

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the May 11, 2000 Meeting

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A regular meeting of the Carson City Public Transit Advisory Committee was held at 5:30 p.m. on Thursday, May 11, 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, Dispatch Supervisor
Darren Johnson, Dispatcher

CARSON CITY STAFF: Kathleen King, Recording Secretary
(PTAC 05/11/00; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by the Chairperson or Vice 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 (1-0006) - Vice Chairperson Winkler called the meeting to order at 5:32 p.m. Roll call was taken; a quorum was present. Member Gowins was absent. Ex-Officio Member Rodolph was present. Chairperson Bennett arrived at 5:35 p.m.

II. ACTION ON APPROVAL OF AGENDA (1-0012) - Member Kennedy moved to approve the agenda. Member Peshek seconded the motion. Motion carried 3-0.

III. ACTION ON APPROVAL OF MEETING MINUTES OF APRIL 27, 2000 - None.

IV. WELCOME AND INTRODUCTION OF GUESTS (1-0020) - In addition to the Committee members and staff previously listed, Steve Reynolds, of SignPro, introduced himself.

V. PUBLIC COMMENTS AND DISCUSSION OF NON-AGENDIZED ITEMS (1-0028) - Mr. Reynolds distributed a letter from the Division of Aging Services, dated May 10, 2000. He reported that the FTA 5310 and 5311 grants have been completed and submitted. Carson City Community Transportation ("CCCT") will be handing out roses on May 12, 2000 to all female riders, compliments of the Rotary Club. The Nevada *Appeal*, the Reno *Gazette-Journal*, and Dave Morgan will provide media coverage. Mr. Reynolds further advised of a letter received by Sandy McGrew from Candace Duncan, of the Convention and Visitors Bureau, requesting funding for transportation at the Kit Carson Rendezvous. He anticipates funding in the amount of \$2,500 to \$3,000 to provide service on Friday, Saturday, and Sunday of the event. He advised that amount will more than adequately cover his costs. Mr. Reynolds also discussed the possibility of moving the meeting location to the Cooperative Extension Conference Room.

Vice Chairperson Winkler passed the gavel to Chairperson Bennett upon her arrival at 5:35 p.m. Member Kennedy requested a modification to the agenda to address item VI(4) first.

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VI. DISCUSSION AND ACTION ITEMS

1. REPORT AND DISCUSSION ON UNMET TRIP RESERVATIONS FOR THE MONTH OF APRIL 2000 (1-0230) - Mr. Konze distributed the Unmet Trip Report and reviewed the same. Mr. Reynolds referred to the Monthly Ridership Statistics for April 2000 included in the agenda materials, specifically the "Same Month Last Year" category, and noted the substantial decrease in unmet trip reservations. In response to a question, Mr. Konze explained internal changes which have contributed to the decrease in unmet trip reservations. Discussion ensued with regard to the funds to be released to provide for additional hours, publicizing the additional hours, the results of eliminating the School-to-Careers program, and revenue generated from ticket sales. Chairperson Bennett requested a report from the Finance Department on the amount of revenue generated for the system, in addition to the funding provided by the City, in order to determine the financial picture for the past year. She discussed the need for capital replacement funds and sources for the same, the previously paid fuel reimbursement, and maintenance costs. In response to a question, Mr. Reynolds explained the accounting system for revenues received by CCCT. Discussion ensued regarding an internal audit and a year-end financial report. Chairperson Bennett requested that the Committee members call her or call Mr. Reynolds regarding what they would like to see included in the report.

2. REPORT AND POSSIBLE ACTION ON TASK FORCE ACTIVITY REGARDING SURVEY OF UNMET NEEDS (1-0600) - Vice Chairperson Winkler distributed a task force report and reviewed the same. Chairperson Bennett advised that the Board of Supervisors is provided copies of the Public Transit Advisory Committee agenda and minutes, and Paratransit's Monthly Business Review each month. Vice Chairperson Winkler suggested that a Committee member provide a report as part of Mr. Reynolds' quarterly report to the Supervisors. Chairperson Bennett concurred. Discussion took place regarding the need to get the Supervisors interested in transit, and Committee consensus was to include a Committee report with Paratransit's quarterly report. Chairperson Bennett requested that a report be prepared for the May 18, 2000 Board of Supervisors meeting, and that Vice Chairperson Winkler present the report.

Member Kennedy advised of a meeting with Mr. Reynolds and Janice MacIntosh, the Director of the Senior Citizens Center, wherein Mr. Reynolds agreed to schedule one day a week for one month to meet with the senior citizens for the purpose of increasing public relations, selling the transportation system, and conducting the senior survey. Mr. Reynolds described the Division for Aging Services survey conducted at the Senior Citizens Center and explained that the idea would be similar. Discussion ensued regarding selling tickets at the Senior Citizens Center and senior passes.

Chairperson Bennett thanked Vice Chairperson Winkler for her report. With regard to the task force continuing to meet, Vice Chairperson Winkler advised that a few things remain to be completed on the senior survey project. Discussion took place regarding methods for distributing the survey to senior citizens. Vice Chairperson Winkler thanked Ms. Rodolph for her continued participation with the task force. No formal action was taken.

3. DISCUSSION AND POSSIBLE ACTION ON STATUS OF NDOT TRANSIT CORRIDOR MANAGEMENT BID PROPOSALS (1-1153) - Chairperson Bennett advised that the Regional Transportation Commission ("RTC") reviewed the interlocal agreement at their May 10, 2000

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meeting. The latest version of the interlocal agreement indicates that Carson City will commit to providing assistance in establishing and maintaining bus stops, to cooperate with the Washoe County Regional Transportation Commission or their contractor in advertising and promoting the service, and in identifying potential bus stops and schedules. Chairperson Bennett advised that she presented the matter to the RTC as the Public Transit Advisory Committee is not empowered to make commitments on behalf of the City's Streets Department. She advised that the RTC was supportive of the agreement. The bid is due to be let on Monday, May 22, and Member Kennedy advised that approximately 6-8 companies have expressed an interest, including Paratransit. The interlocal agreement will be presented to the Board of Supervisors on May 18, 2000.

Member Kennedy pointed out that five bus stops are included in the route from Carson City to Reno. He inquired as to the possibility of developing a program to transport Carson City residents from their homes to the bus stops in order that they won't have to find a place to park their cars. Mr. Reynolds advised that this is a portion of the contract which will also be bid. He explained the financial aspect, and discussion followed regarding the need to develop a system, the elements of a system, the responsibility of the Washoe County RTC to negotiate with private property owners for parking, and the concern for transit dependent riders. Chairperson Bennett advised that implementation of the program is scheduled for September. No formal action was taken.

4. REPORT AND STATUS UPDATE ON TRANSIT BUS ADVERTISING CONTRACT

WITH SIGNPRO (1-0102) - Steve Reynolds, of Sign Pro, explained the City contract came through at the same time SignPro was moving business locations. In addition, he has recently lost a key person in the business. He advised of personal contacts with several clients who are interested in purchasing bus advertising. The agreed upon amounts will be paid to the City as per the contract whether or not signs are placed on the buses, and Mr. Reynolds anticipated having signs on the buses in the not-too-distant future. He advised that Marc Reynolds had completed the necessary measuring. Steve Reynolds noted that when paid advertising is not available, messages to benefit the community will be utilized instead. In response to a question, Mr. Reynolds anticipated having the advertising on the buses by mid-June. Discussion ensued regarding monies owed to the City by SignPro and the method by which they will be paid and allocated. Member Kennedy suggested contacting the Carson City Convention and Visitors Bureau regarding advertising dollars for City events. Chairperson Bennett thanked Mr. Reynolds for his status report.

VII. COMMITTEE MEMBER COMMENTS (1-1500) - Chairperson Bennett requested a status report on the technical assistance letter sent to NDOT. Mr. Reynolds indicated that the letter was sent some time ago, and Chairperson Bennett requested that Mr. Reynolds follow up on this matter. She pointed out the need to determine specific uses for the \$50,000 Jacobsen bill funding, and discussion ensued with regard to the same. Chairperson Bennett requested that Mr. Reynolds agendize discussion and possible action of this matter for the next regular meeting. She further requested that discussion and possible action regarding capital replacement funds be agendized.

VIII. ACTION ON PROPOSED AGENDA ITEMS FOR JUNE 8, 2000 MEETING (1-1455) - Discussion took place regarding the meeting location and Committee consensus was to move the June meeting to the Cooperative Extension if their conference room is available.

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IX. ACTION ON ADJOURNMENT (1-1772) - Member Kennedy moved to adjourn the meeting at 7:00 p.m. Vice Chairperson Winkler seconded the motion. Motion carried 4-0.

The Minutes of the May 11, 2000 meeting of the Carson City Public Transit Advisory Committee are so approved this _____ day of July, 2000.

KAY BENNETT, Chairperson