

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the September 28, 2001 Meeting

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A regular meeting of the Carson City Public Transit Advisory Committee was scheduled for 9:00 a.m. on Friday, September 28, 2001 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Mary Winkler

David Allen

Richard Staub

PARATRANSIT STAFF: Marc Reynolds, General Manager

CARSON CITY STAFF: Melanie Bruketta, Deputy District Attorney

John Flansberg, Transportation Manager

Laura Beckerdite, Administrative Assistant

Kathleen King, Recording Secretary

(PTAC 09/28/01)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Winkler. 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. CALL TO ORDER, DETERMINATION OF QUORUM (1-0007) - Chairperson Winkler called the meeting to order at 9:03 a.m. Roll was called; a quorum was present. Vice Chairperson Peshek and Member Baker were absent.

II. ACTION ON APPROVAL OF AGENDA (1-0015; 0032) - Member Staub moved to approve the agenda. Member Allen seconded the motion. Motion carried 3-0.

III. ACTION ON APPROVAL OF MINUTES - JUNE 29, 2001 (1-0020; 0037) - Member Staub moved to approve the minutes. Member Allen seconded the motion. Motion carried 3-0.

IV. WELCOME AND INTRODUCTION OF GUESTS (1-0053) - At the request of Chairperson Winkler, the Committee members, staff, and guests introduced themselves. In addition to the Committee members and staff listed above, those in attendance included Mel Petrie, Vice President of Operations for Paratransit Services; Chet Prater, Special Events Coordinator for the Carson City Senior Citizens Center; and Monica Puddington and Sandy Stanio of the Nevada Department of Transportation.

V. PUBLIC COMMENTS (1-0065) - None.

VI. DISCUSSION AND ACTION ITEMS:

1. PRESENTATION AND DISCUSSION OF THE PROVISIONS OF THE STATE OF NEVADA OPEN MEETING LAW (1-0068) - Ms. Bruketta distributed copies of the resolution

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establishing the Committee and the Nevada Open Meeting Law, Eighth Edition. She advised that revisions have been made to the current edition and that the Attorney General's Office will be distributing the Ninth Edition in the near future. She discussed the purpose of the Open Meeting Law, and referred to the Table of Contents. She reviewed the definition of a public body, the definition of a meeting, and noticing requirements. She suggested that action on approval of the agenda is not necessary to include as an agenda item.

Ms. Bruketta reviewed and discussed noticing violations, the purview of the Attorney General's Office over Open Meeting Law violations, the requirement for specifically-worded agenda items, the difference between action and discussion-only agenda items, and public comment requirements. She advised that agendizing "Staff Comments" and "Committee Member Comments" is discouraged by the District Attorney's office as these items tend to lead to extensive discussion. She cautioned that if these items are included in the agenda, questions from other Committee members and/or discussion among the Committee members is not to take place. If further discussion or clarification is needed, the matter should be agendized for a future meeting.

Ms. Bruketta reviewed special provisions for mailing notices to citizens and posting time frames. She discussed the importance of following the agenda and referred to the corresponding section of the Open Meeting Law Manual. She reviewed the requirements for conducting an open meeting, advised that secret ballot voting and walking quorums are prohibited, referred to the special provisions for closed meetings and the requirement for record keeping, and reiterated the Attorney General's purview over Open Meeting Law violations.

Ms. Bruketta reviewed recent legislation revising the Open Meeting Law, including AB60, SB329, and AB225. She cautioned the Committee to ensure that joint meetings with other committees/commissions are agendized separately. Chairperson Winkler thanked Ms. Bruketta for her presentation.

2. REPORT AND DISCUSSION OF THE CCCT QUARTERLY REPORT TO THE CARSON CITY BOARD OF SUPERVISORS (1-0325) - Mr. Reynolds distributed the report and reviewed the same. He provided information on the awards presented to Alvin Williams and Jon Winters, both employees of Carson City Community Transportation ("CCCT"). He referred to the Financial Report submitted by Finance Director David Heath and requested that any questions regarding the report be directed to Mr. Heath. Chairperson Winkler thanked Mr. Reynolds for his presentation.

3. DISCUSSION AND POSSIBLE ACTION REGARDING THE STATUS OF THE METROPOLITAN PLANNING ORGANIZATION PROCESS (1-0455) - Mr. Flansberg advised of a voice mail message from Kent Cooper of NDOT indicating that there "isn't anything we can really do at this point." He explained that the bill is scheduled to go through in October or November and, at that time, Carson City will be recognized as a metropolitan planning organization ("MPO").

Ms. Stanio advised of attending a Federal Transit Administration ("FTA") meeting in Washington DC, where she was informed that the U.S. Census Bureau is "dragging their feet." FTA officials indicated that new MPOs will not be designated until October or November of 2002. She explained the differences in

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MPO designation requirements between the FTA and the Federal Highway Administration. In order to receive FTA funding, Carson City will first have to be designated as an MPO and included in the transportation budget, which is already being prepared and is scheduled to be released in October. Since Carson City has not yet been designated as an MPO, funding will most likely not be available until October or November of 2002. The funding will then have to be applied for, which is a three-month process, so actual monies would not be available until January 2003. In response to a question, Ms. Stanio discussed the importance of MPO designation by the U.S. Census Bureau rather than by legislative action, as the Census Bureau designation is the mechanism by which FTA funding is released. She concurred with Member Staub's suggestion to request Nevada's congressional delegation to follow the progress of the MPO designation in order to ensure that Carson City is designated prior to the next FTA budget being established. She responded to questions regarding the Census Bureau delay, NDOT funding allocations to Carson City, and funding availability once Carson City is designated as an MPO. She advised that because of Carson City's population, MPO funding will be allocated through NDOT as the Governor's designee. No formal action was taken.

4. REPORT AND DISCUSSION ON STATUS OF PRIDE CONNECTOR SERVICE ON

CCCT AND OARC (1-0595) - Ms. Stanio advised that NDOT is pleased with the success of the PRIDE system. She distributed copies of *NDOT News*, reviewed passenger statistics for the various PRIDE routes (from a separate report), and distributed PRIDE connector service flyers. She advised that Carson City is "one of the best served cities in the State" with 28 bus trips a day. Ms. Stanio explained that the Northwest Nevada Regional Transportation Coalition (the "Coalition") holds the contracts for the PRIDE service and that any changes must be submitted to the Coalition. She further advised of the possibility for increasing the Carson City/Minden service by including a stop at the Carson Valley Inn rather than Westwood Park. Ms. Stanio reiterated that the Coalition is very happy with the system.

Ms. Stanio advised that fares were implemented approximately one month ago without losing one rider. She further advised that the Coalition is in the process of developing a pass which is anticipated to be available by November 1st. She discussed the benefits of the PRIDE system to Carson City, including continued employment opportunities and relief of traffic congestion on Highways 50 and 395. Mr. Reynolds advised that Carson Valley Inn representatives are "very excited" to be involved in the PRIDE system and have agreed to participate in advertising. He further advised that they are considering the possibility of making coffee, danish, and newspapers available to the passengers. Ms. Stanio advised of many young passengers utilizing the service for transportation to extracurricular activities and sports practices. Mr. Reynolds advised that CCCT has received the tickets from Reno for the PRIDE system and that they can be purchased at the City Treasurer's Office and at the CCCT office. Ms. Stanio advised that PRIDE tickets will also be made available at NDOT.

VII. COMMITTEE MEMBER COMMENTS (1-0773) - None.

VIII. ACTION ON PROPOSED AGENDA ITEMS FOR DECEMBER 28, 2001 MEETING (1-0782)

- Ms. Stanio advised of a monitoring process conducted by NDOT over Paratransit Services and the City. The exit interview was conducted with Paratransit Services yesterday, and Ms. Stanio advised that Paratransit has been given thirty days to correct the findings. She indicated that the findings involved

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financial and vehicle maintenance issues, and requested that the Committee schedule a meeting for November 2nd to review the report which will subsequently be submitted to the Board of Supervisors on November 15th. She advised that the report would be distributed to the Committee members for review prior to the November 2nd meeting date. In response to a question, Ms. Bruketta advised that it is not necessary to agendize action on proposed agenda items. She further advised that the Committee could schedule a meeting as long as it is not in violation of its bylaws. Consensus of the Committee was to schedule the meeting for November 2nd.

Member Staub referred to items listed in the June 29th minutes which were to have been agendized for action at this meeting, including the V&T Railroad Project brochure and finalization of the status report to the Board of Supervisors. He noted that the status report has already been presented to the Board of Supervisors, and discussion took place regarding the V&T brochures. Mr. Reynolds indicated that he would include the V&T brochures as an agenda item for the November 2nd meeting.

IX. ACTION ON ADJOURNMENT (1-0882) - Member Staub moved to adjourn the meeting. Member Allen seconded the motion. Motion carried 3-0.

The Minutes of the September 28, 2001 meeting of the Carson City Public Transit Advisory Committee are so approved this _____ day of November, 2001.

MARY WINKLER, Chairperson