

AGENDA

PUBLIC TRANSIT ADVISORY COMMITTEE

June 6, 2025

Hybrid Meeting In-person and via Zoom



ELLENSBURG
Central.
TRANSIT

Join Zoom Meeting

<https://us02web.zoom.us/j/3541355536?pwd=bExxNE4zNmpRNEtHOE1JNzdVNEZWUT09&omn=8895725429>

Meeting ID: 354 135 5536 Passcode: TRANSIT

Dial by your location

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• +1 253 215 8782 US (Tacoma)

Accessibility

The City of Ellensburg strives to make our services, programs, and activities readily accessible.

- Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."

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- Members of the public who do not speak English or who have limited proficiency may request an interpreter if they wish to participate in public meetings.
- The City will provide reasonable accommodation for members of the public with disabilities.

**CITY OF ELLENSBURG
PUBLIC TRANSIT ADVISORY COMMITTEE AGENDA
Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Friday, June 6, 2025
3:30 PM - Special Meeting**

1. Call to Order and Roll Call of Members

1.A

Call the June 6, 2025, PTAC Special Meeting to order.

1.B

Roll Call of PTAC Members.

2. Approval of Agenda (No Public Comment)

2.A

Motion to Approve the June 6, 2025, PTAC Meeting Agenda.

3. Approval of Minutes

3.A

Motion to Approve the May 13, 2025, Meeting Minutes.

4. Guest Speakers

4.A

None

5. Follow Up Items

5.A

None

6. Ridership Stats

6.A

None

7. Agenda Items

7.A

Capital Project List Approval

7.B

Cabulance Operating Amendment Agreement

7.C

Paratransit Operating Amendment Agreement

7.D
Public Transit Operating Amendment Agreement

8. Transit Marketing Updates

8.A
None

9. Transit Updates

9.A
None

10. Member Updates

10.A
None

11. Next PTAC Meeting

11.A
June 24, 2025

12. Adjournment



For more information on the Ellensburg Public Transit Advisory Committee, contact Transit Manager, Betsy Dunbar, at 509-925-8680.

The Contents of this agenda have been photocopied on recycled paper.



CITY OF ELLENSBURG

Minutes of Public Transit Advisory Committee, Regular Meeting

Date of Meeting

May 13, 2025

Time of Meeting

3:30 PM

Place of Meeting

**PW Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

1.A Call the May 13, 2025, PTAC Meeting to order.

Chair Miller called the May 13, 2025, PTAC Meeting to order at 3:30 PM.

1.B Roll Call of PTAC Members.

The following PTAC members were in attendance: Chair David Miller, Vice Chair Amy Spitznas, Joey Bryant, Ann Miller, Jim Hurson.

Absent: Deja Blanchard had an excused absence.

Also in attendance: Betsy Dunbar - COE, Keiko Walsh - HopeSource, Spencer Klewin - HopeSource.

A Staff member and one member of the community were also in attendance.

2. Approval of Agenda

2.A Motion to Approve the May 13, 2025, PTAC Meeting Agenda.

A motion to approve the May 13, 2025, PTAC Meeting Agenda was made by Vice Chair Spitznas.

The motion carried 5-0.

3. Approval of Minutes

3.A Motion to approve the April 15, 2025, Meeting Minutes

A motion to approve the April 15, 2025, PTAC Meeting Minutes was made by committee member Hurson.

The motion carried 5-0.

4. Guest Speakers

4.A None

5. Follow Up Items

5.A Public Transit Funding Discussion.

Chair Miller informed the committee members of an update regarding the Mayor and the City Council's discussion regarding the ballot measure language. More information to follow.

5.B Future Transit Capital Projects Discussion.

Transit Manager Dunbar shared information regarding the six-year Transit Capital Project List which will be included in the Transit Development Plan as well as the Transportation Information Plan. All committee members contributed to the future capital projects discussion and gave direction on possible ways to move forward along with some additional projects to add to the list.

6. Ridership Stats

6.A April 2025 Ridership Stats

April ridership stats were shared with the committee.

7. Agenda Items

7.A None

8. Transit Marketing Updates

8.A Marketing Updates.

A marketing media and digital shoot is scheduled for May 29th from 8 to 12. All were invited to be apart of the experience.

9. Transit Updates

9.A Legislative Update

A State Budget update was presented with a concentration around grant funding levels.

10. Member Updates

10.A Member updates as time permits.

New SWAG items were ordered for the upcoming community and CWU events. Items include new stress buses, Frisbees and pens with the updated logo.

11. Next PTAC Meeting

11.A June 24, 2025.

12. Adjournment

The May 13, 2025, PTAC Meeting was adjourned at 4:49 PM.

CAPITAL PROJECT LIST

PROJECT LIST	ESTIMATED TRANSIT COSTS						FUTURE GOALS
	2025	2026	2027	2028	2029	2030	
Additional bus shelters, benches, trash receptacles, bike racks and solar lighting	120,000	60,000	60,000	60,000	60,000	60,000	
Bus shelter artwork with installation	12,000	6,000	6,000	6,000	6,000	6,000	
Bus stop ADA improvements ADA landing pads, bus stop bench seating, improved lighting	150,000	50,000	50,000	50,000	50,000	50,000	
Improved service accessibility and connections to non-motorized pathways and trails		10,000	10,000	10,000	10,000	10,000	50,000
Improved downtown bus hub with additional bus shelters, bench seating with large reader boards, overhead ceiling and lighting.							1,000,000

Enhanced connections to other modes of transportation which include oversized turnouts, lighting and bus shelters		125,000	125,000				250,000
Matching funds for gasoline fixed route buses		80,000			80,000		
Expanding route times		190,000					
30-minute wait times	5,000						
Add additional route/routes to serve the community	1,500,000						
Additional route/routes consultant	50,000						
Add Transit Signal Priority to stop lights along transit routes							200,000
Propane station and propane bus conversions							500,000
Green Transportation							300,000

Grant match funds for electric or hydrogen vehicles							to 500,000
Infrastructure to support electric or hydrogen vehicles without receiving Green Transportation Grant funding							2,500,000
Travel Training Program for persons with disabilities and over age 10 students/residents							50,000
CPI Increases							2 – 11%
Millpond Service cost per hour							5,000
Marketing	150,000	50,000	50,000	50,000	50,000	50,000	
Current Operations Cost	2,400,000	2,600,000	2,610,000	2,800,000	2,960,000	3,140,000	
Reserve Policy							1,700,000

Paratransit Operating Amendment Agreement

between

City of Ellensburg and HopeSource

This AGREEMENT made and entered into this ____ day of _____ 2025, 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 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, as amended by the Paratransit Operating Extension dated June 6, 2022 and June 6th, 2025; and

WHEREAS, the parties wish to extend the agreement to continue to provide Paratransit services in Ellensburg through June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

The “Term” is hereby extended from July 1, 2025 to June 30, 2026.

The Contractors Automobile Liability, Commercial General Liability, and Excess or Umbrella Liability policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance; any insurance, self-insurance, or self-insured pool coverages maintained by the City shall be excess of the Contractor’s insurance and shall not contribute with it.

The City shall be named as an additional insured on the Contractors insurance policies. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement and evidence of all subcontractors’ coverage.

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

Heidi Behrends Cerniwey, City Manager

Approve as to form:

(for HopeSource)

Attest

Clerk

City Attorney

DRAFT

Public Transit Amendment Agreement

between

City of Ellensburg and HopeSource

This AGREEMENT made and entered into this ____ day of _____ 2025, 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, #5 date December 9, 2020, #6 dated June 6, 2022, #7 dated April 7th, 2025; 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; and

WHEREAS, the parties wish to extend the agreement to continue to provide public transportation services in Ellensburg through June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

- A. Pursuant to Section 2 of the Agreement, “Term” is hereby extended from July 1, 2025 to June 30, 2026.
- B. The Contractors Automobile Liability, Commercial General Liability, and Excess or Umbrella Liability policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance; any insurance, self-insurance, or self-insured pool coverages maintained by the City shall be excess of the Contractor’s insurance and shall not contribute with it.

- C. The City shall be named as an additional insured on the Contractors insurance policies. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement and evidence of all subcontractors' coverage.
- 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, CEO

Heidi Behrends Cerniwey, City Manager

Approve as to form:

Attest

(for HopeSource)

Clerk

City Attorney

AMENDMENT 4 TO THE CABULANCE OPERATING AGREEMENT

BETWEEN

THE CITY OF ELLENSBURG AND HOPESOURCE

This Amendment No. 3, made and entered into this ____ day of _____ 2025, by and between the City of Ellensburg (“the City”), a Washington municipal corporation, and HopeSource (“Contractor”), a Washington State non-profit corporation and community action agency, for the purpose of extending the term of services and compensation for HopeSource to provide service 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 a Requestion 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 the City and HopeSource are parties to a Cabulance Operating Amended Agreement (“Agreement”) dated June 21, 2023; and

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

WHEREAS, the parties wish to extend the Agreement to continue to provide Cabulance services through June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

- A. Pursuant to Section 3 of the Agreement, “Term” is hereby extended from July 1, 2025 to June 30, 2026.
- B. The Contractors Automobile Liability, Commercial General Liability, and Excess or Umbrella Liability policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance; any insurance, self-insurance, or self-insured pool coverages maintained by the City shall be excess of the Contractor’s insurance and shall not contribute with it.
- C. The City shall be named as an additional insured on the Contractors insurance policies. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement and evidence of all subcontractors’ coverage.

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, CEO

Heidi Behrends Cerniwey, City Manager

Approve as to form:

Attest

(for HopeSource)

Clerk

City Attorney

DRAFT