

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE
Minutes of the November 15, 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 Monday, November 15, 1999 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

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

STAFF: Marc Reynolds, General Manager, Paratransit Services
David Heath, Director of Finance
Barbara Singer, Recreation Superintendent
Kathleen King, Recording Secretary
(PTAC 11/15/99; 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. Member Gowins was absent. Ex-Officio Members Heath, Rodolph and Taylor were present.

II. ACTION ON APPROVAL OF AGENDA (1-0015) - Member Peshek moved to approve the agenda. Member Kennedy seconded the motion. Motion carried 4-0-1-0.

III. ACTION ON APPROVAL OF MEETING MINUTES OF OCTOBER 21, 1999 (1-0023) - Discussion ensued with regard to clarification of "substandard" equipment referenced in item VI(4). Chairperson Bennett requested that Mr. Reynolds review the meeting tape to determine the source of the referenced equipment. Approval of the minutes was deferred.

IV. WELCOME AND INTRODUCTION OF GUESTS (1-0008) - Barbara Singer and Julie Rodolph introduced themselves for the record. (1-0096) Chairperson Bennett welcomed Linda Lang and Steve Reynolds.

V. PUBLIC COMMENTS (1-0099) - None.

VI. DISCUSSION AND ACTION ITEMS

1. ACTION ON APPROVAL OF MARKETING/ADVERTISING CONTRACT WITH SIGN PRO (1-0107) - Steve Reynolds referred the Committee members to the draft Proposal for Service Agreement included in the agenda packets, and reviewed the same. Chairperson Bennett disclosed that although three members of the Regional Transportation Commission were present, the issues before the Public Transit Advisory Committee would not affect, nor be reviewed in the future by, the Regional Transportation Commission. Discussion ensued with regard to Paratransit's existing vehicles, the vehicles on which advertising can be configured, and the direction in which to proceed. Mr. Heath recommended drafting a resolution proposing a use for the advertising revenues. He acknowledged that the revenues would be deposited to the public transit account. Discussion ensued regarding the need to determine the use for the revenues, and Chairperson Bennett recommended the resolution reflect that these would be additional revenues to the transit system as opposed to a repayment of general fund monies. Mr. Heath recommended that the proposed use for the revenue be presented at the same time the advertising proposal is presented to the Board of Supervisors. Steve Reynolds acknowledged that any addition to the fleet would result in review and amendment of the agreement. Discussion ensued regarding use for the revenue, including expansion of services and expansion of operating hours. Chairperson Bennett requested that Mr. Heath draft the resolution

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accordingly, and submit it for review and approval by the Committee prior to presentation to the Board of Supervisors. With regard to a time table, Steve Reynolds advised that as soon as Sign Pro is certain that the City is moving forward with the advertising program, the buses can be measured, and proper framing can be ordered. He acknowledged that changing the advertising would be dependent upon the subscriber, and that compensation to the City would be based upon a flat fee. Consensus of the Committee was that the flat fee arrangement would be the best. Discussion ensued regarding the time table for drafting the resolution, preparing the Board Action Form, and finalizing the proposal for service agreement. Committee consensus was to attempt to schedule presentation of the proposal and resolution for the December 2, 1999 Board of Supervisors meeting. Member Kennedy moved to accept the proposal for service agreement as presented from Sign Pro for an advertising program. Member Peshek seconded the motion. Member Kennedy amended his motion to include direction to staff to develop a resolution providing for use of the revenues in expansion of operating hours. Member Peshek continued his second. Motion carried 4-0-1-0. Chairperson Bennett requested Steve Reynolds' attendance at the Board meeting in which the matter is presented.

2. PRESENTATION ON REQUEST FOR PROPOSAL FROM COUNCIL ON YOUTH REGARDING AFTER HOURS YOUTH TRANSPORTATION - FIXED ROUTE (1-0597) - Linda Lang, representing the Community Council on Youth Advisory Committee ("CCOYAC"), provided background information on the Committee and its goals. Transportation has been a priority of the Committee since approximately two years ago. A survey was conducted of all youth service organizations in Carson City to determine needs. Subsequently, a presentation was made to the Board of Supervisors, resulting in an award of \$15,600 to contract with an organization to provide youth transportation in Carson City. The survey results indicated that a fixed route service was the best way to address the needs of the youth in Carson City. The CCOYAC developed a plan, as follows: Pick up children at the Boys and Girls Club between 2:30 and 3:00 p.m., deliver them to their activities, and return them to their neighborhoods on a north and south route. The CCOYAC sent a letter to Carson City transportation agencies requesting a representative from each attend a meeting to discuss methods to implement the plan. The Board of Supervisors liaison recommended strongly that the CCOYAC work with the local community transportation system. Prior to meeting with Mr. Reynolds, CCOYAC representatives met with Kevin Kerns, of the Carson City School District Transportation Office, to determine the feasibility of a fixed route. Mr. Kerns provided information regarding stopping points, problem streets, travel directions, etc., and assisted in developing a north/south route. The information was then presented to Mr. Reynolds for a determination of the type of transportation program which could be developed. Discussion ensued regarding the hours of operation for the proposed program, and Ms. Lang reviewed the proposed route. She acknowledged that the days of operation would be Monday through Friday. There are three opportune times to implement the proposed program, as follows: The beginning of the school year, the mid-term point (after the holidays), or the beginning of summer. The CCOYAC is most interested in running the program during the school year. Discussion regarding funding ensued, and Ms. Lang discussed a reallocation of funding by local youth organizations in order to cover transportation expenses. She explained the one-shot funding would be used for the pilot project, and that the CCOYAC plans to return to the Board of Supervisors with another request next budget year. In addition, a grant writer has been hired by the CCOY to write collaborative grants. With regard to projected ridership, Ms. Lang advised that a determination would have to be made during the pendency of the pilot project. Discussion ensued with regard to fare boxes, reduced rate tickets, and grants. Ms. Lang acknowledged that Carson City's contribution had been allocated in July 1998; permission to carry over the monies has been granted. Discussion followed regarding the mechanics of the program, the number of kids which may participate, and the stops on the north and south routes. Mr. Reynolds provided historical information on the development of this proposal, and discussed obstacles such as funding, capacity, and equipment. He advised of discussing the matter with Nevada Department of Transportation ("NDOT") staff, who informed him of a \$1.5 million allocation for which Carson City would be eligible to apply. The funding could only be used for a new service, and a letter requesting the funds needs to be addressed to NDOT as soon as possible. Mr. Reynolds discussed the limited amount of space available with the existing equipment, and the hours involved in the original proposal. He advised that Community Transportation staff had driven the proposed route, with 60 second stops instead of the traditional 15-20 second transit stop. Staff determined that the route can be driven in two hours on each end, for a total of four hours rather than the original projected 6-8. Six hours per evening were projected to account for weather and other delays. Mr.

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Reynolds discussed the four GMC transit buses available through the Reno RTC for \$8,000 each, and acknowledged that the \$1.5 million available through NDOT can be used to purchase the buses. He requested direction from the Committee to draft the request letters to NDOT. Discussion ensued with regard to the cost per hour to run the buses for the proposed CCOY program, various funding mechanisms, current per trip service costs, and determining the number of children participating in CCOY programs. Mr. Reynolds advised that NDOT has agreed to perform a feasibility study to determine the amount the current demand/response system would be reduced by a fixed route system. He requested Committee direction to draft a letter requesting NDOT to perform the feasibility study. Chairperson Bennett requested that Mr. Reynolds return to the December meeting with a budget, and that Ms. Lang return with a business plan for the proposed CCOY program. Ms. Lang advised she would need to verify with her Council any change to the proposed route before submitting anything to the Public Transit Advisory Committee. Ms. Taylor recommended that the request for the \$1.5 million be made quickly in order to ensure Carson City's share. Committee consensus was to direct Mr. Reynolds to prepare the letters of intent to NDOT, and to affirm the CCOY's proposed concept. Chairperson Bennett directed that part of the business plan should include a time line for implementation. Discussion ensued regarding access issues, polling the parents of participating children, and the range of uses for the NDOT funding. Chairperson Bennett reiterated that a proposal in concept is what she would like to see by the next meeting; that specifics of the program, such as routes, should be put on hold. She requested that the CCOYAC Transportation Advisory Committee be prepared to reactivate and to work with members of the Public Transit Advisory Committee. Mr. Reynolds will be visiting the Reno RTC with City Fleet Manager Don Davis and Chairperson Bennett to look at the available buses. Chairperson Bennett invited anyone interested to join them, and thanked Ms. Lang for her presentation.

3. REPORT ON RIDERSHIP, CLIENT COMMUNICATIONS AND UNMET TRIP RESERVATIONS FOR THE MONTH OF OCTOBER 1999 (1-1880) - Mr. Reynolds distributed and reviewed the October 1999 Monthly Business Report. He discussed cancellations and the problem of increased subscription trips due to ridership capacity. Ms. Taylor discussed the block grant for Temporary Aid for Needy Families ("TANF"), the time limits imposed, and possible consequences to Public Transit. She advised that most of the 19 welfare families, who will become ineligible for welfare in the year 2000, are transit dependent. Discussion ensued with regard to the increase in subscription rides correlating to the increase in unmet trips. **4. DISCUSSION ON CONTRACT COST OVERRUNS - EXCESSIVE FUEL COSTS AND INSUFFICIENT OPERATING HOURS FOR CURRENT DEMAND (1-1865)** - Mr. Reynolds advised of his discussion with Vice Chairperson Winkler prior to the meeting. (1-2228) Mr. Reynolds discussed unmet rides for OARC, the fine points of the paratransit system, and forming a task force to look into the contract, the operation, and the business plan of the system. Discussion ensued with regard to unmet contract needs, the Senior Citizens Center survey, the history of the OARC and Senior Center contracts, the City's contribution, the contracted hours of operation, reasons to form a subcommittee, and the additional contracts. Mr. Heath advised that the City is not recovering any money from Paratransit. He discussed existing problems being exacerbated by additional services, and suggested requesting Sandy McGrew, of NDOT, to present information at the next meeting on the \$50,000 promised to the City. Discussion regarding the purpose of the subcommittee followed, and Vice Chairperson Winkler and Member Peshek volunteered to serve on the subcommittee. Ms. Taylor volunteered to serve on the subcommittee when her schedule allows, and Ms. Rodolph volunteered to serve as well.

VII. COMMITTEE MEMBER COMMENTS - None.

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

IX. ACTION ON ADJOURNMENT (1-3034) - Chairperson Bennett adjourned the meeting at 7:50 p.m.

The Minutes of the November 15, 1999 meeting of the Carson City Public Transit Advisory Committee are so approved this ____ day of December, 1999.

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KAY BENNETT, Chairperson