

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE
Minutes of the May 13, 1999 Meeting
Page 1

A regular meeting of the Carson City Public Transit Advisory Committee was held at 5:30 p.m. on Thursday, May 13, 1999 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

STAFF: Marc Reynolds, Community Transportation General Manager
David Heath, Director of Finance
Matt Konze, Community Transportation Dispatch Supervisor
Kathleen King, Recording Secretary
(PTAC 05/13/99; 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 normal 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 and a quorum was present. Member Peshek was absent. Ex-Officio Members Doty, Gobelman, Heath, Rodolph, and Taylor were present.

II. ACTION ON APPROVAL OF AGENDA (1-0011) - Chairperson Bennett advised that the agenda items may be continued to future meetings as necessary. (1-0045) She discussed reviewing the current status of Community Transportation, its direction in terms of short-term and long-term goals, and the objectives to achieve the same. Member Kennedy agreed to defer discussion regarding the agenda structure until later in the meeting and moved to approve the agenda. Member Gowins seconded the motion. Motion carried 4-0-1-0.

III. ACTION ON APPROVAL OF MEETING MINUTES OF APRIL 19, 1999 (1-0040) - Mr. Reynolds advised the minutes would be presented for review and approval at the next meeting.

IV. PUBLIC INTEREST AND COMMENTS (1-0118) - DeeDee Foremaster advised she had not received an agenda and requested that discussion and action regarding a formal complaint process and the ticket colors be agendized as she had requested at the last meeting. Discussion ensued with regard to the process by which items are agendized. Chairperson Bennett assured Ms. Foremaster that her concerns would be addressed. (1-0160) Mary Yoshisato inquired as to the status of SB 628 and Mr. Reynolds provided a brief history of the bill. He advised that during the second hearing of the Senate Subcommittee on Transportation, the bill met with some protest from Clark County. The concern was that the bill, as written, would deregulate the ambulance service. Following a meeting between a Clark County lobbyist and Mr. Reynolds, John Berkich, Mary Walker, and Paul Lipparelli, the wording has been changed to exclude ambulances from the bill. It is being re-written and will be heard May 14, 1999 at 1:30 p.m. If it passes, it will proceed to the Senate floor. Discussion ensued with regard to SB 628 and Chairperson Bennett suggested that copies of the bill be made available at the next meeting.

V. CONSENT CALENDAR - None.

VI. DISCUSSION AND ACTION ITEMS

1. WELCOME AND INTRODUCTION OF GUESTS (1-0023) - Chairperson Bennett requested the Committee members, guests, and staff introduce themselves.

2. PRESENTATION ON THE CURRENT STATUS OF THE TRANSIT SYSTEM

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE

Minutes of the May 13, 1999 Meeting

Page 2

a. Demographics/Registration/Need/Process/Personnel (1-0300) - Mr. Reynolds distributed copies of the Nevada Open Meeting Law to each member and ex-officio member of the Committee. (1-0322) **Demographics** - Mr. Reynolds reviewed a Ridership Profile chart and discussion ensued with regard to the breakdown of percentages of OARC and disabled/ handicapped clients being served. (1-0384) **Registration** - Mr. Reynolds then reviewed the registration process. Mr. Konze distributed a sample eligibility application and a sample Rider ID Card and reviewed the same. Mr. Reynolds explained the requirement for the photo ID card for all persons other than the general public. Discussion ensued regarding the origin of the registration form and the ID card, the reason for requesting financial information and the client's option to refuse to provide it, Division of Aging Services requirement for obtaining certain demographic information from participants, the high security level maintained on the buses, and potential legal ramifications of City subsidized fares. (1-0566) **Need** - Mr. Reynolds reviewed the ticket system from registration to purchasing a ticket, including an explanation of ticket colors, use of tickets by senior citizens, OARC tickets, full fare tickets, subsidized welfare tickets, and locations for purchase/acquisition of tickets. Discussion regarding utilization of a card holder for the ticket and the Rider ID Card followed. (1-0809) **Process** - Mr. Reynolds and Mr. Konze reviewed the reservation process and explained the reduction in per-day ridership due to budget constraints. Discussion ensued with regard to accessibility, return trips, and recording trip denials by category. (1-1004) **Personnel** - Mr. Reynolds discussed staffing at Community Transportation, which includes 13 drivers, two customer service representatives, one dispatcher, and one dispatch supervisor. He explained the responsibilities of the customer service representatives.

b. Equipment (Maintenance/Repair/Replacement) (1-1041) - Mr. Reynolds distributed a chart listing vehicle number, description, mileage and condition. He advised that two vehicles account for approximately 70% of all maintenance costs. Discussion ensued with regard to a capital replacement plan, the source of the existing vehicles, determining the type of vehicle needed and the source for purchase, sources for vehicle donations, and the hours restriction. Mr. Reynolds discussed equipment maintenance and discussion regarding funding for equipment maintenance followed. A sample bid outlining Community Transportation's vehicle maintenance program was distributed for review.

c. Safety Program (1-1422) - Mr. Reynolds distributed a Sample Operation Safety Campaign packet for review. He advised that each driver is required to successfully complete 80 classroom hours of safety training, which includes basic first-aid, CPR, behind the wheel, emergency evacuation procedures, defensive driving, etc.

d. Mission Statement and Vision Statement (1-1450) - Mr. Reynolds distributed Community Transportation's present Mission Statement/Vision Statement and read the same into the record. Discussion ensued with regard discussion and action on possible revisions at a future meeting.

e. Existing Contracts and Grants (1-1477) - Mr. Reynolds distributed lists of current contracts and grants and reviewed the same. Discussion ensued with regard to the value of each contract, and consolidating revenues for contracts and grants into one report.

f. Current Contract Negotiations (1-1530) - A list of current contract negotiations was distributed and discussion ensued with regard to the value of each contract in negotiation. Mr. Reynolds advised he will be requesting the presence of a Committee member at any future negotiation meetings.

g. Funding/Financing (1-1594) - Mr. Heath distributed budget information and discussed projected revenue from ticket sales. He advised the NDOT grant is estimated at 30,000 less in the coming year than in the current year. Chairperson Bennett advised that the City's \$215,000 contribution represented the maximum commitment the Board of Supervisors was willing to consider. Discussion ensued with regard to the development of possible revenue sources, the Division of Aging Services grant award, per-trip costs, the hourly reimbursement rate, average rides per hour, and a future cost shift. (1-2160) Further discussion ensued with regard to Paratransit Services' contract with the City and Mr. Reynolds distributed the contract to the Committee members and to the Clerk.

CARSON CITY PUBLIC TRANSIT ADVISORY COMMITTEE
Minutes of the May 13, 1999 Meeting
Page 3

3. Discussion of Future of Transit System in Carson City - Deferred.

4. Discussion and Action on Bus Signage (for sides of bus) (1-1931) - Mr. Reynolds discussed the need for signage and advised he would like to submit the project to several sign companies for ideas. Member Gowins moved to direct Mr. Reynolds to contact at least three individual sign companies to bring back to this committee suggestions for logos for the bus. Member Kennedy suggested going to any source available to obtain ideas for a logo. Member Gowins amended his motion to reflect that the sources for ideas would be up to Mr. Reynolds. Member Kennedy seconded the motion. Motion carried 4-0-1-0.

VI. STAFF REPORTS - None.

VII. PROPOSED SCHEDULE FOR NEXT MEETING AND AGENDA ITEMS (1-2013) - Committee consensus was to discuss the future of the transit system, trip denials, development of a formal complaint/comment process, updates on the outcome of pending bills, the Division of Aging Services grant, and a 3-5 year business plan at the next meeting. Other issues identified to be addressed at a future meeting are as follows: Ticket color and cost; legal issues of subsidized/free tickets; trip denials, reservations, and lead time; rolling stock; personnel allocation, hours of operation, and available funding. Discussion ensued with regard to meeting more often than once a month, the June meeting date, and meeting location. Mr. Reynolds advised the next meeting date would be scheduled for Thursday, June 10, 1999 with the location to be determined.

VIII. ADJOURNMENT (1-2270) - Vice Chairperson Winkler moved to adjourn the meeting at 7:43 p.m. Member Gowins seconded the motion. Motion carried 4-0-1-0.

The Minutes of the May 13, 1999 meeting of the Carson City Public Transit Advisory Committee

ARE SO APPROVED _____, 1999.

KAY BENNETT, Chairperson