Nov 8, 2025
Amount due \$376.33

Bill to
 RIVER CITIES T RANSIT

Description	Qty	Unit price	Amount
10/30/2025: General Legal Notice	1	189.92	189.92
11/06/2025: General Legal Notice	1	166.41	166.41
Publish Fee	1	20.00	20.00

=== Notes ===

Notice Name: Pub Hrg - 2026 CTA Budget
 Order Number: COL-WA-101262

=== 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/ZV5MWMiXR5nQxS9MaJAY/pay>

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 E69B1C00-0010 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.

Net Subtotal	\$376.33
Tax	0.00
Amount due	\$376.33

Pay here: <https://www.column.us/invoices/ZV5MWMiXR5nQxS9MaJAY/pay>

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	1,279	1,356	1,345	1,178	1,429	1,336	1,313	1,413			13,310
	31	3,924	3,615	3,872	3,898	3,972	3,665	3,608	3,583	1,254	3,479			34,870
	32	2,950	2,785	2,713	3,074	2,803	2,483	2,832	2,746	3,240	3,348			28,974
	33	3,182	2,922	3,490	3,382	3,489	3,328	3,066	3,244	3,494	3,930			33,527
	44	1,991	1,813	2,037	2,147	2,119	2,191	2,337	2,073	1,952	2,132			20,792
	45	7,443	6,975	7,224	7,317	7,343	6,728	6,720	7,056	6,849	7,154			70,809
	46	735	677	701	780	762	651	679	747	603	723			7,058
	57	3,482	3,049	3,423	3,479	3,355	2,838	2,233	2,289	3,236	3,798			31,182
	411	446	484	632	645	425	422	524	447	427	426			4,878
	433								45	44	57			200
511								1,085	1,235	1,254	1,276			4,850
TOTAL		25,566	23,568	25,371	26,078	25,613	23,484	24,558	24,800	23,679	27,733	0	0	250,450

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

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									
TOTAL		19,759	17,997	20,819	19,223	21,209	20,612	19,663	22,104	20,420	21,305	20,477	19,159	242,747

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	30	754	766	954	894	979	1,089	979	1,209	1,194	1,159	1,004	1,024	12,005
	31	2,258	2,303	3,065	2,931	2,888	3,142	3,056	3,460	3,204	3,102	3,269	3,328	36,006
	32	1,861	1,873	2,302	2,128	2,155	2,285	2,528	2,849	2,858	2,943	2,582	2,267	28,631
	33	1,991	1,986	2,292	2,311	2,111	2,134	1,988	2,336	2,382	2,443	2,344	2,279	26,597
	44	986	1,022	1,350	1,110	1,242	1,511	1,161	1,530	1,458	1,453	1,221	1,282	15,326
	45	3,984	4,401	5,169	4,927	4,937	5,142	4,530	5,419	5,359	5,440	4,966	4,948	59,222
	46	399	353	452	357	402	396	332	471	414	371	301	293	4,541
	57	1,516	1,592	1,860	1,761	1,768	1,834	1,825	2,054	2,066	2,485	2,024	2,026	22,811
	411					61	80	72	82	61	92	78	75	601
	NCC								88	104	160	91	78	521
TOTAL		13,749	14,296	17,444	16,419	16,543	17,613	16,471	19,498	19,100	19,648	17,880	17,600	206,261

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021	30		488	936	976	799	891	925	816	815	781	714	704	8,845
	31	2,687	2,270	2,991	3,047	2,765	2,724	2,931	2,628	2,538	2,516	2,440	2,498	32,035
	32	1,461	1,424	1,861	1,980	1,747	1,897	2,038	1,688	1,770	1,905	1,772	1,951	21,494
	33	1,844	1,406	1,940	2,196	2,064	2,289	2,269	2,055	1,973	2,066	2,106	2,021	24,229
	44		553	1,240	1,265	1,108	1,119	1,237	1,236	1,130	1,201	1,176	1,093	12,358
	45	3,763	3,278	4,891	4,803	4,599	4,538	4,940	4,621	4,509	4,349	4,142	4,174	52,607
	46									272	422	369	400	1,463
57	926	912	1,452	1,538	1,262	1,362	1,378	1,367	1,681	1,625	1,382	1,396	16,281	
TOTAL		10,681	10,331	15,311	15,805	14,344	14,820	15,718	14,411	14,688	14,865	14,101	14,237	169,312

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	30	1,477	1,489	1,290					765	779	962	664	734	8,160
	31	5,084	5,704	4,363	2,970	2,940	3,360	3,303	2,821	2,884	3,204	2,709	3,137	42,479
	32	4,206	4,287	3,023	1,541	1,655	1,991	2,151	2,049	1,988	2,280	1,820	1,883	28,874
	33	4,036	4,030	2,992	1,729	1,864	2,159	2,344	1,948	1,947	2,269	1,827	1,950	29,095
	44	2,043	2,131	1,801					940	1,123	1,148	931	887	11,004
	45	8,461	8,689	6,780	3,991	3,948	4,976	5,354	4,485	4,279	4,835	3,952	4,353	64,103
	57	3,250	3,152	2,274	1,065	973	1,446	1,556	1,424	1,361	1,574	1,117	1,196	20,388
TOTAL		28,557	29,482	22,523	11,296	11,380	13,932	14,708	14,432	14,361	16,272	13,020	14,140	204,103

YEAR	ROUTE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2019	30											455	1238	1,693
	31	6,989	5,734	5,954	6,350	6,176	5,497	5,975	6,522	5,350	6,332	5,494	4,713	71,086
	32	5,787	4,546	4,727	5,044	5,200	4,091	4,460	4,552	4,221	5,114	4,151	3,625	55,518
	33	3,750	3,582	3,747	3,873	3,896	3,610	3,381	3,586	3,305	3,969	3,655	3,455	43,809
	44	2,410	2,108	2,091	2,294	2,386	2,162	2,113	2,133	1,938	2,356	2,029	2,002	26,022
	45	9,099	8,185	8,759	9,102	9,239	7,596	8,172	8,954	8,261	9,742	8,250	7,504	102,863
	57	3,074	2,821	2,953	3,106	3,222	2,687	2,511	2,578	2,416	2,982	2,878	2,512	33,740
TOTAL		31,109	26,976	28,231	29,769	30,119	25,643	26,612	28,325	25,491	30,495	26,912	25,049	334,731

RIVERCITIES TRANSIT DAILY RIDERSHIP REPORT

Oct-25

DATE	ROUTE 30	ROUTE 31	ROUTE 32	ROUTE 33	ROUTE 44	ROUTE 45 A	ROUTE 45 B	ROUTE 46	ROUTE 57	ROUTE 411	ROUTE 433	ROUTE 511	TOTAL
1	66	143	131	175	78	204	128	22	159	15	1	63	1185
2	63	148	135	153	103	221	112	34	145	18	1	65	1198
3	66	212	153	155	70	226	133	39	165	19	2	76	1316
4 S		153	96	103		122			85				559
5													
6	65	111	166	150	76	198	110	48	148	27	1	60	1160
7	72	130	177	183	106	172	121	25	194	24	4	55	1263
8	63	125	112	157	104	190	116	19	126	13	2	75	1102
9	64	138	198	171	97	230	183	27	124	16	8	44	1300
10	53	126	103	119	95	231	86	29	117	17	1	47	1024
11 S		117	91	122		162			78				570
12													
13	58	146	130	134	81	168	87	33	162	12	3	58	1072
14	68	137	139	177	75	162	106	32	202	25	1	47	1171
15	65	112	129	155	95	133	130	39	113	18	2	72	1063
16	62	98	110	122	113	153	122	34	176	17	2	38	1047
17	43	117	137	136	120	143	121	35	161	19	0	50	1082
18 S		93	82	123		108			58				464
19													
20	67	156	136	156	89	194	110	42	172	17	4	49	1192
21	67	139	129	147	107	188	106	22	197	20	2	51	1175
22	48	118	127	160	89	167	88	23	109	16	3	52	1000
23	59	94	140	153	110	206	117	26	170	16	3	62	1156
24	55	128	101	111	81	116	107	26	122	19	5	39	910
25 S		72	77	124		71			70				414
26													
27	62	189	106	191	68	201	110	31	141	21	2	46	1168
28	55	111	113	152	86	141	96	24	191	22	1	59	1051
29	61	105	97	141	98	146	90	39	125	20	4	53	979
30	78	110	111	142	99	146	96	42	151	20	1	48	1044
31	53	151	122	118	92	149	131	32	137	15	1	61	1062
TOTAL (27)	1413	3479	3348	3930	2132	4548	2606	723	3798	426	54	1270	27727
WEEKDAY TOTAL (23)	1413	3044	3002	3458	2132	4085	2606	723	3507	426	54	1270	25720
SATURDAY/REDUCED DAY TOTAL (4)		435	346	472		463			291				2007
DAILY AVERAGE	61	129	124	146	93	168	113	31	141	19	2	55	1027
WEEKDAY AVERAGE	61	132	131	150	93	178	113	31	152	19	2	55	1118
SATURDAY/REDUCED DAY AVERAGE		109	87	118		116			73				502

Ridership by Hour
10/1/2025 - 10/31/2025

Weekday - Passengers by Hour

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	TOTAL
31	18	227	197	276	355	264	261	287	350	269	233	195	112	3,044
32	38	107	150	312	284	270	282	337	469	249	260	142	102	3,002
33	29	125	382	298	309	283	327	322	298	389	313	269	114	3,458
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820	
44	117	80	188	188	209	203	192	199	269	185	144	98	60	2,132
57	127	245	177	276	207	275	251	442	549	337	251	279	91	3,507
Route					1030	1130	1230	1330	1430	1530	1630			
30					141	238	227	224	213	187	183			1,413
Route					1050	1150	1250	1350	1450	1550				
46					110	118	149	114	128	104				723
Route	630	700	730	800	not shown for brevity					1700	1720	1800	1830	
45	63	118	113	237						186	147	113	71	6,693
Route	630	715	815	915	1115		1215	1415		1515	1615	1715		
411	3	24	50	55	41		39	84		35	40	55		426
Route			820	1120		1420		1620		1820				
433			12	16		16		5		5				54
Route	630	730	1000		1047	1200	1300	1400	1447	1630	1730			
511	169	103	123		44	204	143	88	92	157	153			1,276

Saturday - Passengers by Hour

Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	TOTAL			
31	17	44	42	38	49	63	48	48	55	31	435			
32	10	20	38	33	49	52	47	32	36	29	346			
33	37	29	42	63	57	47	66	57	41	33	472			
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720				
57	20	26	23	29	27	25	35	40	43	23	291			
Route	800	830	900	930	not shown for brevity					1600	1630	1700	1730	
45	13	18	24	16						28	16	15	8	461

Total Fixed Route

27,733

Average Passengers per Trip
10/1/2025 - 10/31/2025

Weekday

Route	630	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	Passengers per Revenue Service Hr	Avg daily boardings	
31	0.8	9.9	8.6	12.0	15.4	11.5	11.3	12.5	15.2	11.7	10.1	8.5	4.9	10.9	132	
32	1.7	4.7	6.5	13.6	12.3	11.7	12.3	14.7	20.4	10.8	11.3	6.2	4.4	10.6	131	
33	1.3	5.4	16.6	13.0	13.4	12.3	14.2	14.0	13.0	16.9	13.6	11.7	5.0	12.3	150	
Route	630	720	820	920	1020	1120	1220	1320	1420	1520	1620	1720	1820			
44	5.1	3.5	8.2	8.2	9.1	8.8	8.3	8.7	11.7	8.0	6.3	4.3	2.6	7.5	93	
57	5.5	10.7	7.7	12.0	9.0	12.0	10.9	19.2	23.9	14.7	10.9	12.1	4.0	12.2	152	
Route					1030	1130	1230	1330	1430	1530	1630					
30					6.1	10.3	9.9	9.7	9.3	8.1	8.0			9.1	61	
Route					1050	1150	1250	1350	1450	1550						
46					4.8	5.1	6.5	5.0	5.6	4.5				5.4	31	
Route	630	700	730	800	not shown for brevity						1700	1720	1800	1830		
45	2.7	5.1	4.9	10.3							8.1	6.4	4.9	3.1	14.6	291
Route	630	715	815	915		1115	1215		1415	1515	1615	1715				
411	0.1	1.0	2.2	2.4		1.8	1.7		3.7	1.5	1.7	2.4		2.2	19	
Route			820			1120		1420		1620		1820				
433			0.5			0.7		0.7		0.2		0.2		1.0	2	
Route	630	730			1000	1047	1200	1300	1400	1447	1630	1730				
511	7.3	4.5			5.3	1.9	8.9	6.2	3.8	4.0	6.8	6.7		6.2	55	

Saturday

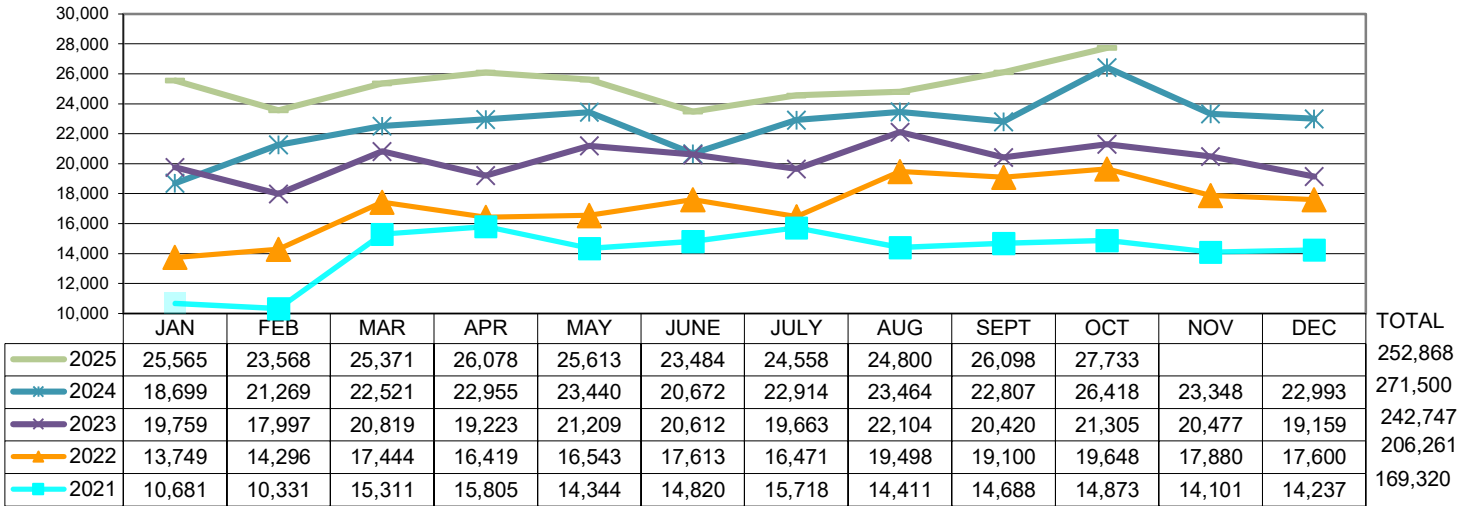
Route	800	900	1000	1100	1200	1300	1400	1500	1600	1700	Passengers per Revenue Service Hr	Avg daily boardings	
31	4.3	11.0	10.5	9.5	12.3	15.8	12.0	12.0	13.8	7.8	11.2	109	
32	2.5	5.0	9.5	8.3	12.3	13.0	11.8	8.0	9.0	7.3	8.9	87	
33	9.3	7.3	10.5	15.8	14.3	11.8	16.5	14.3	10.3	8.3	12.1	118	
Route	820	920	1020	1120	1220	1320	1420	1520	1620	1720			
57	5.0	6.5	5.8	7.3	6.8	6.3	8.8	10.0	10.8	5.8	7.5	73	
Route	800	830	900	not shown for brevity				1600	1630	1700	1730		
45	3.3	4.5	6.0					7.0	4.0	3.8	2.0	11.6	115

System Productivity

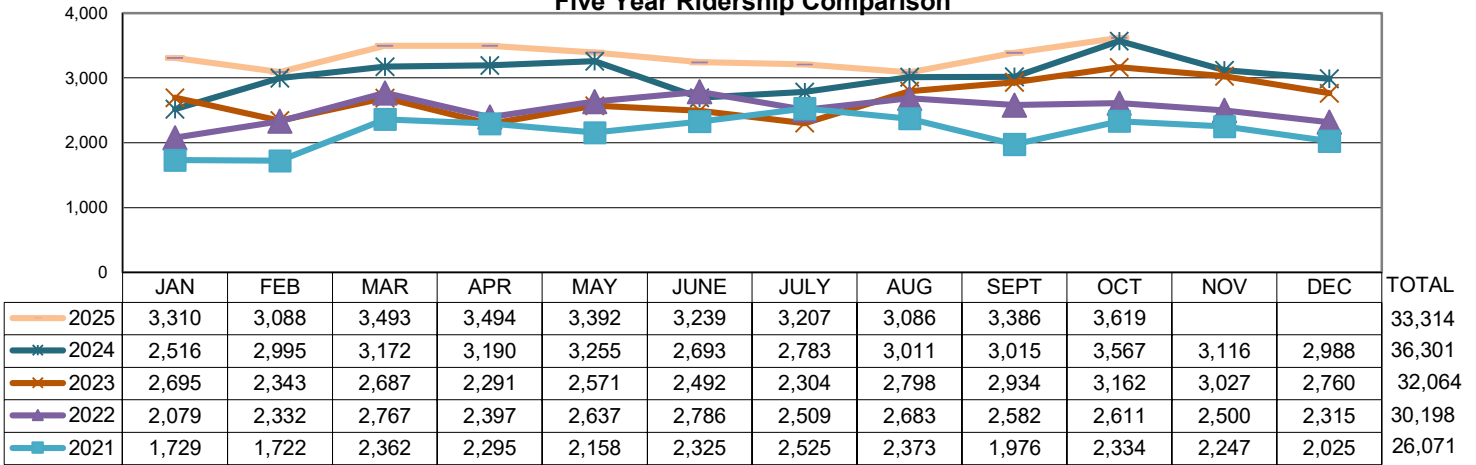
9.9

Date	Total Psgrs	Demand Response Client Trips	Number of Attendts	Number of Guests of Guests	Delivered AMB Psgrs	Delivered W/C Psgrs	% W/C Psgrs Delivered	Psgrs Rev Hour	CXLS	No Shows
10/1/2005	135	119	16	0	93	26	21.85%	2.28	16	2
10/2/2005	165	141	24	0	102	39	27.66%	2.63	12	3
10/3/2005	149	119	30	0	66	53	44.54%	2.42	17	3
10/4/2005	87	68	19	0	54	14	20.59%	3.03	10	2
10/6/2005	115	101	14	0	77	24	23.76%	2.28	14	2
10/7/2005	161	130	30	1	88	42	32.31%	2.47	20	7
10/8/2005	157	126	31	0	90	36	28.57%	2.31	12	2
10/9/2005	156	141	15	0	117	24	17.02%	2.50	8	2
10/10/2005	129	98	27	4	62	36	36.73%	2.26	7	1
10/11/2005	106	80	26	0	50	30	37.50%	3.41	4	2
10/13/2005	108	86	20	2	72	14	16.28%	2.61	9	1
10/14/2005	156	121	35	0	98	23	19.01%	2.97	10	2
10/15/2005	158	128	30	0	98	30	23.44%	2.66	13	1
10/16/2005	145	124	21	0	89	35	28.23%	2.44	13	5
10/17/2005	130	100	28	2	74	26	26.00%	2.53	9	3
10/18/2005	85	64	21	0	37	27	42.19%	2.73	7	4
10/20/2005	117	95	21	1	79	16	16.84%	2.49	8	0
10/21/2005	131	109	20	2	86	23	21.10%	2.47	8	0
10/22/2005	155	131	24	0	93	38	29.01%	2.52	6	1
10/23/2005	132	114	18	0	83	31	27.19%	2.19	11	5
10/24/2005	128	104	24	0	84	20	19.23%	2.50	2	2
10/25/2005	71	59	12	0	38	21	35.59%	2.64	5	1
10/27/2005	132	106	26	0	88	18	16.98%	2.52	16	2
10/28/2005	163	129	32	2	101	28	21.71%	2.70	9	1
10/29/2005	159	127	32	0	90	37	29.13%	2.73	9	4
10/30/2005	152	123	29	0	84	39	31.71%	2.32	7	2
10/31/2005	137	109	28	0	73	36	33.03%	2.50	8	3
	3619	2952	653	14	2166	786	26.63%	2.53	270	63

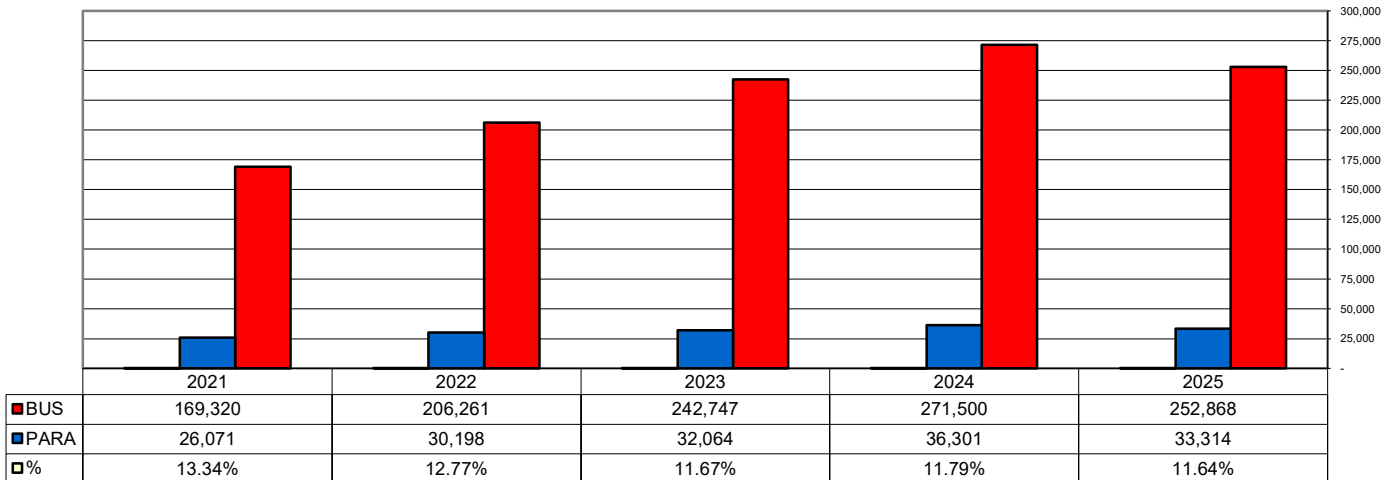
RiverCities Transit Fixed Route Five Year Ridership Comparison



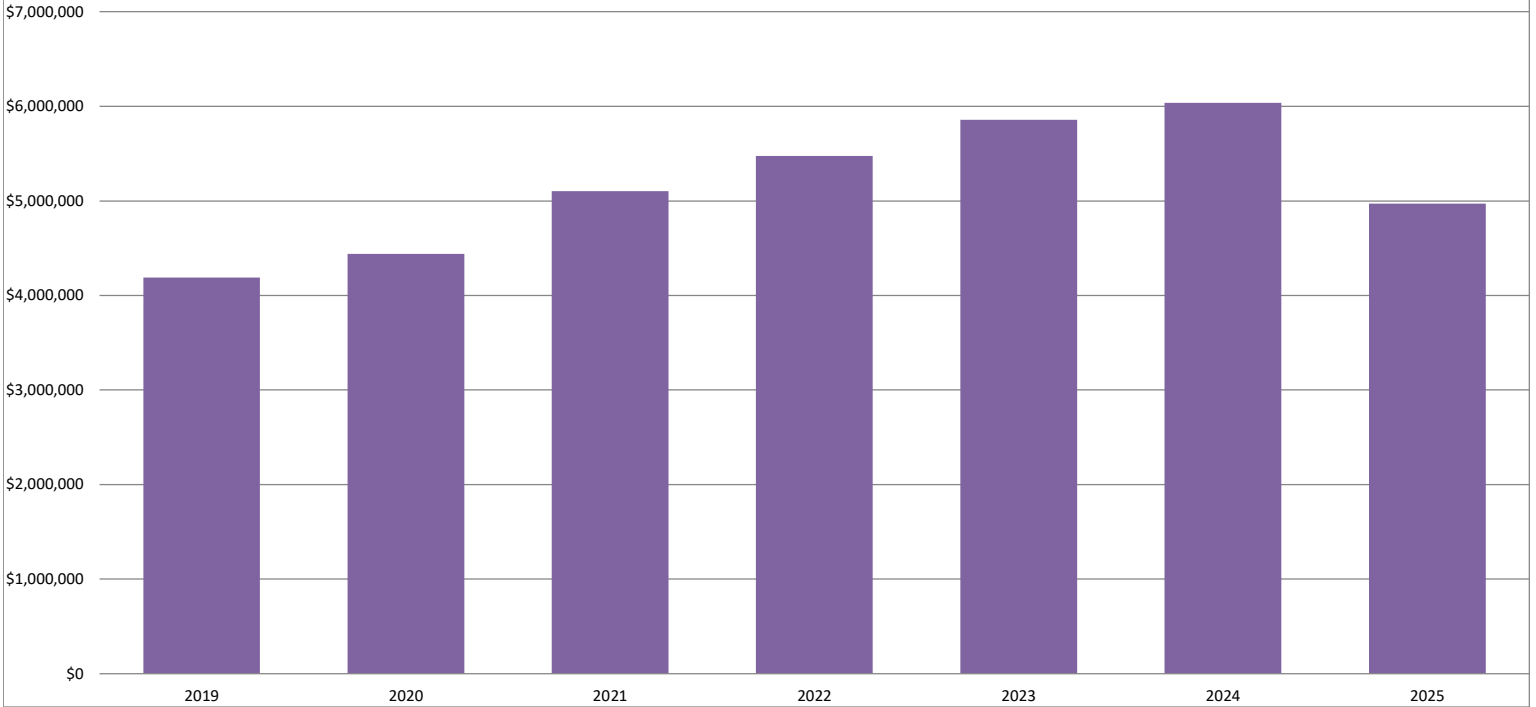
RiverCities Transit Paratransit Five Year Ridership Comparison



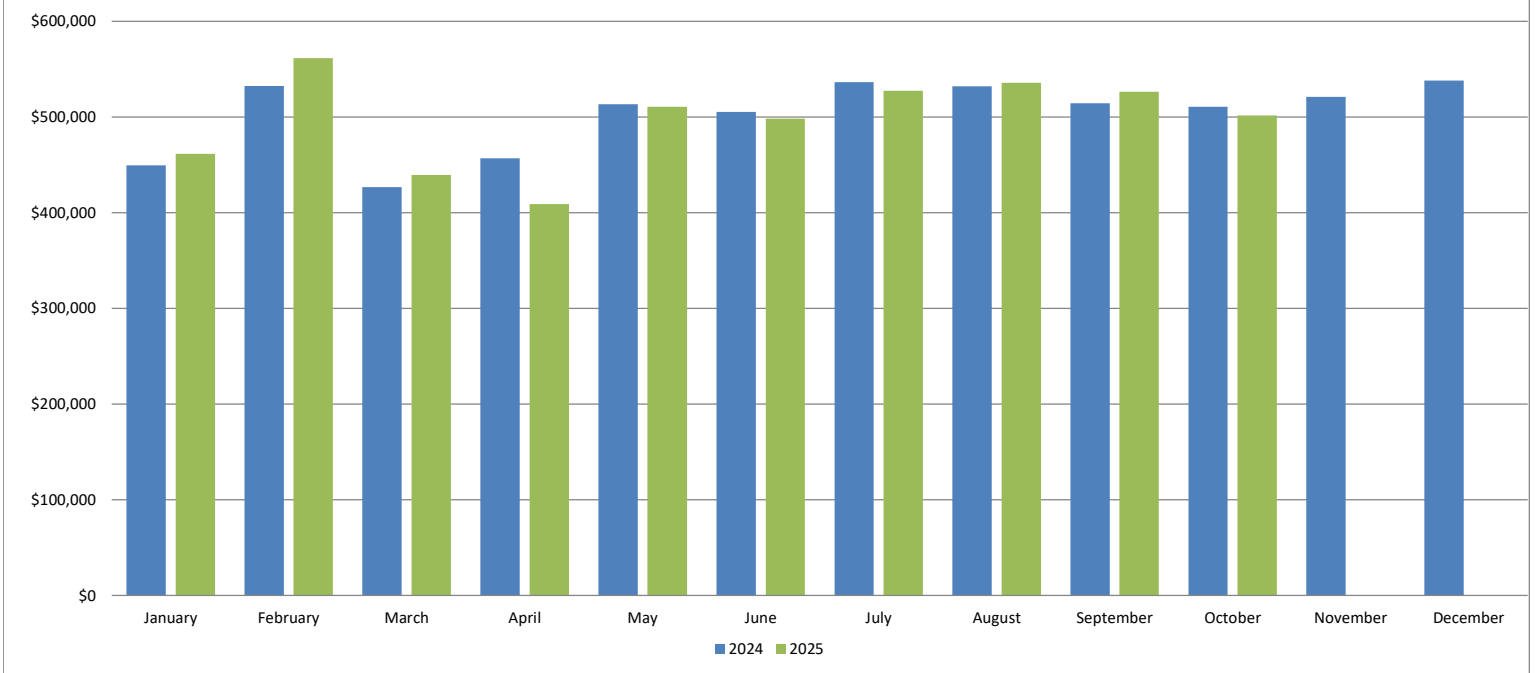
Comparison of Ridership Bus and Paratransit Ridership



Cowlitz Public Transit Benefit Area Sales Tax Revenue



Cowlitz PTBA Sales Tax Revenue 2025 vs 2024





Cowlitz Transit Authority

Agenda Summary

AMENDMENT TO COWLITZ TRANSIT AUTHORITY LEGAL COUNSEL SERVICE AGREEMENT

SUMMARY STATEMENT:

The Cowlitz Transit Authority relies on legal services occasionally for review of contracts, interlocal agreements, and legal interpretation of state and federal laws.

The CTA Board has contracted with the Law Offices of Erin H. Winkles, P.S., since 2023. The term of the current agreement ends on November 30, 2025. Ms. Winkles has confirmed her interest in continuing as CTA's legal counsel.

A draft amendment to the contract for legal services with Law Offices of Erin H. Winkles, P.S., is attached. The amendment is for services through November 30, 2027, at a rate of \$350.00 per hour, which maintains the current fee rate.

BUDGET: Legal services are included in the Cowlitz Transit Authority Budget.

RECOMMENDED ACTION:

Review the amendment to the contract for legal services.

THEN:

Motion to approve the Contract Amendment For Legal Services between the Cowlitz Transit Authority and the Law Offices of Erin H. Winkles, P.S..

Cowlitz Transit Authority



Agenda Summary

2026 COWLITZ TRANSIT AUTHORITY BUDGET PRESENTATION, PUBLIC HEARING AND ADOPT RESOLUTION 2025-04

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 58.1% of the Transit Authority's annual budget, while matching and direct funds paid for capital projects account for 3.3% 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 2025 is \$7,503,822. The PTBA received less than estimated sales tax and marginally greater interest revenue in 2025.

For 2026, the total estimated payment to the City of Longview to cover operations and capital expenses is \$6,120,520.

The other estimated CTA expenses include \$10,500 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 2026 is \$7,173,486.

RECOMMENDED ACTION:

Hold public hearing on the 2026 Cowlitz Transit Authority budget.

THEN:

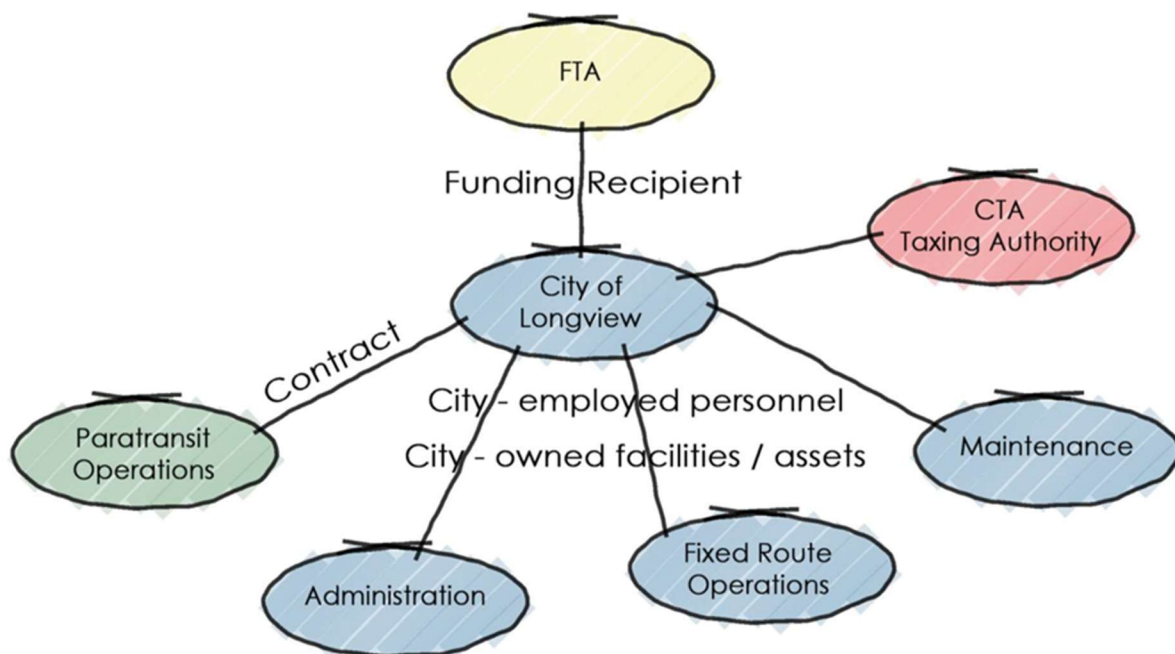
Motion to adopt Resolution 2025-04, the 2026 Cowlitz Transit Authority Budget.

2026 COWLITZ TRANSIT AUTHORITY ESTIMATED BUDGET

Presented to the Cowlitz Transit Authority Board

November 12, 2025

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 0.9% over the same period last year.

However, given estimated by the State Office of Management and Budget, the 2026 revenue estimate represents a 2% decrease from projected 2025 sales tax and investment revenue.

Eighty-three percent (83%) of the 2026 expenditures are for contracted services operated by the City of Longview to provide both fixed route and paratransit transit service to Longview, Kelso, Lexington, communities on the I-5 Corridor, and Rainier, Oregon. Contracted Services includes all salaries, wages, benefits, and other goods and services including maintenance, fuel, and insurance. The recently authorized transit-dedicated Fleet Mechanic is included in the budget as well as a proposed Transit Grant and Contract Administrator position.

Other Services & Charges does include the expenses related to the Cowlitz-Wahkiakum Council of Governments Board. These include dues and the matches on the Washington State Department of Transportation Grant for the Regional Mobility Management Coordinator, for the Economic Development District, and for the Metropolitan Planning Organization.

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 2026. The Contract for Services line is the not-to-exceed amount in our ADA paratransit provider agreement. The actual expense is expected to be less than budgeted based on estimated service hours, although the contractor is now required to purchase all of its insurance coverage including liability and vehicle property.

Seventeen percent (17%) of the 2026 expenditures are for required matching funds for the purchase of replacement support vehicles, two 30-foot cutaways, two replacement ADA paratransit vehicles, a bus rehabilitation to extend its useful life, and bus stop amenities.

Staff estimates approximately \$330,336 in CTA revenue will be retained in reserves.

Cowlitz Transit Authority Budgets
Projected 2025 and Estimated 2026

Total Expenditures By Program/ Object	2025	2026
Fixed Route Program		
Salaries & Wages	\$ 2,085,604	\$ 2,504,695
Personnel Benefits	\$ 1,007,193	\$ 1,274,933
Supplies	\$ 23,621	\$ 35,706
Fuel and Maintenance - Fixed Route	\$ 832,944	\$ 878,315
Insurance	\$ 171,017	\$ 230,861
Other Services & Charges	\$ 793,133	\$ 902,939
Capital Expenditures	\$ 1,047,118	\$ 1,187,451
ADA Paratransit Program		
Contract for Services	\$ 1,254,767	\$ 1,779,556
Fuel and Maintenance -ADA	\$ 244,049	\$ 253,811
Insurance	\$ 57,006	\$ -
Other Services & Charges	\$ 146,141	\$ 155,933
Capital Expenditures	\$ 523,487	\$ 445,581
To Operating Reserves	\$ 2,352,436	\$ 330,336
TOTAL EXPENDITURES	\$ 10,538,517	\$9,980,118

Total Revenues By Object	2025	2026
Federal Grants - Operating	\$ 2,012,766	\$ 1,272,547
Federal Grants - Capital	\$ 428,822	\$ 226,503
CTA Revenue (Operating Match)	\$ 5,931,308	\$ 5,793,914
CTA Revenue (Capital Match)	\$ 314,121	\$ 326,606
WSDOT Grant (Paratransit Special Needs)	\$ -	\$ 754,317
WSDOT Transit Support (CCA)	\$ 885,813	\$ 83,375
WSDOT Grants - Capital (CCA)	\$ 653,600	\$ 713,056
WSDOT Proviso (Rte 511 - operating)	\$ 100,000	\$ 246,200
WSDOT Proviso (Rte 511 - capital)	\$ -	\$ 368,000
Fares	\$ 164,705	\$ 172,940
Building Lease	\$ 11,773	\$ 12,126
WSTIP Grants	\$ 2,500	\$ 2,500
State Pool	\$ 32,958	\$ 5,700
Other Recoveries	\$ 151	\$ 2,333
TOTAL REVENUE	\$ 10,538,517	\$9,980,118

RESOLUTION NO. 2025-04

A RESOLUTION OF THE COWLITZ TRANSIT AUTHORITY
ADOPTING THE 2026 BUDGET

A RESOLUTION adopting the budget for the Cowlitz Transit Authority for the year 2026 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 2026; and

WHEREAS, at said public meeting, the 2026 final budget was approved.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz Transit Authority that the budget for the year 2026 as set forth in attached Exhibit A is hereby adopted.

ADOPTED this **12th** day of **November** **2025**.

LISA ALEXANDER, CHAIR
Cowlitz Transit Authority

ATTEST:

Tara Hargrave, Clerk of the Board

Exhibit A

Cowlitz Transit Authority Budgets
 Projected 2025 and Estimated 2026

Total Expenditures By Program/ Object	2025	2026
Fixed Route Program		
Salaries & Wages	\$ 2,085,604	\$ 2,504,695
Personnel Benefits	\$ 1,007,193	\$ 1,274,933
Supplies	\$ 23,621	\$ 35,706
Fuel and Maintenance - Fixed Route	\$ 832,944	\$ 878,315
Insurance	\$ 171,017	\$ 230,861
Other Services & Charges	\$ 793,133	\$ 902,939
Capital Expenditures	\$ 1,047,118	\$ 1,187,451
ADA Paratransit Program		
Contract for Services	\$ 1,254,767	\$ 1,779,556
Fuel and Maintenance -ADA	\$ 244,049	\$ 253,811
Insurance	\$ 57,006	\$ -
Other Services & Charges	\$ 146,141	\$ 155,933
Capital Expenditures	\$ 523,487	\$ 445,581
To Operating Reserves	\$ 2,352,436	\$ 330,336
TOTAL EXPENDITURES	\$ 10,538,517	\$9,980,118

Total Revenues By Object	2025	2026
Federal Grants - Operating	\$ 2,012,766	\$ 1,272,547
Federal Grants - Capital	\$ 428,822	\$ 226,503
CTA Revenue (Operating Match)	\$ 5,931,308	\$ 5,793,914
CTA Revenue (Capital Match)	\$ 314,121	\$ 326,606
WSDOT Grant (Paratransit Special Needs)	\$ -	\$ 754,317
WSDOT Transit Support (CCA)	\$ 885,813	\$ 83,375
WSDOT Grants - Capital (CCA)	\$ 653,600	\$ 713,056
WSDOT Proviso (Rte 511 - operating)	\$ 100,000	\$ 246,200
WSDOT Proviso (Rte 511 - capital)	\$ -	\$ 368,000
Fares	\$ 164,705	\$ 172,940
Building Lease	\$ 11,773	\$ 12,126
WSTIP Grants	\$ 2,500	\$ 2,500
State Pool	\$ 32,958	\$ 5,700
Other Recoveries	\$ 151	\$ 2,333
TOTAL REVENUE	\$ 10,538,517	\$9,980,118