A regular meeting of the Carson City Public Transit Advisory Committee was held at 5:30 p.m. on Thursday, March 9, 2000 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

PARATRANSIT SERVICES STAFF: Marc Reynolds, General Manager
Matt Konze, Operations Supervisor

CARSON CITY STAFF: David Heath, Finance Director
Candace Duncan, Executive Director, Convention and Visitors Bureau
Kathleen King, Recording Secretary
(PTAC 03/09/00; 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 (1-0002) - Chairperson Bennett called the meeting to order at 5:30 p.m. Roll call was taken; a quorum was present. Member Gowins was absent.

II. ACTION ON APPROVAL OF AGENDA (1-0009) - Chairperson Bennett modified the agenda to address items VII(3) and VII(5) first. Member Kennedy moved to approve the agenda. Member Peshek seconded the motion. Motion carried 4-0.

III. ACTION ON APPROVAL OF WORKSHOP MEETING MINUTES OF JANUARY 25, 2000; AND IV. ACTION ON APPROVAL OF MEETING MINUTES OF FEBRUARY 10, 2000 (1-0031) Member Peshek moved to accept both sets of minutes. Member Kennedy seconded the motion. Motion carried 4-0.

V. WELCOME AND INTRODUCTION OF GUESTS (1-0114) - Chairperson Bennett welcomed the guests, and requested that all in attendance introduce themselves for the record. In addition to the Committee members, Paratransit Services staff, and Carson City staff previously listed, Judy Hammock, of the Vocational Rehabilitation Center, and Sandy McGrew, of the Nevada Department of Transportation ("NDOT"), introduced themselves.

VI. PUBLIC COMMENTS (1-0149) - Mr. Reynolds introduced Ms. Duncan, present as a representative of the Kit Carson Rendezvous Committee. Ms. Duncan expressed gratitude for the assistance provided by Carson City Community Transportation ("CCCT") and NDOT during last year's event. She discussed parking challenges for this year's event, including the coinciding Carson High School Graduation, and the partnership with Carson-Tahoe Hospital for the HealthSmart Fair at the Pony Express Pavilion. In addition, the main stage is designated for a Lacy J. Dalton concert on Saturday afternoon. She requested shuttle service for this year's event, and Chairperson Bennett requested that the item be agendized for next month's meeting. Ms. McGrew requested that Ms. Duncan submit a written request to NDOT.

(1-0235) - Ms. McGrew advised that she has not yet received a written request for Mr. Schauer's assistance, and requested the opportunity to review the plan for allocation of the additional funding. (1-2530) Ms. McGrew advised that the language contained in the minutes is sufficient to include in the request letter. Chairperson Bennett and Mr. Reynolds will draft the letter.

(1-2503) - Ms. McGrew advised that she had been approached by Janice Ayres, of the Retired Senior Volunteer Program ("RSVP"), regarding the notice she had received that the Board of Supervisors was not willing to fund her organization's portion of the transit program. Ms. McGrew suggested that this matter be agendized for a future meeting. She distributed the draft State Transit Program on transferring vehicles and requested that the Committee review the same. She advised that when the transit corridor program is operational, the needs of the RSVP between Carson City and Reno may be accommodated. She suggested that the City enter into a similar agreement with the Senior Citizens Center and with OARC which would protect both the City and the contractors.

VII. DISCUSSION AND ACTION ITEMS

1. REPORT AND DISCUSSION ON RIDERSHIP, CLIENT COMMUNICATIONS AND UNMET TRIP RESERVATIONS FOR THE MONTH OF FEBRUARY 2000 (1-0843) - Mr. Reynolds distributed the February 2000 Monthly Business Report, and offered to include it in the agenda packets for review by the Committee in advance of the meeting. He reviewed the ridership data and the monthly ridership statistics. Discussion ensued with regard to ticket sales and accommodating the additional riders. Chairperson Bennett discussed the Board of Supervisors' position regarding the transit system and the need for the public to make the importance of the system known. Discussion followed regarding the need for more education, funds designated for disadvantaged riders, OARC's contribution, the need to schedule a joint meeting with the Board of Supervisors, and changes in funding once the City reaches MPO status. Mr. Reynolds distributed and reviewed the operating statistics from Citifare and Citilift in Reno. Further discussion followed regarding the need to schedule a workshop with the Board of Supervisors, and Ms. McGrew requested that NDOT representatives be invited. Committee consensus was to request Mr. Reynolds to include the Monthly Business Reports in the agenda materials. Chairperson Bennett requested that copies of the agenda and the minutes be provided to the Board of Supervisors each month.

2. REPORT AND DISCUSSION ON TRIP RESERVATION NO-SHOWS (1-1258) - Mr. Konze distributed the Third Quarter Report on No-Shows. He provided background information on trip reservations and explained the procedure for cancellations. A typical "no-show" statistic is defined as a late cancellation, or a client who is not home or not ready when the driver arrives to pick them up. The policy of Paratransit Services consists of five steps per client: Following the first no-show, a verbal warning is issued in the form of a telephone call advising of the no-show policy and the consequences for violating the policy. He referred the Committee members to the sample letters included in the agenda materials. The second no-show results in written notification of the policy and the possibility of temporary suspension of riding privileges. The second written warning advises that one more no-show in the next thirty-day period will result in a thirty-day suspension of riding privileges. The final written warning advises the client of their "last chance," and the fifth letter advises of the thirty-day suspension. In response to a question, Mr. Konze explained the reason for the five-step process is to ensure that the client has ample opportunity to understand the warning process and the no-show policy. He reviewed the graphics for the third quarter of the fiscal year included in the agenda materials, and discussion ensued regarding the clients, comparisons to last month's statistics, and the problem that some OARC and senior citizens clients have in the ability to understand and comply with the cancellation policy. Chairperson Bennett requested that Mr. Konze continue to monitor the data and provide a report at the May meeting.

3. REPORT AND STATUS UPDATE ON TASK FORCE ACTIVITY REGARDING SURVEY OF UNMET NEEDS (1-0275) - Vice Chairperson Winkler advised that the survey is in the process of being printed. Member Peshek advised that the Executive Director of the Senior Citizens Center has agreed to distribute the surveys. Discussion ensued with regard to a time frame for completing the survey, and Committee consensus was to allow at least two weeks. Chairperson Bennett requested that this item be agendized monthly.

Vice Chairperson Winkler left the meeting at 7:00 p.m. A quorum of the Committee was still present.

4. DISCUSSION AND ACTION ON NDOT SB415 ADDITIONAL FUNDING TO CARSON CITY AND RECOMMENDATIONS FOR PROGRAMMING OF FUNDS (1-1568) - Mr. Reynolds provided background information on this item. Mr. Konze distributed a March 7, 2000 memorandum regarding use of additional hours, explained the reasons for the current number of unmet trip reservations, and reviewed the proposed allocation of funding to expand hours. Ms. McGrew reminded the Committee and Paratransit staff that SB415 funding is for elderly and disabled clients and will have to be applied accordingly. Mr. Konze assured Ms. McGrew that he will be able to track application of the funding and provide her with the information.

Chairperson Bennett reiterated her direction regarding unmet rides for OARC and senior citizens clients, and Mr. Reynolds advised that Vice Chairperson Winkler is in agreement with the proposal outlined in the memo. Once the Committee approves the proposal, Paratransit staff will meet with Mr. Heath to start applying the funding to additional hours. In response to a question, Mr. Reynolds advised that an additional five hours per day for the months of April through June will cost $4500. Discussion ensued regarding the peak time for unmet rides, and Mr. Konze acknowledged that more operating hours are needed in the early morning and mid-afternoon. At the request of Chairperson Bennett, Mr. Reynolds reviewed the costs for five hours a day and eight hours a day over the period of a year.

Mr. Heath explained allocation of the $50,000 over the remainder of the current fiscal year and next fiscal year, and discussion followed regarding the same. Mr. Konze explained the basis for his proposal, and acknowledged that the proposed allocation of hours will significantly address the unmet needs of both the disabled and senior citizens clients. Mr. Reynolds acknowledged that he would be submitting a plan to NDOT showing how the increase in hours will address the unmet needs of the senior citizens and disabled clients. **Chairperson Bennett suggested a motion to accept the recommendations of Paratransit staff to allocate additional hours as stated in the March 7, 2000 memorandum, and that the funding is to be used for identified elderly and disabled unmet needs as set forth in SB 415, and to increase hours as required to continue to meet the needs. Member Kennedy moved to accept the recommended motion. Member Peshek seconded the motion. Motion carried 3-0.**

Chairperson Bennett directed Mr. Konze to provide a monthly report on the status of this matter. Discussion ensued regarding the need to continue to document and report the reasons for unmet rides and the ability to accommodate all clients with the additional funding and existing equipment.

5. DISCUSSION AND ACTION ON STATUS OF NDOT TRANSIT CORRIDOR MANAGEMENT BID PROPOSALS (1-0330) - Vice Chairperson Winkler advised that she has been working with Ms. McGrew on this matter, and requested that she provide a report. Ms. McGrew listed the five corridors submitted to bid by NDOT for public transportation. She advised that bids had been received and were in the process of being evaluated when the Washoe County Regional Transportation Commission ("RTC") approached NDOT's Deputy Director with a concern over the bid process. The process was suspended while meetings took place between NDOT staff and the RTC, wherein the RTC advised of their desire to manage the Highway 395 corridor. An additional meeting is scheduled for Monday, March 13, 2000 to determine the intentions of the RTC.

A meeting between representatives of the five counties and the NDOT task force is scheduled for 2:30 p.m. on Wednesday, March 15, 2000 in the third floor conference room at NDOT. The purpose of the meeting is to discuss recent developments, future direction, and alternatives. She requested that a Carson City representative be in attendance.

Ms. McGrew discussed comments she has received with regard to this matter, and concerns regarding the intentions of the RTC. She advised that the NDOT Deputy Director has indicated he still expects service to commence by June 1, 2000. She discussed provisions in the RTC proposal regarding frequency and location of stops, and discussion ensued regarding the intentions of the RTC. Ms. McGrew has been directed to meet with RTC representatives to review the possibility of an interlocal agreement, the results of which will be presented at the March 15th meeting. She clarified that Mr. Reynolds cannot attend the March 15th meeting as Paratransit Services has submitted a bid proposal. Chairperson Bennett and Member Peshek committed to attend the meeting.

Ms. McGrew advised that the Highway 395 corridor will definitely have to be rebid; however, she is hopeful that the deputy director will allow the other bids to be opened. She is concerned that the operators may wish to alter their bids as the Highway 50 bid had been opened and the information made public. An additional concern exists over RTC's operator, ATE, having access to local operators' service information.

In response to a question, Ms. McGrew advised that three operators had submitted bids for the Highway 50 corridor prior to the RTC's involvement. An operator had been selected, however, notification had to be delayed. Ms. McGrew expressed confidence in the selected operator to provide service once the program can begin. The three main bidders are aware of the current situation, but she is not concerned that the Highway 50 operator will be seeking to change its bid. The interlocal agreement will be between NDOT and the RTC. The rules of participants, which she has previously reviewed with the Committee, will be followed so that the RTC is the administrator and NDOT is the grantee. An additional option which will be discussed at the March 15th meeting is the formation of the Northwest Transit Coalition, a non-profit organization. The coalition could then administrate the operation as a grantee. In response to a question, Ms. McGrew explained that the Northwest Transit Coalition would be formed by all state, county, and city agencies affected in the five-county area, i.e., Lyon County, Carson City, Storey County, Douglas County, and Churchill County. Chairperson Bennett advised that she would pass this information on to City

Manager John Berkich and to Supervisor Jon Plank. Ms. McGrew will provide an agenda to Mr. Reynolds who will ensure that copies are distributed to the Committee members. Mr. Reynolds will reagendize this item for the April meeting. Discussion ensued with regard to the format for the March 15th meeting, the ATE organization, the possibility of the RTC utilizing CMAQ funds, and the interlocal agreement.

6. DISCUSSION AND ACTION REGARDING RECOMMENDATIONS FOR PROGRAMMING OF TRANSIT VEHICLE ADVERTISING FUNDS (1-2053) - Mr. Reynolds advised that although SignPro has been notified of the contract award, the executed contract has yet to be received from the Purchasing Department. Member Kennedy advised that Steve Reynolds, of SignPro, has measured the buses, determined the available space, etc. but has yet to receive a copy of the executed contract. Chairperson Bennett requested that Mr. Reynolds follow up on the status of the contract and provide her with a report.

7. PRESENTATION AND DISCUSSION OF PROVISIONS OF ASSEMBLY BILL 628 (1-2093) - Mr. Reynolds distributed the proposed amendments to AB628 and reviewed the changes recommended by former Deputy District Attorney Paul Lipparelli. He referred to NRS 373.117 and discussion ensued regarding the authority of the Regional Transportation Commission to operate a public transit system. Ms. McGrew pointed out the need to delete subsection (a) of chapter 373.117, and discussion ensued regarding the same. Mr. Reynolds suggested asking District Attorney Noel Waters to review the changes recommended by Mr. Lipparelli. Discussion regarding whether or not to agendize this matter for the next Regional Transportation Commission meeting followed.

VIII. COMMITTEE MEMBER COMMENTS (1-2459) - None.

IX. ACTION ON PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS - Deferred.

X. ACTION ON ADJOURNMENT (1-2679) - Member Kennedy moved to adjourn the meeting. Member Peshek seconded the motion. Chairperson Bennett adjourned the meeting at 7:40 p.m.

The Minutes of the March 9, 2000 meeting of the Carson City Public Transit Advisory Committee are so approved this _____ day of April, 2000.

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KAY BENNETT, Chairperson