

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE
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A regular meeting of the Carson City Public Transit Advisory Committee was held at 5:30 p.m. on Thursday, June 10, 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, Community Transportation General Manager
David Heath, Director of Finance
Kathleen King, Recording Secretary
(PTAC 06/10/99; 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 normal 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 and a quorum was present. Ex-Officio Members Heath, Rodolph, and Taylor were present. Bill Langley was present, representing the Division of Aging Services, and Sandy McGrew was present, representing the Nevada Department of Transportation.

II. ACTION ON APPROVAL OF AGENDA (1-0023; 1-0101) - Mr. Reynolds requested that the Report on Welfare Job Access Grant by Sandi McGrew be moved to the beginning of the Discussion and Action Items. No formal action was taken.

III. ACTION ON APPROVAL OF MEETING MINUTES OF APRIL 19, 1999 AND MAY 13, 1999 (1-0028) - Mr. Reynolds distributed copies of the referenced minutes to the Committee members. Following review, Member Kennedy moved that the minutes of April 19, 1999 and May 13, 1999 be approved. Member Peshek seconded the motion. Motion carried 5-0-0-0.

IV. PUBLIC INTEREST AND COMMENTS (1-0089) - None.

V. CONSENT CALENDAR (1-0098) - None.

VI. DISCUSSION AND ACTION ITEMS

1. WELCOME AND INTRODUCTION OF GUESTS - Previously covered.

2. PRESENTATION ON REVENUE REPORT 1999 - DAVID HEATH (1-0727) - Mr. Heath distributed a Revenue Analysis for the ten months ended April 30, 1999 and reviewed the same. Discussion ensued with regard to 99/00 revenues, the cost of providing the system, the increase in ridership, and a comparison of operating costs between Carson City and rural counties. Mr. Heath explained the monthly breakdown of costs, including drivers, fuel, etc. Extensive discussion ensued with regard to the correlation of ridership, revenue, subsidy, and cost; the agreement between Paratransit and the City; the method by which revenues are distributed; the Division of Aging Services grant; and the effect of an increase in ridership/donations. No formal action was taken.

3. REPORT ON COMPLIMENT/COMPLAINT PROCESS - MARC REYNOLDS (1-1199) - Mr. Reynolds advised that a formal complaint process has been in place and is part of Paratransit's contract with the City. He explained the procedure for lodging a complaint at the Senior Citizens Center, the procedure for the general public, and the steps taken by Paratransit to remedy a situation once a complaint has been received. Mr. Reynolds agreed to provide a monthly summary of the number and nature of

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complaints and whether they were resolved. Discussion ensued with regard to providing complaint forms to other agencies, the Senior Center's complaint form and process, and including compliments in the monthly summary. A copy of the complaint form will be provided at the next meeting. No formal action was taken.

4. DISCUSSION ON TICKET COLORS (1-1314) - Mr. Reynolds requested this item be deferred until the next meeting. He is currently working with two bus ticket manufacturers in obtaining information for the Committee to review. No formal action was taken.

5. DISCUSSION ON FARE STRUCTURE - MARC REYNOLDS/PAUL GOWINS (1-1327)

a. LEGAL IMPLICATIONS - Mr. Reynolds discussed background information on this issue and advised he had reviewed this matter with Paratransit's attorneys and with the Community Transit Association of America. Since senior citizens are covered by the Division for Aging Services ("DAS") grants which are within Federal Guidelines, no charge of discrimination exists between senior citizens and any other rider because in fact, a fare is being paid. Within the DAS grant are nondiscriminatory statements, and service cannot be denied to senior citizens even if a donation is not paid. Mr. Gowins expressed his concern that once public money is pooled for use in a community service, difficulties may arise. He discussed ADA requirements and requested that a District Attorney opinion be sought on this issue. Chairperson Bennett advised she would request Mark Forsberg's attendance at the next monthly meeting. Mr. Gowins volunteered to telephone Mr. Forsberg to discuss the issue. No formal action was taken.

6. REPORT ON TRIP DENIALS/UNMET TRIP RESERVATIONS - MARC REYNOLDS (1-1502) - **a. PERSONNEL ALLOCATIONS, b. BUDGET CONSTRAINTS, and c. FUTURE VEHICLE DESIGN** - Mr. Reynolds reviewed trip denials and unmet trip reservations for April and May and the measures taken by Paratransit to eliminate this problem. He explained that during the summer months, the School-to-Careers Program and the Western Nevada Community College ridership is eliminated, thus eliminating trip denials for the month of June. Discussion ensued with regard to second year projections for the system, the square mileage covered by the system, the parameters of the contract, and service provided outside the Carson City limits. This item will be agendaized for the next monthly meeting. No formal action was taken.

7. REPORT ON DIVISION FOR AGING SERVICES GRANT AWARD (1-1718) - Bill Langley, of the Division for Aging Services, reported that the grant awards were signed and sent out last Friday. City Manager Berkich should have received one. Funding was in the annual amount of \$48,766 which, at the reimbursement rate of \$2.10, will provide 23,221 rides for seniors over 60. Three conditions were placed on the Notice of Grant Award: (1) The fare is \$2.10 per one-way ride; (2) The Grantee will report to the DAS the results of the customer satisfaction survey conducted during FY 99. The report is due September 1; and (3) The Grantee will provide two semi-annual progress reports to DAS for FY2000. The grant is for a two-year period and, at the start of the second year, DAS will review the budget, units of service, number of rides, etc. Discussion ensued with regard to annual grant funding for FY 98/99, and delineating grant revenue in the monthly financial report.

8. REPORT ON ASSEMBLY BILL AB628 - MARC REYNOLDS (1-1795) - Mr. Reynolds advised Governor Guinn signed the bill into law on June 9, 1999. He discussed the amendments to NRS 706.745, the affects of AB628, and the assistance received from Clark County legislators.

9. REPORT ON WELFARE JOB ACCESS GRANT - SANDI McGREW/NDOT (1-0106) - Ms. McGrew distributed packets of information on the Nevada State Transit Program, including a Summary, a May 1999 Update, an overview of Federal Transit Administration ("FTA") Programs administered by NDOT, and an overview of New Projects. She reviewed the summary and discussed two upcoming meetings to be held at NDOT on June 15, 1999 at 1:00 p.m. and June 16, 1999 at 1:00 p.m. Ms. McGrew then reviewed the FTA programs administered by NDOT and the May Update. She discussed the cost of service based on \$40 per hour, the existing routes, and proposed connecting service to Lake Tahoe. Discussion

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ensued with regard to the areas of service in Lake Tahoe and the agenda for the meeting scheduled June 16, 1999. Ms. McGrew advised of the Advisory Committee for Transit meeting scheduled for June 22, 1999 in Elko. NDOT is paying travel expenses to the meeting. Mr. Reynolds advised that Laura Beckerdite, of Development Engineering will be attending the meeting. Ms. McGrew then reviewed the project start-up goals, actions and time-line, and discussed community mapping; start-up dates; developing routes and schedules; funding sources; job-access matching funds; drivers, dispatchers, vehicles, equipment and facilities; grant funding; 5309 facility requirements; NDOT's priority of purchasing vehicles over facilities; and possible facilities. Ms. McGrew clarified available uses for 5309 monies and discussion ensued with regard to the cost to the client for job access fares. Discussion ensued with regard to routes from Yerington to Silver Springs. Ms. McGrew advised she would be attending the monthly Public Transit Advisory Committee meetings. No formal action was taken.

10. REPORT ON BUS SIGNAGE PROGRESS - MARC REYNOLDS (1-1931) - Mr. Reynolds reported on the various sign companies with which he has been in contact and advised he will be presenting each company's artist's rendering once they have been received. No formal action was taken.

VII. COMMITTEE MEMBER COMMENTS (1-1995) - Discussion ensued with regard to an error in the Trip Count by Revenue Source chart contained in the May 1999 Monthly Business Review; the length and contents of the Monthly Business Review; the decrease in ridership; and the request for a fixed route for the Community Council on Youth.

VIII. STAFF REPORTS (1-2215) - Mr. Reynolds advised he is making free parking shuttle service available for the Kit Carson Rendezvous from the Carson High School to Mills Park. He has discussed this matter with Carson City Parks and Recreation, the Nevada Highway Patrol, and the Carson City Sheriff's Department and has received approval from all these agencies. Discussion ensued with regard to publicizing the service, the hours of the service, the number of seats available on the bus, keeping a record of the number of people served, the drop-off/ pick-up point, and receiving donations.

IX. PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS (1-1957) - Discussion ensued with regard to a vehicle replacement schedule and Mr. Reynolds advised he is presenting information regarding vehicle replacement needs to NDOT on Friday, June 11, 1999 at 8:00 a.m. at the library. Chairperson Bennett requested that a report on the results of that meeting be agendaized for the next monthly meeting. (1-2313) Mr. Reynolds advised the next monthly meeting was scheduled for Thursday, July 8, 1999 at 5:30 p.m. in the Capitol Conference Room.

X. ADJOURNMENT (1-2336) - Member Peshek moved to adjourn the meeting at 7:39 p.m. Member Kennedy seconded the motion. Motion carried 5-0-0-0.

The Minutes of the June 10, 1999 meeting of the Carson City Public Transit Advisory Committee

ARE SO APPROVED _____, 1999.

KAY BENNETT, Chairperson