

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the August 10, 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, August 10, 2000 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Kay Bennett
Vice Chairperson Mary Winkler

PARATRANSIT STAFF: Marc Reynolds, General Manager
Matt Konze, Dispatch Supervisor

CARSON CITY STAFF: Kathleen King, Recording Secretary
(PTAC 08/10/00; 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 (1-0001) - Chairperson Bennett called the meeting to order at 5:35 p.m. Roll call was taken; a quorum was not present. Members Gowins, Kennedy, and Peshek were absent.

II. ACTION ON APPROVAL OF AGENDA (1-0018) - Mr. Reynolds advised that item VI(6) should be deferred.

III. ACTION ON APPROVAL OF MEETING MINUTES OF JULY 13, 2000 - Deferred.

IV. WELCOME AND INTRODUCTION OF GUESTS (1-0024) - Chairperson Bennett thanked Ex-Officio Member Julie Rodolph and Sandi McGrew Stanio, of the Nevada Department of Transportation ("NDOT"), for being present. She introduced Mr. Reynolds and Mr. Konze for the record.

V. PUBLIC COMMENTS (1-0034) - None.

VI. DISCUSSION AND ACTION ITEMS

1. DISCUSSION AND POSSIBLE ACTION ON STATUS OF REQUEST FOR TECHNICAL ASSISTANCE FROM NEVADA DEPARTMENT OF TRANSPORTATION; AND 2. DISCUSSION ON INTERCITY TRANSIT BETWEEN CARSON CITY AND RENO RIBBON CUTTING CEREMONY ON AUGUST 18, 2000 (1-0037) - Ms. Stanio explained that she is currently the only staff person in her division. In addition to the startup of the PRIDE service, a federal audit is scheduled for the week of August 14th. She advised that the technical assistance letter has been prioritized for the following week.

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Ms. Stanio advised she has delegated the responsibility for the PRIDE grand opening reception, scheduled for Friday, August 18th, to Mr. Reynolds. Senator Lawrence Jacobsen will be the keynote speaker, and Chairperson Bennett expressed an interest in speaking as well. A bus will leave the ceremony at 11:00 a.m. to travel to Reno for the ribbon cutting ceremony at the City Center.

Chairperson Bennett requested that item VI(1) be reagendized for the September meeting. Ms. Stanio advised that the federal auditors will be conducting a site visit of the Carson City Community Transportation ("CCCT") office at 2:00 p.m. on Thursday, August 17th. She further advised that Federal Transit Administration representatives will be present at the ribbon cutting ceremony.

3. DISCUSSION AND ACTION REGARDING CONTRACT AMENDMENT AND MEMORANDUM OF UNDERSTANDING WITH PARATRANSIT SERVICES REGARDING ADDITIONAL SERVICES FOR CONNECTOR SERVICE WITH PRIDE INTERCITY TRANSIT (1-0148) - Mr. Reynolds distributed the August 7, 2000 letter of intent, and Ms. Stanio distributed the draft Grantee's Agreement. She advised that City Manager John Berkich and Chief Deputy District Attorney Mark Forsberg were also provided copies. Chairperson Bennett discussed the reasons for having the agreement drafted, and advised that the letter of intent outlines the basic agreement between Carson City and Paratransit Services. She explained she felt very strongly that Carson City should administer the contract for NDOT. She indicated that Chief Deputy District Attorney Mark Forsberg had been consulted with regard to entering into a new contract or amending the current contract. Mr. Forsberg's recommendation was to amend the current contract with Paratransit. Chairperson Bennett allowed time for review of the letter of intent and solicited comments; however, none were provided.

Chairperson Bennett requested that the amendment be drafted prior to the next regular meeting, and Mr. Reynolds indicated that the amendment would be drafted by Mr. Forsberg. Chairperson Bennett advised that review and approval of the contract amendment would be agendized for the September 21st Board of Supervisors meeting. She clarified that the Grantee's Agreement should be marked "draft", and requested that Mr. Reynolds prepare a letter for her signature to forward both the draft Grantee's Agreement and the letter of intent to the other Committee members for comment. Discussion took place regarding presentation of the PRIDE service agendized for the August 17th Board of Supervisors meeting, and publication of the PRIDE service to the general public and the Senior Citizens Center.

Ms. Stanio advised of an RTC meeting attended by herself and Mr. Reynolds on Tuesday, August 8th wherein marketing for the service was discussed. She explained that the Washoe County Regional Transportation Commission ("RTC") has not provided the marketing and publication coverage they had previously agreed to. Discussion took place regarding timed stops in Carson City, disability identification cards, and the location of various bus stops in Carson City. Ms. Stanio indicated that her specific instructions regarding the bus stop locations were not followed. Mr. Reynolds indicated that CCCT was never consulted with regard to the location of the bus stops even though he made several requests to participate in the decision making process. He advised that a tour of the existing stops is scheduled for August 11th with Mike Powers, of the RTC, Mr. Konze, and Ms. Stanio. Chairperson Bennett requested that Mr. Reynolds report to her his findings.

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4. DISCUSSION AND POSSIBLE ACTION ON RATE/FARE STRUCTURE FOR PRIDE/NDOT INTERCITY TRANSIT BETWEEN CARSON CITY AND RENO (1-0714) - Ms. Stanio advised that the service would be free for the first two weeks. Fares will be charged starting August 28th. She clarified that the connector service will always be free. Mr. Reynolds advised that the PRIDE service will never affect CCCT's fare structure. Discussion took place regarding inadequate marketing and publication of the PRIDE service by the RTC, remedial measures being taken to publicize the service, adding telephone lines to the CCCT office, bus stops, tickets, identification cards, and operation of the connector service. Chairperson Bennett requested that this item be reagendized for the September meeting.

5. REPORT ON NEW TRANSIT BUSES ACQUIRED BY NDOT FOR CCCT (1-1206) - Mr. Reynolds advised that the two 5310 vehicles should be delivered by the end of September or first of October. He further advised that he had discussed with Ms. Stanio the lack of equipment necessary to adequately conduct the PRIDE connector service. Ms. Stanio subsequently provided funding for the purchase of two additional vehicles. She explained the method by which the buses will be purchased and, in response to a question, advised that the buses will be the property of Carson City and that they should be available by next week. Insurance coverage is being worked out by Finance Director David Heath.

6. DISCUSSION AND POSSIBLE ACTION ON PROPOSED RATE STRUCTURE FOR EAGLE VALLEY CARE CENTER - Deferred.

VII. COMMITTEE MEMBER/STAFF COMMENTS (1-1329) - Mr. Reynolds reported that Ms. Stanio had arranged for him to attend the CTAA Convention and take the certification exam. He advised that he passed the exam and expressed gratitude to Ms. Stanio and to NDOT for the opportunity. Ms. Stanio suggested that the City release the announcement that Mr. Reynolds is now the first certified transit manager in the State of Nevada. Chairperson Bennett congratulated Mr. Reynolds on his accomplishment.

VIII. ACTION ON PROPOSED AGENDA ITEMS FOR SEPTEMBER 14, 2000 MEETING (1-1474) - Mr. Reynolds acknowledged that most of the agenda items will be carried forward to the September meeting.

IX. ACTION ON ADJOURNMENT (1-1522) - The meeting adjourned by mutual consent at 6:54 p.m.

The Minutes of the August 10, 2000 meeting of the Carson City Public Transit Advisory Committee are so approved this _____ day of September, 2000.

KAY BENNETT, Chairperson