

## **CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE**

### **Minutes of the October 21, 1999 Meeting**

#### **Page 1**

A regular meeting of the Carson City Public Transit Advisory Committee was held at 5:30 p.m. on Thursday, October 21, 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  
Matt Konze, Dispatch Supervisor, Paratransit Services  
David Heath, Director of Finance, Carson City  
Kathleen King, Recording Secretary  
(PTAC 10/21/99; Tape 1-0001)

**NOTE:** Unless indicated otherwise, each item was introduced by the Chairperson. 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 due to malfunction of the wheelchair lift and, thus, inability to access the meeting room. Ex-Officio Members Gobelman, Heath, Rodolph, and Taylor were present.

**II. ACTION ON APPROVAL OF AGENDA (1-0017)** - Member Kennedy moved to approve the agenda. Vice Chairperson Winkler seconded the motion. Mr. Reynolds suggested deferring item VI(2) until Steve Reynolds' arrival. A vote was taken and the motion carried 4-0-1-0.

**III. ACTION ON APPROVAL OF MEETING MINUTES OF AUGUST 12, AND SEPTEMBER 9, 1999 (1-0029)** - Vice Chairperson Winkler moved to approve the minutes. Member Peshek seconded the motion. Motion carried 4-0-1-0.

**IV. WELCOME AND INTRODUCTION OF GUESTS (1-0007)** - Ex-Officio Members Rodolph, Gobelman, Heath, and Taylor introduced themselves for the record, as did Mr. Konze and Mr. Reynolds.

**V. PUBLIC INTEREST AND COMMENTS (1-0845)** - None.

**VI. DISCUSSION AND ACTION ITEMS**

**1. REPORT ON RIDERSHIP, CLIENT COMMUNICATIONS AND UNMET TRIP RESERVATIONS FOR THE MONTH OF SEPTEMBER 1999 (1-0051)** - Mr. Reynolds distributed the Monthly Business Review for September 1999 and reviewed the same. He noted an increase in client registration and ridership, and anticipates an additional increase in ridership once the School-to-Careers program begins in November. As compared with August averages, on-time service was slightly lower; passenger trips per hour remained consistent; and trip denials were higher. He reviewed the Monthly Ridership Statistics and noted the increase in no-shows as compared with the previous month. Steve Hutchins, of Paratransit Services, has suggested that phone calls be made, in addition to letters being sent, to "no-show" clients. Mr. Konze acknowledged that the average number of no-shows for October has been slightly reduced due to the reminder letters. Mr. Reynolds noted the increase in ticket sales in the Monthly Ridership Statistics chart, and reviewed Trip Count by Revenue Source and Monthly Ridership by Category. Discussion ensued regarding the School-to-Careers program and its potential impact on contract service. Member Peshek suggested agendizing discussion and possible action on determining a priority for contract service at the next meeting. Mr. Reynolds reviewed the Ridership graph, noted the significant increase, and suggested that next month's agenda be dedicated to addressing the issue of unmet trips and capacity operation of the system. With regard to the accuracy of the unmet trip count, Mr. Reynolds advised that the customer

## **CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE**

### **Minutes of the October 21, 1999 Meeting**

#### **Page 2**

service representatives have never been told to not report unmet trips. He will discuss this matter with them. Chairperson Bennett requested that Mr. Reynolds discuss the issue with Vice Chairperson Winkler following the meeting. Mr. Reynolds suggested deferring item VI(3) to next month's meeting. He will be providing a quarterly report to the Board of Supervisors at their November 4, 1999 meeting, and requested the attendance of the Committee members. No formal action was taken.

#### **2. REPORT ON BUS ADVERTISING/LOGO PROGRESS (1-0555) - Steve Reynolds,**

of Sign Pro, advised of conversations with Mr. Heath and Marc Reynolds, and distributed a draft Proposal for Service Agreement. Mr. Reynolds briefly reviewed the draft proposal, and discussion ensued with regard to the process for adopting the agreement. Chairperson Bennett requested that this item be reagendized for the November meeting. Discussion ensued with regard to the time table for reviewing and adopting the agreement, and Chairperson Bennett advised she would agendize the matter for the November 18, 1999 Board of Supervisors meeting. Committee consensus was to schedule the next regular meeting for November 15 or 16, 1999 due to the Veteran's Day holiday. No formal action was taken.

#### **3. COMMITTEE REPORT ON EVENING AND WEEKEND SERVICE - Deferred.**

#### **4. DISCUSSION ON EXPANDED SERVICE (1-0852) - Mr. Reynolds**

advised that Mike Mitchell, of the Carson City School District, had contacted him regarding transportation for the sports program at Carson High School. In an attempt to locate available equipment, Mr. Reynolds reviewed data and photographs from A-Z Bus Sales. This equipment was found to be substandard and, at the recommendation of Mr. Hutchins, he contacted the Reno Regional Transportation Commission ("RTC"). Derrick Morris, the Executive Director, advised that their equipment is auctioned off annually, but offered Carson City first choice of the equipment at the pro-rated match price paid by the RTC. The 35-45 passenger vehicles are in excellent condition. Mr. Morris offered to maintain the buses for Carson City at a reduced rate. The selling price would range from \$8,000 for a full-sized transit vehicle. Mr. Reynolds advised that the school district is willing to pay the City for transit services. He discussed the benefits of the extra vehicles, and acknowledged the availability of five drivers with Class A licenses. (Chairperson Bennett passed the gavel to Vice Chairperson Winkler, and left the meeting at 6:20 p.m. A quorum was present.) Mr. Reynolds advised of speaking with City Manager Berkich, and a Community Council on Youth ("CCOY") representative, regarding the availability of the RTC vehicles. He discussed CCOY programs which would be benefited by transit. City Manager Berkich has requested that Mr. Reynolds develop budget figures for financing purchase of the RTC vehicles. Mr. Hutchins discussed his evaluation of the vehicles, and the details of RTC's offer. Mr. Reynolds advised that he has discussed the offer with, and received approval from, Citifare, the Reno City Attorney, and the Federal Transit Administration. He has also discussed the offer with Mr. Heath, City Manager Berkich, and Chairperson Bennett. City Manager Berkich has directed Mr. Reynolds to arrange another meeting with a representative of the RTC, together with Mr. Heath, Chairperson Bennett and City Fleet Manager Don Davis, to inspect the vehicles. City Manager Berkich has further requested a proposed budget for operation of the vehicles. Discussion ensued with regard to selling the vehicles on the open market, storage, risk management issues, school district transportation, and the reverse commute program. Mr. Hutchins suggested requesting the RTC to keep the vehicles for an extended period of time until the City is able to purchase them. Discussion ensued with regard to the RTC being required to sell the buses to another city entity and the reasons for said requirement. No formal action was taken.

#### **5. DISCUSSION ON CAPITAL REPLACEMENT PLAN FOR VEHICLES (1-1318) - Mr.**

Heath distributed a Fleet Replacement Schedule and reviewed the same. Discussion ensued with regard to Section 9 funding and its effect on the fleet replacement schedule, and the differences between a fixed route system and the current demand/response system. No formal action was taken.

#### **VII. COMMITTEE MEMBER COMMENTS (1-1467) - None.**

#### **VIII. PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS (1-1489) - Previously covered.**

**CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE**

**Minutes of the October 21, 1999 Meeting**

**Page 3**

**IX. ADJOURNMENT** (1-1499) - Member Kennedy moved to adjourn the meeting at 7:00 p.m. Member Peshek seconded the motion. Motion carried 3-0-2-0.

The Minutes of the October 21, 1999 Carson City Public Transit Advisory Committee meeting are so approved this \_\_\_\_\_ day of December, 1999.

---

KAY BENNETT, Chairperson