A workshop meeting of the Carson City Public Transit Advisory Committee was held at 12:00 p.m. on Wednesday, January 25, 2000 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

PARATRANSIT

SERVICES STAFF: Steve Hutchins, Executive Vice President

Marc Reynolds, General Manager Matt Konze, Dispatch Supervisor

CITY STAFF: John Berkich, City Manager

David Heath, Finance Department Director

Laura Beckerdite, Development Engineering. Admin. Asst.

Katherine McLaughlin, Recording Secretary

(SPTAC 01/25/00; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Bennett or Steve Lewis, the workshop facilitator. 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 12:15 p.m. Roll call was taken; a quorum was present. Chairperson Bennett noted that a quorum of the Regional Transportation Commission was also present; however, no formal decisions were to be made. Ex-officio members Jim Mallery, Julie Rodolph and Barbara Taylor were present.
- II. WELCOME AND INTRODUCTION OF GUESTS (1-0023) Chairperson Bennett requested each person to introduce themselves for the record. In addition to the members and ex-officio members of the Committee, Paratransit Services staff, and Carson City staff previously noted, those in attendance included Mark Jacoby of the Boys and Girls Club, Sandy McGrew of the Nevada Department of Transportation ("NDOT"), Supervisor Jon Plank, and Steve Lewis of the University of Nevada Cooperative Extension, Douglas County. Chairperson Bennett advised that Mr. Lewis would be serving as the workshop facilitator, and provided a brief overview of his experience.
- **III. PUBLIC COMMENT** (1-0054) Mr. Reynolds recommended deferring discussion on item IV(11) due to time constraints.
- **IV. DISCUSSION ITEMS** (1-0075) Mr. Lewis discussed the objectives of the meeting and reviewed the agenda.
- 1. PRESENTATION AND DISCUSSION ON REVIEW OF SECOND QUARTER 2000 RIDERSHIP DATA (1-0177) Mr. Reynolds thanked everyone for their attendance and provided a brief overview of the agenda materials. He reviewed the various graphic representations included, and discussion ensued regarding the increased client base and the resulting decrease in trips per client; the system's available capacity; and decreased service hours/increased productivity. Mr. Reynolds reviewed the Ridership Profile chart, the Average Passengers Per Hour chart which reflects system productivity, and the Productivity Comparison. Discussion followed regarding the various systems reflected on the Productivity Comparison. Mr. Reynolds reviewed and discussed the On-Time Performance chart, and Mr. Konze responded to questions regarding the correlation of the percentage points to total ridership. Mr. Reynolds explained that "on time" is defined as within fifteen minutes of the scheduled pickup.

Mr. Reynolds reviewed the Financial Analysis for FY98/99 and FY99/00 with regard to contract hours and fuel cost. He advised that his key concerns are operating hours and fuel cost. He responded to questions regarding fulfillment of the Senior Citizens Center and OARC contracts in relation to the School-to-Careers Program and the Carson Health Care trips, the revenue generated by the School-to-Careers Program and Carson Health Care, and the impact to unmet needs resulting from fulfillment of special contracts.

Mr. Hutchins discussed the requirements of the Americans with Disabilities Act ("ADA") and the resulting impact to the system. Mr. Mallery summarized that service to the contract clients does detract from the capacity in spite of Paratransit staff's attempts to shuffle the rides to slower periods. Mr. Reynolds pointed out that the majority of the contracts were solicited during the first contract year in an attempt to generate additional revenue to offset the City's contribution to the system.

At the request of Member Kennedy, Mr. Reynolds reviewed the details of the School-to-Careers program. Discussion followed regarding the fuel contract and the possibility of a cheaper price per gallon at one of the local stations. Mr. Reynolds acknowledged that the special contracts exist between the City and the various agencies, and that the total contract hours are accounted for on the Ridership Profile chart.

- 2. PRESENTATION AND DISCUSSION ON EVENING AND WEEKEND RIDERSHIP (1-0715) Mr. Konze reviewed the Evening and Weekend Trip Report, and advised that the majority of the trips done during these times are those that are required or are specially contracted. He reviewed the Report of Funder Activity, and pointed out that the majority of the trips are for the general public. He defined "evening" as 6:00 p.m. to 12:00 p.m. Mr. Konze then reviewed the Report of Weekend Trips delineated by hour, and advised that most of the rides provided during the weekend are full fare because the contracts do not apply during the weekends. He acknowledged that both reports depict the demand which is currently being met by the service.
- 3. PRESENTATION AND DISCUSSION ON UNMET TRIPS BY DAY, TIME, CLIENT PROFILE AND FUNDER/TRIP PURPOSE (1-0941) Mr. Konze referred to the definition of terms and reviewed the same. Mr. Hutchins discussed ADA requirements with regard to renegotiating trips. Mr. Konze reviewed the second quarter Unmet Rides graph, and advised that a total of 359 trips were classified as unmet. Of that number, 70% most likely received rides as a result of renegotiating their trip request to a different time or day. Mr. Konze explained that the decline reflected in December is most likely due to the holiday season. Member Peshek pointed out that the graphs do not reflect the unmet rides for OARC or the Senior Citizens Center which have not been called in to Paratransit.

Mr. Konze then reviewed the Unmet Ride Reservations Chart delineated by hour. He pointed out that the peak time of the day for all riders is 2:00 p.m., with the greatest concentration of riders being Senior Citizens. The second peak time is 8:00 a.m. Mr. Konze has compensated for the peak times by renegotiating trip times. In response to a question, he advised of the number of vehicles on the road at different times of the day. He explained the reason for the 2:00 p.m. peak time is the reshuffling of return trips. He discussed operating hours as the most important factor to consider in meeting the needs of the community.

Mr. Reynolds discussed plans for the vehicle replacement schedule, and discussion ensued with regard to the existing number and types of vehicles in the fleet, and the number of vehicles operating on the weekend.

Mr. Lewis recessed the meeting at 1:15 p.m. and reconvened the meeting at 1:22 p.m. A quorum was present.

4. PRESENTATION AND DISCUSSION ON UNMET TRIPS AND INSUFFICIENT OPERATING HOURS BY PTAC TASK FORCE (1-1150) - Vice Chairperson Winkler referred to the task force reports, and discussed the purpose of the task force to review the unmet needs which have gone unidentified by Paratransit. Discussion ensued with regard to the survey being conducted at the Senior Citizens Center. Vice Chairperson Winkler acknowledged that prior to Paratransit taking over the transit service, all OARC rides were being met. She advised that attempts have been made to adjust the evening trip

times to better accommodate OARC's contract; however, this has not been very successful. She explained that although some trip times are flexible, trips for therapy and medical appointments are not. OARC is now providing approximately 180-240 trips per month to compensate.

Vice Chairperson Winkler referred to the January 25, 2000 letter from Julie Rodolph, of the Bureau of Vocational Rehabilitation, which outlines unmet needs for vocational rehabilitation and disabled clients. She continued reviewing Task Force Report 2, and acknowledged the desire of the task force that new contracts pay for expanded service rather than replacing existing hours. Mr. Mallery pointed out that the 244 rides referred to in Vice Chairperson Winkler's January 24, 2000 letter, divides out to 8 rides per day. Discussion ensued with regard to the reason the 8 rides per day cannot be accommodated into the transit system. Vice Chairperson Winkler advised that the BETA program referred to in the January 24th letter has been dropped due to lack of transportation. Discussion regarding accommodating the OARC clients with subscription rides followed. Mr. Konze acknowledged that the other contracts are presenting unmet needs similar to those presented by the OARC contract.

Vice Chairperson Winkler continued reviewing Task Force Report 2, and discussed taxi service and the expectations of consolidation. Discussion ensued with regard to peak times for the OARC contract, and Vice Chairperson Winkler advised that the most important concerns are identifying unmet needs, determining how to fulfill them, and reviewing the evening and weekend hours to determine how to meet needs without taking hours from the peak times.

5. DISCUSSION OF CARSON CITY SENIOR CITIZENS CENTER AND ORMSBY ARC CONTRACT REQUIREMENTS (1-1480) - Mr. Reynolds reviewed the provisions of the consolidated contracts for the Senior Citizens Center and OARC, as depicted on the table and materials included in the agenda packets. Mr. Reynolds advised that the key concerns are operating hours and eligible clients.

Chairperson Bennett discussed the difference between implementation of the OARC contract and the actual contract entered into between OARC and the City. Member Peshek advised that the task force survey has determined that unmet rides for the senior citizens are sometimes accommodated by friends, neighbors, or family. In response to a question, Vice Chairperson Winkler acknowledged that OARC would be providing fewer rides during the week if OARC provided the weekend rides instead of Paratransit. Discussion ensued with regard to the same, and Chairperson Bennett pointed out that the majority of the rides for OARC and the Senior Citizens Center are highly subsidized. Donations are requested, the Division of Aging Services compensates for a portion of the senior citizens rides, and OARC has approximately a 1/3-2/3 contract with the City. The subsidization is from the funding allocated by the City. Discussion ensued with regard to OARC's contribution and the contribution by some of their clients.

Mr. Reynolds pointed out the fact that the transit system is still brand new and that the problems with the system are the same as those experienced by other transit systems. In response to a question, Mr. Reynolds advised that the Division of Aging Services pays \$2.10 per ride based upon ridership per year. Discussion ensued with regard to the Division of Aging Services grant. Vice Chairperson Winkler explained that OARC uses the donation rides for employment and medical trips. Recreation trips are paid for by the clients. Vice Chairperson Winkler acknowledged that the 244 rides currently being provided by OARC are generally done Monday through Friday, 8:00 a.m. to 5:00 p.m. Some rides are provided between the hours of 6:00 p.m. and 8:00 p.m.

Discussion ensued with regard to key issues, and Ms. McGrew requested that identification of weekend riders be added to the list. Chairperson Bennett requested that funding for the OARC and senior citizens clients be added to the list as well.

6. DISCUSSION OF DEFINITION OF ORMSBY ARC ELIGIBLE CLIENTS (1-1882) - Vice Chairperson Winkler explained "OARC Eligible Clients" are defined as people who need rides to fulfill program goals. The terms of the contract protect the rides that OARC used to provide for Vocational

Rehabilitation. Discussion ensued with regard to the needs of Vocational Rehabilitation clients, and the goals of the training programs. Vice Chairperson Winkler expressed the importance of identifying the clients.

7. PRESENTATION AND DISCUSSION ON ADDITIONAL SERVICES REGARDING NEVADA WELFARE, NEVADA MEDICAID, CARSON HEALTHCARE, CARSON HIGH SCHOOL, AND VOCATIONAL REHABILITATION (1-1940) - Mr. Reynolds reviewed the Additional Service Contracts table included in the agenda materials. Ms. Taylor clarified that the Welfare Department voluntarily increased their fare to \$3.00/one-way trip. Mr. Reynolds explained that the operating hours for every contract listed are very flexible. Discussion ensued with regard to the fares, and contributions made by the agencies. Mr. Reynolds discussed the need to keep the fare structure concurrent with costs.

Chairperson Bennett expressed concern that reimbursement funding to the City be allocated to the transit system account rather than being absorbed into the general fund. She suggested establishing an enterprise fund. Mr. Heath explained that all ticket receipts, fare receipts, grant monies, and all other revenue received is deposited to a special revenue fund for transit operation. It is audited every year, and the Internal Auditor has approved the procedure for the transfer of fares from the fare boxes into the account. Mr. Heath explained the specifics of the transfer process, and advised that the Public Transit Advisory Committee receives a quarterly accrual report, and monthly revenue reports are provided to the Board of Supervisors. Discussion ensued with regard to obtaining new contracts.

8. PRESENTATION AND DISCUSSION ON ADDITIONAL SERVICE FOR CARSON CITY COUNCIL ON YOUTH (1-2178) - Mr. Jacoby discussed the transportation programs proposed by the Community Council on Youth ("CCOY") and the Recreation Division in cooperation with the School District. Member Kennedy advised that the program will not extend to the school year because the School District buses will not be available at that time. Because of the School District's involvement, the program will be available throughout the entire City rather than just the east side of town as originally proposed.

Chairperson Bennett explained the original involvement of the Public Transit Advisory Committee in this matter. Mr. Reynolds had located two buses which were in the process of being phased out of the Reno RTC fleet. The Reno RTC had offered to sell the buses to the City at a reasonable cost, and Paratransit Services would have negotiated an additional contract with the City to provide this service. She advised that the need for the transportation program still exists for the duration of the school year, and discussed the options available to request funding. Ms. McGrew explained that NDOT representatives have been working with Mr. Reynolds on this program. She has requested information such as age, mileage, maintenance histories, and cost of the buses. Mr. Reynolds advised that he has contacted the Reno RTC regarding the information requested and that he will provide it to Ms. McGrew as soon as possible. Mr. Hutchins commented on the quality of the buses being offered by the RTC, and discussion ensued with regard to the current condition of the buses. Ms. McGrew advised that the money is available to purchase the buses if the vehicles are approved by the State Vehicle Inspector. The buses will be required to be used for inter-city services and job access grant services. Further discussion regarding the condition of the buses followed.

Member Gowins discussed the long-term aspects of the summer program between the School District and the Boys and Girls Club, and suggested that the costs be further investigated to ensure that the program can continue to the next summer. Mr. Jacoby discussed the costs associated with the Boys and Girls Club programs. Supervisor Plank discussed the purpose of the \$15,000 grant to the CCOY. Mr. Berkich inquired as to the uses for the RTC buses, and Mr. Reynolds explained they would be used for a variety of programs, including the CCOY and School-to-Careers programs. He advised that the operating costs for the RTC buses are approximately \$50 per hour as compared to \$41 per hour with the existing vehicles. Discussion followed regarding the higher operating costs. Mr. Hutchins pointed out that the RTC vehicles should not be placed into service until a determination is made that they will not detract from existing service. Mr. Reynolds explained that the intention was to allow the City to purchase 2-4 transit buses which would be reliable for 2-3 years, until the City reaches MPO status. Member Peshek explained that the original proposal by the CCOY was to utilize the grant funding to start a viable program which could later be funded by other

sources.

Member Kennedy inquired as to whether or not the Citifare tour referenced in Mr. Reynolds' October 18, 1999 memo had ever taken place. Mr. Reynolds advised that Fleet Manager Don Davis and Vehicle Maintenance Supervisor Bill LaCombe had inspected the buses and reported that they are in excellent condition.

9. PRESENTATION AND DISCUSSION ON NEVADA DEPARTMENT OF TRANSPORTATION TECHNICAL ASSISTANCE REGARDING FIXED ROUTE AND DEMAND RESPONSE PLANNING FOR CARSON CITY (1-2733) - Ms. McGrew reviewed the Technical Assistance outline included in the agenda materials. She distributed the Nevada State Transit Program Goals, Actions, and Timelines, and the Roles of Participants, and provided a brief overview of each. She advised that NDOT is currently conducting transportation surveys around the State, and recently completed two surveys on the Highway 50/Highway 395 and Interstate 80 corridors. She offered assistance with determining unmet needs information.

Chairperson Bennett inquired as to the process for accessing technical assistance, and Ms. McGrew explained the assistance available. Chairperson Bennett discussed the importance of addressing the existing needs of the system, and the direction of the community toward a fixed-route system. Ms. McGrew explained the funding available once the City reaches MPO status. Member Gowins discussed the need for long-term planning in order that the same problems will not need to be addressed in future years. Supervisor Plank concurred and suggested that implementing a certain level of fixed-transit would solve some of the existing problems. Member Gowins emphasized the need for a consultant to address some of these matters. Ms. McGrew pointed out the need for the direction of the Committee to coincide with the goals and objectives set out in the recently adopted Transportation Element of the City's Master Plan. Chairperson Bennett advised that the letter of request would be agendized for the next Committee meeting. Ms. Taylor suggested that the Transportation Element and the corridor survey be closely related to consider future population of the corridors.

- PRESENTATION AND DISCUSSION ON NEVADA **DEPARTMENT** TRANSPORTATION STATEWIDE INTERCITY TRANSIT (1-3124) - Ms. McGrew reviewed the Nevada State Transit Program August Update, and explained the reason Carson City is not receiving Job Access funds. She further explained that the Job Access service will come through Carson City and that transportation service will be available to Carson City residents if they will come to the pick up point at Wal-Mart. NDOT will also be contracting with Paratransit to meet its buses and transport riders that need to go to other places of employment. This will be an additional source of funding to the City. She emphasized that this service will no longer be available once Carson City becomes an MPO. The goal is that the bids will be let by the first week in February with a request for response by mid-February, and that service will begin in mid-March. The service will include six round trips per day and will be open to any one. Ms. McGrew listed the fares for the various routes, and advised that the services will connect to Lake Tahoe, including Stateline and Incline Village, and Virginia City. She advised that the main routes will be established first and the connectors will be established later. Discussion ensued with regard to the bidding process for the service providers, and the providers which have expressed an interest. Ms. McGrew acknowledged the possibility of additional operating funding from NDOT if Paratransit becomes a provider. She pointed out the possibility, with the right coordination of additional funding, to assist in alleviating the problem of unmet trips by adding operating hours. Discussion ensued with regard to the specific application to the existing system of additional funding for operating hours, and whether or not the contract would be bid through Carson City Community Transportation or Paratransit.
- 11. PRESENTATION AND DISCUSSION ON METROPOLITAN PLANNING ORGANIZATION PREPARATION FOR CARSON CITY This item was removed from the agenda.
- 12. SUMMARY (1-3558) Mr. Lewis grouped the similar key issues together, and discussion took place with regard to the same. Mr. Lewis then asked each of the attendees to "affiliate" with one of the

topics, break into groups, assign a recorder, clarify the issues, prioritize the issues, and brainstorm a resolution strategy or strategies.

(2-0015) With regard to Financial Restraints, Mr. Berkich presented a list of strategies, as follows: (1) Reassign, through renegotiation, the evening and weekend hours to Monday through Friday, 8:00 a.m. to 5:00 p.m.; (2) Increase funding thus increasing hours, through grants, a larger contribution from the City, increased ridership fare, or any other contributions; (3) Limit the service area to only Carson City; (4) If the buses will continue to run on the evenings/weekends, reduce the fare to increase ridership without increasing operating cost; (5) Negotiate trip times with the passenger; (6) Obtain newer vehicles thus reducing maintenance and operating costs; (7) Apply for federal fuel tax exemption to reduce operating costs; and (8) Develop a dedicated revenue source, such as sales tax or some other voter-approved funding source.

(2-0090) With regard to Demand, Mr. Konze presented a list of strategies, as follows: (1) Quantify unmet needs, utilizing the PTAC task force surveys and other surveys; (2) Determine the need for a summer transportation program in 2001; and (3) Determine eligible riders.

(2-0148) With regard to Funding Resources, Chairperson Bennett presented the following strategies: (1) New contracts to be self-supporting and have the ability to increase the base operating hours; (2) New NDOT funding should not be used to offset Board of Supervisors allocation; and (3) Aggressively seek out new, long-term funding sources.

Ms. McGrew discussed ongoing federal funding to Carson City, and the difference this year because of Senator Jacobsen's bill which allocated \$300,000 in one-shot funding to be used for disabled and senior services. The required match this year is being provided as in-kind services. Ms. McGrew reiterated Chairperson Bennett's concern that this \$50,000 not be absorbed into the general fund to offset the funding allocated by the City to the system. Chairperson Bennett advised that the contract will need to be approved by the Board of Supervisors. Ms. McGrew clarified that although the money is one-shot funding, it can be spent over a two-year period. In response to a question, she advised that NDOT is still pursuing additional transit-related grant funding. NDOT was awarded the \$848,000 job access grant, and Ms. McGrew was informed approximately one month ago that Congressman Gibbons has earmarked an additional \$1.5 million for the job access program. She has been working to obligate the additional funding so that it is not lost and will continue to pursue the 5309 funding. She clarified that the 5309 monies can only be used for capital acquisition, and advised that NDOT needs assistance in convincing the City's elected officials that the funding should be earmarked.

Chairperson Bennett advised of her conversation with Congressman Gibbons wherein she requested members of his staff to take an interest in assisting to obtain operating capital. Congressman Gibbons' staff volunteered to assist, and Chairperson Bennett discussed inviting them to a Public Transit Advisory Committee meeting.

Ms. McGrew advised that NDOT is hoping to pursue approximately \$15 million for the State as the funds can be used for maintenance facilities, bus shelters, intermodal transfer centers, and retrofitting existing vehicles to use alternative fuels. Ms. McGrew suggested addressing with Congressman Gibbons a request for demonstration funding to explore alternative fuel and electric vehicles.

Mr. Lewis complimented the workgroups on their proposed strategies and advised that the strategies needed to be applied to the next meeting so that they can be acted upon.

V. **COMMITTEE MEMBER COMMENTS** - None.

VI. ACTION ON PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS (2-0320) - Mr. Mallery suggested agendizing a long-term funding source; Mr. Berkich added short-term relief to the item. Ms. McGrew suggested agendizing identification of weekend riders before shuffling evening and weekend hours to Monday through Friday, 8:00 a.m. to 5:00 p.m. Chairperson Bennett requested that the

letter requesting technical assistance from NDOT be agendized. Mr. Konze requested that in addition to long-term funding sources, a single fare be discussed. Ms. McGrew discussed new provisions for welfare clients. Mr. Reynolds requested that reimbursement from current losses to Paratransit Services be agendized. Mr. Mallery requested that a strategy for unmet needs be agendized. Chairperson Bennett requested that Paratransit be prepared to submit a proposal for use of the \$50,000.

VII.	ACTION ON ADJOURNMENT (2-0455) - The meeting adjourned by mutual consent at 3:50 p.m.
The M	linutes of the January 25, 2000 workshop are so approved this day of March, 2000.
	KAY BENNETT, Chairperson