

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the July 8, 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 Thursday, July 8, 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, Community Transportation General Manager
Kathleen King, Recording Secretary
(PTAC 07/08/99; 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 regular business hours.

I. ROLL CALL, DETERMINATION OF QUORUM (1-0001) - Chairperson Bennett called the meeting to order at 5:34 p.m. Roll call was taken and a quorum was present. Member Gowins was absent. Ex-Officio Members Gobelman, Rodolph, and Taylor were present.

II. ACTION ON APPROVAL OF AGENDA (1-0019) - Chairperson Bennett requested input on the agenda. Mr. Reynolds suggested deferring item VI(5) to next month's meeting as Mr. Heath was not present to provide information. 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 JUNE 10, 1999 (1-0057) - Member Kennedy moved to approve the minutes. Vice Chairperson Winkler seconded the motion. Motion carried 4-0-1-0.

IV. WELCOME AND INTRODUCTION OF GUESTS (1-0072) - Chairperson Bennett welcomed the guests present and requested that each person introduce themselves.

V. PUBLIC INTEREST AND COMMENTS (1-0097) - Mary Ann Bennett discussed being requested to provide a donation, subsidizing trips from the high school parking lots to the Pony Express Pavilion, difficulties experienced with making appointments for rides, needed improvements to the timeliness of being picked up to return home and the need for a fixed route system. She suggested placing a notice in the newspaper with regard to accommodations for disabled persons who wish to attend the meetings. Ms. Bennett further discussed the need for a weekend dispatcher. Mr. Reynolds committed to looking into the issues raised and encouraged Ms. Bennett to call him directly. Ms. Bennett complimented the bus drivers on their helpfulness, courteousness and politeness. (1-0310) Ann Clancy questioned whether the Board of Supervisors had researched how other cities of comparable size organized their Senior Citizen or public transportation schedules and route systems. Mr. Reynolds explained the procedure utilized by the Board to obtain the information and advised that the City's system had been patterned after one used in Cheyenne, Wyoming. Ms. Clancy discussed the difficulties she had experienced with trip denials, emphasized the need for available transportation for seniors, and discussed the problems she experienced with being picked up for a return trip home in a timely manner. Mr. Reynolds requested that each of the ladies contact him directly to discuss their concerns. (1-0391) Sofia Guana explained a difficulty with being picked up very early from home and still not being able to make it to work on time. Mr. Reynolds advised that staffing changes had been made and Ms. Guana acknowledged that the service had been better recently. Chairperson Bennett requested that the guests provide their phone numbers and addresses to Mr. Reynolds in order that monthly agendas can be mailed to them individually. She thanked them for their input.

VI. DISCUSSION AND ACTION ITEMS

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1. CRITERIA FOR ADDITIONAL SERVICES UNDER TRANSIT CONTRACT (1-0552)

- Chairperson Bennett advised this item was agendized as a result of the recent request by NDOT to add services to Mills Park for special events due to parking being prohibited along Highway 50. There was no opportunity for Committee review of the request due to the short notice required for the decision. Procedure for addressing these types of issues is needed and discussion ensued with regard to the criteria to be applied to additional services. Mr. Reynolds advised that he would research each opportunity, including determination of the costs involved, and bring each request before the Committee. Committee consensus was that core service must never be compromised, and that any additional services would need to cover the City's costs without adding drivers' hours unless the requestor is willing to pay for those hours. Member Kennedy requested Mr. Reynolds draft a policy for review and possible action at the next meeting. Discussion ensued with regard to the success of providing transportation from the high school during the Kit Carson Rendezvous event. Mr. Reynolds recommended not providing transportation during the July 4th event in the future, however, because the nature of the event's schedule is not conducive to efficient service. Further discussion ensued with regard to improving communications between Paratransit and the Committee members, developing a brief Application for Services, utilizing additional services to generate revenue, and an existing definition for core services. Mr. Reynolds encouraged the Committee members and Ex-Officio Members to keep him advised of additional service opportunities for the late afternoon and evening hours (after 3:00 p.m.) and/or the weekends. No formal action was taken.

2. OPPORTUNITIES - ADDITIONAL SERVICES (1-0800) - Mr. Reynolds provided an update on the request by the Community Council on Youth ("CCY") for a fixed route bus service. The original request was for 3.5 hours each night from 4:00 p.m. to 7:30 p.m. during the school year, including stops at recreation facilities as well as the Brewery Arts Center and WNCC. CCY was awarded a \$15,000 grant from the City and Mr. Reynolds had advised that their proposal was very feasible and the grant funding would cover the service through most of the school year. CCY has since revised their request to include a 14-hour-a-day service during the summer months which Mr. Reynolds advised is not feasible and would disrupt the core service. Chairperson Bennett requested that Mr. Reynolds provide a written update at the next monthly meeting on this matter, including a list of other potential opportunities, a status report on opportunities he is researching, and the effect these opportunities may have on core service. No formal action was taken.

3. NEVADA STATE WELFARE JOB ACCESS GRANT

a. ROLE OF PTAC (1-0904) - Chairperson Bennett discussed the responsibilities outlined in the charter for creating a public transit service, and the possibility of involving an additional contractor. She will be seeking clarification from the district attorney with regard to whether or not the City and the Public Transit Advisory Committee will be responsible for administering any additional contract(s). Discussion ensued with regard to whether or not this matter would be more appropriately addressed by the Regional Transportation Commission, providing input to NDOT with regard to designing a program to meet Carson City's needs, and requesting NDOT representation at all Committee meetings. This item will be reagendized for the next monthly meeting. Further discussion regarding a monthly status report from NDOT followed. No formal action was taken.

4. CONTRACTING ABILITY OF PTAC (1-1087) - Chairperson Bennett discussed the authority of the Committee with regard to entering into contracts independent of the Board of Supervisors. Discussion ensued with regard to the fact that contracts would be negotiated between the Board of Supervisors and the contractor and, therefore, the Committee's responsibility is to make recommendations to the Board of Supervisors. No formal action was taken.

5. FARE STRUCTURE - (a) SINGLE RATE; (b) SEASON PASSES (1-1115) - Mr. Reynolds briefly discussed the benefits and detriments of changing to a flat fee fare structure of \$2 for every trip, including the possibility that ridership would not increase proportionately and utilizing season passes so that bus tickets would not have to be purchased as often. He suggested extending the existing fare structure to the evenings and weekends and discussion ensued with regard to costs, staffing, reviewing several alternatives, and scheduling a special meeting prior to the end of July to address this matter. Committee

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consensus was to schedule a special meeting for Thursday, July 29, 1999 at 5:30 p.m. Mr. Reynolds will schedule a meeting room. Discussion ensued with regard to the State Welfare Department's limitations on fare rates. (1-1550) Mr. Gobelman suggested continuing service to seniors on a donation basis in order that the Division for Aging Services Grant be utilized to its fullest. No formal action was taken.

6. REPORT ON RIDERSHIP, CLIENT COMMUNICATIONS AND TRIP DENIALS/UNMET TRIP RESERVATIONS FOR THE MONTH OF JUNE 1999 - (1-1425) - Mr. Reynolds reviewed the June 1999 Monthly Business Report, including the increase in ridership, the addition of new clients, on-time service, and the decrease in passenger trips per hour due to summer ridership. He reviewed a graph for unmet rides/trip denials and explained the process for rescheduling rides to accommodate trip denials. He discussed the increase in Welfare and Medicaid trips, and reviewed monthly ridership statistics and a proposed new format for the same. No formal action was taken.

7. REPORT ON BUS SIGNAGE PROGRESS - (a) LOGO; (b) SPECIAL EVENTS - Deferred.

VII. COMMITTEE MEMBER COMMENTS (1-1590) - Mr. Reynolds presented the complaint form for review. He referred to a binder of every written complaint received since Paratransit Services took over community transportation and emphasized his belief that for every written complaint, there are ten that go unreported. Every complaint received is investigated and every client is personally contacted by Mr. Reynolds or Matt Konze, the Dispatch Supervisor, to attempt to resolve the situation. Discussion ensued with regard to requests received for a fixed route system. Member Peshek advised he will be absent for the September meeting. Chairperson Bennett advised she will be absent for the August meeting. Mr. Reynolds distributed a grant reimbursement report for review by the Committee members and requested input with regard to the format.

VIII. PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS (1-1696) - The special meeting is scheduled for July 29, 1999 and the next regular meeting is scheduled for August 12, 1999.

IX. ADJOURNMENT (1-1707) - Chairperson Bennett adjourned the meeting at 7:11 p.m.

The minutes of the July 8, 1999 meeting of the Carson City Public Transit Advisory Committee are so approved this _____ day of August, 1999.

KAY BENNETT, Chairperson