

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE
Minutes of the December 9, 1999 Meeting
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A regular meeting of the Carson City Public Transit Advisory Committee was held at 5:30 p.m. on Thursday, December 9, 1999 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Kay Bennett
Vice Chairperson Mary Winkler
Paul Gowins
Robert Kennedy
John Peshek

STAFF: Marc Reynolds, Paratransit Services General Manager
Matt Konze, Paratransit Services Dispatch Supervisor
David Heath, Director of Finance
Barbara Singer, Recreation Superintendent
Kathleen King, Recording Secretary
(PTAC 12/09/99; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Bennett. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

I. ROLL CALL, DETERMINATION OF QUORUM (1-0002) - Chairperson Bennett called the meeting to order at 5:30 p.m. Roll call was taken; a quorum was present. Ex-Officio Members Heath and Rodolph were present.

II. ACTION ON APPROVAL OF AGENDA (1-0007) - Mr. Reynolds suggested deferring item VII(2) until the arrival of Ms. Singer. Member Kennedy moved to approve the agenda. Member Peshek seconded the motion. Motion carried 5-0.

III. ACTION ON APPROVAL OF MEETING MINUTES OF OCTOBER 21, 1999; AND IV. ACTION ON APPROVAL OF MEETING MINUTES OF NOVEMBER 15, 1999 (1-0020) - Member Peshek moved to approve the minutes as presented. Member Kennedy seconded the motion. Motion carried 5-0.

V. WELCOME AND INTRODUCTION OF GUESTS (1-0035) - Chairperson Bennett welcomed Mr. Konze, Mr. Heath, Ms. Rodolph and Amanda Hammon from the Nevada Appeal.

VI. PUBLIC COMMENTS (1-0049) - None.

VII. DISCUSSION AND ACTION ITEMS

1. PRESENTATION AND ACTION ON STATUS OF MARKETING/ADVERTISING ON BUSES (1-0054) - Chairperson Bennett reviewed the Board Action Form which was submitted at the last meeting of the Board of Supervisors. She advised that District Attorney's Office and Purchasing Department staff have recommended that the project be submitted to the bid process. The advertisement for the bids should be published next week upon the return of the Deputy Purchasing Director. Chairperson Bennett distributed to the Committee members a list of questions posed by the District Attorney's Office and the Purchasing Department, and advised that the questions would be incorporated into the request for proposal or the contract for services. She informed the Committee members that Jay Meierdierck had expressed opposition to the advertising program during the Board of Supervisors meeting. She discussed his comments, and her request that he reduce them to writing. Copies of his letter, dated December 2, 1999, were distributed to the Committee members and to the Clerk. Member Kennedy discussed the need to research Mr. Meierdierck's allegation that the City's sign ordinance prohibits vehicle advertising. Member Gowins discussed value judgements for advertising content and the need to ensure that community standards

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are upheld. Chairperson Bennett advised that she had committed the Committee members to developing a proposed policy for submission to the Board of Supervisors. She requested Mr. Reynolds to agendize discussion of the same for the next meeting, and to contact the Reno RTC to obtain any sample policies. Mr. Reynolds will also contact the District Attorney's office regarding the requirements of the sign ordinance. Chairperson Bennett will provide an update on this matter at the next monthly meeting, together with copies of the requests for proposal. She thanked Vice Chairperson Winkler and Member Peshek for their attendance at the Board of Supervisors meeting. Discussion ensued with regard to the contract, and the request for quotation process. No formal action was taken.

2. PRESENTATION AND ACTION ON DRAFT BUDGET AND DRAFT BUSINESS PLAN FOR COUNCIL ON YOUTH AFTER HOURS TRANSPORTATION FIXED ROUTE (1-0328)

- Mr. Reynolds thanked Ms. Singer for her assistance in developing the draft business plan, and distributed copies for review by the Committee. Ms. Singer explained that the draft business plan represents a year-round program. The times will change in the summer, however, the routes will stay the same. Chairperson Bennett stated that due to the government processes involved, it appears to be more realistic that the program would begin in the summer. She requested that the draft business plan reflect the details of the summer program, as well. Ms. Singer advised that the summer program would start the second week of June when school ends, and continue until the beginning of the next school year which is approximately the end of August. She explained that the program would be scheduled around the traditional school year for the time being, and discussed how the program could accommodate the year round school children. Chairperson Bennett requested that a "workable" program be developed which addresses the need. The program can then be adjusted accordingly. Member Kennedy suggested starting with development of a proposed summer program in relationship to cost and current funding. Perhaps a correlation could then be found between the program and the \$15,600 allocation. Mr. Reynolds concurred. Member Gowins disagreed and discussed the need for long-term planning in order that the program can be sustained in the City's transit system. In response to a question, Mr. Reynolds advised that \$15,600 will fund a transportation program for approximately 9-10 weeks. Discussion ensued with regard to the cost per hour, the actual hours of operation, ensuring that the various organizations' activities coincide with the delivery/pick-up times, the proposed budget, eliminating language regarding expansion into surrounding counties, and including a member of the Community Council on Youth ("CCOY") as an ex-officio member of the Public Transit Advisory Committee. At the request of Chairperson Bennett, Ms. Singer provided background information on the CCOY, including the Advisory Board, and the activities of the grant writer. Linda Lang is the CCOY community liaison. Chairperson Bennett requested a meeting with the CCOY governing board in order to discuss and adopt the business plan. Ms. Singer will provide a copy of the draft business plan to Ms. Lang and discuss scheduling the meeting. Chairperson Bennett requested a list of the current members of the CCOY Advisory Board. She requested that the Committee members review the draft business plan and submit suggestions to Mr. Reynolds. She clarified her request to expand the business plan to include a summer component, and acknowledged that budgets should be developed for the school year, the summer, and the start-up programs. Chairperson Bennett reported that letters have been drafted to NDOT, and two possible sources of revenue have been identified for acquisition of the buses. She advised Ms. Singer that grants need to be identified for the CCOY grant writer to request. Ms. Singer explained that when Mr. Jacquet finds an appropriate grant, he discusses the same with Linda Lang and they decide whether or not to apply. Chairperson Bennett requested that Ms. Singer find out what grants Mr. Jacquet may be interested in applying for. Discussion ensued with regard to fare boxes, fare rates, accounting methods, funding sources, and the need to acquire the buses before the program can be implemented. Mr. Reynolds reported that Fleet Manager Don Davis and Vehicle Maintenance Supervisor William Lacombe accompanied him to the Reno RTC last week to meet with Joe Jackson, the Director of Maintenance. The RTC provided a tour of the entire facility. The buses were inspected by Mr. Davis and Mr. Lacombe, who reported them to be in excellent condition. Some of the buses have very high mileage, however, transit coaches are usually warranted for 1.5 million miles. The original retail value of the buses are approximately \$280,000 to \$325,000. The commitment to sell to Carson City is for \$8,000 to \$10,000 per vehicle. The difference in cost is predicated upon whether Carson City requests that the buses be painted. The RTC has further committed to provide all the maintenance records to Carson City, and has offered training to the Carson City mechanics and the Paratransit drivers. Chairperson Bennett acknowledged that acquisition of the RTC buses

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and the CCOY transportation plan "go hand-in-hand." Ms. Singer advised that the Recreation Department and the Boys and Girls Club rent school buses in the summer for activities. Member Kennedy suggested that a time line be developed for implementation of the program, and Mr. Reynolds and Ms. Singer agreed to do so. Chairperson Bennett thanked Ms. Singer for her attendance and input. No formal action was taken.

3. REPORT ON RIDERSHIP, CLIENT COMMUNICATIONS, AND UNMET TRIP RESERVATIONS FOR THE MONTH OF NOVEMBER 1999 (1-1568) - Mr. Reynolds distributed the November 1999 Monthly Business Report, and reported that the procedure for generating no-show warning letters and verbal warnings for cancellations has been implemented. Cancellations have since decreased by approximately 300 and no-shows by 110. He expects the numbers to continue to decrease. Mr. Reynolds further reported that Darren Johnson has been appointed Chief Dispatcher, and that complaints have subsequently decreased and productivity of the drivers has increased. Ridership numbers are increasing and, although unmet rides statistics reflect little change, they are decreasing because of the willingness of the drivers to cooperate with Mr. Johnson, thus increasing productivity.

4. REPORT AND ACTION ON TASK FORCE MEETING RESULTS REGARDING COST OVERRUNS, EXCESSIVE FUEL COSTS AND INSUFFICIENT OPERATING HOURS DURING PEAK PERIODS (1-1660) - Vice Chairperson Winkler distributed copies of the Task Force Report, together with Attachment A, and reviewed the same. Mr. Heath explained that the original agreement between the City and Paratransit specified that renegotiation of the contract would be considered if Paratransit began recruiting new business. Discussion ensued with regard to the increase in clients, no increase in revenues, actual unmet trip counts, taxi service revenues, and accounting for contract revenues. Vice Chairperson Winkler advised that the OARC Board is preparing a letter regarding their unfulfilled contract, in which they will be offering to assist in any way possible. Chairperson Bennett commended the task force on their work. She requested that Vice Chairperson Winkler begin to collect data on unmet rides for OARC. Discussion ensued with regard to the possibility of accounting for unmet rides for the senior citizens population. Vice Chairperson Winkler advised that two more task force meetings are scheduled before the next regular Committee meeting. Member Peshek encouraged the Committee members to review the task force report and call with questions, suggestions, etc. No formal action was taken.

VIII. COMMITTEE MEMBER COMMENTS (1-2304) - Member Kennedy distributed copies of the results of the Senior Center Survey, compiled by the University of Nevada Cooperative Extension, and reviewed the same. Chairperson Bennett discussed the need to develop the findings of the task force into a report and recommendations for the Board of Supervisors. She requested Mr. Heath, or a member of his staff, to attend one of the task force meetings to review information regarding the cash flow. Discussion ensued with regard to a tax referendum, and the funding promised by NDOT.

IX. ACTION ON PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS - Previously covered.

X. ACTION ON ADJOURNMENT (1-2937) - Member Kennedy moved to adjourn the meeting at 7:50 p.m. Member Peshek seconded the motion. Motion carried 5-0.

The Minutes of the December 9, 1999 meeting of the Carson City Public Transit Advisory Committee are so approved this ____ day of January, 2000.

KAY BENNETT, Chairperson