

# CARSON AREA METROPOLITAN PLANNING ORGANIZATION

## Minutes of the December 12, 2007 Meeting

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A regular meeting of the Carson Area Metropolitan Planning Organization was scheduled for 5:30 p.m. on Wednesday, December 12, 2007 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Shelly Aldean  
Vice Chairperson Larry Hastings  
Russell Carpenter  
Charles Des Jardins  
Dan Holler  
Paul Esswein  
Richard Staub  
Dennis Taylor

**STAFF:** Patrick Pittenger, Transportation Manager  
Harvey Brotzman, Senior Project Manager  
Dan Doenges, Transportation Planner  
Keith Pearson, Transportation Planning Technician  
Joel Benton, Senior Deputy District Attorney  
Kathleen King, Recording Secretary

**NOTE:** A recording of these proceedings, the CAMPO agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

**A. CALL TO ORDER AND DETERMINATION OF QUORUM (5:31:20)** - Chairperson Aldean called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Member Holler arrived at 5:38 p.m. Chairperson Aldean welcomed Paul Esswein, who was substituting for Dennis Stark of Lyon County. She acknowledged Ex-Officio Member Dennis Taylor.

**B. ACTION ON APPROVAL OF MINUTES - May 31, 2007 and November 14, 2007 (5:32:22)** - **Member Des Jardins moved to accept the May 31, 2007 minutes. Vice Chairperson Hastings seconded the motion. Motion carried 8-0.** Chairperson Aldean noted corrections to page 2 of the November 14, 2007 minutes, and entertained a motion to approve the minutes, as amended. **Member Carpenter so moved.** Vice Chairperson Hastings noted an additional correction to page 2 of the minutes. Chairperson Aldean suggested capitalizing the acronym MPO throughout the minutes. She called for additional comments and, when none were forthcoming, a second on the motion. **The motion was seconded and carried 6-0.**

**C. MODIFICATION OF AGENDA (5:33:46)** - None.

**D. PUBLIC COMMENT (5:35:22)** - None.

**E. DISCLOSURES (5:35:48)** - None.

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**F. PUBLIC MEETING ITEMS:**

**F-1. ACTION TO APPROVE AN UPDATE AND REVISION OF THE CAMPO POLICIES AND PROCEDURES (5:35:55)** - Chairperson Aldean introduced this item. Mr. Pittenger provided background information and an overview of the pertinent agenda materials. In reference to paragraph 2.2 of the Policies and Procedures, he advised that language will be added to indicate the addition of one representative of the Nevada Department of Transportation (“NDOT”) as an ex-officio, non-voting member. He further advised that the Lyon County Board of Commissioners had taken formal action, at a meeting on December 6, 2007, to designate the Lyon County Manager, or his designee, as the official Lyon County representative to CAMPO. [Member Holler arrived at 5:38 p.m.] Mr. Pittenger reviewed the Request for Board Action pertinent to this item.

In reference to paragraph 2.3, Vice Chairperson Hastings and Chairperson Aldean suggested revising the language to reflect consistency with the term lengths of the Regional Transportation Commissioners. Mr. Pittenger advised the language would be changed to indicate two-year terms.

In response to a question regarding the advisory workgroups referenced in the Request for Board Action, Mr. Pittenger explained that the workgroups will be “formed for specific efforts.” He provided the example of a recent travel demand model update for which a workgroup was formed with representatives from each county and from NDOT; people with “knowledge pertinent to the modeling process.” Composition of the workgroups will be specific to the studies undertaken. This will provide more flexibility with “membership appropriate for each effort.” Mr. Pittenger further explained that the workgroups will not be advisory to the CAMPO and, therefore, not subject to Nevada Open Meeting Law requirements. The workgroups will meet with staff to develop documents for eventual presentation to the CAMPO.

In reference to the Glossary section of the Policies and Procedures, Ex-Officio Member Taylor suggested referencing plan updates in the body of the document. In response to a further comment, Mr. Pittenger advised it would be most appropriate to include language regarding plan development in the CAMPO Policies and Procedures rather than the RTC Policies and Procedures. Ex-Officio Member Taylor further suggested including the definition of administrative modification in the Glossary section. Mr. Pittenger offered to include language indicating the frequency by which the Transportation Improvement Program (“TIP”) and the Regional Transportation Plan (“RTP”) are required to be updated. Ex-Officio Member Taylor advised of a cooperative agreement between NDOT and the CAMPO which, upon approval of the Policies and Procedures by the CAMPO, will be revised to reflect the amendments. Chairperson Aldean referred to paragraph 4.3.3 in confirmation of Ex-Officio Member Taylor’s statements.

In reference to paragraph 5.2, Member Holler cautioned that if CAMPO appoints members to advisory work groups, they will be subject to the requirements of the Nevada Open Meeting Law. He suggested modifying the language. In response to a question regarding paragraph 6.1, Mr. Pittenger advised that Mr. Pearson had worked with Purchasing and Contracts Manager Cheryl Adams to ensure compliance with City and federal regulations pertinent to RFPs and RFQs. Mr. Holler acknowledged that any language pertaining to appointment of advisory work group members by the CAMPO should be removed.

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Chairperson Aldean called for additional comments or questions and, when none were forthcoming, entertained a motion. **Vice Chairperson Hastings moved to approve an update and revision of the CAMPO Policies and Procedures, as presented and amended. Member Des Jardins seconded the motion. Motion carried 7-0.**

**F-2. PRESENTATION BY CAMPO STAFF REGARDING THE DEVELOPMENT OF TRANSPORTATION PLANNING DOCUMENTS REQUIRED TO RECEIVE FEDERAL FUNDING (5:49:44)** - Chairperson Aldean introduced this item. Mr. Pittenger explained the update requirements associated with transportation planning documents. He advised that “all those documents that only need to happen periodically are all going to be done simultaneously and concurrently during this fiscal year.” He listed the planning documents, as follows: the Public Participation Plan (“PPP”), the Regional Transportation Plan (“RTP”), the Transportation Improvement Program (“TIP”), and the Transit Development Plan (“TDP”). He clarified that the City receives federal funding to develop the TDP, that it is not required but “it is a much-needed document at this time.” He provided background information on, and an overview of, the tables of Agencies / Organizations Invited to Participate in the Development of the CAMPO Public Participation Plan and Regional Transportation Plan, and the CAMPO Transit Development Plan which were attached to the Request for Board Action. He advised of federal requirements to include representatives of the freight industry and disabled users of transit. He explained the requirement to meet with agency / organization representatives to first inquire as to how they would like to be involved in the public participation process. “We have to do public participation for public participation and we’ll also be kicking off the regional transportation plan.” Mr. Pittenger advised of the intent to first complete the PPP. The same group will then continue to meet to develop the RTP. Mr. Pittenger advised “it will be a 2030 regional transportation plan that will draw upon the travel demand model that was just updated about six months ago.”

In reference to the Table of Agencies / Organizations for the CAMPO Transit Development Plan, Mr. Pittenger noted some overlap between the two groups but advised of the requirement to include “a different set of people.” He advised that the TDP is a five-year plan, and reviewed the list of agency / organization representatives. Mr. Pittenger reviewed the Estimated Time Line charts which followed as part of the agenda materials pertinent to this item. He explained that the TIP represents implementation of the first four to five years of the RTP. He noted that Carson City is presently non-compliant in its TIP. As a result, administrative modifications can be made but not amendments. In response to a question, Ex-Officio Member Taylor explained the difference between an administrative modification and an amendment. Mr. Pittenger discussed formal amendments made in June 2007 “which will keep things going for the moment.” He further discussed elements of the TDP in conjunction with the time line attached to the Request for Board Action. He advised that a survey of the JAC transit system will be conducted in the near future.

Mr. Pittenger reviewed the Outline for the CAMPO 2030 RTP which was included in the agenda materials. He advised that the first publicly noticed meeting was scheduled for 4:00 p.m. on Tuesday, December 18<sup>th</sup> at the Carson City Library. He discussed advertisement of the meeting, and advised it will be “a kickoff public involvement effort for the public participation and regional transportation planning efforts.” He advised that NDOT representatives have expressed a willingness to participate, together with representatives of WNC, “and other important contacts.” He acknowledged that the newspaper publication also serves as “a general call to action.” He advised that letters have been sent to the agency / organization representatives listed in the tables included in the agenda materials. The agency / organization representatives have been invited to meet with Regional Transportation staff, or to attend the public

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meetings. Mr. Pittenger advised of a public meeting agenda item requesting input from the attendees regarding other agency / organization representatives or individuals to include.

At Member Carpenter's request, Mr. Pittenger agreed to contact GROW and ITS, a Sparks-based freight company. Member Des Jardins advised he would provide a list of suggested additions to Mr. Pittenger. Member Esswein suggested contacting the Lyon County School District. Member Staub suggested contacting the Carson-Tahoe Regional Medical Center, the Brewery Arts Center, and the Boys and Girls Clubs. He further suggested contacting the State Motor Carrier Division for freight references. Chairperson Aldean suggested involving a representative of the Equestrian Alliance. Mr. Pittenger advised of having recently made presentations regarding transit to the Community Council on Youth and Nevada Job Connect. Representatives of these organizations will also be included as part of the TDP.

Mr. Pittenger discussed the federally-required Coordinated Human Services Transit Plan necessary to qualify for three additional categories of transit funding, which he reviewed. Ex-Officio Member Taylor discussed the public participation requirements associated with each of the plans. He expressed appreciation for Mr. Pittenger's approach to demonstrating the effort to meet with all interested agency / organization representatives.

**F-3. ACTION TO APPROVE A RESOLUTION AUTHORIZING THE TRANSPORTATION PROGRAM MANAGER TO FILE DOCUMENTS WITH THE FEDERAL TRANSIT ASSOCIATION (6:11:30)** - Chairperson Aldean introduced this item. Mr. Pittenger provided background information, reviewed the staff report and the provisions of the proposed resolution. He advised that the Federal Transit Administration had provided "a boilerplate" of the proposed resolution. The same was reviewed by Mr. Benton and amended pursuant to his suggestion. Mr. Pittenger expressed the belief that the proposed resolution meets the requirements of the District Attorney's Office as well as the Federal Transit Administration and will "allow us to move forward on this process" to ensure allocation of the funding due the City in the current fiscal year. Chairperson Aldean called for comments or questions of the CAMPO members and of the public. When none were forthcoming, she entertained a motion. **Member Des Jardins moved to direct the CAMPO chairman to sign this resolution authorizing the Transportation Program Manager to file documents with the Federal Transit Administration. Member Staub seconded the motion. Motion carried 7-0.**

## **G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**G-1. FUTURE AGENDA ITEMS (6:14:45)** - Mr. Pittenger advised "everything that is going to be coming before you in the next three months was just discussed as previous agenda items."

**H. ACTION ON ADJOURNMENT (6:15:10)** - Motion was made, seconded and carried unanimously to adjourn the meeting at 6:15 p.m.

The Minutes of the December 12, 2007 Carson Area Metropolitan Planning Organization meeting are so approved this 9<sup>th</sup> day of January, 2008.

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SHELLY ALDEAN, Chair