

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE
Minutes of the January 13, 2000 Meeting

DRAFT

Page 1

A regular meeting of the Carson City Public Transit Advisory Committee was held at 5:30 p.m. on Thursday, January 13, 2000 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, Paratransit Services General Manager
Matt Konze, Paratransit Services Dispatch Supervisor
David Heath, Carson City Director of Finance
Barbara Singer, Carson City Recreation Superintendent
Kathleen King, Recording Secretary
(PTAC 01/13/00; 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 (1-0017) - 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 (1-0035) - Mr. Reynolds suggested addressing agenda item VI(5) following item VI(3) as the two were related. Vice Chairperson Winkler moved to accept the agenda as amended. Member Peshek seconded the motion. Motion carried 4-0.

III. ACTION ON APPROVAL OF MEETING MINUTES OF DECEMBER 9, 1999 (1-0062) - Member Kennedy moved to approve the minutes. Member Peshek seconded the motion. Motion carried 4-0.

IV. WELCOME AND INTRODUCTION OF GUESTS (1-0026) - Ms. Rodolph, Mr. Konze, and Mr. Reynolds introduced themselves for the record.

V. PUBLIC COMMENTS (1-0069) - None.

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the January 13, 2000 Meeting

DRAFT

Page 2

VI. DISCUSSION AND ACTION ITEMS

1. PRESENTATION AND ACTION ON DRAFT BUDGET AND DRAFT BUSINESS PLAN FOR COUNCIL ON YOUTH AFTER HOURS TRANSPORTATION - FIXED ROUTE (1-0091) - Ms. Singer referred to page 2 of the Business Plan, reviewed paragraph 2, the outline of the summer program, and advised of a meeting between Kathy Blankenship, of the Boys & Girls Club, Mr. Reynolds, Mr. Konze, herself, and Kevin Kerns, of the Carson City School District, to determine a route. Due to budget constraints, the modified plan is restricted to areas designated as high risk, which include Empire, Mark Twain, and Broadleaf/ Sagewood. Ms. Singer referred to page 4, and reviewed the Operations Plan. Mr. Reynolds pointed out the designated high risk areas on a map, and advised that Mr. Kerns had estimated that each area would handle as many as two bus loads of children per trip. Ms. Blankenship explained that Mr. Kerns had based his estimate on the number of children at schools which provide free and reduced-cost lunches, and the high density of population in the above-mentioned neighborhoods.

Ms. Singer explained that the modified plan allows for only one pickup and one return. She discussed the first proposed operation plan - one pickup from 8:00 a.m. to 10:00 a.m. and one from 10:00 a.m. to 12:00 p.m. and return between 4:00 p.m. and 6:00 p.m. This plan will be impossible to implement due to funding constraints. In response to a question, Ms. Blankenship advised that the proposed drop off points have been designated as the Community Center, the Library, and the Boys & Girls Club. She discussed the program scheduling problems with the WNCC Computer Corps, The Brewery Arts Center, and the Children's Museum. Ms. Singer pointed out that the modified program provides transportation for only the above-mentioned areas as funding constraints prohibit trips to the south end of town. Discussion ensued with regard to the specific application of the program, supervision, safety issues, the cross walk from the library to the Community Center/swimming pool, and the hours of operation. Ms. Singer clarified that the hours of operation are flexible. She pointed out that Boys & Girls Club staff often walks children to the Community Center for programs, and that the children would not have to be picked up at the same place they were dropped off. She discussed various options to accommodate the children and their needs. Discussion ensued with regard to the need for additional security/supervision at Mills Park, and the possibility of increased liability to the City. Chairperson Bennett requested that Ms. Singer discuss this possibility with the District Attorney's staff.

Mr. Reynolds distributed a budget for the school year plan, and explained that Paratransit's accounting software calculates budgets on an annual basis. He reviewed the draft budget, including that the per hour operation cost is \$44.47. There are additional costs which can be deducted to reduce the cost per hour, therefore, the \$15,600 should be sufficient to cover the costs of the modified summer program. Mr. Reynolds acknowledged that implementation of the program is contingent upon purchasing the transit buses from the Reno RTC. In response to a question, Mr. Reynolds clarified that the actual revenue miles for the modified summer plan are estimated at 4,510. Discussion ensued with regard to

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the January 13, 2000 Meeting

DRAFT

Page 3

the draft budget presented, and Mr. Reynolds explained that the \$44.47 figure includes operating costs, fuel, capital expenses, maintenance, drivers' labor, benefits, operating supplies, tires, etc. In response to a question, he explained that the cost charged to the City is lower because the larger size of the operation allows the cost to be spread out over a larger base. The \$44.47 figure is for two drivers and two pieces of equipment. Mr. Reynolds clarified that bus purchase will be a separate cost. Member Peshek pointed out that this program should be presented as a pilot program, and discussion ensued with regard to the same.

Mr. Reynolds provided information on a recent meeting with NDOT representatives in which the main topic of discussion was unmet needs of the service. NDOT representatives advised that they would like to re-examine the data previously reviewed by the Committee. A workshop has been scheduled for January 25, 2000 from 12:00 to 5:00 p.m. Mr. Reynolds and Mr. Konze will be prepared to present data on the unmet needs. Mr. Reynolds advised that during the above-mentioned meeting, NDOT representatives were questioned about the \$50,000 from the Jacobsen bill, the intent of which was to match the award from the 5310 grant. NDOT representatives advised that the disbursement of funds has not yet taken place, however, the funds will be forthcoming. No decision on the Jacobsen bill will be made until after the January 25th workshop. At the same meeting, discussion took place regarding MPO issues as well. Chairperson Bennett advised that the Committee has been invited to attend the workshop, as well as the Regional Transportation Commissioners, and contract agency representatives. The purpose of the workshop is to communicate future transit needs to NDOT, discuss contracts, unmet needs, program funding, and future plans. She requested the Committee members to attend the workshop or send a representative. Discussion took place with regard to funding available once Carson City reaches MPO status and funding sources to utilize in the meantime.

With regard to the RTC buses, Mr. Reynolds advised that the school district is not allowed to give the City money to purchase them. Ms. Singer explained the reasons: the RTC vehicles are not school buses and school buses cannot be used for programs other than those affiliated with the schools. In response to a question, Mr. Heath advised of discretionary funds which will be available to the Board of Supervisors this year. Chairperson Bennett suggested going forward with the workshop to determine whether or not NDOT will offer funding for capital acquisition. If they will not, another option is to request a contingency fund allocation from the Board of Supervisors either out of the current ending fund balance or to be reimbursed to the ending fund balance as the Board goes through the budget process. Chairperson Bennett discussed policy decisions with which the Board of Supervisors is faced regarding \$250,000 in unspent one-shot funding. **Member Kennedy moved to approve the Business Plan for the Modified Summer Program given the purchase of the buses. Member Peshek seconded the motion. Motion carried 4-0.**

Discussion regarding a "drop dead" date for the program followed, and staff advised that thirty days should be sufficient. Chairperson Bennett thanked Ms. Singer and Mr. Reynolds for their presentation.

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the January 13, 2000 Meeting

DRAFT

Page 4

Mr. Reynolds requested Committee direction to draft a letter to the Reno RTC to thank them for holding the buses, and to request them to continue to hold the buses until funding sources can be identified. Chairperson Bennett requested Mr. Reynolds to draft the letter for her signature.

2. PRESENTATION ON STATUS OF MARKETING/ADVERTISING ON BUSES (1-1182) - Chairperson Bennett advised that the RFQ and the RFP are out. The Committee should be able to take action on a recommended vendor by the next meeting. This item will be reagendaized.

3. DISCUSSION AND ACTION ON DISTRICT ATTORNEY'S OFFICE OPINION ON LEGALITIES OF OUTDOOR ADVERTISING ON BUSES (1-1207) - Mr. Reynolds distributed a letter from Chief Deputy District Attorney Mark Forsberg and referred to the comments by Jay Meierdierck which were distributed to the Committee members at the last meeting. Mr. Reynolds reviewed Mr. Forsberg's letter, and discussion ensued with regard to Mr. Meierdierck's comments.

4. REPORT ON RIDERSHIP, CLIENT COMMUNICATIONS, AND UNMET TRIP RESERVATIONS FOR THE MONTH OF DECEMBER 1999 (1-1264) - Mr. Reynolds distributed and reviewed the December Business Report. In response to a question, he explained that the decrease in ridership was due to the holiday season. He referred the Committee members to the Growth Progress Graph on page 2 which shows a comparison of statistics between December 1998 to December 1999. Following discussion, Mr. Reynolds agreed to add a column to the Monthly Ridership Statistics showing a comparison of the previous year's monthly statistics. The Committee then reviewed the Unmet Rides '99 graph, and discussion ensued with regard to the validity of the statistics and obtaining data from the Senior Citizens Center. Chairperson Bennett requested that Ms. Taylor and Ms. Rodolph bring to the January 25th workshop an indication of unmet needs for their contracts, and discussion ensued with regard to the same.

5. REPORT AND ACTION ON TASK FORCE MEETING RESULTS REGARDING COST OVERRUNS, EXCESSIVE FUEL COSTS, AND INSUFFICIENT OPERATING HOURS DURING PEAK PERIODS (1-1541) - Vice Chairperson Winkler distributed Task Force Report -2, and Member Peshek reviewed the same. He referred to the attachments, and Member Kennedy suggested publishing the questionnaire in the Senior Citizens Center newsletter. Discussion ensued with regard to obtaining statistical information from the Welfare Department and Vocational Rehabilitation, and the number of general public riders. Chairperson Bennett expressed appreciation for the accomplishments of the task force. She commented that Jim Mallery, of NDOT, had praised Carson City for the level of documentation produced.

Member Peshek referred to attachment 4, the draft letter to City Manager Berkich. Discussion ensued with regard to Issue 5, and Mr. Heath advised that the referenced \$10,000 was not contracted for. He explained the plan for the first year, which included contracts with taxis, and that the current year's

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the January 13, 2000 Meeting

Page 5

DRAFT

contract is based solely on hours of service. The current City budget contemplates a certain number of hours per month in service. He advised that the City has a separate budget for maintenance which will most likely need to be augmented. Member Peshek acknowledged that the recommendation of the task force is that \$10,000 be allocated for taxi service. In response to a question, Mr. Reynolds advised that the cost for the taxi trips has varied between \$6.50 and \$15.00. Last month, \$178 was spent in taxi costs. Mr. Reynolds acknowledged that Paratransit is reimbursing the taxi service out of its contract. Discussion ensued with regard to the cost savings realized by Paratransit by utilizing taxi service, evening and weekend service, and previous problems with the cab companies.

Member Peshek continued reviewing the task force report, and extensive discussion followed regarding the Paratransit contract, revenues from the various contracts, allocation of the revenues, operating costs exceeding operating revenues, the capacity operation of the system, revenue projections at the start of the service, and voluntary donations. Vice Chairperson Winkler suggested that the task force report be used as the basis for the report to be given at the January 25th workshop. It will be supplemented with reports from Ms. Taylor, Ms. Rodolph and the data gathered from the Senior Citizens Center. Chairperson Bennett requested a report from Mr. Heath which shows the allocation of revenues. Further discussion took place with regard to tracking unmet rides, and Chairperson Bennett suggested that a dollar value be assigned to the unmet rides for purposes of the workshop. No formal action was taken.

6. PRESENTATION AND ACTION ON HOLIDAY OPERATING HOURS AND TRIP PURPOSE (1-2680) - Chairperson Bennett advised of a complaint received from a constituent who needed to access the system on a holiday. Internal policy of Paratransit is that only essential trips are done on holidays. Chairperson Bennett described the circumstances surrounding the complaint, and requested input with regard to changing the policy. Committee consensus was to consider this issue for action at a future meeting.

VII. COMMITTEE MEMBER COMMENTS (1-0076) - Mr. Reynolds advised that Member Gowins requested discussion on a tax initiative be agendaized for the next meeting.

VIII. ACTION ON PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS - Chairperson Bennett reminded the Committee of the January 25, 2000 workshop. Discussion ensued with regard to the next regular meeting. Chairperson Bennett distributed a memorandum from Sandi McGrew, of NDOT, advising of a Transit Management Conference.

IX. ACTION ON ADJOURNMENT (1-2860) - Member Peshek moved to adjourn the meeting. Chairperson Bennett adjourned the meeting at 7:44 p.m.

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE
Minutes of the January 13, 2000 Meeting

DRAFT

Page 6

The Minutes of the January 13, 2000 meeting of the Carson City Public Transit Advisory Committee are so approved this _____ day of February, 2000.

KAY BENNETT, Chairperson