

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

### **Minutes of the December 13, 2001 Meeting**

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A regular meeting of the Carson City Public Transit Advisory Committee was scheduled for 4:00 p.m. on Thursday, December 13, 2001 in the Cooperative Extension Conference Room, 2621 Northgate Lane, Suite 12, Carson City, Nevada.

**PRESENT:** Chairperson Mary Winkler  
Vice Chairperson John Peshek  
David Allen  
Richard Staub

**PARATRANSIT SERVICES STAFF:** Marc Reynolds, General Manager  
Steve Hutchins, Executive Vice President/Chief Operating Officer  
Mel Petrie, Vice President of Operations

**CARSON CITY STAFF:** David Heath, Finance Director  
John Flansberg, Transportation Manager  
Laura Beckerdite, Administrative Assistant  
Kathleen King, Recording Secretary

**NOTE:** Unless indicated otherwise, each item was introduced by Chairperson Winkler or Vice Chairperson Peshek. 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)** - Vice Chairperson Peshek called the meeting to order at 4:07 p.m. Roll was called; a quorum was present. Chairperson Winkler arrived at 4:08 p.m. Member Baker was absent.

**II. ACTION ON APPROVAL OF MEETING MINUTES - NOVEMBER 2, 2001 (1-0011)** - Member Staub moved to approve the minutes. Member Allen seconded the motion. Motion carried 3-0.

**III. WELCOME AND INTRODUCTION OF GUESTS (1-0035)** - In addition to the Committee members, Paratransit Services staff, and Carson City staff, the following individuals introduced themselves for the record: Steve Reynolds of the Carson City Regional Transportation Commission; Jim Fraser and Jerry Waters of Waters & Fraser; and Sandi Stanio of the Nevada Department of Transportation. [Chairperson Winkler arrived at 4:08 p.m.]

**IV. PUBLIC COMMENT (1-0077)** - Vice Chairperson Peshek called for public comment and, when none was provided, passed the gavel to Chairperson Winkler.

#### **V. DISCUSSION AND ACTION ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING NEW PTAC MEETING DATES (1-0082)** - Following discussion, consensus of the Committee was to schedule quarterly meetings on the third Wednesday of the month at 5:30 p.m.

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#### **2. DISCUSSION AND POSSIBLE ACTION REGARDING OPTIONS FOR**

**UPGRADING CCCT FLEET (1-0221)** - Member Staub referred to his suggestion at the November meeting to discuss the possibility of funding for the purchase of additional buses. Ms. Stanio advised that NDOT has applied for its annual 5309 grant. The U.S. Transportation bill was recently signed and earmarked funding may be available. NDOT will be advised of its funding sources for the next year once the Federal Register is published. A request will be made of Congress for an earmark on the \$16 million grant designated for buses. In response to a question, Ms. Stanio advised that the capital grant funding will not be available until October 2002.

Member Allen advised of invitations extended by the Washoe County RTC for maintenance training on the PRIDE buses. Member Staub requested that Paratransit take advantage of the invitation. Mr. Reynolds indicated he would be happy to send his employees for training, and advised that the sessions will need to be coordinated with the bus maintenance contractor. [Chairperson Winkler passed the gavel to Vice Chairperson Peshek and left the meeting room at 4:17 p.m. A quorum was still present.] No formal action was taken.

#### **3. DISCUSSION AND POSSIBLE ACTION REGARDING CARSON CITY PLANS FOR**

**TRANSIT (1-0342)** - Ms. Stanio advised that the Northern Nevada Regional Transportation Coalition ("NNRTC") has accepted management of the PRIDE Connector Service. NDOT will review the current service in Carson City and make recommendations to the NNRTC regarding operations. The City's contract will be terminated and a new contract entered into with NNRTC. [Chairperson Winkler returned to the meeting room at 4:20 p.m.] In response to a question, Ms. Stanio advised that the City's contract should be terminated within the next month. Discussion took place regarding the status of the existing contract, and Ms. Stanio offered to take care of changing out the agreements.

Ms. Stanio and Ms. Beckerdite have suggested scheduling a meeting in January with Development Services Director Andy Burnham and Transportation Manager John Flansberg to discuss the City's direction regarding transportation services. [Vice Chairperson Peshek returned the gavel to Chairperson Winkler.]

#### **4. DISCUSSION AND POSSIBLE ACTION REGARDING NDOT MONITORING**

**RESPONSE FROM PARATRANSIT SERVICES (1-0473)** - At the request of Member Staub, copies of Paratransit's response to the monitoring report were provided to the Committee members, staff, and citizens. Mr. Fraser reviewed the response and advised that corrective action has been taken for all non-compliant findings. He recommended a follow-up visit in ninety days to ensure that the system is working.

Ms. Stanio advised that Paratransit Services has not been able to provide the additional, requested information to support the hours invoiced to the City. NDOT will therefore be reimbursing the City \$29,295 for August 2000 through June 2001, representing a difference of \$59,605 between the amount invoiced and the hours for which Paratransit was able to provide sufficient documentation. Ms. Stanio and Ms. Beckerdite are in the process of reviewing records for July through October 2001. She advised that the new tracking system implemented by Paratransit in November meets NDOT's record keeping requirements. She explained that the Paratransit invoices for July through October 2001 have not yet been paid by the City, and that she and Ms. Beckerdite will review the supporting documentation before the

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invoices are submitted.

In response to a question, Mr. Reynolds explained that he had reiterated the language from the monitoring report in Paratransit's response. At Member Staub's request, Mr. Heath provided background information on Carson City's involvement in the PRIDE Connector Service. Mr. Heath advised that the City has not given up the \$59,605, and stated that he "would in no way concede that the City has lost that." Ms. Stanio advised that the City will receive a letter from NDOT indicating that the \$29,295 will be paid and recommending that the City pursue Paratransit for the \$59,605. Mr. Heath indicated that NDOT's recommendation would have been more helpful had it been received twelve months ago. He noted that the monitoring report correlates to the City's ongoing contract with Paratransit Services for regular transportation service. He advised that there appears to be no cost benefit in auditing the records, but indicated he would not oppose an audit if that is the preference of the Board of Supervisors.

In response to a question, Ms. Stanio indicated that there is no loss of reimbursement from NDOT prior to August 2000. She clarified that the PRIDE Connector Service started in August 2000. In response to a further question, Ms. Stanio advised that Ms. Beckerdite has discovered inconsistencies in time reporting and trip manifests. Ms. Beckerdite explained that the inconsistencies relate to vehicle revenue hours versus driver hours. She indicated that there would most likely not be a great discrepancy between the two if an audit were conducted. Mr. Heath advised that the City has concurred with the ninety-day review suggested by Mr. Fraser, and reiterated that there appears to be no cost benefit in conducting an audit.

Member Staub suggested reagendizing this item for the January meeting and awaiting NDOT's letter. Ms. Stanio advised that since the City had invested considerably more funding into the CCCT service than NDOT had contributed federal funding, an audit will not be pursued by NDOT. Vice Chairperson Peshek and Member Staub indicated that they would rely on City staff's recommendation with regard to the audit.

Vice Chairperson Peshek inquired as to the possibility of utilizing GPS units in the buses. Mr. Hutchins explained that funding for the Carson City contract is very limited. He acknowledged that he is familiar with GPS and MDT systems, and advised that the tracking systems are very expensive to operate. He further advised that the Paratransit software would be compatible with the tracking systems. Vice Chairperson Peshek discussed a GPS tracking system demonstration he attended.

Mr. Hutchins advised that since Paratransit has had the contract in Carson City, no one has ever undertaken to monitor the system "nor prior to this monitoring statement coming out were the statements of operations or the conditions fully explained. They were somewhat vague in terms in the contract." Mr. Hutchins indicated that once Paratransit representatives learned of the monitoring process, they welcomed it so that the requirements of the contract would be known. The policies and procedures of Paratransit are to be fully compatible and compliant with all contracts. Paratransit is confident that all requirements will be complied with from here on. Mr. Hutchins apologized, on behalf of Paratransit Services, for any problems caused to the City or to the State and indicated that it was never Paratransit's intention to "go sideways to the requirements." He thanked the monitoring team for helping to identify areas of weakness and assured the Committee that Paratransit will be fully compliant from now on.

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Member Staub indicated that the Committee would await the letter from NDOT and allow it to be routed through Paratransit Services official channels prior to asking for a response regarding the \$59,605. Mr. Hutchins expressed appreciation and advised of his contention that the services were provided by Paratransit. Mr. Reynolds acknowledged that this item would be reagendized for the January meeting.

**VI. COMMITTEE MEMBER AND STAFF COMMENTS (1-1363)** - Mr. Reynolds advised that Tom Baker has resigned from the Committee and will be replaced by Roberta Dowell, a member of the Carson City Senior Citizens Center Governing Board. Mr. Reynolds distributed a letter from Bruce Scott of the Carson City Senior Citizens Center, together with a Committee membership list. He requested that the Committee members verify their contact information and advise him of any revisions to the same.

**VII. ACTION ON PROPOSED AGENDA ITEMS FOR NEXT PTAC MEETING (1-1406)** - Previously covered.

**VIII. ACTION ON ADJOURNMENT (1-1420)** - Vice Chairperson Peshek moved to adjourn the meeting at 4:49 p.m. Member Allen seconded the motion. Motion carried 4-0.

The Minutes of the December 13, 2001 Carson City Public Transit Advisory Committee meeting are so approved this \_\_\_\_\_ day of May, 2002.

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MARY WINKLER, Chairperson