

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

### **Minutes of the February 10, 2000 Meeting**

**Page 1**

A regular meeting of the Carson City Public Transit Advisory Committee was held at 6:00 p.m. on Thursday, February 10, 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

**CARSON CITY STAFF:** David Heath, Finance Director  
Cheryl Adams, Deputy Purchasing Director  
Kathleen King, Recording Secretary  
(PTAC 02/10/00; Tape 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** (1-0005) - Chairperson Bennett called the meeting to order at 6:00 p.m. Roll call was taken; a quorum was present. Ex-officio member Rodolph was present.

**II. ACTION ON APPROVAL OF AGENDA** (1-0012) - Mr. Reynolds requested that items 3, 8 and 9 be postponed to the next meeting. No formal action was taken.

**III. ACTION ON APPROVAL OF MEETING MINUTES OF JANUARY 13, 2000** (1-0040) - Member Kennedy moved to approve the minutes. Member Peshek seconded the motion. Motion carried 5-0.

**IV. ACTION ON APPROVAL OF WORKSHOP MEETING MINUTES OF JANUARY 25, 2000** (1-0052) - None.

**V. WELCOME AND INTRODUCTION OF GUESTS** (1-0057) - Chairperson Bennett welcomed all those in attendance and introduced the Committee members to Ms. Adams.

**VI. PUBLIC COMMENT** (1-0068) - None.

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

### **Minutes of the February 10, 2000 Meeting**

**Page 2**

## **VII. DISCUSSION AND ACTION ITEMS**

### **1. PRESENTATION AND STATUS OF MARKETING/ADVERTISING CONTRACT**

**PROPOSAL** (1-0072) - Ms. Adams advised that 22 requests for quotes were sent out and one, from SignPro, was received back. The reasons for this, as expressed to Ms. Adams, were that there has been no history or track record for this type of contract. Ms. Adams advised that Steve Reynolds, of SignPro, took some exceptions, and provided two choices on rates. She explained that there is no requirement to accept every exception, and that negotiations can be entered into. She reviewed the exceptions, as included in the agenda materials, and discussion ensued with regard to the provisions of Article 1.4.1. Chairperson Bennett requested that language be added which reflects that if a vehicle is replaced, the City will absorb the cost of transferring the sign frame. The Committee members discussed the provisions of Article 1.5.2. In response to a question, Ms. Adams advised that SignPro had provided a price quote based on the vehicles currently in the fleet. Consensus of the Committee was to agree with the exception contained in Article 1.5.2 as proposed by SignPro, and to accept the provisions of Article 1.7 with the condition that the cost will not exceed \$675 without prior approval of the City.

Discussion ensued with regard to the monthly rate to be paid to the City, and the possibility of utilizing the advertising space for City advertising should SignPro be unable to sell advertising. Committee consensus was to accept the option of the flat fee rate and the provisions of Article 2.1. Discussion ensued with regard to Article 3.2, and Committee consensus was to include similar language as in Article 1.7 - that the sum not exceed \$675 without agreement from the City. The Committee members conceded to the exceptions set forth in Articles 3.3 and 10.3. Ms. Adams reiterated the Committee's inclusions, and direction of the Committee was that the Contractor should appear at the next meeting if he anticipates that his costs will exceed \$675.

Ms. Adams will prepare the agreement with the exceptions as approved by the Committee; the contractor and the City will sign the agreement; and Mr. Reynolds will include it in the next meeting's agenda materials. If further negotiations are necessary, Ms. Adams and the Contractor will appear at the next meeting. Ms. Adams acknowledged that, unless the Contractor has objections to the action of the Committee, she will move forward with executing the contract and the advertising work can begin. She advised that the contract could potentially be signed next week, and acknowledged that the contract does not have to be presented to the Board of Supervisors as it is under \$25,000. **Member Kennedy moved that the Committee proceed with negotiation of the contract with the exceptions. Member Peshek seconded the motion. Motion carried 5-0.** Chairperson Bennett requested that discussion and action on how to apply and use the advertising revenues be agendized for the next meeting. Chairperson Bennett and Mr. Reynolds thanked Ms. Adams for her presentation and assistance.

### **2. REPORT AND DISCUSSION ON RIDERSHIP, CLIENT COMMUNICATIONS AND**

**UNMET TRIP RESERVATIONS FOR THE MONTH OF JANUARY 2000** (1-0830) - Mr. Reynolds distributed the January 2000 Monthly Business Report and reviewed the same. Mr. Konze acknowledged that the number of new clients has continued to increase in the month of February. Discussion ensued with regard to cancellations, and Mr. Hutchins pointed out that cancellations are not a negative impact to the system. Mr. Reynolds advised that warning letters are consistently mailed to no show clients.

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

### **Minutes of the February 10, 2000 Meeting**

#### **Page 3**

Mr. Reynolds reviewed the Monthly Ridership Statistics and pointed out the new column reflecting data from the "same month last year." Discussion ensued with regard to the number of no shows in January 1999, and Mr. Hutchins explained that no shows are generally subscription trips. Chairperson Bennett requested that Mr. Konze research this matter and provide a report at the next monthly meeting, and that discussion regarding no shows as related to subscription trips be agendized for the next meeting. Vice Chairperson Winkler pointed out that OARC clients with subscription trips may not be able to dial the phone to call and cancel a trip. She inquired as to the time deadline for cancellations, and Mr. Reynolds advised of the two-hour notice requirement.

Mr. Reynolds reviewed the Trip Count by Revenue Source Report, and the Ridership graph showing a continued increase in clients. Mr. Konze reviewed the unmet rides chart, and pointed out that unmet rides have decreased from December 1999. He will review the numbers in February to determine if this has become a trend. Mr. Hutchins pointed out that the decrease in unmet demand could be a result of the possibility that people have stopped calling for rides at certain times. Mr. Reynolds suggested that public service announcements be made advertising the increased operating hours provided by the NDOT funding. Mr. Konze acknowledged that the Unmet Ride Reservations graph indicates the system's current trend. No formal action was taken.

**3. REPORT AND ACTION ON TASK FORCE MEETING RESULTS REGARDING COST OVERRUNS, EXCESSIVE FUEL COSTS, AND INSUFFICIENT OPERATING HOURS DURING PEAK PERIODS (1-1092)** - Vice Chairperson Winkler reported that the task force is continuing to work on these issues and requested that the report be deferred until the next meeting. She advised that the task force has discussed technical assistance funding for the surveys with Sandy McGrew of NDOT. Mr. Reynolds discussed NDOT's willingness to reimburse the system for some of the excess fuel costs and Mr. Heath suggested billing NDOT. Chairperson Bennett requested copies of the cover letter and invoice. In response to a question, Vice Chairperson Winkler advised that the task force representatives have started the senior citizens survey. No formal action was taken.

**4. PRESENTATION AND DISCUSSION ON SIX-MONTH FINANCIAL OPERATING RESULTS FOR CCCT (1-1175)** - Mr. Heath distributed a Summary of Revenues and Expenditures and reviewed the same. He responded to questions regarding revenue collected from the contract clients and ticket sales. Chairperson Bennett requested that Mr. Heath present another summary in April. Discussion ensued with regard to the amount which will be budgeted for the coming fiscal year, the time frame for submitting a budget request, the budget process, the cash flow, the lag in collecting monies from NDOT, the telephone expenditure, and the outstanding receivables. Chairperson Bennett thanked Mr. Heath for his presentation.

**5. DISCUSSION AND ACTION ON STRATEGIES TO SECURE A LONG-TERM FUNDING SOURCE FOR TRANSIT (1-1588)** - Member Gowins discussed the need for long-term funding to be secured within the City's budget process. Mr. Heath pointed out that most counties fund their transit systems through tax revenues. Mr. Hutchins discussed the recently passed legislation which would allow the City to utilize tax revenues for transportation. He encouraged the Committee to consider this as a long-term funding mechanism. Member Kennedy requested a copy of AB 628 for review at the next

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

### **Minutes of the February 10, 2000 Meeting**

#### **Page 4**

meeting. Chairperson Bennett requested that Mary Walker be invited to the next Committee meeting. She discussed NDOT's proposal for a general fund appropriation for statewide transit to small communities. Discussion ensued with regard to another attempt at an ad valorem ballot question, the possibility of utilizing convention and tourism funding, and the contact person at NDOT.

Chairperson Bennett requested that this item be regularly agendized, and suggested that a subcommittee be established to address this issue. In response to a question, Mr. Heath advised that the Board of Supervisors will be making most of the final budget decisions by mid- to late-March. Mr. Hutchins suggested reviewing the provisions of the 5309 grant as part of the long-term solution, and Mr. Gowins suggested that this be specifically mentioned in the technical assistance request letter to NDOT. Mr. Heath expressed his understanding that the 5309 grant provides for up to \$450,000 in capital monies with an equal match requirement. He pointed out that a determination would need to be made regarding the cost of operating a system of that size. He reiterated that in order to expand to that level, the system will need a special revenue. Mr. Reynolds advised that some of the funds can be used for operating costs in a city with a population under 200,000. Mr. Hutchins offered to provide the Federal Transit Administration Rules for review. Discussion ensued with regard to the time frame for developing a ballot initiative, and Member Gowins suggested asking Mary Walker to address the matter. Mr. Hutchins suggested having Ms. Walker review AB 628 and the clause regarding the taxing authority. He further suggested contacting the Community Transit Association of America ("CTAA") as they have access to federal funding, and are willing to assist small transit systems. Mr. Reynolds has contact information.

**6. DISCUSSION AND ACTION ON DRAFT TECHNICAL ASSISTANCE REQUEST LETTER TO NEVADA DEPARTMENT OF TRANSPORTATION (1-2030)** - Chairperson Bennett distributed materials from a workshop presented by Peter Schauer, and advised that he is the consultant whom NDOT has recommended to provide technical assistance to the Committee and to Paratransit Services. NDOT is willing to pay his fee. Mr. Hutchins pointed out that Mr. Schauer is more of a marketing consultant, and suggested that the letter to NDOT request a CTAA representative to help identify funding sources. Member Kennedy pointed out that Mr. Schauer's resume reflects that he is a charter board member of the CTAA. Chairperson Bennett advised she had spoken with Mr. Schauer and requested him to conduct an assessment of the current situation and community, to determine opportunities to enhance all the aspects of the current system, and to provide guidance to the City in proceeding to MPO status. Chairperson Bennett and Mr. Reynolds will draft a request letter to NDOT, including Member Gowins' comments. Committee consensus was that the letter be mailed as soon as possible. No formal action was taken.

**7. DISCUSSION AND ACTION ON STATUS OF NDOT GRANT ADDITIONAL FUNDING TO CARSON CITY AND RECOMMENDATIONS FOR PROGRAMMING OF FUNDS (1-2205)** - Mr. Heath advised that NDOT has committed to provide funding, the City will bill them for it, and the Committee will need to make a recommendation to the Board of Supervisors as to its use. The Board of Supervisors will approve the agreement at their next meeting. Discussion ensued with regard to how to appropriate the funding, and fuel costs. Member Gowins suggested that Mr. Reynolds calculate the number of operating hours and operating costs which could be added with the funding. Further discussion followed regarding fuel costs, and negotiation of the original contract. Chairperson Bennett discussed

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

### **Minutes of the February 10, 2000 Meeting**

**Page 5**

NDOT's fuel reimbursement being returned to Paratransit for cost overages, and the \$50,000 being used for additional service. She requested that Mr. Reynolds determine the exact amount of excess fuel costs and include it on the invoice to NDOT for reimbursement. Discussion ensued regarding the contract clause which addresses costs in excess of 5% and the number of hours needed to alleviate the unmet trip problem. Chairperson Bennett requested that Mr. Reynolds be prepared to present the information at the next Board of Supervisors meeting, and that he draft a letter to the Committee members setting out the number of increased hours, and how the funding will be used. She requested information regarding the amount of time NDOT will need to reimburse Paratransit once the invoice is submitted, and that Mr. Reynolds attend the next OARC Board meeting to address the unfulfilled contract.

Member Gowins left the meeting at 8:10 p.m. A quorum was still present.

(1-2705) - Chairperson Bennett advised that the most important matter to address is development of a plan for use of the additional funding. Mr. Reynolds advised that he would draft a letter within the next week, taking into consideration the concerns of the OARC Board of Directors.

#### **8. DISCUSSION OF NDOT TRANSIT WORKSHOP FEBRUARY 9-10 IN SPARKS, NEVADA - Deferred.**

**9. DISCUSSION AND ACTION REGARDING STATUS OF COMMUNITY COUNCIL ON YOUTH TRANSIT PROGRAM** (1-2688) - Chairperson Bennett distributed a memorandum from Barbara Singer, advising that the Community Council on Youth will be contracting with the Carson City School District for their transportation program. No formal action was taken.

#### **VIII. COMMITTEE MEMBER COMMENTS - None.**

#### **IX. ACTION ON PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS - None.**

#### **X. ACTION ON ADJOURNMENT** (1-2745) - Member Peshek moved to adjourn the meeting. Vice Chairperson Winkler seconded the motion. Chairperson Bennett adjourned the meeting at 8:11 p.m.

The Minutes of the February 10, 2000 meeting of the Carson City Public Transit Advisory Committee are so approved this \_\_\_\_\_ day of March, 2000.

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KAY BENNETT, Chairperson