



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

PTAC Committee Members

Bruce Tabb
Chair

**Robert
Mersinger**
Vice Chair
Term exp.
12/31/22

**ASCWU
Adan
Mendoza**

**Joseph
Bryant,
CWU**
Term exp.
12/31/24

**Joshua
Hackney**
Term exp.
12/31/23

**Yngrid
Winter**
Term exp.
12/31/23

**Christopher
King**
Term exp.
12/31/23

City of Ellensburg

Date & Time of Meeting

Place of Meeting

PTAC Meeting Agenda

May 17, 2022 3:30 PM

Hybrid Meeting

1. Call to Order and Roll Call

2. Approval of Agenda

- Motion to approve the Agenda of the May 17, 2022 PTAC Meeting.

3. Follow Up Items

- CWU Sustainability Survey information – Christopher King and Joey Bryant
- KCC Connections – Spencer Klewin
- CWU Arts Commission information – Joey Bryant

4. Ridership Stats

- Review of April 2022 Ridership Stats.

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5. Agenda Items

- Public Transit Operating Extension and Amended Agreement
- Paratransit Operating Extension and Amended Agreement

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6. Transit Marketing Updates

- Marketing Plan Update

7. Transit Updates

- Enhanced Cabulance Update
- Route 12A & 12B Update

8. Approval of Minutes

- Motion to approve the Minutes of the April 19, 2022 PTAC Meeting **Pg 17**

9. Member Updates

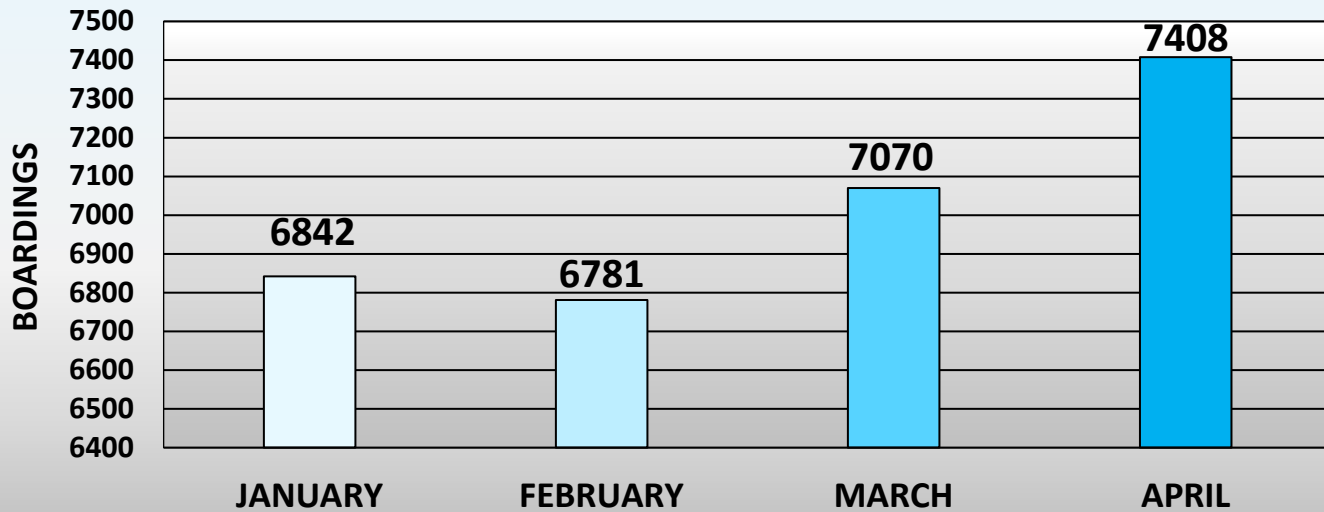
10. Next PTAC Meeting: The next regular PTAC meeting will be held on June 21, 2022.

11. Adjournment:



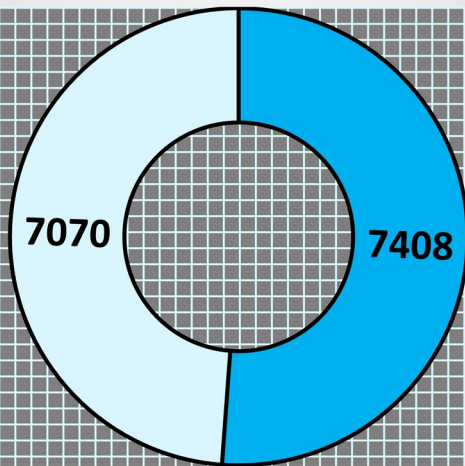
4.A FIXED ROUTE

2022 YTD FIXED ROUTE



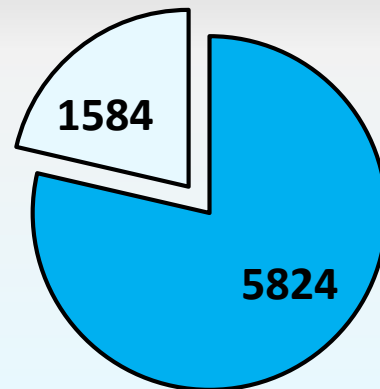
MONTHLY COMPARISON

□ MARCH ■ APRIL



+4.8%

■ WEEKDAYS □ WEEKENDS



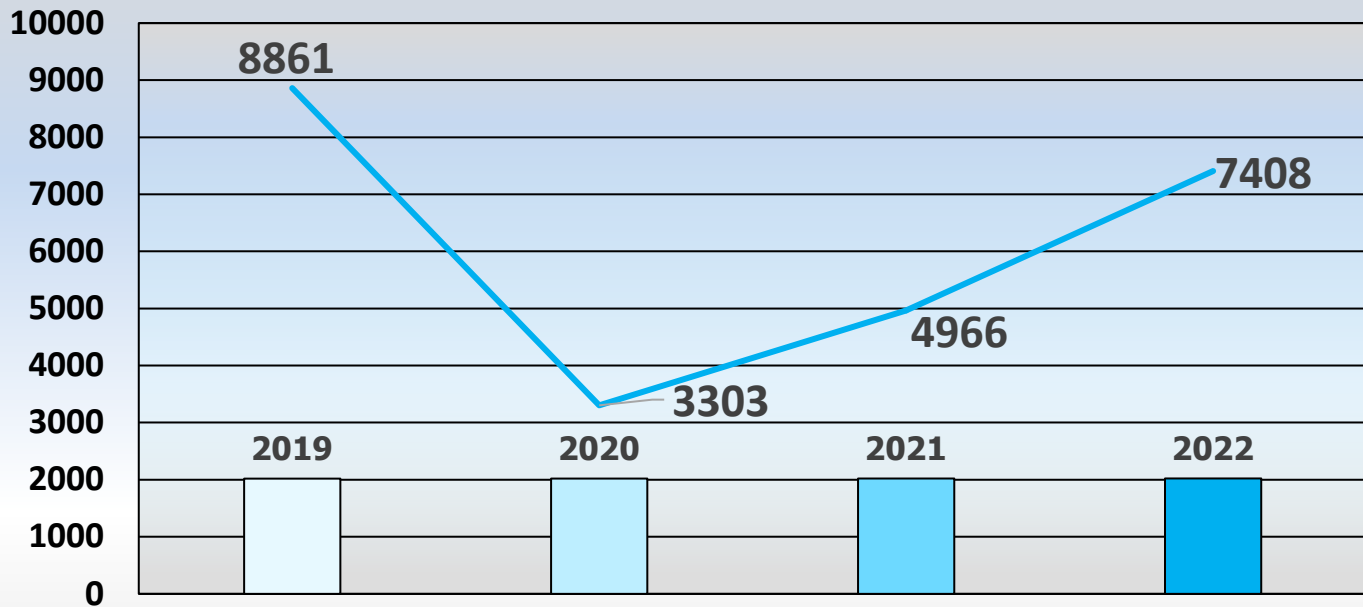
Weekend – 27% Weekdays - 73%



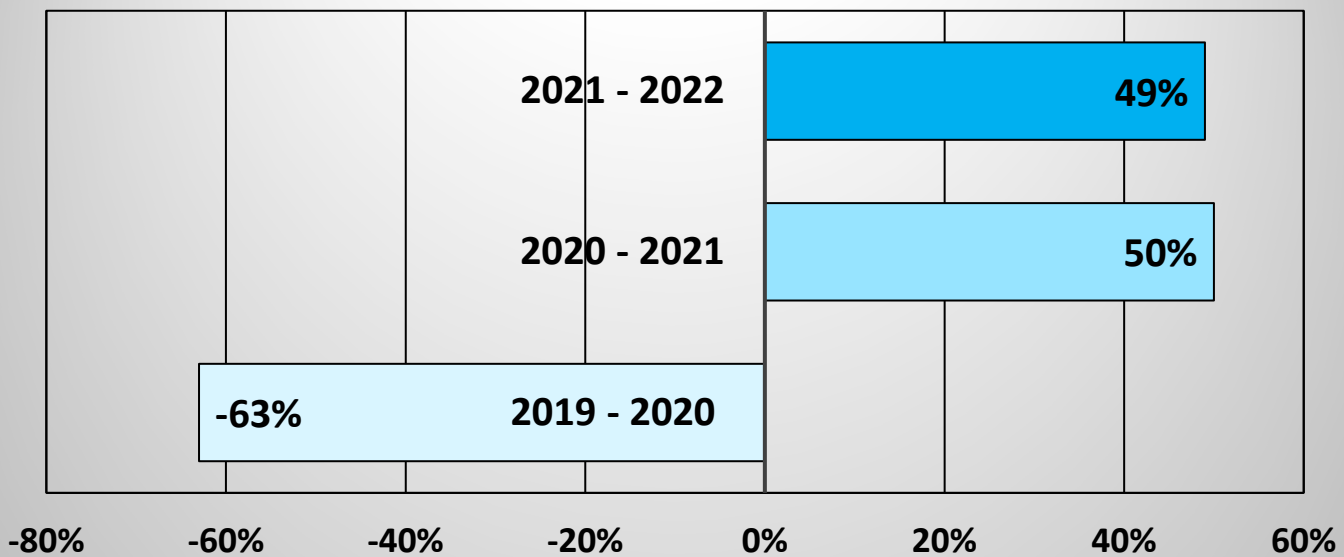
PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

FIXED ROUTE

APRIL RIDERSHIP COMPARISON



APRIL YTD PERCENTAGE CHANGE

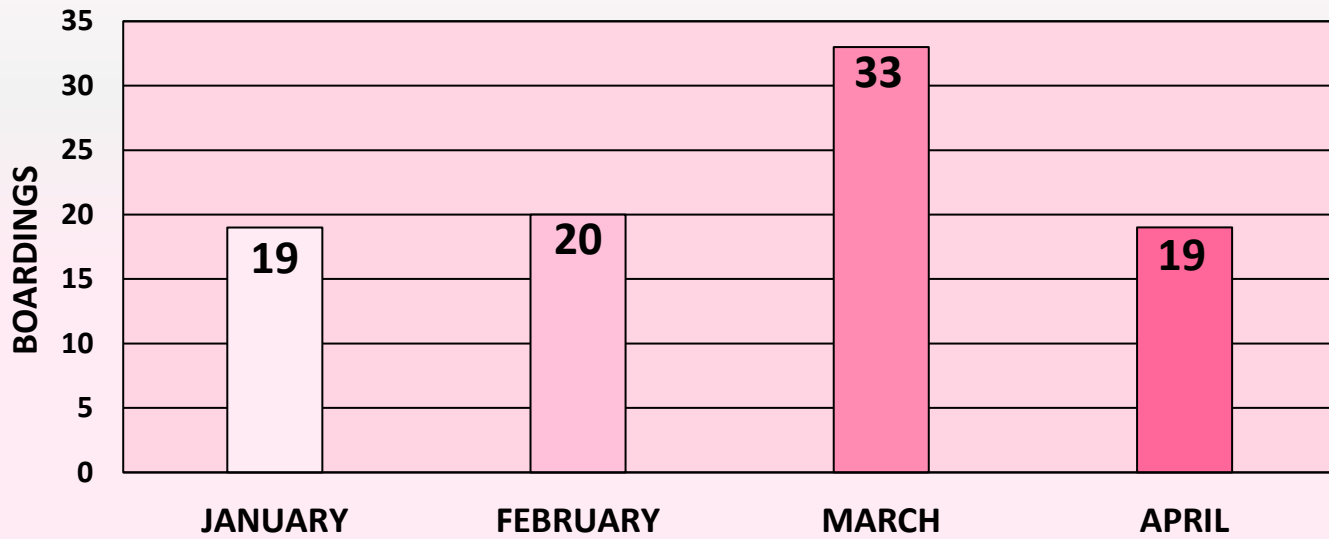




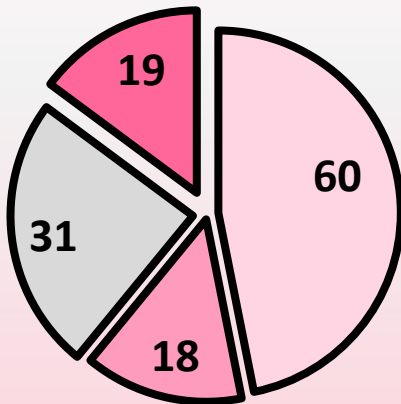
PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

PARATRANSIT

2022 PARATRANSIT RIDERSHIP

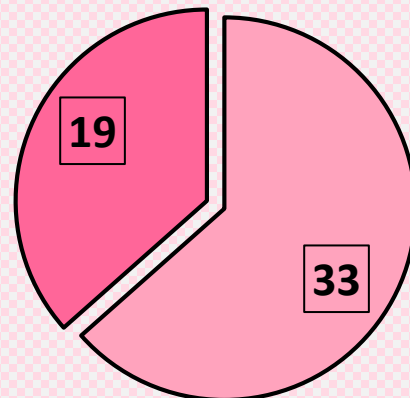


APRIL YEARLY COMPARISON



2019 2020 2021 2022

MONTHLY COMPARISON



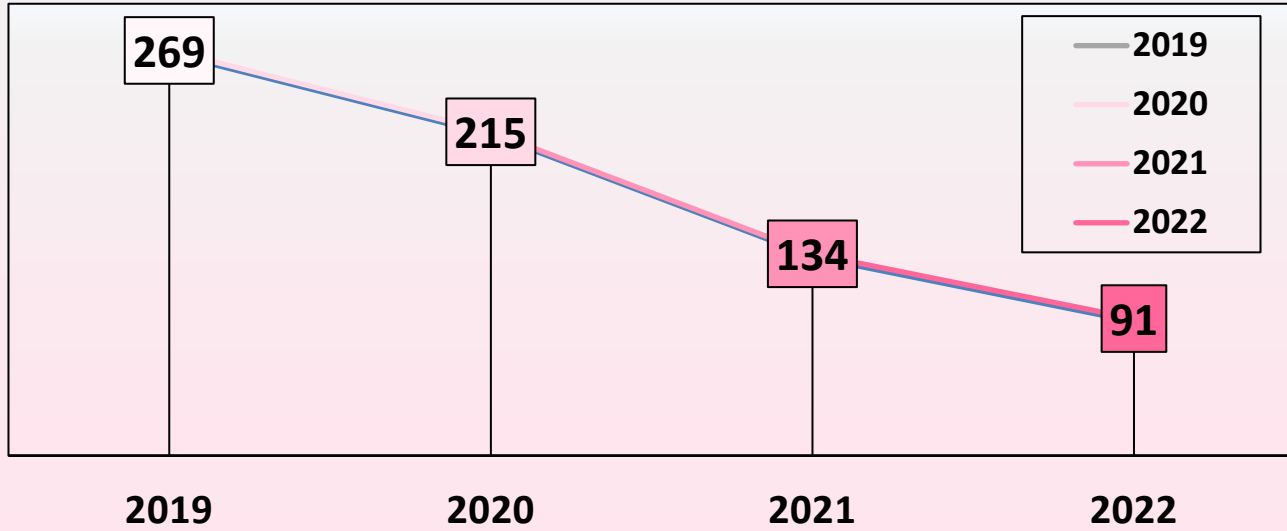
MARCH APRIL

-42%



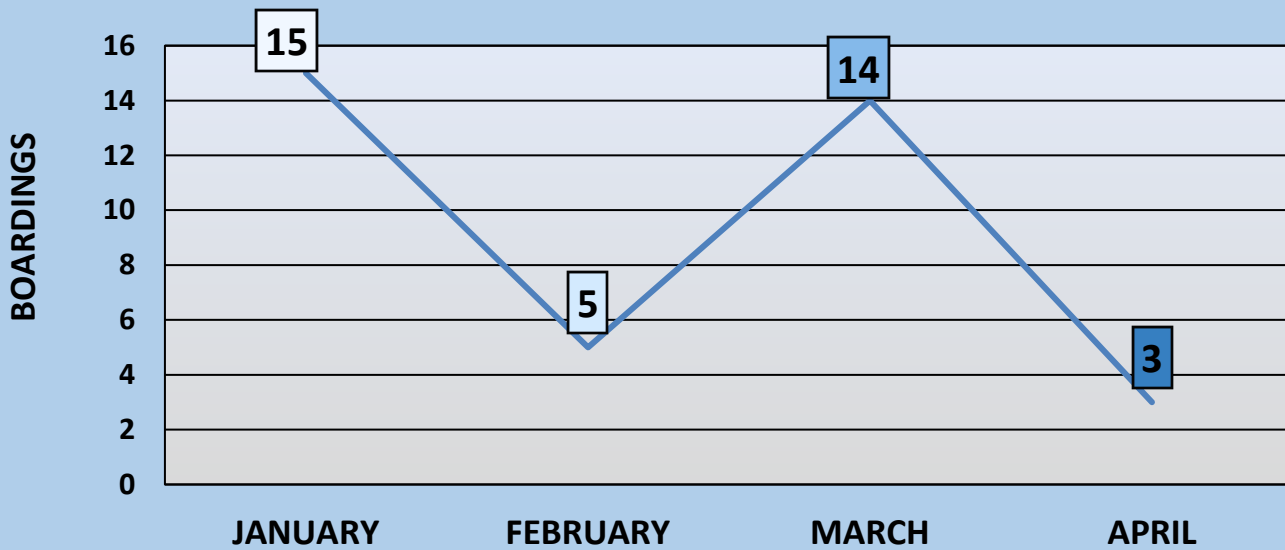
PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

YTD PARATRANSIT COMPARISON



CABULANCE

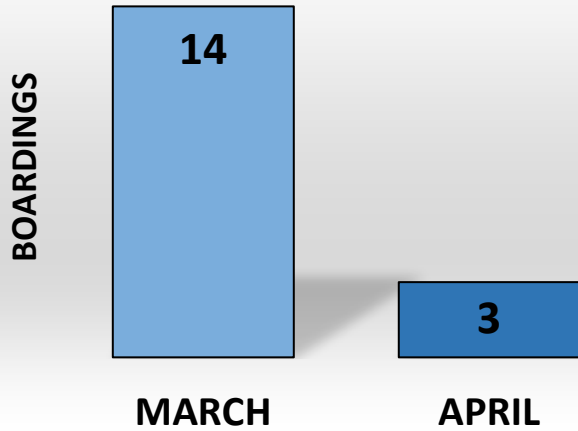
2022 CABULANCE RIDERSHIP



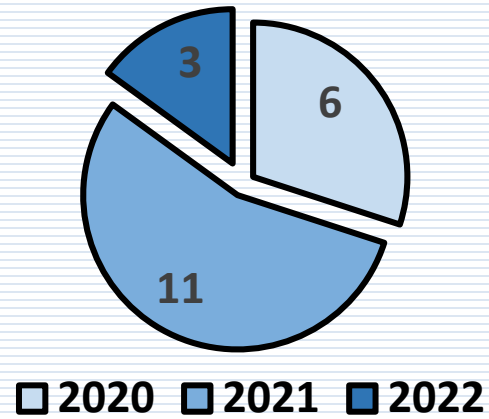


PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

MONTHLY COMPARISON



APRIL YEARLY RIDERSHIP COMPARISON



-78%

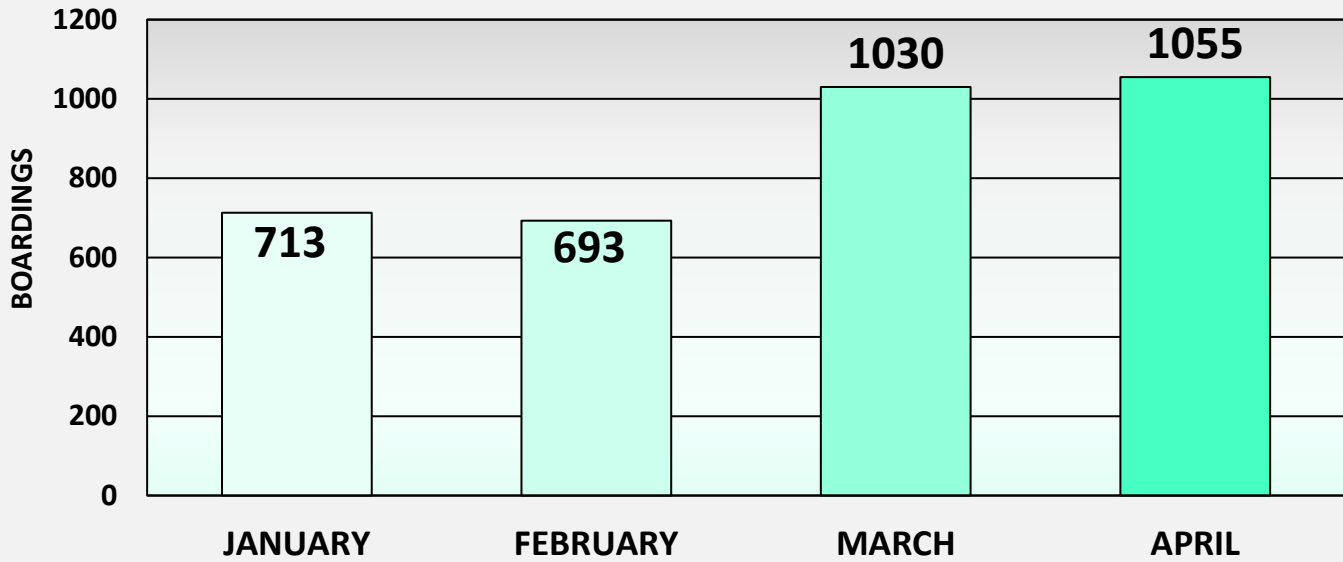
PICK UP LOCATIONS	January	February	March	April
KVH Hospital	15	4	11	2
Hearthstone Cottage	0	1	2	0
Pacifica Senior Living	0	0	0	0
Meadows Place	0	0	1	0
Private Residence / Other	0	0	0	1
Prestige	0	0	0	0
Kittitas Valley Fire & Rescue	0	0	0	0
Total	15	5	14	3
DROP OFF LOCATIONS	January	February	March	April
KVH Hospital	0	1	3	1
Hearthstone Cottage	2	0	1	0
Pacifica Senior Living	3	0	3	0
Private Residence / Other	6	3	6	1
Meadows Place	1	0	1	1
Prestige	3	1	0	0
Kittitas Valley Fire & Rescue	0	0	0	0
Total	15	5	14	3



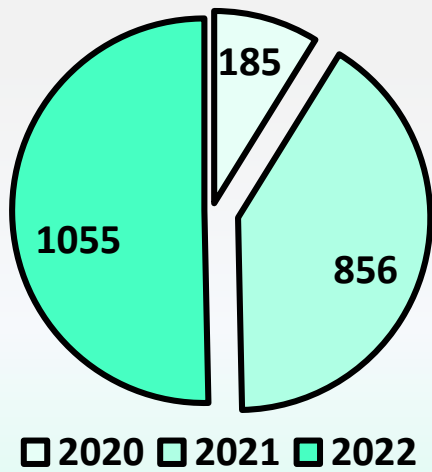
PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

DIAL A RIDE

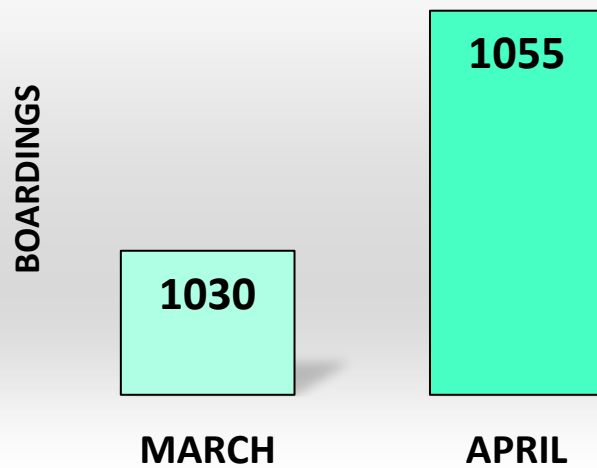
2022 DIAL A RIDE RIDERSHIP



APRIL YEARLY COMPARISON



MONTHLY COMPARISON

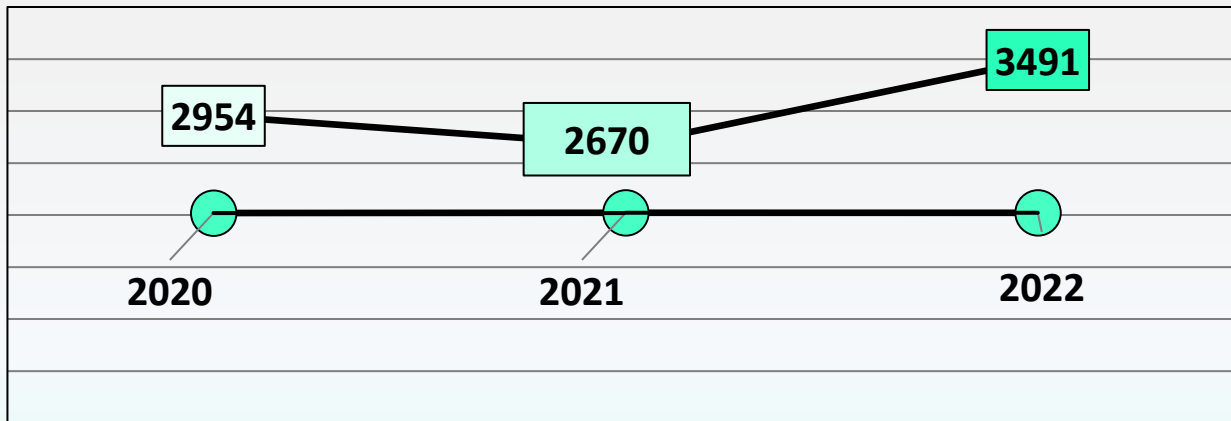


31%



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

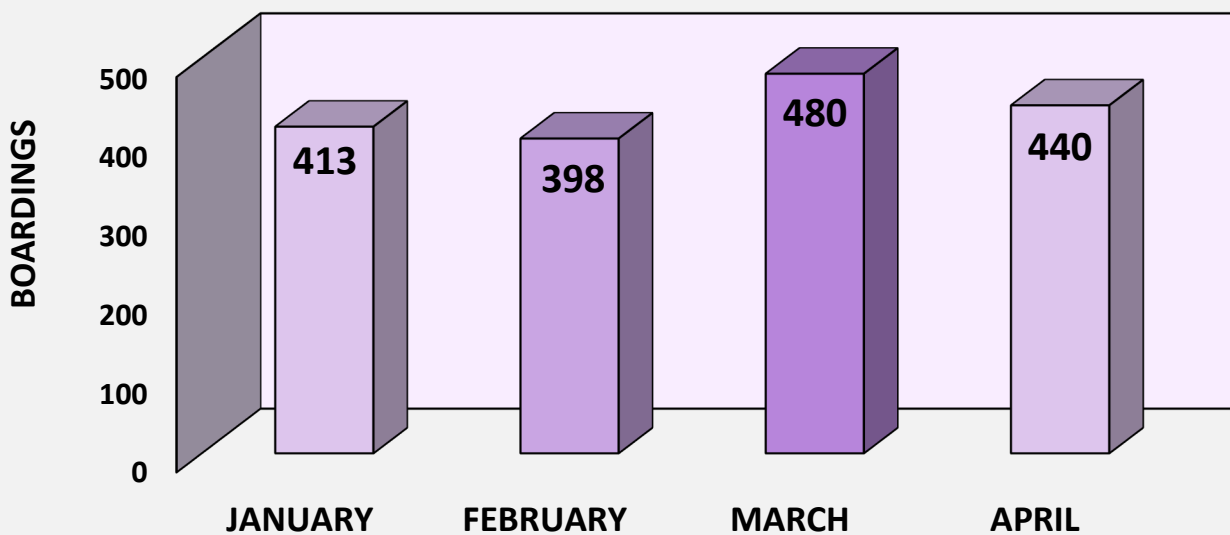
YTD DAR COMPARISON



2020 – 2021 -9.6% 2021 – 2022 30%

KITTITAS COUNTY CONNECTOR

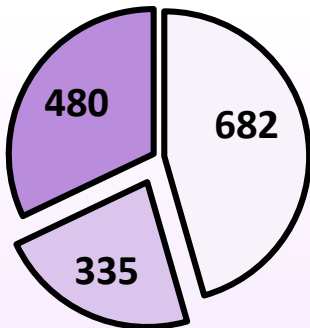
2022 KCC RIDERSHIP





PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

MARCH YEARLY KCC COMPARISON



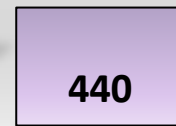
□ 2020 □ 2021 ■ 2022

MONTHLY KCC COMPARISON

BOARDINGS



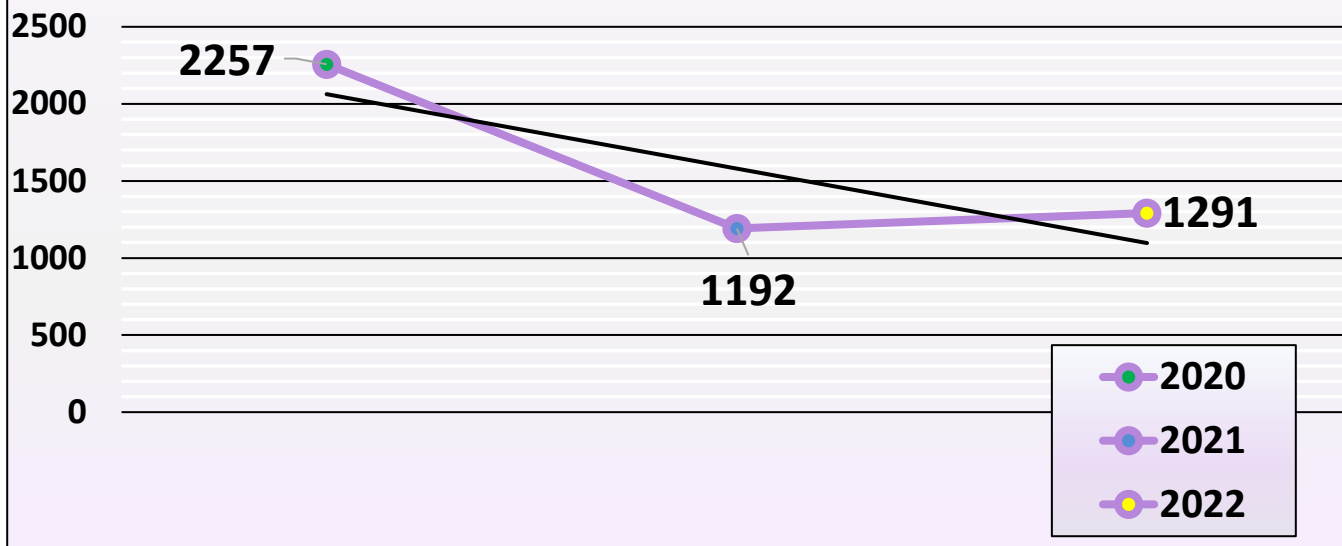
MARCH



APRIL

-8%

YTD COMPARISON



2020 – 2021 -47% 2021 – 2022 8%



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

Kittitas County Connector	April
2022	BOARDINGS
3rd & Atlantic EB Total	20
City Park Cle Elum	0
Cle Elum Travelers Inn	0
Dairy Queen Cle Elum	0
DSHS Ellensburg	10
Econo Lodge Cle Elum	1
HopeSource	0
Pioneer Coffee	109
Restrooms Cle Elum	0
Roslyn (1st & Dakota)	16
Roslyn (1st and Penns)	1
Safeway @ Ruby & 4th	186
Safeway Cle Elum	58
Shoemaker East Bound	3
Shoemaker West Bound	0
State Farm Cle Elum	0
Suncadia Firehouse Rd	0
Three Forks Ammo	0
Timber Lodge	1
Visitor Center Cle Elum	2
Washington Federal	33
Grand Totals:	440

TOP 3 STOPS	
PIONEER COFFEE	109
SAFEWAY - ELLENSBURG	186
SAFEWAY - CLE ELUM	58



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

Paratransit Operating Extension and Amendment Agreement between City of Ellensburg and HopeSource

This AGREEMENT, made and entered into this ____ day of _____ 2022, by and between the City of Ellensburg ("the City"), a municipal corporation, and HopeSource ("Contractor"), a community non-profit organization, to provide paratransit services in Ellensburg.

WHEREAS, The City has determined that the City of Ellensburg residents need paratransit services; and

WHEREAS, City Ordinance 4727 was approved by the Ellensburg City Council on June 6, 2016, exercising its authority as the governing board of the Ellensburg Transportation Benefit District, imposing a 0.2% sales and use tax commencing October 1, 2016, for the purpose of funding a public transportation system in accordance with the requirements of Chapter 36.73 RCW; and

WHEREAS, the City and HopeSource are parties to a Paratransit Operating Agreement ("Agreement") dated June 29, 2019; and

WHEREAS, the City has applied for funding through the Washington State Department of Transportation's (WSDOT) Consolidated Grant Program for the needed service; and

WHEREAS, the City anticipates funding will be awarded to the City, and the City will act as a grant recipient overseeing the program and providing funding support for the program; and

NOW, THEREFORE, The parties agree as follows:

1. The Term is hereby extended from July 1, 2022 to June 30, 2025.
2. Section 5 of Agreement, "Compensation," is amended as follows:

July 1, 2022 through June 30, 2023 contract is based on December 2021 CPI-U Category Transportation, as stated in the RFP 19-061, plus 2.4 % totaling 8% not to exceed \$17,283.04. The additional 2 years will be based on the 2023 and 2024 April CPI-U Category Transportation.

In addition, the site [Best Gas Prices & Local Gas Stations in Ellensburg, WA \(gasbuddy.com\)](https://gasbuddy.com) will be used to determine significant increases or decreases in fuel prices in calculating the need for an amended quarterly compensation based on fuel costs.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

3. Section 6 the Agreement, "Payment" and as previously amended, is further amended by the addition of the following:

Payment to the Contractor will be made on a quarterly basis per the payment schedule table below, net 30 days from receipt of invoice. Contractor invoices shall be documented with ridership and eligibility reporting and invoiced to the City on or before the 10th day of the quarter following actual provision of service.

Quarter	Year	Amount	Yearly Expense
Third	2022	\$4,320.76	-
Fourth	2022	\$4,320.76	-
First	2023	\$4,320.76	-
Second	2023	\$4,320.76	\$17,283.04
Third	2023	To be determined (TBD)	-
Fourth	2023	TBD	-
First	2024	TBD	-
Second	2024	TBD	TBD
Third	2024	TBD	-
Fourth	2024	TBD	-
First	2025	TBD	-
Second	2025	TBD	TBD

4. Except as specifically amended herein, all other provisions of RFP 19-061 and the Paratransit Operating Agreement remain in full force and effect.

HopeSource

CITY OF ELLENSBURG

Susan Grindle, Chief Executive Officer

Nancy Lillquist, Mayor

Approve as to form:

Attest:

(for HopeSource)

Clerk

Approved as to form:

City Attorney



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

Public Transit Operating Extension and Amendment Agreement between City of Ellensburg and HopeSource

This AGREEMENT, made and entered into this ____ day of _____ 2022, by and between the City of Ellensburg ("the City"), a municipal corporation, and HopeSource ("Contractor"), a community non-profit organization, to provide public transportation services in Ellensburg.

WHEREAS, The City has determined that the City of Ellensburg residents need public transportation services; and

WHEREAS, City Ordinance 4727 was approved by the Ellensburg City Council on June 6, 2016, exercising its authority as the governing board of the Ellensburg Transportation Benefit District, imposing a 0.2% sales and use tax commencing October 1, 2016, for the purpose of funding a public transportation system in accordance with the requirements of Chapter 36.73 RCW; and

WHEREAS, the City and HopeSource are parties to a Public Transit Operating Agreement ("Agreement") dated May 1, 2017, as amended by Amendments #1 dated May 1, 2017, #2 dated April 19, 2019, #3 dated July 2, 2019, #4 dated December 16, 2019, and #5 dated December 9, 2020; and

WHEREAS, the City has applied for funding through the Washington State Department of Transportation's (WSDOT) Consolidated Grant Program for the needed service; and

WHEREAS, the City anticipates funding will be awarded to the City, and the City will act as a grant recipient overseeing the program and providing funding support for the program; and

WHEREAS, Section 18 of the Agreement provides that any amendments must be in writing and signed by the parties;

NOW, THEREFORE, The parties agree as follows:

A. Pursuant to Section 2 of the Agreement, "Term," is hereby extended from July 1, 2022 to June 30, 2025.

B. Section 6 the Agreement, "Compensation," and as previously amended, is further amended by the addition of the following:



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

Years	Per Service Hour	Yearly Expense
July 1, 2022 – June 30, 2023	\$51.20	\$1,134,095.36
July 1, 2023 – June 30, 2024	To Be Determined (TBD)	TBD
July 1, 2024 – June 30, 2025	TBD	TBD

July 1, 2022 through June 30, 2023 contract is based on December 2021 CPI-U Category Transportation, as stated in the RFP 17-047, plus 2.4% totaling 8% not to exceed \$1,134,095.36. The additional 2 years will be based on the 2023 and 2024 April CPI-U Category Transportation.

In addition, the site [Best Gas Prices & Local Gas Stations in Ellensburg, WA \(gasbuddy.com\)](https://www.gasbuddy.com) will be used to determine significant increases or decreases in fuel prices in calculating the need for an amended per service hour compensation based on fuel costs.

C. In addition, the parties agree the Agreement, as previously amended, is further amended as follows:

1. That portion of Section 2.3 of the City's RFP-17-047, System Operation and City Overview that currently states, "Provide data, statistics and reports related to the Contracts operation of the Central Transit service in the format(s) and timeframe requested by the City" is hereby replaced as follows:

Provide data, statistics and reports related to the Contracts operation of the Central Transit Service in the format(s) and timeframe requested by the City. The timeframe will be seven (7) business days of each new month.

2. That portion of Section 2.9.5 of the City's RFP-17-047, Operator Requirements that currently states, "Count all passengers who board the bus" is hereby replaced as follows:

Count all passengers who board and offboard the bus.

3. That portion of Section 2.9.5 of the City's RFP-17-047, Operator Requirements that currently states, "Encourage passengers to wear seat belts where available" is hereby replaced as follows:

Encourage passengers to wear seat belts and have seatbelt announcements over enunciators.

4. That portion of Section 2.12.6 of the City's RFP-17-047, ADA Accessibility that currently states, "...Additionally, vehicle operators shall be trained to proficiency in operating the accessibility equipment on-board the vehicles" is hereby replaced as follows:



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

...Additionally, vehicle operators shall be trained to proficiency in operating the accessibility equipment, including wheelchair and passenger securements on-board the vehicles.

5. That portion of Section 2.13 of the City's RFP-17-047, Bus Stops and Shelters that currently states, "As part of the transit program, there are currently 24 signed bus stops including four shelters. This number is subject to change during the term of this contract. The Contractor is responsible for monitoring and maintaining the appearance and safety of shelters, bus stops and passenger amenities, to specifically include:" is hereby replaced as follows:

As part of the transit program, there are currently 79 signed bus stops including 11 shelters. This number is subject to change during the term of this contract. The Contractor is responsible for monitoring and maintaining the appearance and safety of shelters, bus stops and passenger amenities, to specifically include:

6. That portion of Section 2.13.1 of the City's RFP-17-047, Transit Stops that currently states, "Operators shall be responsible for daily visual inspection of all bus stop areas and bus stop signs for graffiti and trash. Operators shall report any observed issues with the bus stops daily including missing signs or posts, and the Contractor should take necessary steps to correct any issues within three days. Contractor is required to remove snow from stops when the stop is not accessible due to snow or ice accumulations" is hereby replaced as follows:

Operators shall be responsible for a daily visual inspection of all bus stop areas including bus stop signs, schedule holders and posts for damage, graffiti or trash and immediately report any issue. The Contractor shall take necessary steps to immediately correct issues along with incidents involving public health or safety as soon as feasible. Contractor is required to remove snow from the bus stops when the stop is not accessible due to snow or ice accumulations.

7. That portion of Section 2.13. of the City's RFP-17-047, Bus Shelters that currently states, "Operators shall complete a daily visual inspection and report any issues with the shelter structure, the shelter pad area, lighting and any graffiti or trash. The Contractor should address and correct these problems within three days. Contractor is required to remove snow from shelters when two inches or more snow accumulates at the shelter" is hereby replaced as follows:

Operators shall be responsible for a daily visual inspection of all bus shelters including the shelter structure, the shelter pad area, garbage can, bike rack, lighting, schedule holders and bus stop signs for damage, graffiti or trash and immediately report any issues. The Contractor shall take necessary steps to immediately correct issues along with incidents involving public health or safety as soon as feasible. Contractor is required to remove snow and ice from bus shelters and shelter pad area when two (2) inches or more snow accumulates at the shelter.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

8. That portion of Section 3.5 of the City's RFP-17-047, Complaint Procedures that currently states, "No less than once per month, on or before the 10th of the following month, the Contractor shall forward to the Transit Manager a summary of any complaints it received from Central Transit customers along with a description of its action(s) taken to resolve the complaint. This summary shall be able to be sorted by: route, stop and complaint type" is hereby replaced as follows:

The Contractor shall forward to the Transit Manager any complaint(s) received from Central Transit customers within 24 hours along with a description of the action(s) taken to resolve the complaint within 72 hours. This summary shall be able to be sorted by: route, stop and complaint type.

D. Except as specifically amended herein, all other provisions of the Agreement, as previously amended, remain in full force and effect.

HopeSource

CITY OF ELLENSBURG

Susan Grindle, Chief Executive Officer

Nancy Lillquist, Mayor

Approve as to form:

Attest:

(for HopeSource)

Clerk

Approved as to form:

City Attorney



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

City of Ellensburg
Date & Time of Meeting
Place of Meeting

Minutes of PTAC Meeting
April 19, 2022 3:30 PM
Hybrid Meeting

1. Call to Order and Roll Call

Roll Call Present: Bob Mersinger, Bruce Tabb, Christopher King, Josh Hackney, Joey Bryant

Roll Call Absent: Ynggrid Winter, Adan Mendoza

Also Present: Betsy Dunbar — COE, Lisa LaPorte — HopeSource, Spencer Klewin - HopeSource

2. Approval of Agenda

Motion by Bob Mersinger to approve the April 19, 2022 PTAC Meeting Agenda. **Motion Affirmed by all.**

3. Follow Up Items

- The SURC sign was submitted to the Art Committee.
- More information was shared regarding the passed legislation regarding Transportation Benefit District.
- Travel Training at CWDR was discussed. More marketing is needed towards the following populations: Seniors, 18 and under, non-English speaking and persons with special transportation needs.
- Future Bus Shelter artwork was discussed. More clarification is needed between the City and CWU.

4. Ridership Stats

- March 2022 ridership stats were shared for each service.

5. Agenda Items

- KVHD 1 & 2 has proposed an Enhanced Cabulance Service. After some discussion, more information was requested by Committee Members for next month's meeting discussion. How does it affect the current system, timeliness, budget and what are the boundaries?



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

6. Transit Marketing Updates

- An update on the Ellensburg Public Transportation Open House was given by the Transit Manager.
- Review of the Central Transit Marketing plan was requested by Bruce Tabb.

7. Approval of Minutes

- Motion by Bob Mersinger made to approve the minutes of the March 15, 2022 PTAC Meeting. **Motion Affirmed by all.**

8. Transit Updates

- FTA 5339 Grant was changed to reflect existing projects, however, WSDOT will have the same type of Grant available later this year.
- The Public Transit Operating Extension Agreement and the Paratransit Extension Agreement are still being reviewed.
- Route 12A and 12B are testing additional time stops and HopeSource will be reviewing the driver feedback as well and the Swiftly Data.

9. Member Updates:

- Christopher will look into obtaining the survey results done by the Sustainability Survey at CWU.
- Are KCC riders connecting with Central Transit? Question: Is this your final destination or are you connecting to other transportation services. Follow up with Spencer.

10. Next PTAC Meeting:

The next regular PTAC meeting will be held on May 17, 2022.

11. Adjournment:

With no further discussion, the meeting was adjourned at 4:58 p.m.

Betsy Dunbar

Drafted: 4-20-2022

Approved: