



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

PTAC Committee Members

David
Miller
Chair
Appointed

Jim Hurson
Vice Chair
Term exp.
3/31/2025

ASCWU
Solomon
Kairu
Appointed

Joseph
Bryant,
CWU
Appointed

Christopher
King
Term exp.
12/31/23

Sawyer
Stearns
Term exp.
3/31/25

Amy
Spitznas
1 Yr. Term
exp.
3/31/24

City of Ellensburg
Date & Time of Meeting
Place of Meeting

PTAC Meeting Agenda
April 25, 2023 3:30 PM
Hybrid Meeting

Join Zoom Meeting:

<https://us02web.zoom.us/j/3541355536?pwd=QVZKTnFTRVhrWTFsUzFGY0VaK215dz09>

Meeting ID: 354 135 5536 Passcode: PTAC

1. Call to Order and Roll Call

2. Approval of Agenda

Motion to approve the Agenda of the April 25, 2023 PTAC Meeting.

3. DEI Commission Guests

Mayra Calazo & Alex Mandujano – Diversity, Equity and Inclusion
Commission Presentation

4. HDR Engineering, Inc Guests

Jeff Olson and Hanna Wolf – Zero Emissions Transition Plan Update
Presentation

5. Follow Up Items

5.A Paratransit info on the bus
Transit brochure distribution
Gateway I project update

Pg 3

6. Ridership Stats

6.A March Ridership Stats

Pg 3

7. Agenda Items

7.A Cabulance Extension

Pg 13

8. Transit Marketing Updates

None

9. Transit Updates

Run Times Update
Maps and Schedules Update

10. Approval of Minutes

10.A Motion to approve the Minutes of the March 21, 2023 PTAC Mtg. **Pg 16**

11. Member Updates



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

12. Next PTAC Meeting: The next regular PTAC meeting will be held on May 16, 2023

13. Adjournment:

5.A FOLLOW UP ITEM



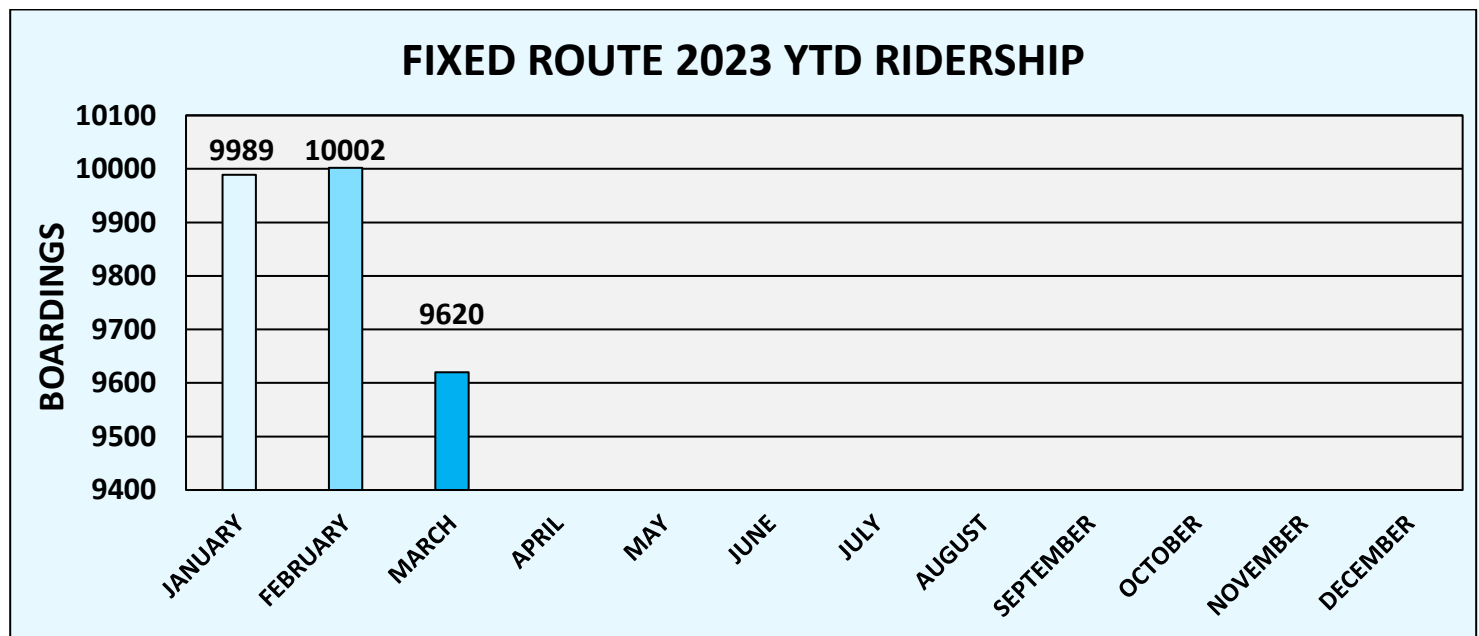
Do you need door to door transportation services due to a disability?

**Apply today
at www.adaride.com
or call 877-232-7433**

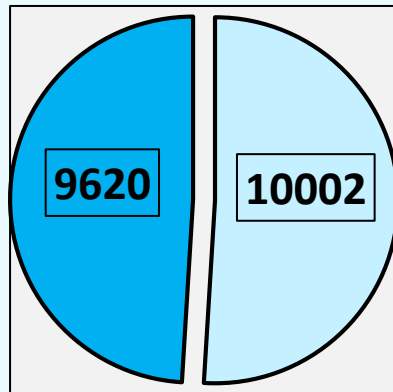


6.A RIDERSHIP STATS

FIXED ROUTE



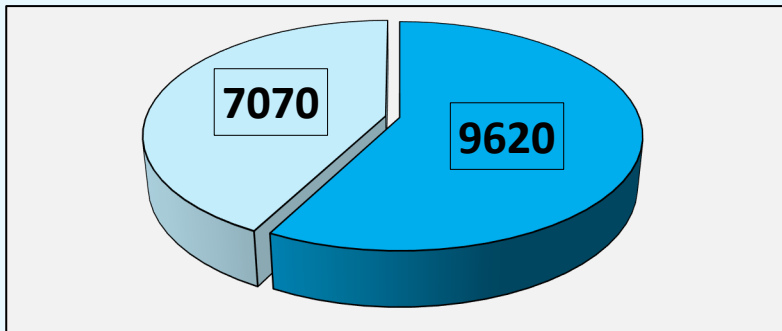
MONTHLY COMPARISON



□ 23-Feb ■ 23-Mar

-4%

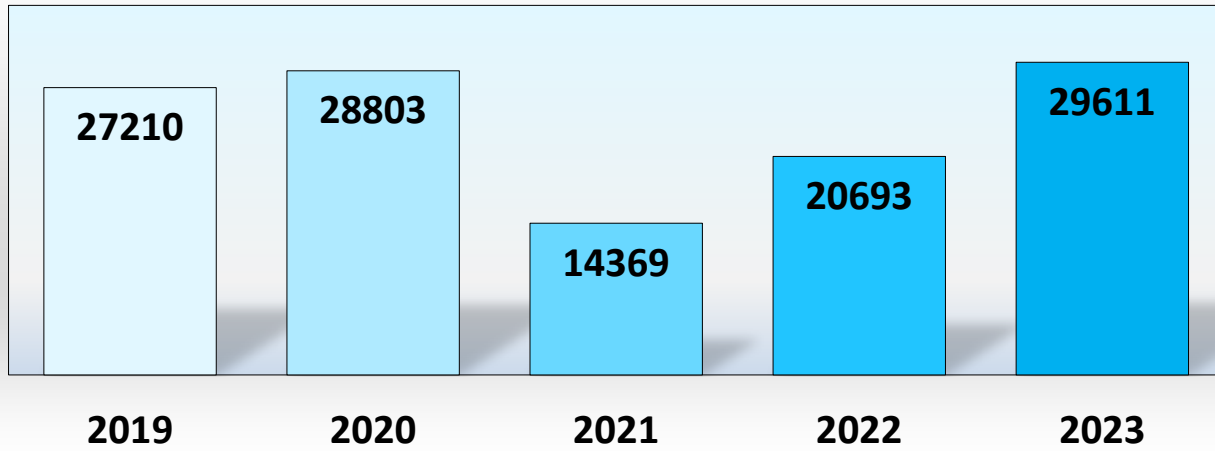
YEARLY COMPARISON



■ 23-Mar □ 22-Mar

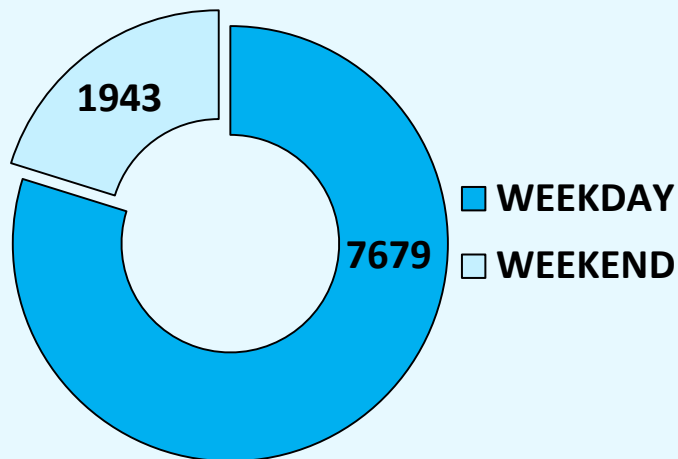
+36%

FIXED ROUTE YTD RIDERSHIP COMPARISON



2019 – 2020 +6% 2020 – 2021 -50% 2021 – 2022 +44% 2022 – 2023 +43

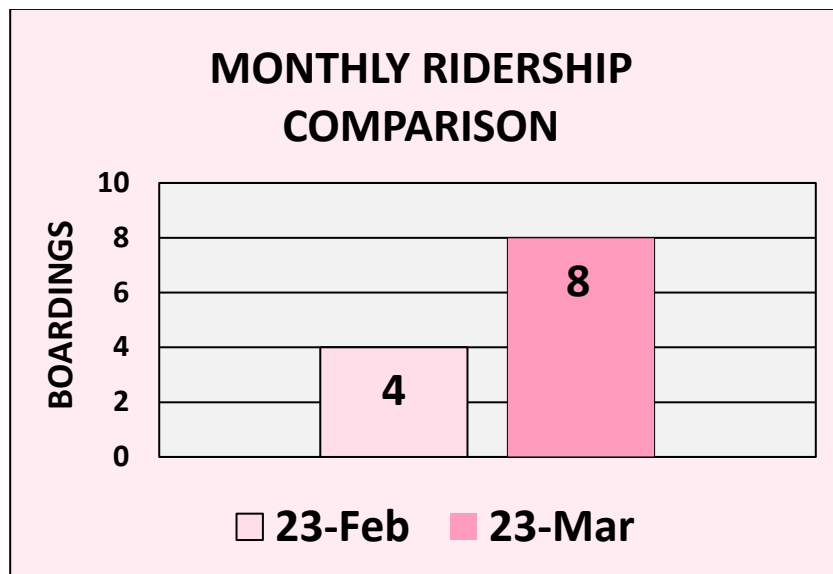
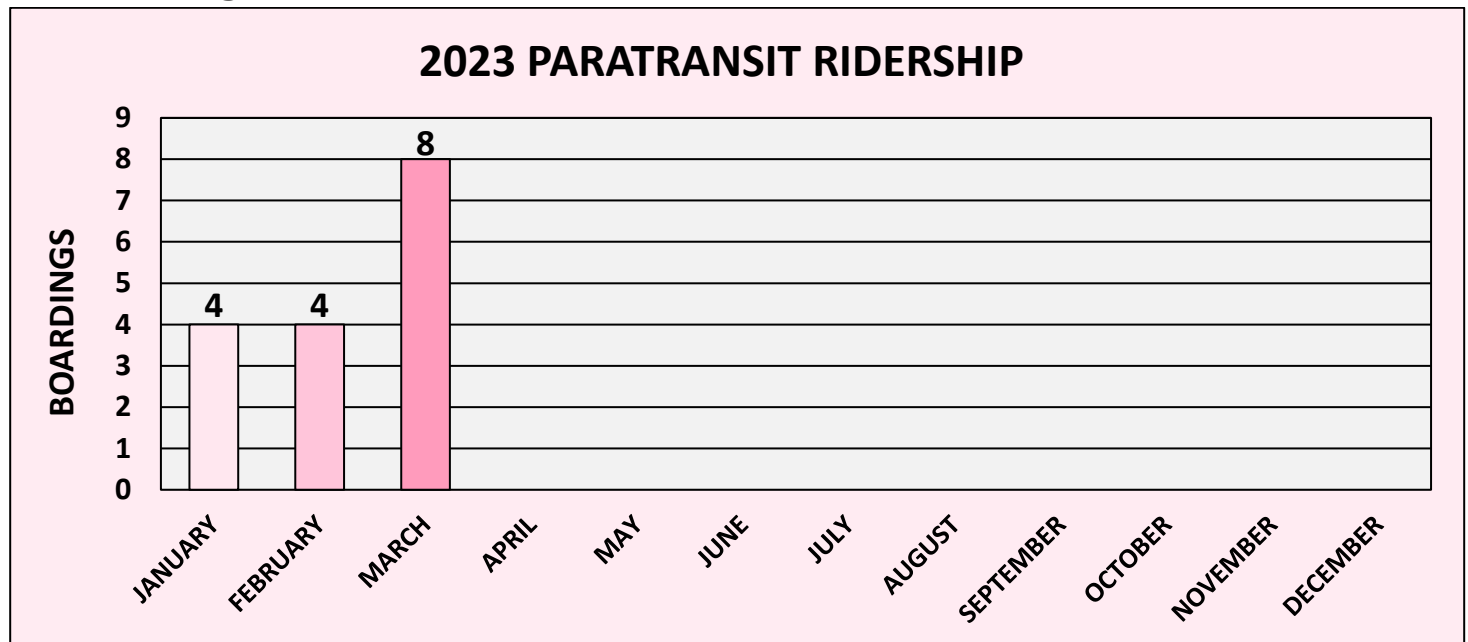
MARCH WEEKDAY VS WEEKEND



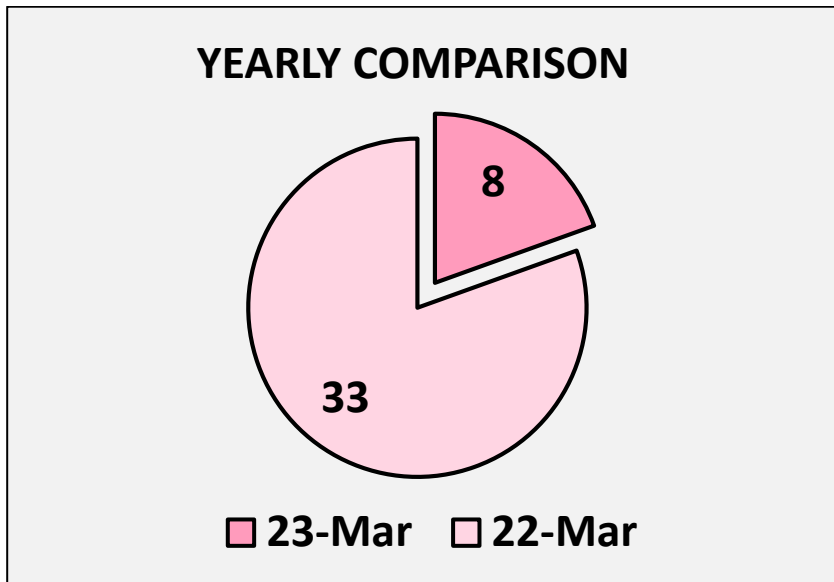
WEEKEND 20% TOTAL RIDERSHIP

State COVID Ridership Study – April 2022 saw a 75% decline in our ridership statewide.

PARATRANSIT

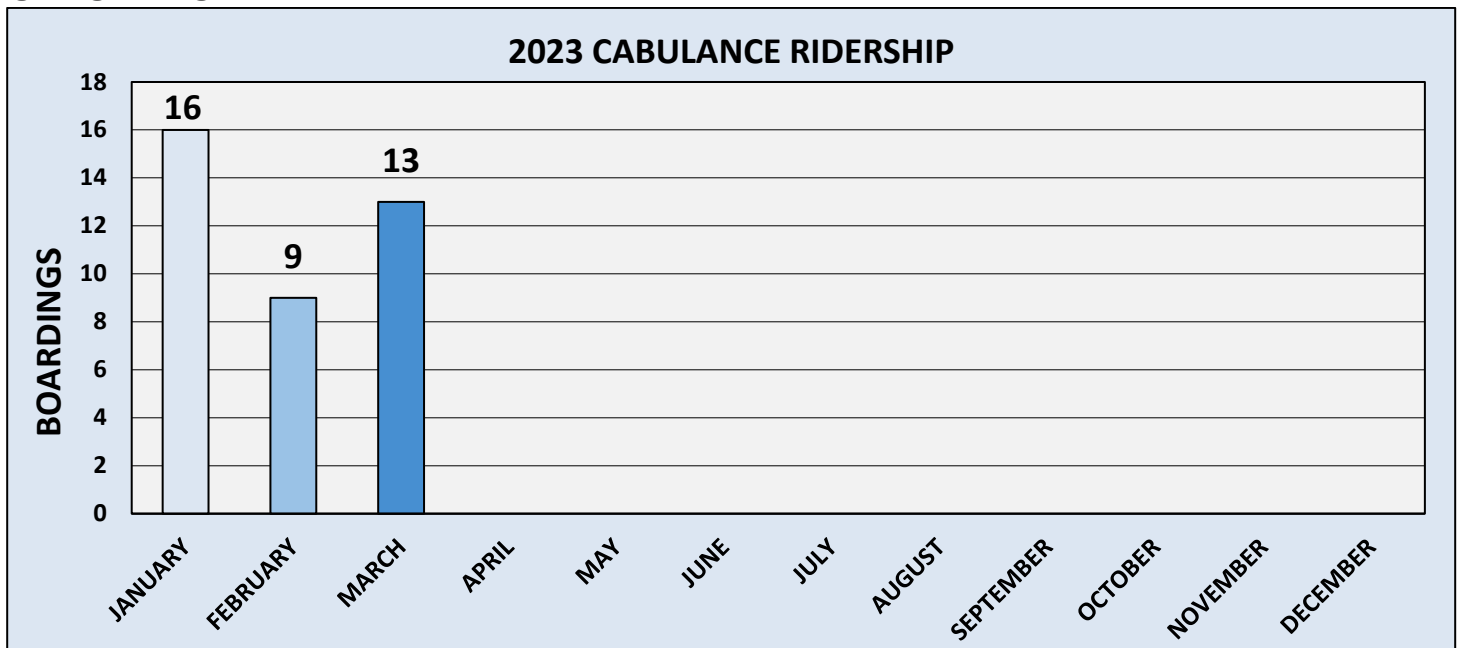


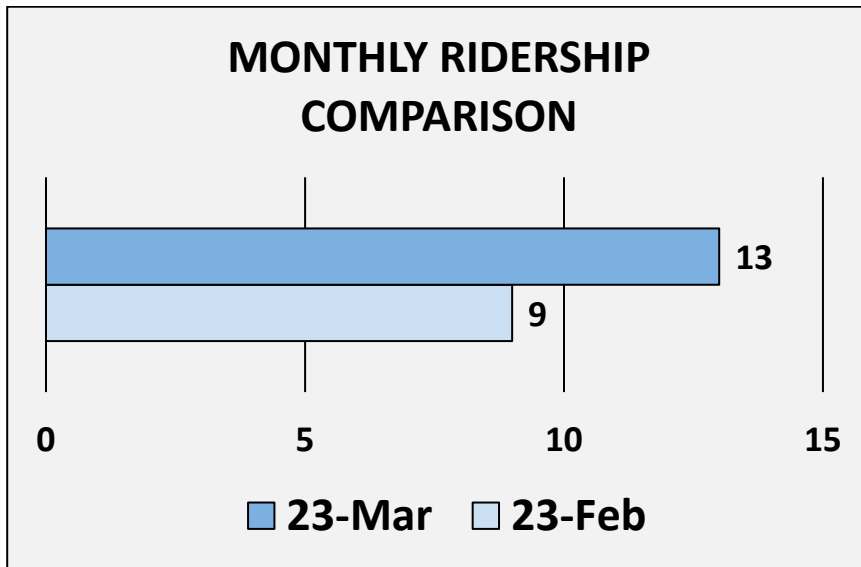
Doubled



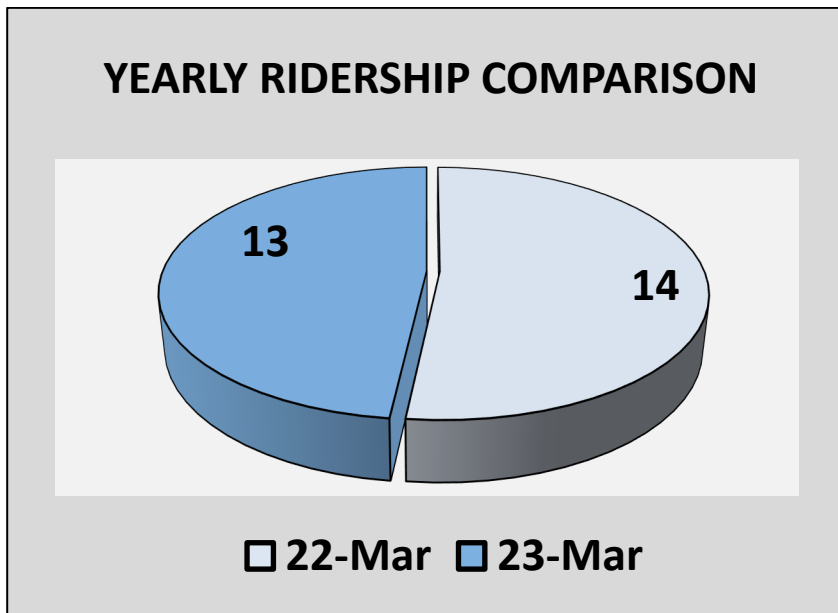
-76%

CABULANCE





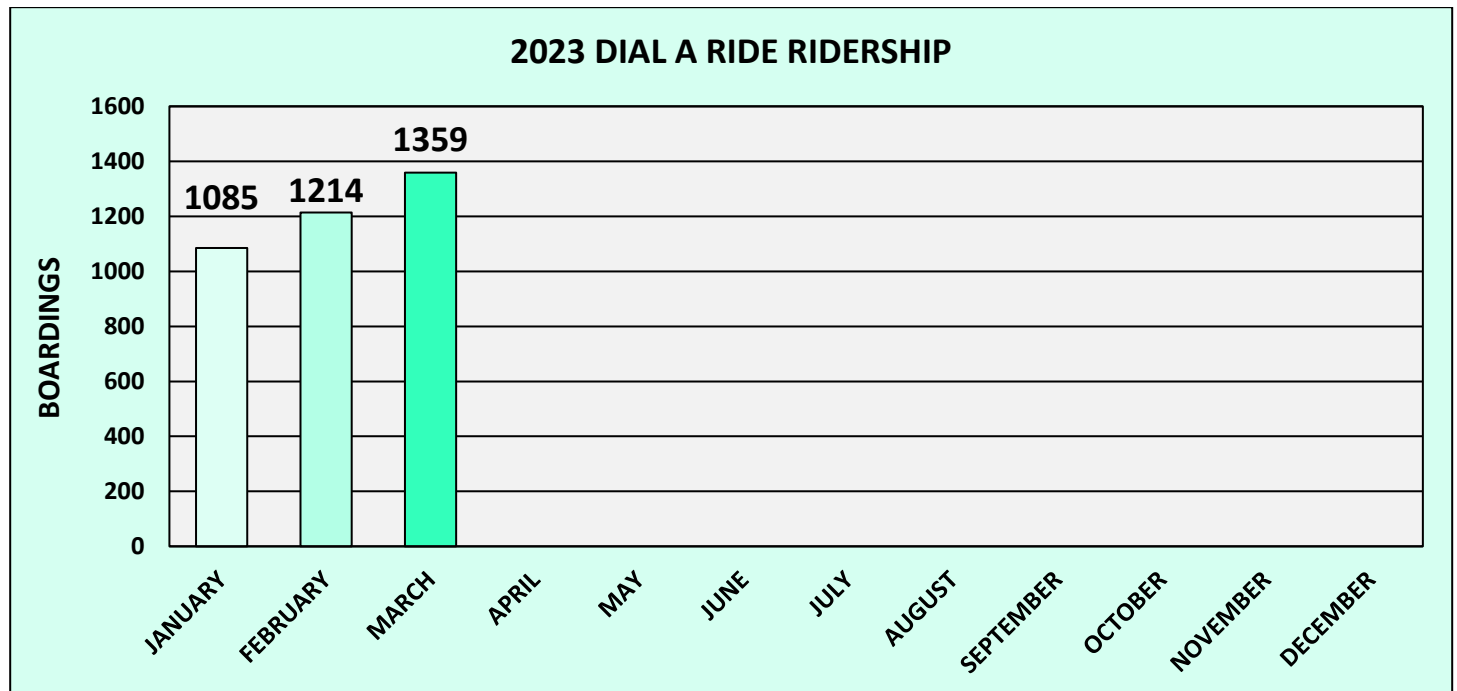
+44%



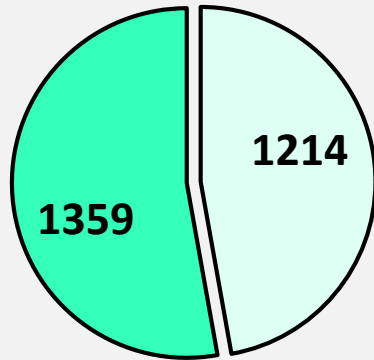
-7%

PICK UP LOCATIONS	
KVH Hospital	13
Hearthstone Cottage	0
Pacifica Senior Living	0
Meadows Place	0
Private Residence / Other	0
Prestige	0
Kittitas Valley Fire & Rescue	0
Total	13
DROP OFF LOCATIONS	
KVH Hospital	0
Hearthstone Cottage	2
Pacifica Senior Living	0
Private Residence / Other	5
Meadows Place	0
Prestige	6
Kittitas Valley Fire & Rescue	0
Total	13

DIAL A RIDE



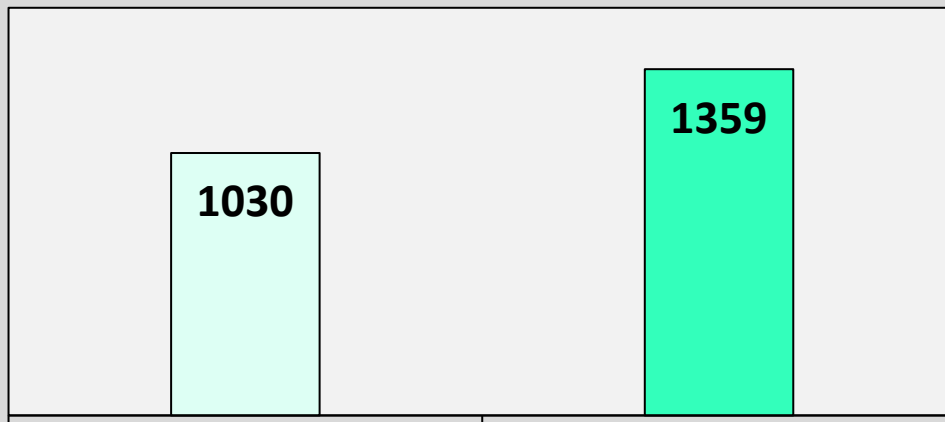
MONTHLY COMPARISON



□ 23-Feb ■ 23-Mar

+12%

YTD COMPARISON

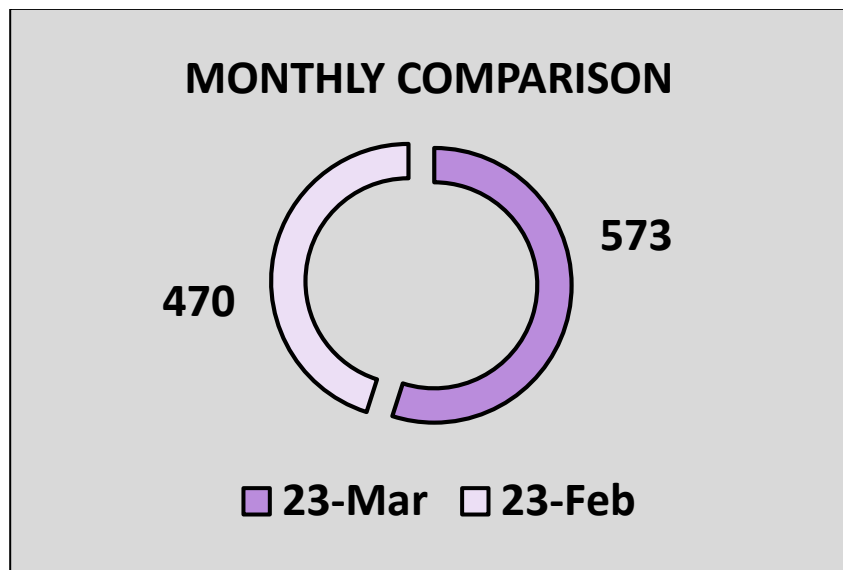
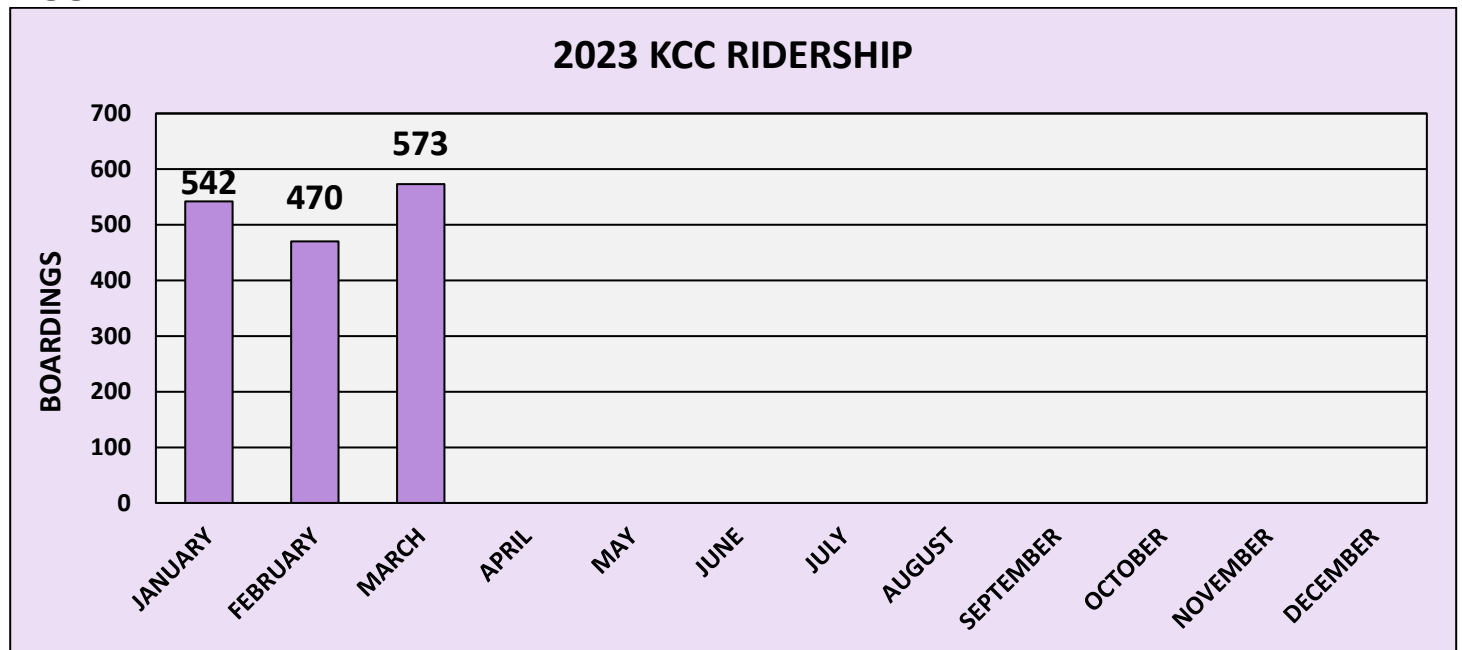


22-Mar

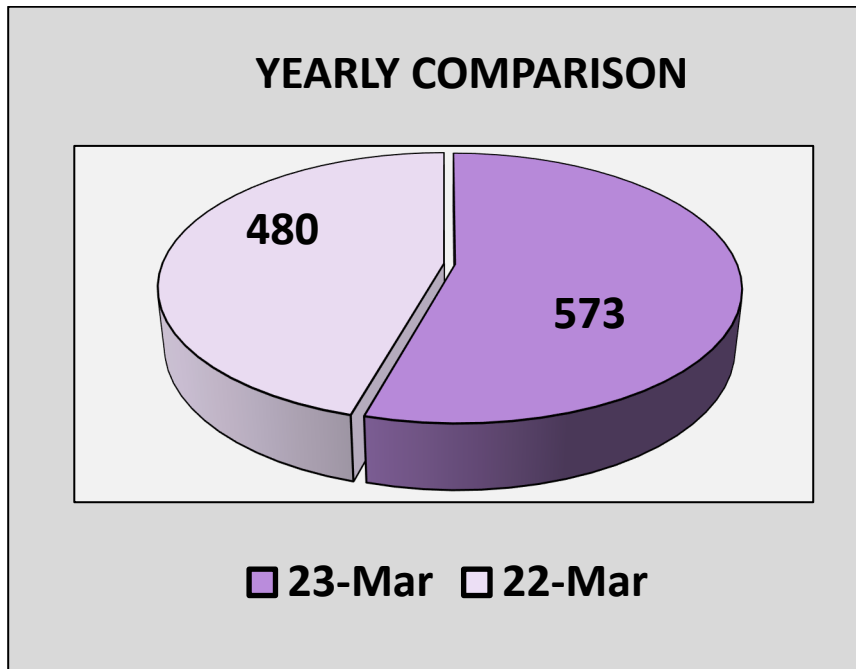
23-Mar

+32%

KCC



+22%



+19%



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

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

This AGREEMENT, made and entered into this ____ day of _____ 2023, by and between the City of Ellensburg ("the City"), a Washington municipal corporation, and HopeSource ("Contractor"), a Washington non-profit corporation and community action agency, to provide Cabulance services for and in the City of Ellensburg.

WHEREAS, the Citizens of Ellensburg passed Proposition 1 in April 2016, which authorized the collection of a sales and use tax at a rate of up to 0.2% on all taxable retail sales within the City of Ellensburg for the purpose of paying for or financing the costs of public transportation maintenance, operation and improvements; and

WHEREAS, the City has determined that City of Ellensburg residents may require Cabulance transportation services; and

WHEREAS, the City included Cabulance service as an improvement to transit service in the City as part of its Transportation Development Plan; and

WHEREAS, funding for the Cabulance service has been included in the 2023 – 2025 transit budgets; and

WHEREAS, the City issued Request for Proposal (RFP) No. 2018-075 for cabulance services, and Contractor was selected to provide such services based on its response to the RFP, which included information concerning its experience and ability to provide cabulance services;

WHEREAS, the City and HopeSource are parties to a Cabulance Operating Agreement ("Agreement") dated March 16, 2021 , and

NOW, THEREFORE, The parties agree as follows:

1. The term is hereby extended from July 1, 2023 to June 30, 2025.
2. Section 4 of Agreement, "compensation," is amended as follows:

July 1, 2023 through June 30, 2025 Extension Agreement (Payment) is amended by the addition of the following:

Payment to the Contractor will be made on a quarterly bases 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	2023	\$6,500.00	
Fourth	2023	\$6,500.00	\$13,000.00
First	2024	\$6,500.00	
Second	2024	\$6,500.00	
Third	2024	\$6,500.00	
Fourth	2024	\$6,500.00	\$26,000.00
First	2025	\$6,500.00	
Second	2025	\$6,500.00	\$13,000.00

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

4. That portion of Section 2.5 of the City's RFP 17-056 SECTION 2.5 Staff and Supervision 2.5.6.1 that currently states ... "All training costs shall be at the expense of the Contractor. The City shall require that all drivers, prior to transporting passengers, shall be trained in the follow areas:

7th Bullet Point: Proper procedures for wheelchair loading, securement, and unloading is hereby replaced as follows:

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

5. The portion of Section 5.2 of the City's RFP 17-056 SECTION 5.2 Billing Requirements 5.2.1 Travel Voucher, that currently states ... " The Cabulance provider must record Cabulance requests as well as client pick-up and drop off activity on the Travel Vouchers. The Travel Voucher is required for the



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

submission of the billing invoice and project data oversight. Incomplete vouchers may not qualify for payment to the operator." Is hereby replaced as follows:

The Cabulance provider must fill out each section of the Travel Voucher including all locations, names, signatures and times recorded in military time. The Travel Voucher is required for the submission of the billing invoice and project data oversight. Incomplete vouchers may not qualify for payment of services.

6. 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, CEO

Nancy Lillquist, Mayor

Approve as to form:

Attest:

(for HopeSource)

Clerk

Approved as to form:

City Attorney



10.A MARCH MINUTES



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

City of Ellensburg
Date & Time of Meeting
Place of Meeting

Minutes of PTAC Meeting
March 21, 2023 3:30 PM
Hybrid Meeting

1. Call to Order and Roll Call

Roll Call Present: David Miller, Jim Hurson, Sawyer Stearns, Amy Spitznas

Roll Call Absent: Joey Bryant, Christopher King

Also Present: Betsy Dunbar – COE, Spencer Klewin - HopeSource

2. Approval of Agenda

- Motion by to approve the March 21, 2023 PTAC Meeting Agenda was made by Jim Hurson.

Motion Affirmed by all.

3. Follow Up Items

- The status of the Zero-Emissions Transition Plan was shared with the committee. Tasks 1 & 2 have been completed which included an onsite visit.
- It was suggested we get public involvement by putting the Transition Plan on the City and Central Transit Websites.

4. Ridership Stats

- February 2023 Ridership Stats were shared with the committee members.

5. Agenda Items – Committee member Jim Hurson was nominated to fill the position of Vice Chair. **The motion was affirmed by all.**

6. Transit Marketing Updates

- The current advertisement at the SURC was shared.

7. Transit Updates

The following updates were given:

- The winning artwork for the SURC Bus Shelter.
- The route 15 detour feedback.
- The status of the Cabulance Extension.
- The ADA Transition Plan was introduced.

8. Approval of Minutes

- Motion to approve the February 21, 2023 minutes was made by Jim Hurson.
Motion Affirmed by all.

9. Member Updates

- It was suggested we get public involvement by putting the Transition Plan on the City and Central Transit Websites.
- Additional Cabulance Awareness at the hospital.
- Paratransit information on the buses.
- More transit brochures in key location throughout the city.
- Suggestions for more bus stops, time stops, and route modifications were made and discussed.

10. Next PTAC Meeting:

- The next regular PTAC meeting will be held **April 25, 2023.**

11. Adjournment:

With no further discussion, the meeting was adjourned at 4:48 PM

Betsy Dunbar

Drafted: March 27, 2023

Approved: -, 2023