



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

PTAC Committee Members

David
Miller
Chair

Vice Chair
Jim Hurson
Term exp.
12/31/25

ASCWU
Solomon
Kairu
Appointed

Joseph
Bryant,
CWU
Appointed

Christopher
King
Term exp.
12/31/23

Sawyer
Stearns
Term exp.
3/31/25

Amy
Spitznas
Term exp.
3/31/25

City of Ellensburg
Date & Time of Meeting
Place of Meeting

PTAC Meeting Agenda
May 16, 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 May 16, 2023 PTAC Meeting.

3. HDR Update

- Presentation

4. Ridership Stats

- **4.A** April Ridership

Pg 2

5. Agenda Items

- **5.A** Cabulance Amendment
- **5.B** KVH Amendment
- **5.C** KVFR Amendment
- **5.D** CWU Amendment

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Pg 13

Pg 15

Pg 17

6. Transit Marketing Updates

- **6.A** Visitors Guide Ad
- Observer Orientation Ad

Pg 19

7. Transit Updates

Central Transit Routes

8. Approval of Minutes

- **8.A** Motion to approve the Minutes of the April 25, 2023
- PTAC Mtg

Pg 20

9. Member Updates

Open to Committee Members.

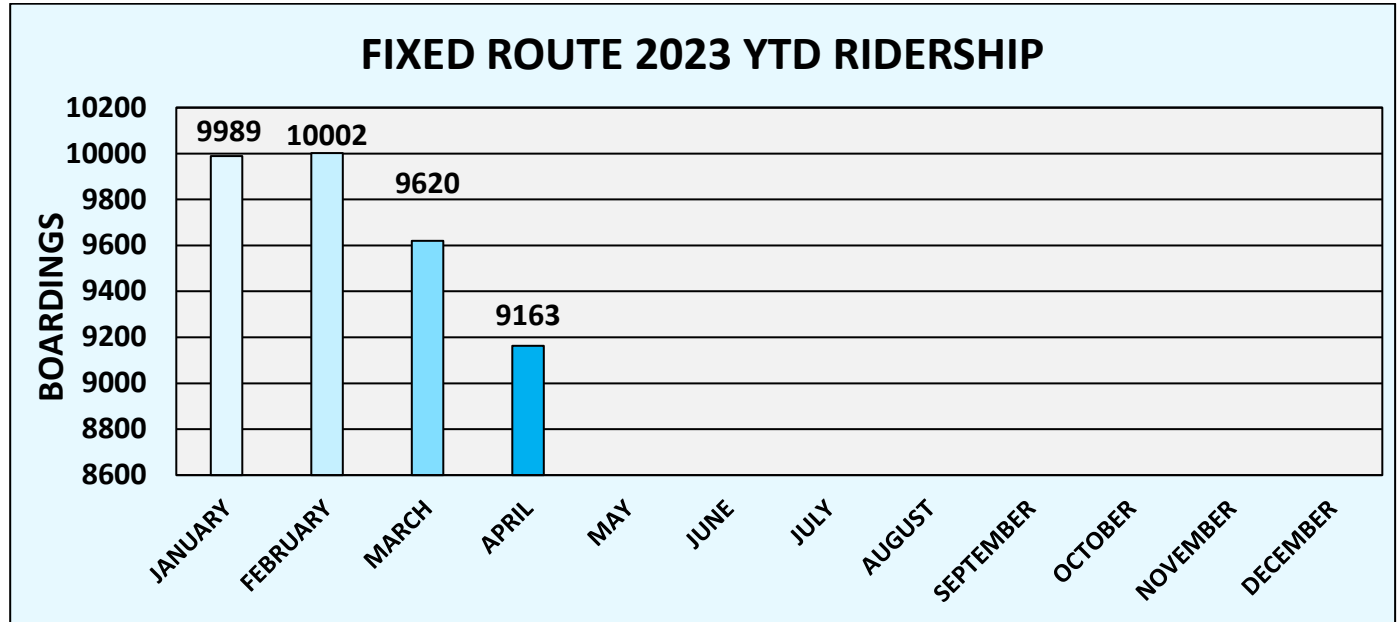
10. Next PTAC Meeting: The next regular PTAC meeting will be held on June 20, 2023



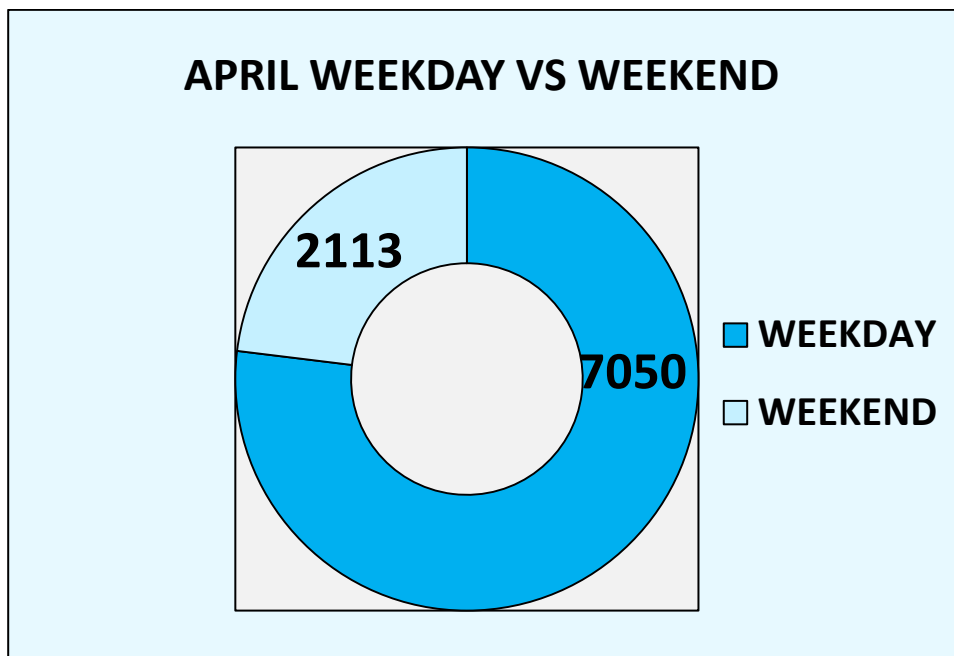
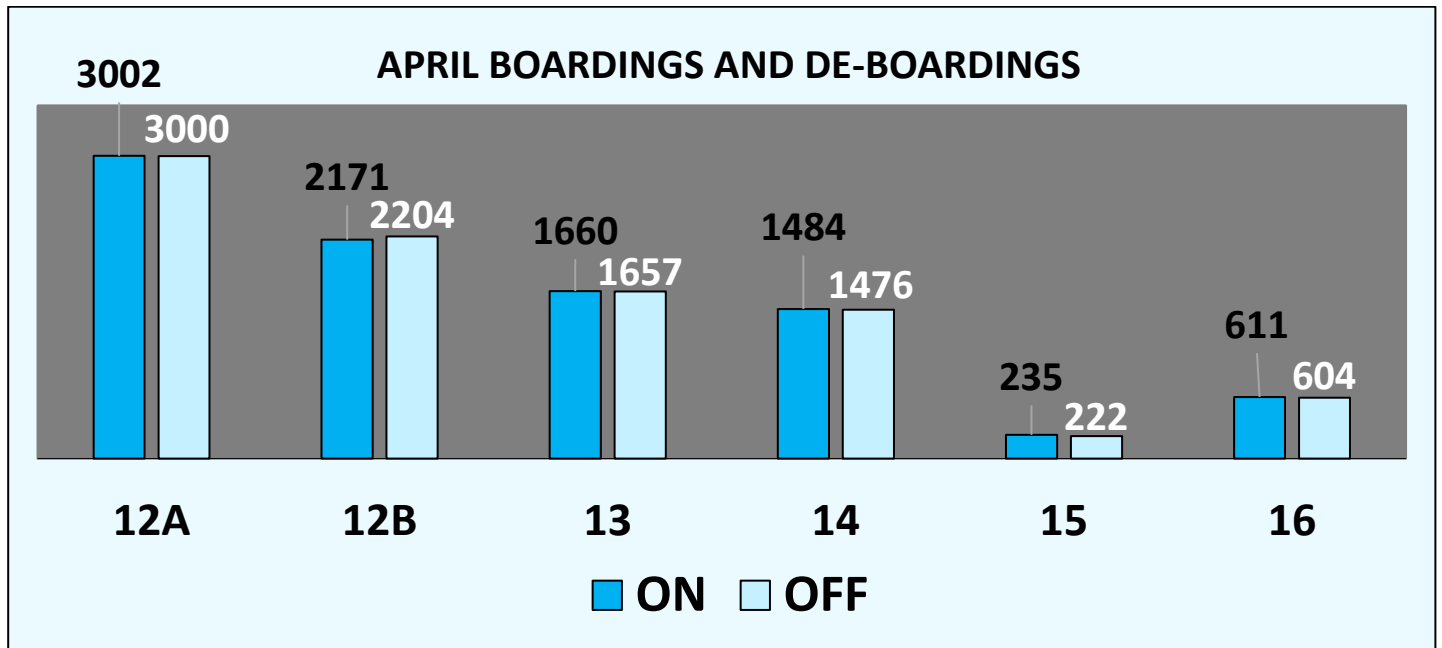
11. Adjournment:

4.A RIDERSHIP

FIXED ROUTE

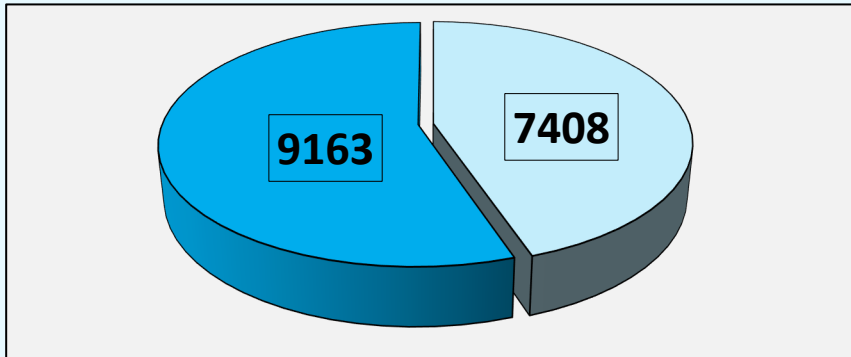


Apr-23		
ROUTE	ON	OFF
12A	3002	3000
12B	2171	2204
13	1660	1657
14	1484	1476
15	235	222
16	611	604



Weekend Ridership 23%

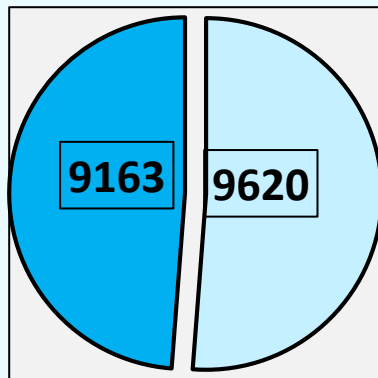
YEARLY COMPARISON



□ 22-Apr ■ 23-Apr

Yearly Comparison +24%

MONTHLY COMPARISON

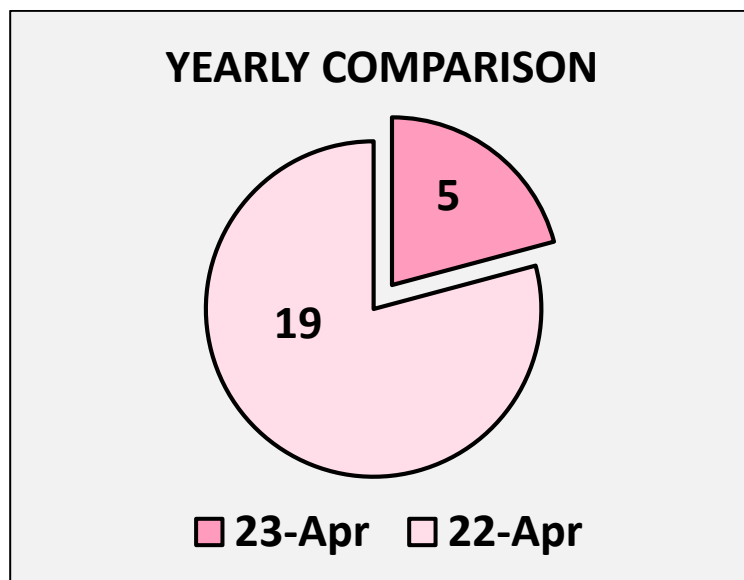
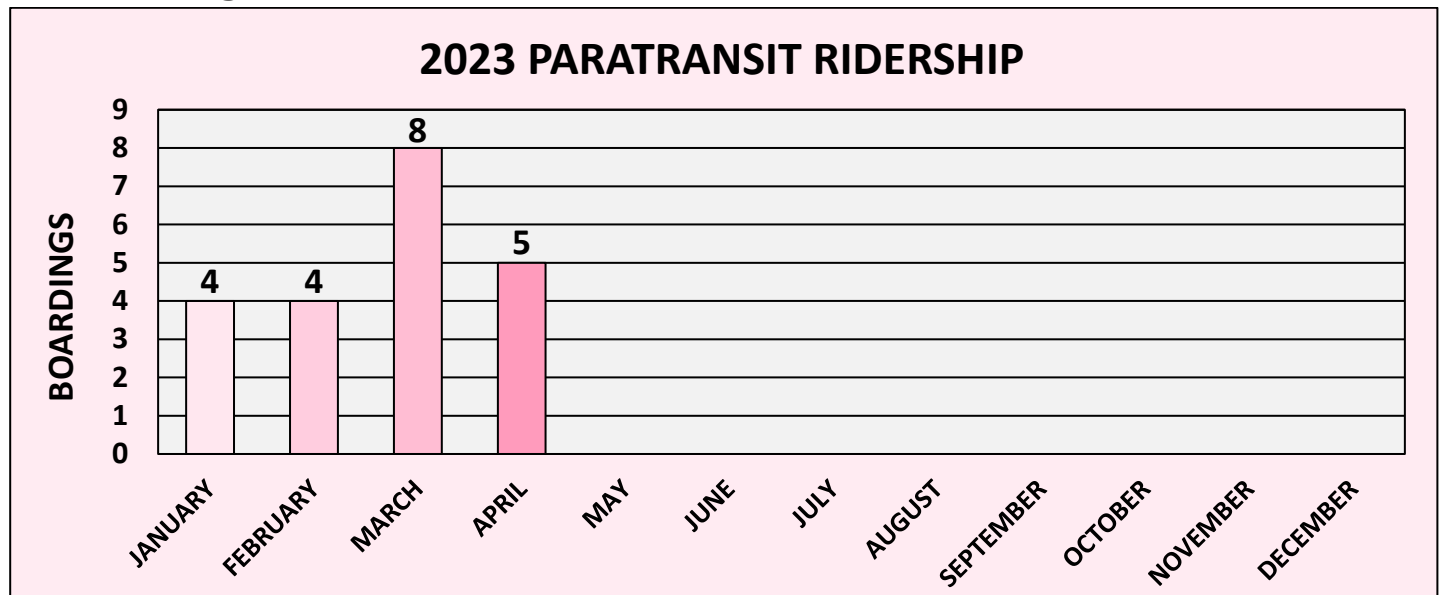


□ 23-Mar ■ 23-Apr

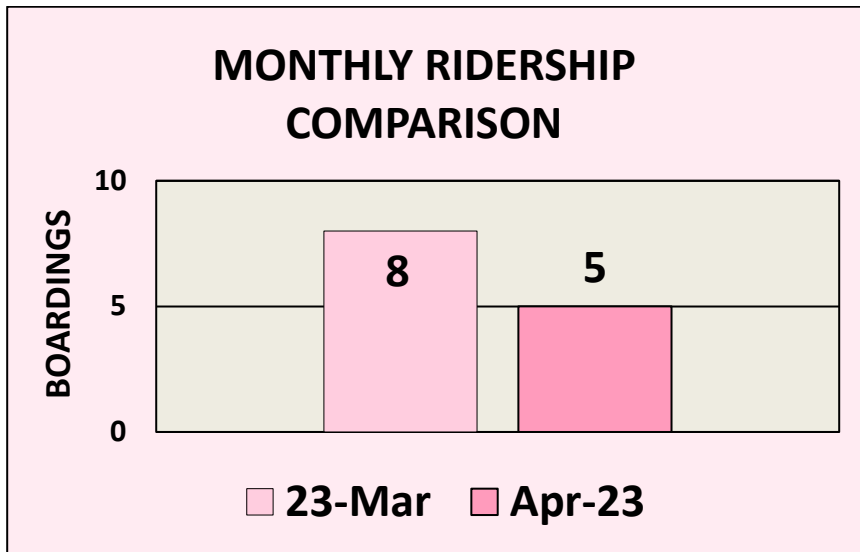
Monthly Comparison -5%

★ **Share Screen – Boarding and De-Boarding Locations**

PARATRANSIT

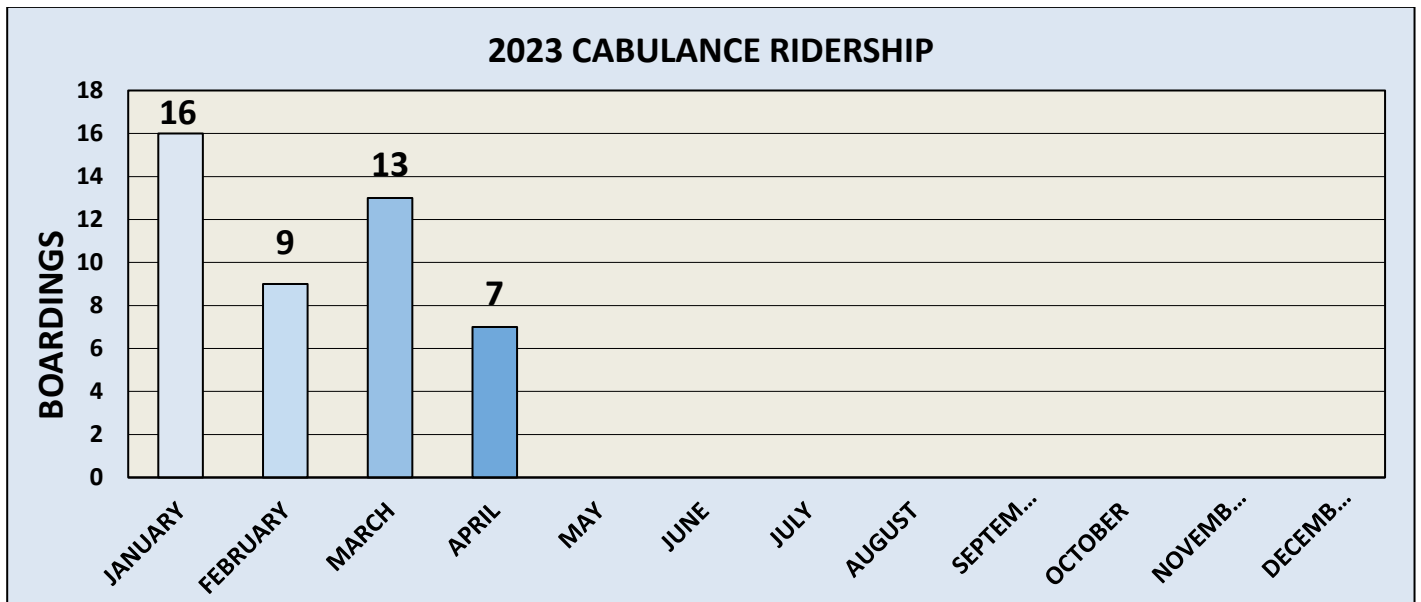


-74%

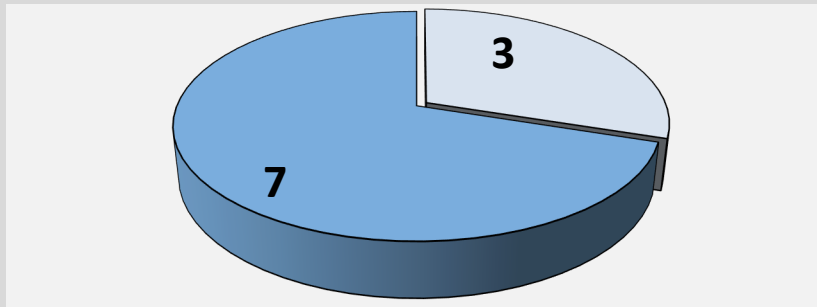


-37%

CABULANCE

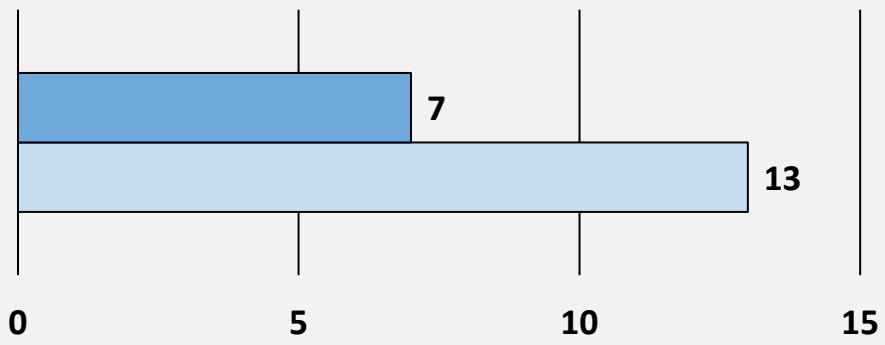


YEARLY RIDERSHIP COMPARISON



□ 22-Apr ■ 23-Apr

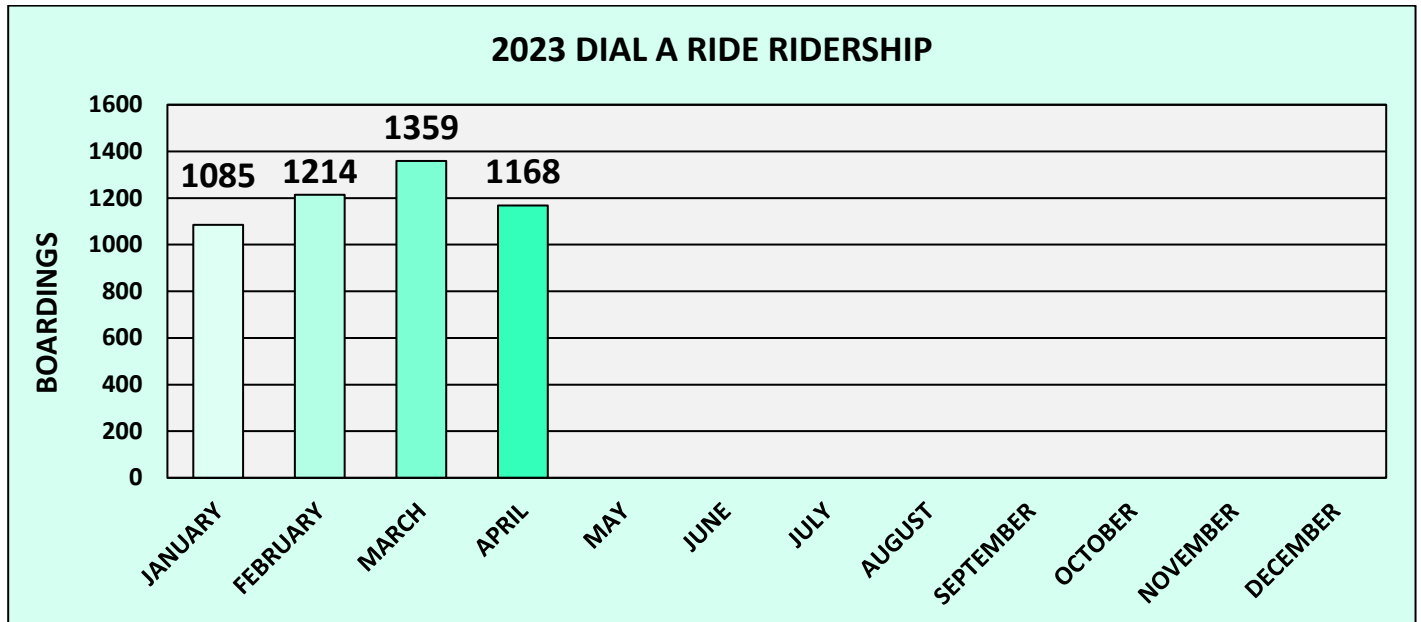
MONTHLY RIDERSHIP COMPARISON



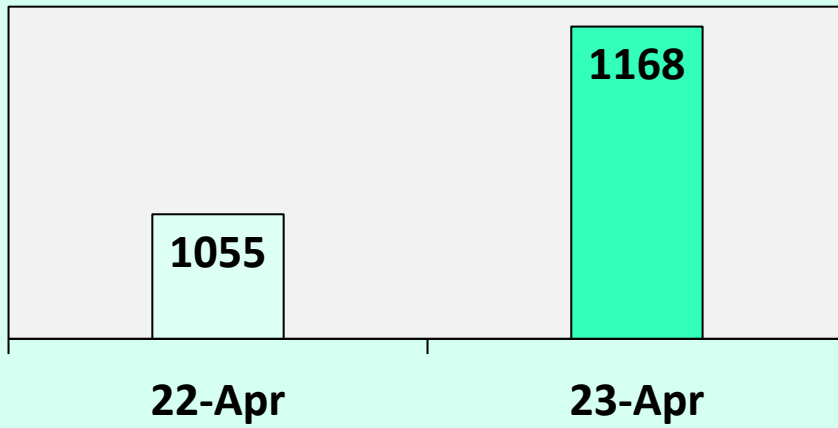
■ 23-Apr □ 23-Mar

PICK UP LOCATIONS	
KVH Hospital	7
Hearthstone Cottage	0
Pacifica Senior Living	0
Meadows Place	0
Private Residence / Other	0
Prestige	0
Kittitas Valley Fire & Rescue	0
Total	7
DROP OFF LOCATIONS	
KVH Hospital	0
Hearthstone Cottage	1
Pacifica Senior Living	1
Private Residence / Other	4
Meadows Place	0
Prestige	1
Kittitas Valley Fire & Rescue	0
Total	7

DIAL A RIDE

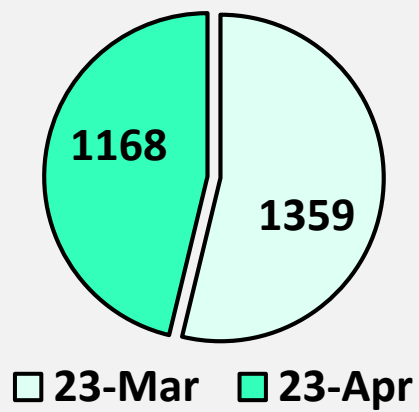


YTD COMPARISON



+11%

MONTHLY COMPARISON



-14%



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

5.A

Amendment No. 1 to Cabulance Operating Agreement between City of Ellensburg and HopeSource

This Amendment No. 1, 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, for the purpose of extending the term of services and compensation for HopeSource to provide Cabulance services for and in the City of Ellensburg.

WHEREAS, the City and HopeSource are parties to a Cabulance Operating Agreement ("Agreement") dated March 16, 2021; 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, and such RFP was incorporated by reference into the Agreement;

WHEREAS, funding for public transit services have been included in the City's 2023 – 2024 biennial budget and included in the Financial Plan for the City's Transit Development Plan for 2025; and

WHEREAS, Section 17 of the Agreement provides that any amendment must be approved by the parties in writing;

NOW, THEREFORE, The parties agree as follows:

1. The term, as set forth in Section 3 of the Agreement, is hereby extended to the period 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 deletion of the existing provisions and replacement with 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. RFP 17-056 (incorporated by reference in Section 1 of the Agreement) is amended as follows:

A. Section 2.5 – Staffing and Supervision, subsection 2.5.6.1 is amended as follows:

The 7th Bullet Point, regarding wheelchairs, is hereby replaced by the following:

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

B. Section 5.2 – Billing Requirements, subsection 5.2.1 Travel Voucher, is hereby replaced by the following:

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.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

4. 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 Date

Heidi Behrends Cerniwey, Date
City Manager

Approve as to form:

Attest:

(for HopeSource)

Clerk

Approved as to form:

City Attorney

5.B

**Amendment No. 1 to Interlocal Agreement
Between
Kittitas County Public Hospital District No. 1
And
City of Ellensburg for Cabulance Service**

This Amendment No. 1, made and entered into this ____ day of _____ 2023, by and between Kittitas County Public Hospital District No. 1 (Kittitas Valley Healthcare) of Kittitas County Washington, hereinafter referred to as "KVH", and the City of Ellensburg, a Washington municipal corporation, hereinafter referred to as "City", pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW, by which KVH will continue its ability to initiate Cabulance service from the City of Ellensburg through the City's contractor when non-emergency accessible transportation from a KVH facility is required.

WHEREAS, the City and KVH are parties to an Interlocal Agreement dated April 6, 2021; and

WHEREAS, funding for the Cabulance service has been included in the City's 2023 – 2024 biennial budget and included in the Financial Plan of the City's Transit Development Plan for 2025; and

WHEREAS, Section 7 of the Interlocal Agreement provides that any amendment must be amended by written agreement executed by both parties.

NOW, THEREFORE, The parties agree as follows:

1. The term, as set forth in Section 3 of the Agreement, is hereby extended to the period from July 1, 2023 to June 30, 2025.
2. Except as specifically amended herein, all other provisions of the Agreement, as previously amended, remain in full force and effect.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

KVH

CITY OF ELLENSBURG

Julie Petersen Date
Chief Executive Officer

Heidi Behrends Cerniwey Date
City Manager

Approve as to form:

Attest:

(For KVH)

Clerk

Terry Weiner
City Attorney



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

5.C

**Amendment No. 1 to Interlocal Agreement
Between
Kittitas Valley Fire and Rescue
And
City of Ellensburg for Cabulance Service**

This Amendment No. 1, made and entered into this ____ day of _____ 2023, by and between Kittitas Valley Fire and Rescue, hereinafter referred to as "KVFR", and the City of Ellensburg, a Washington municipal corporation, hereinafter referred to as "City," pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW, for KVFR to continue its ability to initiate Cabulance service from the City of Ellensburg through the City's contractor when non-emergency accessible transportation to a health care facility is required in response to an EMT call and pursuant to the terms and conditions of this agreement.

WHEREAS, the City and KVFR are parties to an Interlocal Agreement dated July 20, 2021; and

WHEREAS, funding for the Cabulance service has been included in the City's 2023 – 2024 biennial budget and included in the Financial Plan of the City's Transit Development Plan for 2025 and;

WHEREAS, Section 7 of the Interlocal Agreement provides that any amendment must be amended by written agreement executed by both parties.

NOW, THEREFORE, The parties agree as follows:

1. The term, as set forth in Section 3 of the Agreement, is hereby extended to the period from July 1, 2023 to June 30, 2025.
2. Except as specifically amended herein, all other provisions of the Agreement, as previously amended, remain in full force and effect.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

KVFR

CITY OF ELLENBURG

John Sinclair Date
Fire Chief

Heidi Behrends Cerniwey Date
City Manager

Approve as to form:

Attest:

(For KVFR)

Clerk

Approved as to form:

City Attorney



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

5.D

**Amendment No. 1 to Interlocal Agreement
Between
The State of Washington
Central Washington University
AND
City of Ellensburg**

This Amendment No. 1, made and entered into this ____ day of _____ 2023, by and between Central Washington University, hereinafter referred to as "University" or "CWU", and the City of Ellensburg, a Washington municipal corporation, hereinafter referred to as "City," pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW, to continue providing transit services for the University and the Ellensburg community.

WHEREAS, the City and CWU are parties to an Interlocal Agreement dated July 20, 2021; and

WHEREAS, funding for public transit services have been included in the City's 2023 – 2025 biennial budget and included in the Financial Plan for the City's Transit Development Plan for 2025; and

WHEREAS, Section 7 of the Interlocal Agreement provides that any amendment must be amended by written agreement executed by both parties.

NOW, THEREFORE, The parties agree as follows:

1. The term, as set forth in Section 3 of the Agreement, is hereby extended to the period from July 1, 2023 to June 30, 2025.
2. Except as specifically amended herein, all other provisions of the Agreement, as previously amended, remain in full force and effect.



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

STATE OF WASHINGTON
Central Washington University

CITY OF ELLENSBURG

Signature

Signature

Title Date

City Manager
Title Date

Approved As To Form:

Attest:

Clerk

City Attorney

6.A

Let **Central Transit** help you explore and experience all Ellensburg has to offer!

- Ride Central Transit to our historic downtown for shopping, dining, local entertainment and so much more.
- Want an adventure? Central Transit connects to parks, walking and biking trails like the Palouse to Cascades State Park Trail. All buses are equipped with bike racks and are ADA accessible.

**CENTRAL TRANSIT IS FARE FREE AND RUNS
DAILY FROM 6:55AM TO 8:15PM.**



For bus maps and
schedules, download
the **TRANSIT** app or
visit our website at
www.centraltransit.org



063794-1



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

8.A



PUBLIC TRANSIT ADVISORY COMMITTEE MEETING MINUTES

City of Ellensburg
Date & Time of Meeting
Place of Meeting

Minutes of PTAC Meeting
April 25, 2023 3:30 PM
Hybrid Meeting

1. Call to Order and Roll Call

Roll Call Present: Amy Spitznas, Jim Hurson, David Miller, Christopher King, Joey Bryant

Roll Call Absent: Sawyer Stearns (accused), Solomon Kairu

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

2. Approval of Agenda

- Motion by Jim Hurson to approve the PTAC Meeting Agenda.
Motion Affirmed by all.

3. Guest Speakers

- DEI Commission members shared the mission of the commission.
- HDR Engineering, Inc. updated the committee on the Zero-Emissions Transition Plan. HDR will complete the project and report at the May PTAC meeting.

4. Follow Up Items

- All follow up items were reviewed.

5. Ridership Stats

- March ridership stats were reviewed.

6. Agenda Items

- PTAC members recommended the Cabulance Extension Amendment Agreement be forwarded to the City Council for approval subject to Legal review. Motion by Jim Hurson. Motion Affirmed by all.

7. Transit Marketing Updates - None

8. Transit Updates

- Transit updates were shared with the committee members.

9. Approval of Minutes

- Motion by Jim Hurson to approve the March 21, 2023 PTAC Meeting.
Motion Affirmed by all.

10. Member Updates:

- Potential route updates were discussed.

11. Next PTAC Meeting:

The next regular PTAC meeting will be held on May 16th, 2023.

12. Adjournment:

With no further discussion, the meeting was adjourned at 5:03 PM

Betsy Dunbar

Drafted: April 26, 2023

Approved: _____ 2023