

Garfield County Transit

Six Year Transit

Development Plan

2013 - 2019



Garfield County Transit

P.O. Box 23

Pomeroy, WA. 99347

(509) 843-3563

Public Hearing (9-15-14)

Adopted by County Commissioners (9-15-14)

Submitted to WSDOT September 1, 2014

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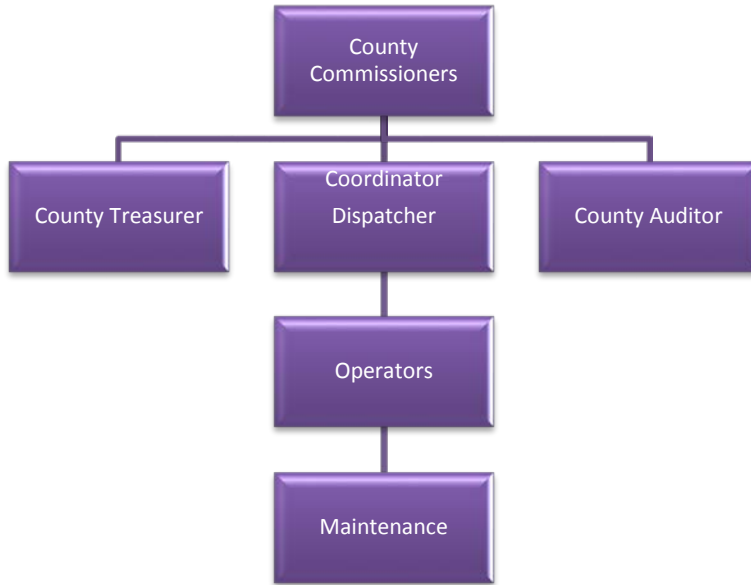
Section 1: Organization

Garfield County Transit is a county wide transit system as authorized in RCW 35.58 located in Garfield County in Washington. Garfield County Transit performs all transit services including Commuter bus service from the town of Pomeroy to several destinations in Clarkston, Washington and Lewiston, Idaho, twice weekly medical/shopper trips to Clarkston and Lewiston and Demand Response Local Service within Garfield County. Garfield County Transits system map appears in Appendix B, showing the extent of the service area. Garfield County Transit is governed by the County Commissioners; their 3 member board approves all changes to transit operations and service levels. Commissioners meetings are usually held every Monday in the public meeting room of the County Courthouse located at 789 Main Street in Pomeroy.

The table of organization for Garfield County Transit is on page 2.

As of December 31, 2013, Garfield County Transit employed:

- 4 full time employees in the operations division
- 1 full time equivalent in the administration division



Section 2

Physical Plant

Garfield County Transit leases its Operations Facility from the Senior Center located at 695 Main Street Pomeroy, WA. 99347. It houses the transit reservations center and administrative offices. Our Maintenance Facility is located at 300 19th. Street in Pomeroy.

Section 3

Service Characteristics

In 2013 Garfield County Transit provided commuter bus service, twice weekly shopper/medical service from Pomeroy to the Lewiston/Clarkston area and local service within Garfield County. Bus service operates Monday through Friday, 6:50am. – 6:30pm., the local service operates Monday – Friday 8:30am. – 2:00pm. Additionally, local service operates Sunday 9:30am. – 12:00pm. For further details on local demand response service please consult the Garfield County Transit system map in Appendix B. As of December 31, 2013 Garfield County Transit offers free service (Donations only) to all transit riders.

Section 4

Service Connections

Garfield County Transit provides commuter bus service to and from the cities of Clarkston, Washington and Lewiston, Idaho, connecting with the local transit systems operating in those cities. We also offer connections to the Trailways bus terminal and the regional airport in Lewiston. To the west, we connect with Columbia County's transit system at "Dodge Junction" for service into Dayton Washington as well as Walla Walla.

Section 5

Changes and Accomplishments in 2013

1. Garfield County was awarded funding through the consolidated grant program along with Special needs funding from WSDOT.
2. We continue to maintain a close partnership with the Garfield County Hospital District and our local long term care facility to provide transportation services that meet their needs.
3. We have renewed our agreement with Aging and Long Term Care's administrative office located in Yakima, WA. to provide transportation services for board members traveling from Asotin, Garfield and Columbia Counties to Pasco, WA. for bi-monthly meetings.
4. We continue to provide extra hours of service for special needs passengers wishing to access our local food bank.
5. Our local service continues to see an increase in seniors wishing to have lunch at our local senior center on Mondays, Wednesdays and Fridays.

Section 6

2014 Goals

1. Increase commuter bus ridership.
2. Increase Local ridership.
3. Establish a pro-active driver training program.
4. Establish a Special Events Transportation program.
5. Replace two older service vehicles.

Section 7

Washington State

Transportation Operating and Investment Guidelines

Relationship of the Garfield County Transit 6-year plan to the Washington State Transportation Operating and Investment Guidelines:

Preservation:

- In 2013 Garfield County Transit used its resources to maintain service levels in all modes of transportation with the exception of the shopper/medical service which had to be reduced from 5 day per week service to twice weekly service due to a decrease in available funding. In the next 6 years Garfield County Transit will maintain or increase levels of service and replace most of the older revenue service vehicles.

Safety:

- The modernization of the vehicle fleet will improve system safety by enlisting the latest safety related technology and maintenance systems.
- We have developed and published a System Safety Plan that encompasses all aspects of our operations and maintenance including procurement and hazard recognition, classification and remediation.

Mobility:

- In 2014 Garfield County Transit expanded local service to include limited Sunday service. In completing this Six Year Transit Development Plan, Garfield County Transit will have a totally accessible commuter route bus fleet.

Environment:

- In 2013 Garfield County Transit instituted a recycling policy to enhance a healthy community, promote energy conservation and protect our environment.

Stewardship:

- It is the intent of Garfield County Transit, to work towards greater efficiency and to improve the quality of our transportation services with expanded hours and days of service and perhaps investments in Van Pool services. As we work towards these goals, we will be looking at improving dispatching systems as well as better vehicle tracking through GPS technology.

Section 8

Plan Assumptions

1. **Population** – According to the 2010 census report, the population of the Garfield County Transit service area is 2,256 and the population is expected to grow at a rate of 0.2% through the year 2020.
2. **Commute Trip Reduction** – Commute Trip Reduction (CTR) plan will be completed in 2014.
3. **Commuter Route Bus Service** – Garfield County Transit will provide 1,421 hours of commuter bus service in 2014, and then at a minimum, maintain that level through 2019.
4. **Local Transit Service** – Garfield County Transit will provide 1,872 hours of local service in 2014 and will increase service levels by about 3% each year from 2015 – 2019
5. **Transit Buses** – Garfield County Transit will purchase 3 accessible transit buses during this plan as replacements for older vehicles.
6. **Vanpool Service** – In 2014, Garfield County Transit will begin exploring the possible provision of Van Pool Service to and from large employers in the Lewis/Clark Valley for the citizens of Garfield County.
7. **Operations and Administration Facility Improvements:**
Beginning in 2014, Garfield County Transit will explore acquiring a facility that is separate from any other agencies to house our operations and administration.

Section 9

Proposed Changes, 2014 - 2019

2014	Preservation	Improvement
Services	Assess and modify as needed	No Improvement
Facilities	Maintain	New operations facility?
Vehicles	Maintain	2 vehicles purchased in 2014
2015	Preservation	Improvement
Services	Assess and modify as needed	Assess need for Van Pool service
Facilities	Maintain	No Improvement
Vehicles	Maintain	No vehicles purchased in 2015
2016	Preservation	Improvement
Services	Assess and modify as needed	No Improvement
Facilities	Maintain	No Improvement
Vehicles	Maintain	No vehicles purchased in 2016
2017	Preservation	Improvement
Services	Assess and modify as needed	No Improvement
Facilities	Maintain	No Improvement
Vehicles	Maintain	2 new vehicles in 2017?
2018	Preservation	Improvement
Services	Assess and modify as needed	No Improvement
Facilities	Maintain	No Improvement
Vehicles	Maintain	No vehicles purchased in 2018
2019	Preservation	Improvement
Services	Assess and modify as needed	No Improvement
Facilities	Maintain	No Improvement
Vehicles	Maintain	No vehicles purchased in 2019

Section 10

Operating Data 2013 – 2019

Commuter Service	2013	2014	2015	2016	2017	2018	2019
Revenue vehicle miles	36,844	36,844	36,844	36,844	36,844	36,844	36,844
Total vehicle miles	*	*	*	*	*	*	*
Revenue vehicle hours	3,293	3,293	3,293	3,293	3,293	3,293	3,293
Total vehicle hours	**	**	**	**	**	**	**
Passenger trips	4447	4447	4447	4447	4447	4447	4447
Fatalities	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	6026	6026	6026	6026	6026	6026	6026
Demand Response Service							
Revenue vehicle miles	19,650	19,650	19,650	19,650	19,650	19,650	19,650
Total vehicle miles	*	*	*	*	*	*	*
Revenue vehicle hours	1872	1872	1872	1872	1872	1872	1872
Total vehicle hours	**	**	**	**	**	**	**
Passenger trips	5575	5575	5575	5575	5575	5575	5575
Fatalities	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	938	938	938	938	938	938	938

*Due to incomplete records, we are unable to break out total miles.

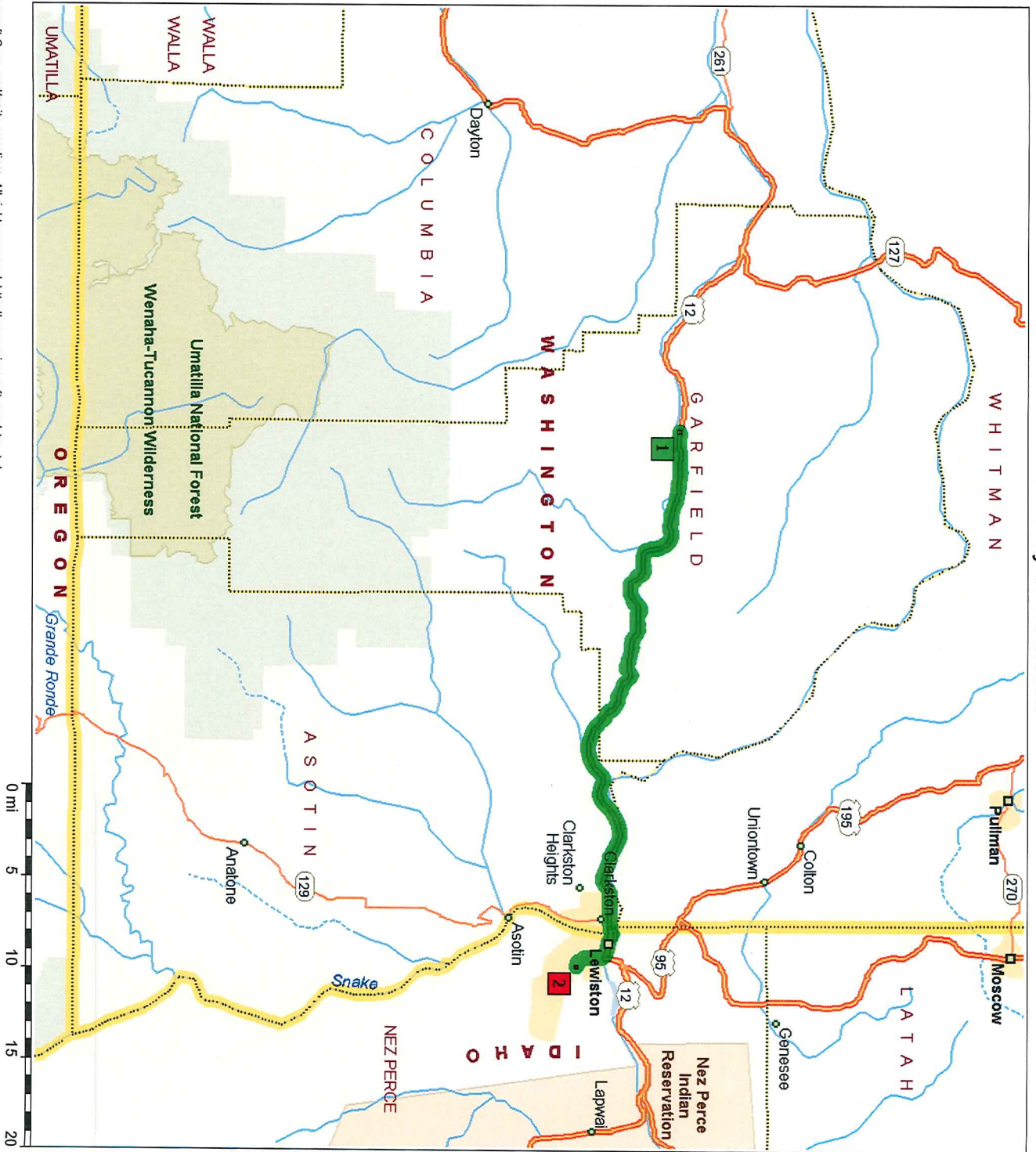
** Due to incomplete records, we are unable to break out total hours.

We have instituted more accurate data tracking protocols to prevent this in the future.

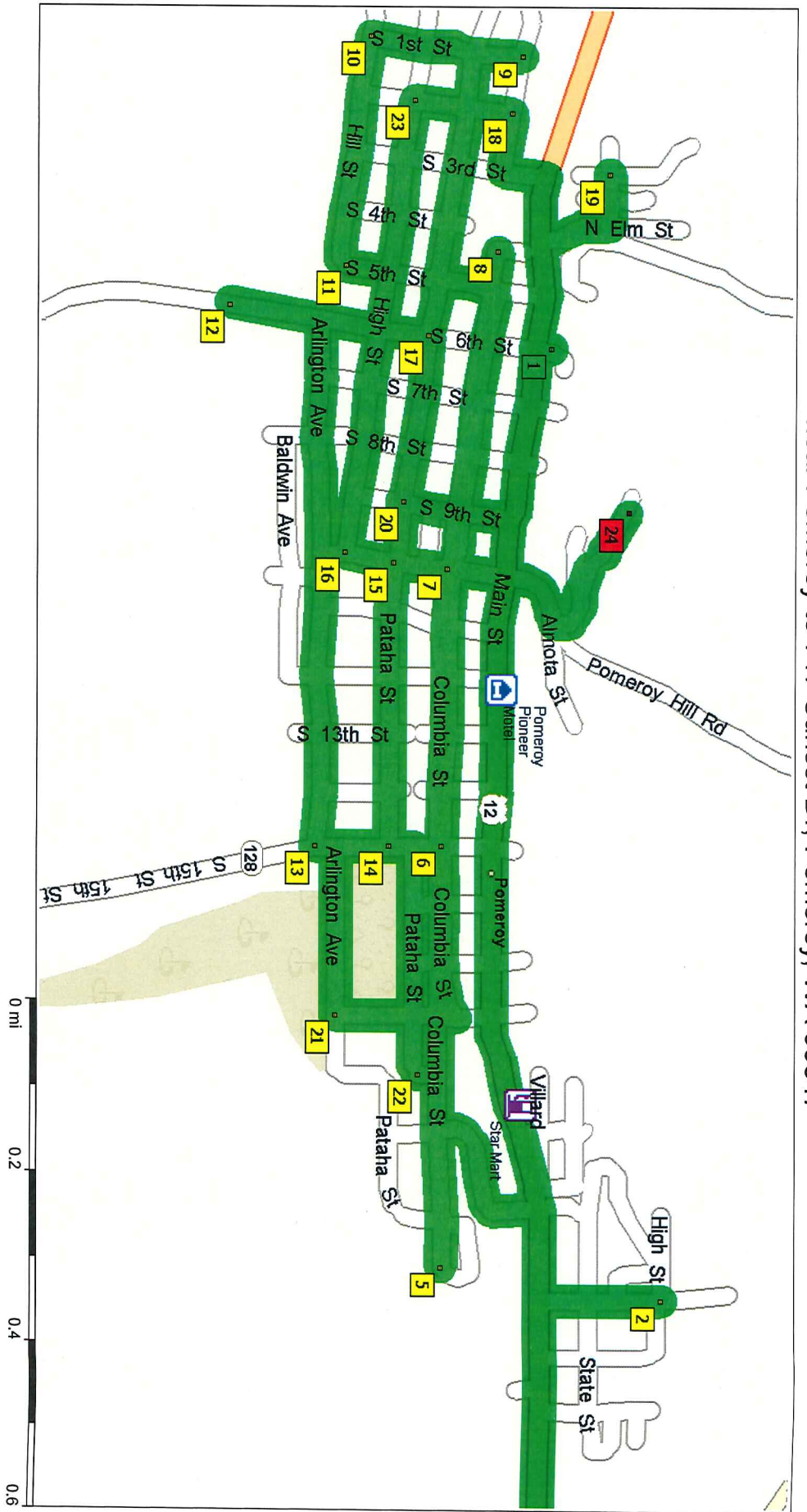
Section X - Operating Revenues and Expenditures 2013-2019

	2013 General Fund	2014 General Fund	2015 General Fund	2016 General Fund	2017 General Fund	2018 General Fund	2019 General Fund
Beginning Balance	\$ 2	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Revenues							
County Tax Contribution	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Motor Vehicle Excise Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Farebox	\$ 5	\$ 7	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5
Fed Operating Grants	\$ 54	\$ 60	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46
State Operating Grants	\$ 80	\$ 65	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42
Other	\$ 2	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7
Total Available	\$ 147	\$ 144	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105
Operating Expenses							
Route Deviation P&M	\$ 145	\$ 139	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105
Route Deviation Sys Exp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Depreciation	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26
Total Expenses	\$ 171	\$ 165	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131
Add Back Depreciation	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26
Net Cash Available	\$ 2	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -
Capital							
Revenues							
Federal	\$ -	\$ -	\$ 60	\$ -	\$ 30	\$ -	\$ -
State Rural Mob Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Revenue	\$ -	\$ -	\$ 60	\$ -	\$ 30	\$ -	\$ -
Obligations							
System P&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace 1 Minibus	\$ -	\$ -	\$ 60	\$ -	\$ 30	\$ -	\$ -
System Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Obligations	\$ -	\$ -	\$ 60	\$ -	\$ 30	\$ -	\$ -
Ending Cash Balance 12/31	\$ 2	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -

Pomeroy to Lewiston



near Pomeroy to 717 Sunset Dr, Pomeroy, WA 99347



Public Transportation Management System Instructions for Asset Inventories

In 2004, the Washington state Department of Transportation collected transit system data electronically and created a new database to maintain the information. This change in data collection improved the accuracy of transit statistics, simplified the preparation of data intensive reports and allowed state and local agencies an opportunity to access transit information from a common data library. To expand on the efficiencies of collecting and reporting transit numbers, the Public Transportation and Commute Options Office has prepared new public transportation asset inventory forms. This document will satisfy the state and federal requirements for submitting inventory information including the Federal Transit Administration's Public Transportation Management System and the state's Asset Management Inventory component.

Rolling Stock Form

Every vehicle used primarily for the transportation of passengers shall be reported on the Owned Rolling Stock Inventory. For the purposes of establishing a base year inventory, the information required will include: year/make/model; vehicle code; vehicle identification number (VIN); agency vehicle number; current odometer; condition; age; remaining useful life; replacement cost; ADA access; seating capacity; fuel type; and WSDOT title. A more complete definition of these inventory categories is provided below.

Facility Form

Every facility which has a replacement value of \$25,000 or greater shall be reported on the Owned Facilities Inventory. Facilities of a lesser value may be reported at the agency's discretion. For the purposes of establishing a base year inventory, the information required will include: facility code, facility name (or address); condition; age; remaining useful life; replacement cost; detailed facility description; and any comments about the facility which the reporting agency wishes to have noted. A more complete definition of these inventory categories is provided below.

Equipment Form

Every piece of equipment which has a replacement value of \$100,000 or greater shall be reported on the Owned Equipment Inventory. Equipment with a value less than \$100,000 may be reported at the discretion of the reporting agency. Equipment is considered to be anything that is not permanently installed or an integral part of a facility, exclusive of rolling stock utilized in transporting the public. For the purposes of establishing a base year inventory, the information required will include: equipment code or type; condition; age; remaining useful life; replacement cost; and, any additional description or comments about the equipment which the reporting agency wishes to have noted. A more complete definition of these inventory categories is provided below.

Inventory Definitions

Year/Make/Model	<p>Year: Year of vehicle manufacture.</p> <p>Make: The name of the manufacturer of the vehicle.</p> <p>Model: Name or number of vehicle model.</p>
Vehicle Code or Equipment Code	<p>A table of rolling stock categories provided below assigns a code for each vehicle type. A list of examples of equipment types and code number is shown below.</p>
Vehicle Identification Number (VIN)	<p>The serial number assigned by the manufacturer.</p>
Agency Vehicle Number	<p>The internal tracking number assigned to this vehicle by your agency.</p>
Condition	<p>The point rating that best describes the condition of the asset. Maintenance staff should be involved in establishing the condition score. If there are any issues related to the asset that are considered significant enough to be noted, please provide a comment in the appropriate column or attach an additional comment page. Example might be plans for rehabilitation or identification of "lemons".</p>
Age	<p>Years since the facility was completed and opened for use or years since the manufacture of equipment or vehicle.</p>
Remaining Useful Life	<p>The estimated number of years that the asset will be able to carry out its intended purpose before being replaced.</p>
Replacement Cost	<p>The current year estimated purchase price for a new vehicle or equipment of this type. The current year estimated replacement cost for a new facility on the same site. Do not include costs for replacement of the land on which the facility is located.</p>
Seating Capacity	<p>Number of seats available to the public (includes driver for rideshare vehicles). Indicate the number of positions for wheelchairs as '+' and indicate that number (example: 30+2).</p>
Fuel Type	<p>Indicate the fuel type by listing the appropriate letter: diesel (D), gasoline (G), biodiesel (BD), electric (E), diesel/electric (DE), compressed natural gas (CNG).</p>
WSDOT Title	<p>Is the title to this vehicle currently held by WSDOT?</p>
Comments	<p>If there are any issues related to the asset that are considered significant, they should be noted. If your comments exceed two lines, please attach a separate comment page.</p> <p>Examples of comments regarding equipment or rolling stock might be plans for rehabilitation, elimination, or anticipated replacement due to changes in technology or other requirements.</p> <p>Examples for facility comments might be plans for rehabilitation, elimination, or anticipated relocation of some functions from this site to another. Problems with specific subsystems or issues regarding ability to address regulatory requirements might be noted here.</p>

Vehicle Codes

01	Bus - 40 ft.	15	Rail Cars - LRT
02	Bus - 35 ft.	16	Rail Cars - Rapid
03	Bus - 30 ft.	17	Rail Cars - Commuter Self-Propelled
04	Bus - <30 ft.	18	Rail Cars - Commuter Trailer
05	Bus - articulated	19	Rail Cars - Trolley
06	Bus - Intercity	20	Rail Cars - Intercity
07	Bus - Trolley	21	Locomotive
08	Bus - Trolley Articulated	22	Cable Car
09	Bus - Double Deck	23	People Mover
10	Bus - Dual Propulsion	24	Car - Incline Railway
11	Cutaway (under 30 ft.)	25	Fixed Guideway Cars (e.g., Monorail)
12	Body-on-Chassis (under 30 ft.)	26	Ferry Boats
13	Van - Vanpool	27	Streetcar Replicas
14	Van - Special Service	28	Other

Facility Codes

01	Power Distribution Substations	13	Incline Railway
02	Tunnels	14	Track System
03	Bridges	15	Overhead Power Distribution System
04	Elevated Right of Way/Track	16	Passenger Amenities (Shelters, Restrooms, etc.)
05	People Mover	17	Terminals, Intermodal
06	Transit Center	18	Toll Booths
07	Boarding Platforms/Stations/Floats	19	Uncovered Bus Storage
08	Pedestrian Access Facilities	20	Covered Bus Storage
09	Park and Ride Lots	21	Wash Islands/Fuel Islands
10	Administration Building	22	Warehouse/Storage
11	Maintenance Building	23	Multifunctional (Ops. And Maint.; Ops, and Admin.)
12	Rail Yards/Shop	24	Other

Equipment Codes

01	Line Equipment/Structures	09	Shop equipment (Other than permanently installed; e.g. port hoist)
02	Fare Collection Equipment (Stationary)	10	Signage systems
03	Surveillance/Security System	11	Navigational Devices (ex. Dolphins & wingwalls)
04	Automated Data Processing or Computer Hardware/Software Systems	12	Life Safety Equipment
05	Support Vehicles/Vessels	13	Bicycle Locker/Racks (Stationary)
06	Work Trains	14	Accessibility Devices
07	Train Control/Signal Systems	15	Power Distribution Control and Monitoring System
08	Radio System (Stationary)	16	Other (Be sure to include complete description)

Condition - Point Score Definitions*

100	Requires routine preventive maintenance.
80 - 90	In good working order, requiring only nominal or infrequent minor repairs.
50 - 70	Requires frequent minor repairs or infrequent major repairs.
20 - 40	Requires frequent major repairs.
10	Continued use presents excessive repair costs and/or potential service interruption.

- *Frequent means less than 6 months between repairs.*
- *Infrequent means more than 6 months between repairs.*

* The following subsystems should be considered in assigning the point score for each vehicle:

Engine	Body - Interior
Drive-Train	Body - Exterior
Electrical	A/C, Heating
Suspension/Steering	Brake System
Structure	Wheelchair Lift (0 score for non-lift equipped)

* The following subsystems should be evaluated as a part of the facility if it exists within the facility:

Heating, ventilation, and air conditioning systems (HVAC)	Functional capacity (does the current use exceed design capacity)
Roof	Safety (alarms, detector, security, sprinkler, extinguishers, etc.)
Structure (walls, floors, windows, and foundation)	Communications (including signage)
Electrical/lighting	Accessibility (ADA)
Parking/driving surfaces (include tract system in rail yard)	Mechanical (fixed or built-in) (examples include vehicle hoists, elevators, cranes, delivery systems for fuel island)
Pedestrian access	Fuel, Fluid, or chemical storage
Water/sewer	

**Public Transportation Management System
Owned Equipment Inventory**

Agency/Organization: Garfield County Transportation

Date: February 14, 2014

Equipment Code and Description		Condition (points)	Age (years)	Remaining Useful Life (years)	Replacement Cost (\$)	Comments <i>(If more than two lines, please attach a separate comment page)</i>
1.	16 Ergo Desk	90	2	0	\$975.00	ADA desk
2.	16 4 drawer file cabinet	80	16	0	\$150.00	No key
3.	16 4 drawer file cabinet	80	8	0	\$333.00	Has key
4.	16 HP C72800 Ink Jet Printer	70	7	0	\$666.00	still prints
5.	16 3 Shelf, 2 door bookcase	90	3	0	\$220.00	ok
6.	16 Brown office chair	70	23	0	\$125.00	showing signs of wear
7.	16 Calculator	90	20	0	\$150.00	works
8.	16 Desk top Computer	80	2	0	\$1,200.00	works
9.	16 office suplies	100	1	0	\$200.00	usable
10.						
11.						
12.						
13.						
14.						
15.						
16.						