

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the April 12, 2006, Meeting

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A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, April 12, 2006, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, immediately following the regularly scheduled meeting of the Carson Area Metropolitan Planning Organization that began at 5:30 p.m.

**PRESENT:** Chairperson Richard S. Staub, Vice Chairperson Charles Des Jardins, and Commissioners Shelly Aldean, Larry Hastings, and Michael Zola

**STAFF PRESENT:** City Engineer Larry Werner, Deputy City Engineer Jeff Sharp, Senior Deputy District Attorney Michael Suglia, RTC Engineer Harvey Brotzman, Transportation/Transit Planner Michael Dulude, and Recording Secretary Katherine McLaughlin (RTC Recording 4/12/06 5:58:15)

**I. ROLL CALL AND DETERMINATION OF A QUORUM** - Chairperson Staub convened the meeting at 5:59 p.m. Roll call was taken. The entire Commission was present, constituting a quorum.

**J. APPROVAL OF MINUTES** -None.

**K. AGENDA MODIFICATION (6:00:01)** - None.

**L. PUBLIC COMMENT (6:00:15)** - None.

**M. DISCLOSURES (6:00:30)** - None.

**N. PUBLIC MEETING ITEMS**

**N-1. PRESENTATION BY WASHOE COUNTY REGIONAL TRANSPORTATION COMMISSION ON THE PRIDE COMMUTER BUS SERVICE OPERATING FROM RENO TO CARSON VALLEY PLAZA IN DOUGLAS COUNTY, WITH SERVICE TO CARSON CITY (6:00:45)** - Transportation/Transit Planner Michael Dulude introduced Senior Planner Roger Hanson. Mr. Hanson gave a slide presentation on the PRIDE service. There are nine round trips to Reno daily were designed as a commuter service. Funding dictated this level of service. The original concept had a different service level. Graphs illustrating the revenue vehicle hours were described. The service was established in 2000 with NDOT funding the operation through fiscal year 2003. The present operation was approved in a 2004 agreement. Productivity has been consistent throughout the three years. He felt that the "easy market" had been captured by the current service. Coordination with the City's JAC service may increase the ridership. A graph illustrating the ridership composition was described. A survey was reviewed. The biggest concerns appear to be the frequency of the service and the desire to have weekend and midday service. The ability to use the PRIDE service and transfer to Citifare was limned. A similar program coordinated with JAC may improve the ridership. The survey also ranked the driver's courtesy, driver confidence, the service being maintained and on time, the comfort, and condition of the buses. The composition of the riders in Reno/Sparks was compared to the Carson City/Douglas County riders. The Washoe County riders were classed as commuters. The Carson City/Douglas riders were going to Reno/Sparks for school, shopping, and medical reasons. Justification for using the buses also indicated that lower income levels were more transit dependent than

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other income levels. Performance data comparing the service to TART and JAC was described. Alternative routes were noted but changes were not recommended at this time. He also believed that a majority of the Douglas County ridership is parking their vehicles at Walmart and taking the bus to Reno/Sparks. Commissioner Hastings asked for a comparison of the first year of the PRIDE service so that it could be compared to the JAC service. Discussion indicated Mr. Hanson's belief that the Carson City local PRIDE ridership dropped when JAC began operating. Commissioner Aldean indicated that the ridership on JAC has been disappointing. She questioned its ability to impact the PRIDE program. She also suggested that additional funding for Douglas County riders be solicited from its rural transit system. Additional comments were solicited but none were given. No formal action was required or taken.

**N-2. DISCUSSION AND ACTION TO: (1) CONTINUE PARTICIPATION IN THE OPERATION OF WASHOE COUNTY REGIONAL TRANSPORTATION COMMISSION'S PRIDE COMMUTER BUS SERVICE OPERATING FROM RENO TO CARSON VALLEY PLAZA IN DOUGLAS COUNTY, WITH SERVICE TO CARSON CITY, (2) TO AMEND THE PARTICIPATION AGREEMENT TO INCREASE THE CARSON CITY RTC SHARE OF FUNDING PRIDE, NOT TO EXCEED A TOTAL AMOUNT OF \$108,075 FOR FY 2007, AND (3) TO AUTHORIZE THE CHAIRMAN TO SIGN THE AMENDMENT (6:12:29)** - Washoe County RTC Director of Public Transportation David Jickling highlighted the current agreement and the need to revisit several of its terms. These terms related to the contract amount, remove/revision of the term "not to exceed", and a suggestion that CAMPO be removed from the agreement and allow RTC and Douglas County to be separate entities. Justification for increasing the contract term or removing the term "not to exceed" was based on the fact that he could not provide a service outside his County at a lower hourly rate than that charged within his County. He had indicated a need for a rate increase to Douglas County but had not yet been placed on its agenda. The value of the service to the communities was noted. He felt that the service will grow and mature with time, more marketing, additional funding, and commitment. He also described the Citifare booklet he had given to the Commission and Clerk. (A copy is in the file.) Page 92 includes the schedule for PRIDE and a notation regarding the Carson City's JAC system. In the future he hoped to add a full page containing the JAC schedule and fares. Transfers between the services could also be added. This will assist in promoting the movement between the two systems. More marketing of the service is needed in Carson City as well as Washoe County. He then explained the new buses that were placed in service a year ago. They had increased the customers' satisfaction. The cost of these vehicles was absorbed by the Washoe County RTC budget. It did not increase the City's operating cost.

Discussion between Commissioner Aldean and Mr. Jickling indicated that the funding request from Carson City is \$108,000. Douglas County is being asked for \$12,000. If Douglas County does not agree to fund the service, CAMPO could if the area covered is within its boundary. Another option is to halt the service within the Carson City limits. This could be at either the former Wal-Mart site or the NDOT building on Stewart Street. Commissioner Aldean advised that the budget included \$110,000 of which \$55,000 is from 5307 Federal funds. She also felt that it was premature for Carson City to approve the increase without knowing what Douglas County wants to do as its action could effect the operating agreement and change the routes. She suggested that he return with an amended agreement reflecting Douglas County's decision. Mr. Jickling indicated a willingness to bring the agreement back. He advised that the 2007 fiscal year commences on 7/1/06 and that the budget must be adopted in May. He took responsibility for the delay in presenting the agreement to the Commission. He advised that if the routes are changed, two public hearings must be held

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in May on the revisions. He also pointed out that the Commission could allocate the funding in the budget process without actually spending the funds. City Engineer Larry Werner explained that this is the reason the term “not to exceed” is included in the agreement. He suggested that the agreement be approved contingent upon Douglas County’s agreement and that the language remain as “not to exceed”. If Douglas County does not approve the agreement, Chairperson Staub would not be asked to sign the agreement. This process will allow the staff to meet the budget timeframes if an issue does not arise with the route change(s). Commissioner Des Jardins pointed out that the allocation of Federal funds is controlled by CAMPO and not the RTC. Chairperson Staub concurred.

NDOT Chief of Program Development Dennis Taylor indicated he is not the transit expert at NDOT. He introduced Barbara Eiche and Trish Giomi of Intermodal Planning Transit. He advised that there is a match required for the 5307 FTA funds. It is approximately \$55,000.

Mr. Werner indicated that the operations are handled by RTC. The funding is authorized by CAMPO. The agreement is with RTC. It is part of the CAMPO approved programs. Mr. Taylor indicated that the funding will have to be documented in the CAMPO Transportation Improvement Program and the State Transportation Improvement Program. If not already in these programs, an adjustment may be required to the programs to include the agreement. This is relatively a straight forward process. Public comments were solicited. None were given.

Commissioner Aldean moved to continue participation in the operation of Washoe County Regional Transportation Commission’s PRIDE commuter bus service operating from Reno through Carson City to the Carson Valley Plaza and to amend the participation agreement to increase the Carson City RTC’s share of funding PRIDE in an amount not to exceed \$108,075 for FY 2006-2007 and authorize the Chairman to sign the amendment contingent upon Douglas County’s participation. Member Des Jardins seconded the motion. Motion carried 6-0.

**N-3. STATUS REPORT AND DISCUSSION ON THE JAC “JUMP AROUND CARSON” TRANSIT PROGRAM (6:26:05)** - Transportation/Transit Planner Michael Dulude distributed copies of his report on JAC and JAC Assist to the Commission and Clerk. (Copies are in the file.) He highlighted the reports. His comments noted that the JAC ridership is 200 riders more than during October when the rides were free. Additional work remains to be done to increase the ridership even more. Discussion explained the total revenue obtained from tickets and passes. Commissioner Aldean pointed out that if the fare revenue continues at its current pace the operation will experience a \$100,000 loss. Discussion explained that Route 3 is popular with the riders. This route goes to the Carson Valley Plaza in Douglas County. Route 1 was the next highest route. It goes to the Carson-Tahoe Regional Medical Facility. In March, however, Route 2B became the second highest route. It is the counterclockwise route around the City. Route 2A has had the lowest ridership. The complaints have been related to the lack of information regarding where passes can be obtained. The service is operating at 98% to 99% on-time basis. The vendor is tracking the operation and complaints. The vendor will provide a report in a couple of meetings. Chairperson Staub explained the desire to have its performance evaluation and responses to complaints included in the report. Commissioner Des Jardins believed that the buses are evident throughout the community as indicated by his personal observation of them. The bus stops, however, need to be more evident and marked. Mr. Dulude indicated that 90% of the signs have been installed. Only 30% of the dual sided signs, however, have been installed. The route

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designation signs are 20% completed. Chairperson Staub reminded Mr. Dulude that the Commission had talked about having the curbs painted and installing shelters and benches. He urged staff to expedite these items. He was surprised to see the increase in fare revenue and felt that the fare adjustment may have created this increase. He also noted that a previous speaker had suggested the rides be free for one year due to the low fare revenue being generated at that time. Mr. Dulude opined that individuals are not using the service to reach the Wal-Mart on College Parkway due to the distance between the bus stop and the store and the potential for conflicts with vehicles. He felt that when the Roop/Hot Springs intersection is redesigned, the conditions and ridership may change. Commissioner Aldean explained her philosophical problem with supporting JAC's run to the Carson Valley Plaza and its stores. Unless Douglas County is willing to contribute toward JAC's services, she did not wish to have it go to that location. Mr. Dulude advised that he is working with Consultant Jerry Hall to develop a written agreement on former Deputy City Engineer John Flansberg's verbal commitment with Douglas County to contribute toward JAC's service to the Carson Valley Plaza. Commissioner Hastings encouraged Mr. Dulude to include within the JAC program service during special events in Carson City, i.e., Nevada Day, the Rendezvous, and, perhaps, the Candy Dance. He suggested consideration be given to providing free rides for these events. Mr. Dulude advised that during Earth Day's activities they will have a table and raffle ten ride punch cards. Its grand prize will be a monthly pass. A scavenger hunt for 20 ten-ride punch cards is also planned. Other promotional activities are planned for other events. Commissioner Zola reminded the Commissioners that during Hot August Nights, Citifare had filled its buses with participants attending the activities. He felt that Carson City residents would enjoy the same service for Carson City events. Chairperson Staub encouraged staff to expedite the agreement with Douglas County. His justification for allowing the service to go to the Carson Valley Plaza was due to the number of Carson City residents who want to shop at that center. He also urged consideration of a strong promotional effort regarding JAC and its services. More advertising in the local media, the Chamber of Commerce booklet, the *Senior Bulletin*, and/or the *Capital Focus* was suggested. Savings which had been obtained previously should be used for this purpose. He suggested that a quarter page ad include the schedule and the routes. If necessary, someone could be hired to develop the ads. City Engineer Larry Werner indicated that staff is working on it and proposed to have a second "kickoff" when the benches and signs are completed. "PIT" (Public Information Team) is working on a television ad. He also indicated that he was surprised at how well JAC had been doing without this type of promotion. He hoped to have the promotions running in a month to six weeks. Chairperson Staub suggested that staff contact the Community Council on Youth regarding the Boys and Girls Club's summer program and its need for transportation. Additional comments on the JAC system were solicited but none were given.

(6:45:45) Mr. Dulude then highlighted his report on the JAC Assist service. Ridership on the JAC Assist has dropped since JAC began operating. There have been a few complaints regarding the transition from the previous CCC service to the current JAC Assist program. The ridership, however, is beginning to increase. The fare box revenue has increased from \$.95 per passenger to \$1.95 per passenger. Discussion explained that donations had been received in February which were placed in the fare box. These donations had not been solicited.

Commissioner Des Jardins advised that the *Nevada Appeal* website includes a JAC icon. He questioned the number of hits received on this site. Mr. Dulude had not been aware of this site but indicated a willingness to investigate it.

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Discussion also indicated that Mr. Dulude is working with Western Nevada Community College's trade classes to construct the shelters. RTC will be providing the materials for the shelters. Public comments were solicited, however, none were given. No formal action was required or taken.

**O. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS) - FUTURE AGENDA ITEMS (6:49:28)** - Deputy City Engineer Larry Werner announced the public workshop scheduled for March 29 and April 19 on the preliminary design of the Stewart Street extension. Its purpose was delineated. He advised that meetings are being held with the School District regarding trading a portion of the Church property for a portion of the Corbett School property. Discussions are considering closing Corbett east of Fall. The Stewart Street extension project may go out to bid this fall. Right-of-way acquisitions will occur soon after the design is completed. The current estimates do not include right-of-way acquisitions. There will be six or seven partial takings and two or three full takings. Discussion indicated that the construction estimate of \$5.3 million plus the right-of-way acquisitions are within the budget or budget adjustments will be made to allow them to proceed with the project. As of this time no major concerns have been indicated regarding the ability to obtain the needed rights-of-way. It was pointed out that a lot of the buildings in this area are rentals with absentee landlords. Public comments on the topic were solicited but none were given.

Mr. Werner then explained that the delay in opening Bowers Lane was created by the drainage ditch and the geography of the area where the stop signs are to be placed. The signs should be installed next week. The intersection of Bowers Lane and Arrowhead will be cleaned up. Sunrise also needs to be "cleaned up". Discussion indicated that a traffic counter is to be placed on Bowers when it is opened and that progressive reports are to be provided regarding the use of the street during the next 18 months. If speeding is discovered, the Sheriff's Office is to be contacted. Mr. Werner explained the discussion at the Board of Supervisors meeting regarding the opening of Bowers. The public had purportedly felt that the Board would make the decision regarding opening Bowers. The Minutes did not reflect this direction. Therefore, no action was taken by the Board and the RTC decision was left standing. Chairperson Staub directed staff to notify Commissioner Aldean when the street is finally opened.

Commissioner Des Jardins thanked staff for the Fairview sign that had been installed at the Fifth Street roundabout. He had received several positive responses regarding it. Mr. Werner advised that staff has been attempting to get an article in the media regarding the street's name change.

Mr. Werner advised the Commission that an agenda item for its next meeting will be a discussion on placing stop signs at Ridgecrest and Northridge. Notifications are being given to the residents within two houses of the intersection. They will be given an opportunity to present their reasons why the stop signs should be installed. No formal action was taken or required on any of these issues.

**P. ADJOURNMENT - RTC (6:57:05)** - Commissioner Aldean moved to adjourn. Commissioner Des Jardins seconded the motion. Motion carried 5-0. Chairperson Staub adjourned the meeting at 6:58 p.m.

A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

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The Minutes of the April 12, 2006, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON May 10, 2006.

/s/  
Richard S. Staub, Chairperson