

# **2020 Annual Report 2021-2026 Transit Development Plan**



Photo taken by Arthur Ross 09/2020



Prepared by RiverCities Transit Staff  
For the Cowlitz Transit Authority  
Adopted August 11, 2021

# 2020 Annual Report

## 2021-2026 Transit Development Plan

Prepared by RiverCities Staff  
For the Cowlitz Transit Authority  
Public Hearing held  
August 11, 2021

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## Introduction

RiverCities Transit (RCT) staff drafts the Transit Development Plan (TDP) annually. The Cowlitz Transit Authority (CTA) then approves it. It fulfills *RCWs 35.58.2795* and *35.58.2796*. These laws require the creation of a *Public Transportation System Six-year Transit Plan* and an *Annual Report*, respectively.

The Washington State Department of Transportation is required to develop an annual report that summarizes the status of public transportation systems in the state for the previous calendar year. RCT submits our annual report to assist in the development of the statewide plan. The document also serves as a tool to communicate our accomplishments and goals to the community. It outlines our organizational structure, transportation services, significant achievements, proposed action strategies, and a program for funding those strategies.

## Plan Adoption, Public Hearing, and Distribution

### Plan Adoption

The Cowlitz Transit Authority Board adopted the 2020 Annual Report and 2021-2026 Transit Development Plan on August 11, 2021

### Public Participation Process

Public Comment Period	July 30, 2021 – August 11, 2021
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Comments submitted to	<a href="mailto:customerservice@rctransit.org">customerservice@rctransit.org</a> RiverCities Transit PO Box 128 Longview WA 98632
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### Public Hearing

Cowlitz Transit Authority will hold a public hearing during the regularly scheduled board meeting on the TDP on August 11, 2021, at 4:00 p.m.

### **Notice of published in local paper**

The Longview Daily News published notice of the hearing on the TDP. A notification will also run in the City Info Weekly, a weekly newsletter prepared and published by the City of Longview.

### **Notice of posted to the website**

RiverCities Transit will post a notice of the public hearing on the 2020 Annual Report and 2021-2025 Transit Development Plan to its website at [www.rctransit.org](http://www.rctransit.org) on July 30, 2021.

### **Digital and paper copies of the plan**

RiverCities will post the 2020 Annual Report and 2021-2025 Transit Development Plan to its website on July 15, 2021, at <https://rctransit.org/about-us/planning/>. Paper copies are available at the Longview Transit Center at 1135 12<sup>th</sup> Ave, Longview, WA 98632 upon request.

## **Plan Distribution**

Distribution of the TDP will include:

- Washington Department of Transportation
- Transportation Improvement Board
- City of Longview
- City of Kelso
- Southwest Washington Regional Transportation Planning Organization
- Washington State Transit Insurance Pool

## The Agency

### History and Governance

RiverCities Transit has a long history in Longview and Kelso, WA. It began over 85 years ago, serving mill workers as they traveled to and from work. Several private owners ran the bus service until 1975 when the City of Longview purchased the operation. The City of Longview subsequently became the grant recipient for the Federal Transit Administration.

#### CTA's Mission

**"To enhance the quality of life in our area, the Cowlitz Transit Authority provides safe, reliable, and efficient transit services that link people, jobs, and communities."**

**CTA 2009**

The Cowlitz Public Transportation Benefit Authority (PTBA) was formed in 1987 to fund the transit system. The Cowlitz Transit Authority (CTA), a five-member board consisting of two members of the Longview City Council, two members of the Kelso City Council, one Cowlitz County Commissioner, and one non-voting Amalgamated Transit Union representative, governs the PTBA. The CTA functions as a taxing authority only. The CTA has contracts for legal counsel and utilizes the services of the Cowlitz County Treasurer but has no other staff. The CTA contracts all transit operations, maintenance, and capital improvement-related functions including, management, administration, drivers, and maintenance, to the City of Longview. The City of Longview subcontracts to provide the required complementary paratransit service. The City of Longview and the CTA jointly govern the public transportation system, which operates as RiverCities Transit (RCT). (*Figure 1 Organizational Hierarchy Chart*)

#### 2020 Cowlitz Transit Authority Board Members

Dennis Weber	Board Chair	Cowlitz County Commissioner
Chet Makinster	Board Vice-Chair	Longview City Council Member
Lisa Alexander		Kelso City Council Member
Jeffery McAllister		Kelso City Council Member
Mike Wallin		Longview City of Longview Mayor Pro Tem
Anthony Harris	Non-Voting	Amalgamated Transit Union Labor Representative
Nancy Malone	Alternate	Kelso City Council Mayor
Arne Mortensen	Alternate	Cowlitz County Commissioner
MaryAlice Wallis	Alternate	Longview City Council Mayor



## 2020 Organizational Structure

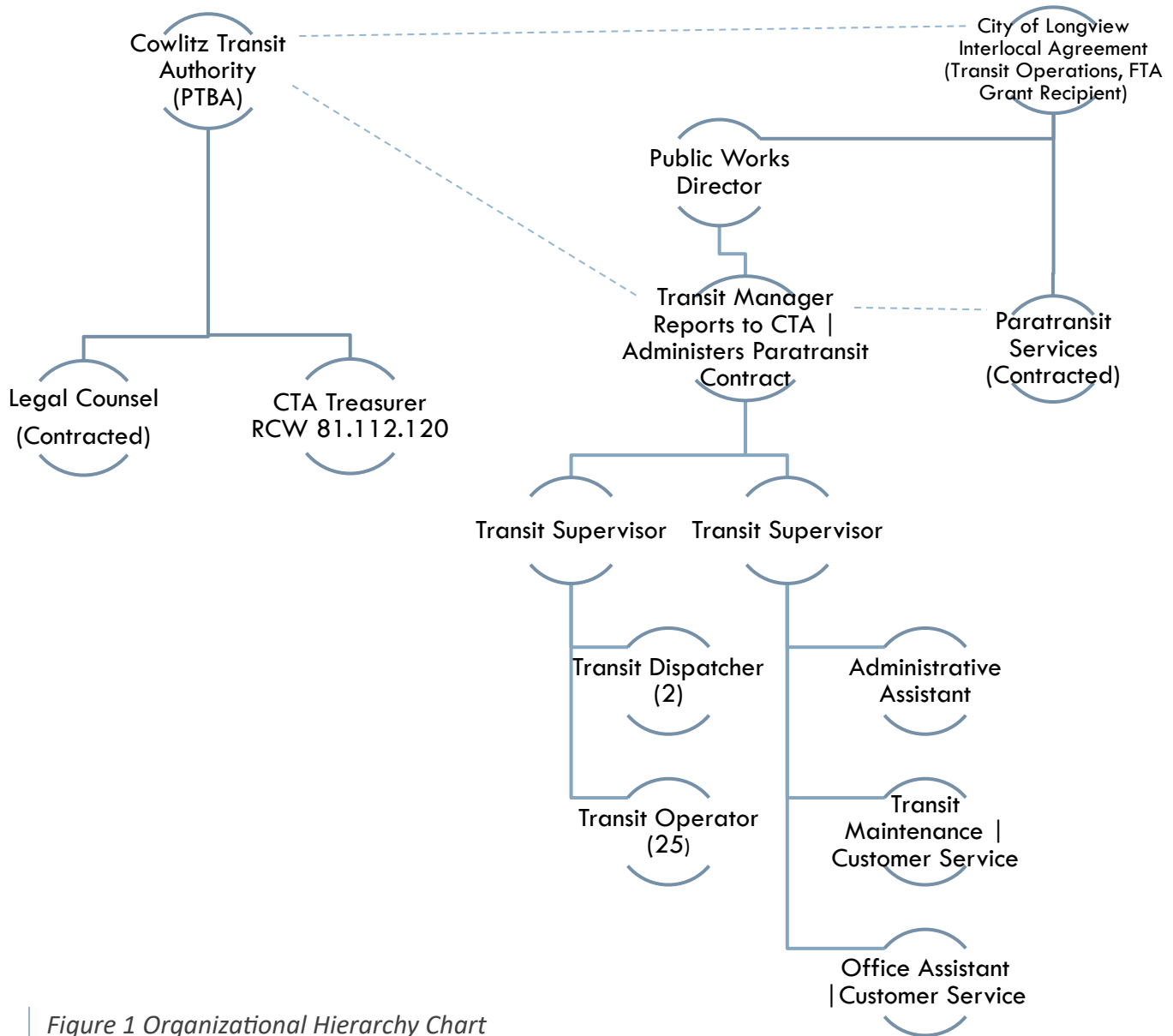


Figure 1 Organizational Hierarchy Chart

## Service Area

RiverCities Transit operates within Longview and Kelso, WA, as shown in the map below. (*Figure 2 Service Area Map*) This service area encompasses approximately 27 square miles as and contains a population of roughly 50,000 residents.

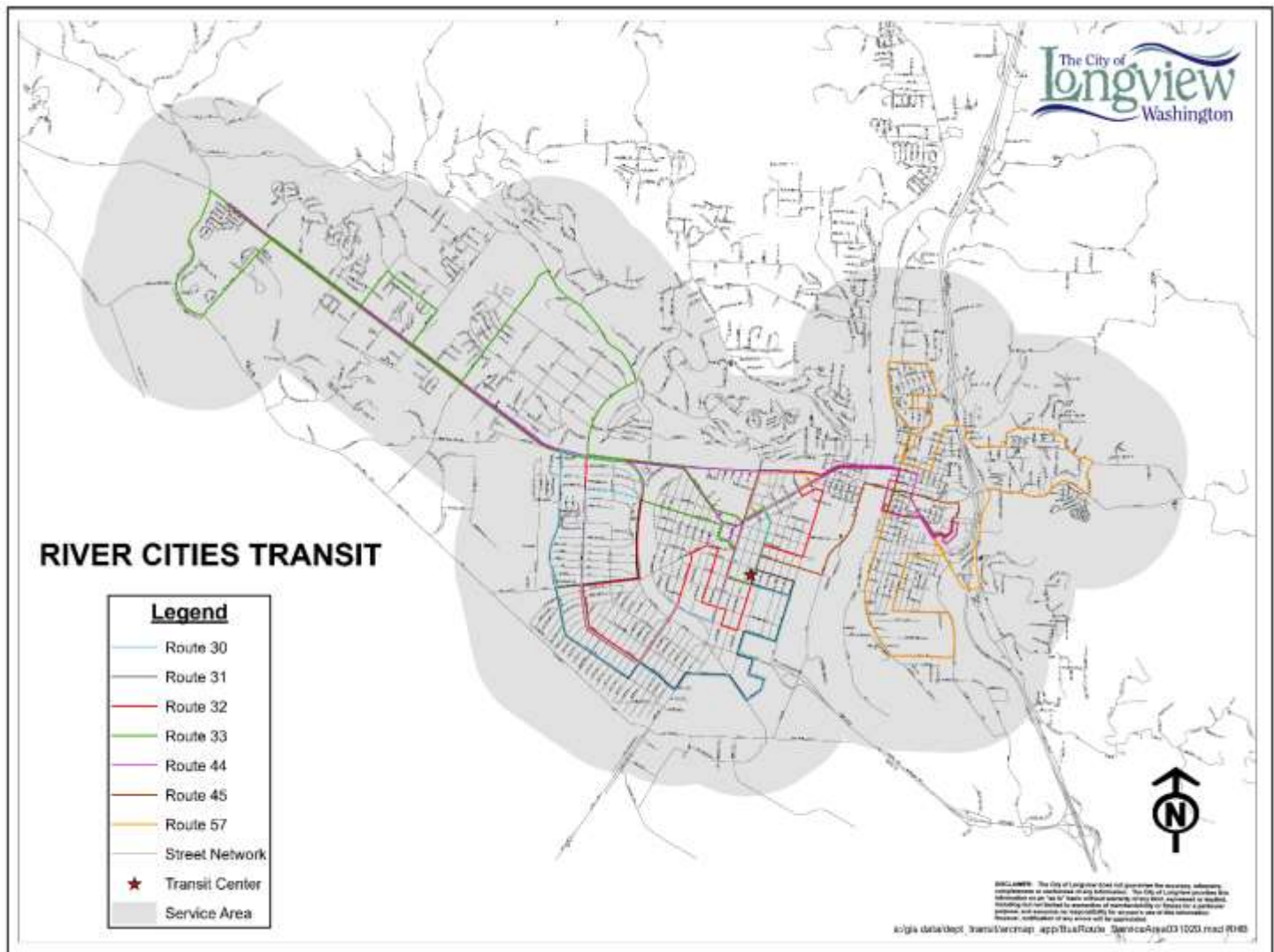


Figure 2 Service Area Map March 10, 2020

## Facilities

### Longview City Shop

RiverCities Transit and RiverCities LIFT dispatch from the Longview City Shop (*Figure 3 Longview City Shop*) at 254 Oregon Way, Longview WA. The facility is approximately 8,000 SF; in addition to Transit, it houses the Fleet Maintenance, Facilities Maintenance, and the entire City of Longview fleet.



*Figure 3 Longview City Shop*

## Longview Transit Center

The Transit Center (*Figure 4 Transit Center*), located in downtown Longview at 1135 12<sup>th</sup> Avenue, opened January 30, 2020. This facility includes a lobby with a customer service window, administrative offices, training room, and break rooms for operators and administrative staff. Five RCT fixed routes and three regional service providers serve the Longview Transit Center.



Photos taken by Arthur Ross 09/2020

Figure 4 Longview Transit Center



### Kelso Train Depot

Located at 501 S First Street, Kelso, WA, the Kelso Train Depot (*Figure 5 Kelso Train Depot*) is a multimodal location with connections to Amtrak, Greyhound (BOLT), Wahkiakum on the Move, and RiverCities Transit. RiverCities Transit also rents a breakroom for operators from the City of Kelso at the Kelso Train Depot.



Photo by Michael Richards 08/2020

Figure 5 Kelso Train Depot

### Heron Pointe Turnaround

Built in 2012, the Heron Pointe turnaround (*Figure 6 Heron Pointe*) is used by RCT to turn westbound Route 44 eastbound safely. Route 33 also services Heron Pointe.



Photos taken by Tabitha Hayden 08/2020



Figure 6 Heron Pointe  
Turnaround

## Operations

RCT services include Fixed Route and Paratransit.

### Fixed Route Operations

RiverCities Transit operates seven fixed routes within the urban areas of Longview and Kelso, WA. RCT System Map and Schedule (Figure 7 System Map & Schedule) illustrates the 2020 fixed route service area and depicts route frequency. RCT's fixed routes circulate through most urbanized neighborhoods in Longview and Kelso Monday through Friday from 6:30 AM to 7 PM. Five routes operate Saturday from 8 AM to 6 PM. RCT designed six routes to complete a round trip in fifty minutes, allowing them to run on sixty-minute headways. This scheduling allows for transfer connections at the Transit Center, Kelso Train Depot, and The Three Rivers Mall. This scheduling provides simplicity and convenience for customers, allowing passengers to travel between almost two points in the Longview-Kelso region with a maximum of one transfer and little wait time for transfers. RCT's most heavily traveled route offers service every thirty minutes during the morning and evening runs. Midday, this route runs on a forty-minute schedule with a second bus, therefore offering service every twenty minutes. In November 2019, RCT added Route 30, which provides thirty-minute service at the busiest stops.



Figure 7 System Map & Schedule Effective 01/30/2020

## Fixed Route Fares

Fares and pass prices established on January 1, 2016, are shown in Figure 8. Passes entitle the holder to unlimited rides during their specified periods and are nontransferable. Transfers are free with the purchase of one-way fare and valid for one use only on the day of purchase.

	One – Way Fare	Daily Pass	Monthly Pass	Quarterly Pass	Annual Pass
<b>Adult</b>	\$1.00	\$2.00	\$14.00	\$42.00	\$168.00
<b>Student</b>	\$1.00	\$2.00	\$7.00	\$21.00	\$84.00
<b>Reduced</b>	\$.50	\$1.00	\$7.00	\$21.00	\$84.00
<b>LCC Students &amp; Faculty</b>	Free				
<b>LIFT Approved</b>	Free				
<b>PCA</b>	Free				
<b>Youth Pass</b>					Free

Figure 8 Fixed Route Fare Table

- **Adult** passes are for those ages 18 and older.
- **Student** passes are available to children between six and eighteen years of age or those with a student ID showing the holder is currently attending classes and earning college credit at an accredited school of higher education.
  - **Student Summer Passes** are issued at twice the rate of a monthly student pass and are valid June 1<sup>st</sup> through August 31<sup>st</sup> each year.
- **Reduced** fare is available to citizens age 65 or older, Medicare cardholders, and persons with disabilities. Applicants are required to show proof of age, Medicare Card, or complete an application for a reduced fare permit.
- **LCC** (Lower Columbia College) pays an annual fee based on its students and staffs prior year's ridership. Those wishing to take advantage of the program show their LCC ID to the bus operator.
- **LIFT** qualified individuals are eligible to ride fixed route free of charge.
- **PCA** (personal care attendant) rides free of charge when accompanying a LIFT qualified individual.
- **Youth** pass is a free annual pass available to those eighteen and younger who turn in a completed consent form. The Annual Youth Pass is a pilot program that started in January 2020 to encourage local youth to ride transit and to reduce the transportation barrier to youth activities and programs.

## Paratransit Operations

RCT provides federally mandated complementary paratransit service within  $\frac{3}{4}$  of a mile of all fixed routes according to the Americans with Disabilities Act (ADA) requirements. The service area boundary is shown in Figure 2. This service is identified as RiverCities LIFT. The City of Longview contracts with Paratransit Services Inc. to operate LIFT. Paratransit Services Inc. is a non-profit organization headquartered in Bremerton, Washington. Paratransit Services Inc provides the operators, scheduling/dispatch staff, supervisor, and a manager. The City of Longview owns and provides the vehicles.

To qualify for LIFT, individuals must complete an application process and be certified as unable to independently utilize fixed route transportation due to their disability. LIFT provides paratransit service on a next-day reservation basis. In addition, LIFT offers same-day response as a “premium” service at an additional cost. LIFT operates on the same schedule as fixed route service weekdays from 6:30 AM to 7 PM and Saturday from 8 AM to 6 PM. LIFT provides trips for any purpose and does not limit the number of trips an individual may take. The ADA requires there to be no capacity constraints or trip denials.

## Paratransit Fares

Fares and prices established on January 1, 2016 shown in Figure 9.

	One – Way Fare	Monthly Pass	5 Ride Punch Card	20 Ride Punch Card
<b>LIFT Approved</b>	\$1.00	\$15.00	\$5.00	\$10.00
<b>PCA</b>	Free			

Figure 9 Paratransit Fare Table

## Service Connections

In addition to services provided by RCT, several regional programs operate services from outlying areas to the Longview – Kelso area. Longview-Kelso serves as a regional destination for medical appointments, shopping, employment, school, and other transportation connections. These connections are each described below. RCT is a partner with many of these agencies as they utilize the Longview Transit Center.

### Wahkiakum on the Move

Wahkiakum on the Move (WOTM) provides service between Cathlamet and Longview-Kelso four times a day and between Naselle (with connections to Pacific Transit in Pacific County) and Longview-Kelso

twice a day. WOTM makes connections with RCT at the Kelso Train Depot and the Longview Transit Center. They also stop at St John’s Medical Center, the 7<sup>th</sup> Avenue Wal-Mart, Triangle Mall, and Fred Meyers. While the service is available to the public, half of the WOTM riders are seniors. Passengers use the service to access shopping, medical appointments, and LCC.



### **Lower Columbia Community Action Program (CAP)**

The Lower Columbia Community Action Program (CAP) provides several transportation services in the Longview-Kelso area. CAP offers Senior Transportation to those age 60 and over. This service is for those residents living outside the RiverCities Transit service area to come into Longview-Kelso for medical appointments and for all seniors to get to medical appointments in the Portland-Vancouver area to the south and as far north as Olympia. They provide medical and shopping trips in wheelchair-accessible vans to residents living outside and inside the RCT service area. Another service they offer is Medicaid Transportation. Medicaid transportation is provided to eligible individuals for Medicaid, and trips are authorized by the Human Services Council Medical Transportation program. Lastly, CAP Transportation offers a fixed route service from the Longview Transit Center to the Vancouver 99<sup>th</sup> Street Station six times a day and from the Longview Transit Center to the Castle Rock Park and Ride twice a day. This service is available to the public and costs two dollars each way.

### **Cowlitz Tribe Transit**

The Cowlitz Indian Tribe provides Dial-a-Ride service to tribal members and the public. The Tribe's service area encompasses Cowlitz and South Lewis counties. Service is available Monday through Friday. The Tribe does not provide service within Longview except when requested by a tribal member. People needing transportation within Longview are referred to RCT.

### **Intermodal Connections**

Several other services provide regional public transportation connections. RCT makes connections with Amtrak and Greyhound at the Kelso Train Depot. It also connects with several rural and Paratransit providers, as previously described.

## State and Agency Goals, Objectives, and Strategies

Efforts by RiverCities Transit from 2021-2026 will address the following strategies. The figure below (Figure 10 Goals, Objectives, and Strategies) shows how RCT's strategies align with the state goals established in the Washington State Transportation Plan and defined below.

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Operate transportation systems reliably and responsibly.	X	X				X
Provide viable mobility choices for the customer and expand the system to accommodate growth and future transportation infrastructure.	X		X	X		X
Implement facilities and equipment solutions that are in the best interest of the community.	X	X	X	X	X	X

Figure 10 Goals, Objectives and Strategies Table

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State.
- **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

## Local performance measures and targets

### Vehicle Load

Vehicle load indicates the extent or probability of overcrowding and may indicate the need for additional vehicles to maintain useful service. RCT monitors the vehicle load factor to ensure that it does not exceed 1.5. A vehicle load factor of 1.5 would mean all thirty-two seats are occupied, with approximately sixteen passengers left standing. Vehicle Load Factor is reviewed regularly using passenger count data to determine whether additional capacity should be added to specific trips or routes based on passenger demand.

### Vehicle Headway

RiverCities Transit has a vehicle headway goal of at least 45-minute headways on all routes. RCT currently operates six routes on 60-minute headways and one route on a variable headway of 20 to 30 minutes. Several factors, including ridership productivity, transit and pedestrian friendly streets, and density of transit dependent population and activities, will determine headway standards for future routes.

### On-Time Performance

On-time performance is an indicator of RCT's service reliability. A bus is considered late if it departs the published time point five or more minutes later than the scheduled time. A bus is considered early if it leaves from a published time point before the scheduled departure. It is RCT's goal to be on time at least 90 percent of the time.

### Service Availability

RCT aims to ensure all residents of the urbanized area live within one-half mile of a bus stop provided geographic constraints, such as rivers and topography. Transit access is determined using the Geographic Information Systems (GIS) by mapping the distance of all bus stops to the centroid of 2010 Census block groups.

### Preventive Maintenance

RiverCities Transit's preventive maintenance intervals for fleet vehicles are conducted based on the number of miles driven and are met within +/- 10% of the defined mileage. These preventive maintenance schedules are adhered to at least 80% of the time to meet FTA's required on-time threshold, with a goal of completing preventative maintenance 100% on time.

### State of Good Repair

Decisions to repair, replace, and expand capital assets are conducted based on the ongoing communication between Fleet, Transit, and the Executive Office of the City of Longview. The condition rating, defined in the table below (Figure 11 Transit Asset Condition Rating Scale), serves as a guide to help prioritize assets that are in need of replacement to keep them in a state of good repair. Assets

listed between a 1 or 2 on the condition rating scale are prioritized first for replacement. Those listed as a 3 or 4 may be candidates for a rebuild or overhaul.

**TRANSIT ASSET CONDITION RATING SCALE**

Asset CONDITION CRITERIA				Asset RATING SCALE		
Asset Useful Life Benchmark (ULB)	Asset Condition	Asset Performance	Asset Level of Maintenance Required	Rating	Rating Description	Rating Range
Percent of ULB Based on Age Remaining	Quality, Level of Maintenance Required	Reliability, Safety, Meets Industry Standards	Level of Preventive and Corrective Maintenance			
Asset is new or nearly new 75% - 100%	Asset is new or like new	Asset meets or exceeds all performance and reliability metrics, industry standards	Asset requires routine preventative maintenance according to scheduled maintenance cycles.	5	Excellent	4.8 to 5.0
Asset is nearing or at its mid-point of ULB 50%-75%	Asset is showing minimal signs of wear and deterioration	Asset generally meets performance and reliability, based on manufacturer's performance standards	Asset needs some minor repairs for minor subcomponents between maintenance cycles	4	Good	4.0 to 4.7
Asset has passed its mid-point of ULB 25%-50%	Asset is showing moderately signs of defective or deteriorated components	Asset's performance and reliability may decrease and cause service interruption for none schedule maintenance	Asset needs more frequent minor repairs on subcomponents.	3	Adequate	3.0 to 3.9
Asset nearing or at end of its ULB 0%-25%	Asset's major subcomponents needs to be rebuilt or replace	Asset performance and reliability is becoming more substantial, but does not pose safety risk	Asset's maintenance is significant increased in repairs between preventative maintenance cycles	2	Marginal	2.0 to 2.9
Asset passed its ULB	Asset is no longer serviceable	Asset does not meet performance standards and <b>would pose safety hazard</b> if put in service	Major component failures	1	Poor	1.0 to 1.9
Asset ULB	Asset Condition	Asset Performance	Level of Maintenance	Asset Condition Rating		
3	4	2	3	3		

Enter a value between 1 and 5 for each condition criteria above.

Use this asset condition rating scale for each asset, equipment and facility.

3 points or greater rating scale, the asset is in SGR

Less than 3 points rating scale, the asset is NOT in SGR

Figure 11 Transit Asset Condition Rating Scale Table

## Useful Life Benchmark (ULB)

Rolling stock useful life begins when the vehicle is placed in revenue service and continues until it is removed from revenue service. Useful live benchmark is the measure agencies use to track the performance of revenue vehicles (rolling stock) to set their performance measures targets. Each vehicle type's ULB estimates how many years that vehicle can be in service and still be in a state of good repair. RCT's ULB for each revenue vehicle type is listed in the table below. Figure 12 RCT's UBL Table

Vehicle Type	RCT's ULB (In Years)
Automobile	8
Bus	14
Cutaway	10
Minivan	8

Figure 12 RCT's UBL Table

## Planned Capital Expenses

<b>Year</b>	<b>Project</b>	<b>Preservation</b>	<b>Expansion</b>
<b>2021</b>	Light Duty Cutaway		1
	Bus Barn Security Cameras		
	Transit Bus Stop Amenities & Pads		
<b>2022</b>	35' Coaches	4	
	Mini-cutaway	2	
	Light-duty Cutaway	9	
	Passenger Vehicle	2	
	Bus Mid-life overhauls	2	
	Bus Stop Amenities & Pads		
<b>2023</b>	35' Coaches	2	
	Bus Mid-life overhauls	2	
	Bus Stop Amenities & Pads		
<b>2024</b>	Light-duty Cutaway	3	
	SUV	1	
	Bus Stop Amenities & Pads		
<b>2025</b>	35' Coaches	1	
	Bus Stop Amenities & Pads		
<b>2026</b>	35' Coaches	1	
	Bus Stop Amenities & Pads		

Figure 13 RCT's Six Year Capital Programming

## Planned Operating Changes

Changes to service hours, facilities, and equipment will be a direct result of available revenue for the next six years. As a public agency, RiverCities Transit cannot increase our main revenue stream without a public vote. Between 2021 and 2025, RCT forecasts no significant permanent increases in fixed route hours without first securing new reliable revenue; this is shown in the below table. (Figure 14 RCT's Operational Changes Table) RCT has secured funds for a short-term pilot project to bring service to Lexington slated to begin in late fall 2021. Within the next few years, the primary goal will be to preserve existing service levels and keep expenditures stable while exploring the need for expanded service in the surrounding areas. Significant uncertainty exists around how travel behavior will change as passenger confidence is restored in public transportation. RCT will continue to monitor ridership and plan to meet that demand accordingly.

Year	Preservation	Expansion
2021	Annual service updates	Develop service to Lexington
2022	Annual service updates	Continue pilot to Lexington Explore PTBA expansion
2023	Annual service updates	No change
2024	Annual service updates	No change
2025	Annual service updates	No change
2026	Annual service updates	No change

Figure 14 RCT's Operational Changes Table

## Multiyear Financial Plan

### Capital Improvement:

- Vehicle replacements are expected to be grant funded at 80%, matched at 20% by local funds.
- Bus stop improvements are expected to be grant funded at 80%, matched at 20% by local funds.
- Other improvements and preservation will be funded by reserves and appropriated through the capital budget presented annually.

### Multiyear Capital Purchases

Capital Expenditure	2021	2022	2023	2024	2025	2026
Cutaways	106,000	1,015,867		325,995		
Coaches		2,080,000	1,067,000		600,000	600,000
Security cameras	33,000					
Bus stop improvements	25,000	141,630	25,000	25,000	25,000	25,000
Supervisor vehicles		97,000		45,000		
Relief vehicles		66,000				
Bus overhauls		324,000	324,000			
<b>Total Capital Expenditures</b>	<b>164,000</b>	<b>3,724,497</b>	<b>1,416,000</b>	<b>395,995</b>	<b>625,000</b>	<b>625,000</b>
Capital Revenue	2021	2022	2023	2024	2025	2026
Federal Competitive	0	2,280,742	1,113,000	36,000	480,000	480,000
State Grants	84,800	607,400	0	260,796	0	0
Local Funds	79,200	836,355	303,000	99,199	145,000	145,000
<b>Total Capital Revenue</b>	<b>164,000</b>	<b>3,724,497</b>	<b>1,416,000</b>	<b>395,995</b>	<b>625,000</b>	<b>625,000</b>

Figure 15 Multiyear Capital Purchases Table

### **Operating Financial Assumptions:**

- Local Sales Tax – While the average growth rate of sales tax revenue has been 6% over the past five years, to remain conservative, a 3% growth rate has been used to project out through 2026.
- Operating Grants – Federal CARES and ARP (American Rescue Plan) grants have created a temporary balloon in operating funds. These grants will be programmed before additional competitive operations grants are sought.
- Fares – Fare revenue dropped significantly due to COVID restricted ridership. Assumes 1% growth beginning 2022.
- Salaries and Benefits – The current contract with the Amalgamated Transit Union ends December 31, 2021. A 2% increase in wages and benefits is assumed per year.
- Fuel and Maintenance – Assumed 3% growth.
- Liability Insurance – Used 4-year trend.
- Other Goods and Services – Assumed 1% growth.



### Multiyear Operating Financial Plan

Operating Revenue	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected
Federal Operating Grants	2,789,930	1,543,930	2,141,335	1,676,325	1,676,325	1,676,325
WSDOT RMG Grant	292,000					
WSDOT Paratransit Special Needs		204,839	204,839			
CTA Revenue (Sales Tax, LCC, Interest)	2,934,540	4,450,350	4,583,861	4,721,376	4,863,018	5,008,908
Farebox	157,000	73,594	74,330	75,073	75,824	76,582
WSTIP Grants	9,500	9,500	9,500	9,500	9,500	9,500
Building Lease	10,800	10,800	10,800	10,800	10,800	10,800
State Pool	7,500	7,500	7,500	7,500	7,500	7,500
Other Recoveries	7,860	9,471	9,500	9,500	9,500	9,500
Transfers from Reserves				944,399	15,591	34,304
<b>Total Operating Revenue</b>	<b>6,209,130</b>	<b>6,309,984</b>	<b>7,041,665</b>	<b>6,510,074</b>	<b>6,668,058</b>	<b>6,833,419</b>
<b>Annual % Change</b>		1.6%	11.6%	-7.5%	2.4%	2.5%
Operating and Maintenance Expenses	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected
<b>Fixed Route</b>						
Salaries & Wages	1,881,480	1,919,470	1,957,859	1,997,017	2,036,957	2,077,696
Personnel Benefits	1,023,360	1,031,681	1,052,315	1,073,361	1,094,828	1,116,725
Supplies	41,050	41,050	43,102	45,258	47,521	49,897
Liability Insurance	79,500	91,500	106,048	122,910	142,453	165,103
Other services & charges	743,220	748,890	756,379	763,943	771,582	779,298
Fuel and Vehicle Maintenance	627,400	628,650	647,510	666,935	686,943	707,551
<b>ADA Paratransit</b>						
Contract for services	1,225,700	1,324,000	1,350,480	1,377,490	1,405,039	1,433,140
Fuel and Maintenance - ADA	317,810	318,440	327,993	337,833	347,968	358,407
Liability Insurance	35,500	40,900	47,403	54,940	63,676	73,800
Other services & charges	69,000	69,000	69,690	70,387	71,091	71,802
<b>Total Operating Expenses</b>	<b>6,044,020</b>	<b>6,213,581</b>	<b>6,358,779</b>	<b>6,510,074</b>	<b>6,668,058</b>	<b>6,833,419</b>
<b>Profit (Loss)</b>	<b>165,110</b>	<b>96,403</b>	<b>682,886</b>	<b>0</b>	<b>0</b>	<b>0</b>

Figure 16 RCT's Multiyear Operating Financial Plan

## Projects of Regional Significance

Year	Project Name	Total Project Cost
2021	SR 432 California Way Intersection Improvement	\$3,750,000
2023	Industrial Way – Oregon Way Intersection	\$98,430,000

*Figure 17 Projects of Regional Significance*

## 2020 Accomplishments

### Capital

#### Longview Transit Center

Construction was completed in January 2020, and the Longview Transit Center opened to the public on January 30, 2020. The revised bus lane and new shelters improve passenger safety. This facility now houses the RiverCities administration team.

#### Fixed Route Buses

RCT received two Biodiesel buses in early 2020. These replacement vehicles have three securement positions. One of which is a passive securement that lends itself to increased passenger independence.

#### Paratransit Cutaways

RCT received three propane cutaway replacement vehicles.

### Community Outreach and Partnership Accomplishments

During much of 2020, most meetings were initially suspended and then moved to online meeting platforms. In addition, the annual events that RiverCities participates in were not held. Staff is eagerly awaiting 2021, so they can again encourage ridership when attending community events.

- Continued participating in regional information forums to exchange information with local and regional elected officials, public works directors, and senate staff.
- Continued participating in the Metropolitan Planning Organization (MPO) Technical Advisory Committee meetings.
- Continued participating in the Southwest Washington Regional Transportation Planning Organization (SWRTPO)
- Maintained a Facebook page to communicate with our riders and the community.

## System Accomplishments

### COVID 19 Response

RiverCities Transit reduced Fixed Route service during March 2020 to Monday through Friday from 8 AM to 6 PM. This action was taken in response to the State and County emergency orders and sudden ridership drops. Reducing service allowed RiverCities to schedule operators in a way that limited the number of operators behind the wheel of each conveyance. Operating at reduced service increased the number of available spare buses. RiverCities used the spares as tripper buses, deploying them when buses on route reached capacity. RiverCities also suspended fares and encouraged rear door boarding. RiverCities LIFT continued full service, including Saturday service, though they also went fare free. In addition to ADA service, RiverCities LIFT offered commuter service to those essential workers who relied on Fixed Route to commute to work during the early morning or late afternoon.

The lobby of the Longview Transit Center was closed, and administrative staff were encouraged to telecommute. The Transit Manager and Dispatchers continued to report to work on location. The Operations Supervisor and Maintenance Technician split their time between working from home and reporting to work at the City Shop. Due to inadequate Wi-Fi connection at home, the Office Assistant returned to working at the Longview Transit Center after only a few days. The rest of the administrative staff returned to the office on June 1, 2020. The Transit Center lobby was reopened to the public on July 27, 2020. To discourage loitering, staff removed the lobby seating and installed covers over the electrical outlets. Full service, including Saturday service, fare collection, and front door boarding resumed August 3, 2020. Plexiglass driver barriers were installed on all fixed route buses and paratransit cutaways as an added layer of protection.

### Fixed Route Stop Survey

Staff visited each bus stop cataloging the coordinates and the amenities of each stop. Staff also created a photo journal of each route. Along with this project, staff created a new stop numbering system.

### Fixed Route Hiring

RiverCities Transit ran two new operator classes during 2020. Hiring continues to be one of the challenges RiverCities faces. Staff will be exploring hiring incentives and new scheduling procedures to encourage applicants.

### RiverCities LIFT Office Move

RiverCities LIFT moved to the second floor of the Longview City Shop. This location is a better fit for the LIFT Manager, Schedulers, and Dispatchers.

## Operating and Performance Data 2020-2025

	2020	2021	2022	2023	2024	2025
<b>Fixed Route</b>						
	Actual	Projected	Projected	Projected	Projected	Projected
Revenue Vehicle Hours	21,193	23,200	26,000	26,000	26,000	26,000
Total Vehicle Hours	21,930	24,000	27,900	27,900	27,900	27,900
Revenue Vehicle Miles	265,192	282,000	322,000	322,000	322,000	322,000
Total Vehicle Miles	272,633	290,000	350,000	350,000	350,000	350,000
Passenger Trips	204,103	250,000	300,000	350,000	400,000	400,000
Diesel Fuel Consumed (Gal)	57,300	67,000	80,000	80,000	80,000	80,000

Figure 18 RCT's Fixed Route 2020 – 2025 Performance Data

	2020	2021	2022	2023	2024	2025
<b>Paratransit</b>						
	Actual	Projected	Projected	Projected	Projected	Projected
Revenue Vehicle Hours	13,576	16,000	18,500	19,600	19,600	19,600
Total Vehicle Hours	15,115	17,300	20,200	21,400	21,400	21,400
Revenue Vehicle Miles	107,612	116,000	135,000	142,300	142,300	142,300
Total Vehicle Miles	121,143	126,200	147,000	156,000	156,000	156,000
Passenger Trips	26,222	30,000	35,000	37,000	37,000	37,000
Diesel Fuel Consumed (Gal)	115	50	0	0	0	0
Gasoline Fuel Consumed (Gal)	11,094	12,000	9,000	7,000	5,000	5,000
Propane Fuel Consumed (Gal)	15,857	16,300	24,000	28,000	30,000	30,000

Figure 19 RCT's Paratransit 2020 – 2025 Performance Data

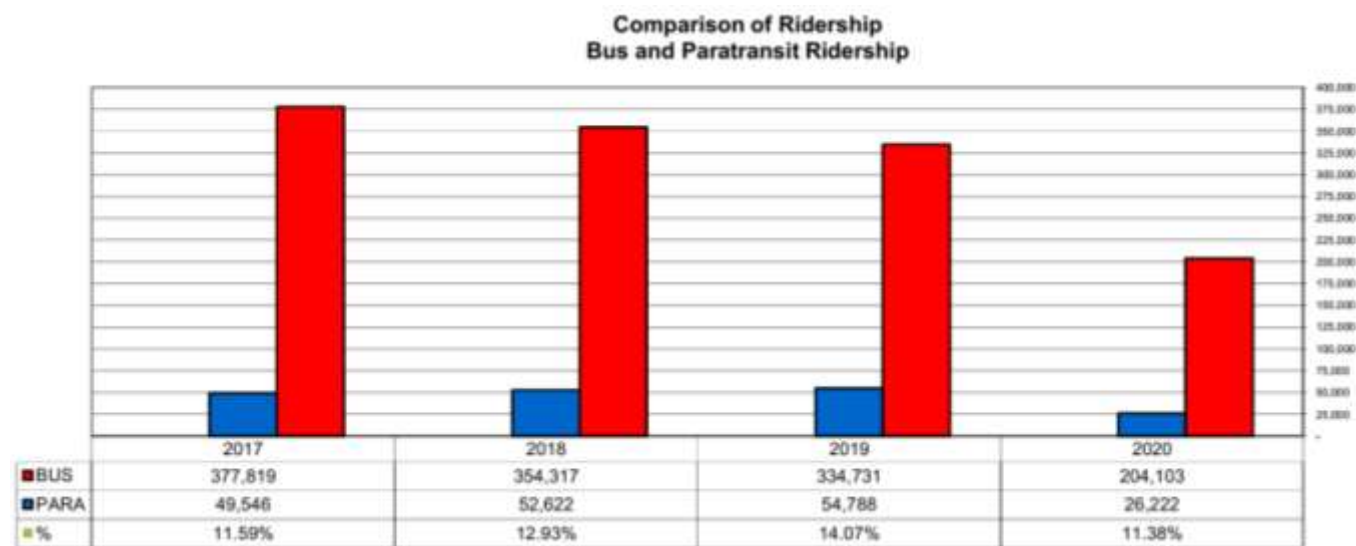


Figure 20 RCT's Fixed Route and Paratransit Ridership Comparison

Appendix A – Notice of Public Hearing

Notice of Public Hearing published in the Longview Daily News.

**NOTICE OF PUBLIC HEARING**  
**COWLITZ TRANSIT AUTHORITY**

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Cowlitz Transit Authority will hold a Public Hearing on **Wednesday, August 11, 2021 at 4:00 p.m.** in the Longview City Hall Council Chambers, Longview, Washington and by Virtual Zoom Webinar.

The purpose of the hearing is to receive any comments concerning the adoption of the Transit Development Plan 2021-2026 and 2020 Annual Report for RiverCities Transit.

The City Hall is accessible for persons with disabilities. Please let us know forty-eight (48) hours in advance if you will need any special accommodations to attend the meeting.

Any person interested may attend and be heard on said matter via a moderator. For information about Zoom accessibility, please contact the Clerk of the Board's Office at (360) 442-5664

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/87593453709>

**Dial any of the following numbers:**

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

**Webinar ID: 875 9345 3709**

**No Registration Required**

DATED at Longview, Washington, this 14<sup>th</sup> day of July 2021.



Dennis Weber  
Chair  
Cowlitz Transit Authority

Published: July 30, 2021 in the Longview Daily News