

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
Meeting of May 14, 2008, Minutes  
Page 1

A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, May 14, 2008, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, immediately following the regularly scheduled meeting of the Carson Area Metropolitan Planning Organization that began at 5:30 p.m.

**PRESENT:** Chair Shelly Aldean, Vice Chair Russell Carpenter, and Commissioners Charles Des Jardins, Larry Hastings, and Richard Staub

**STAFF PRESENT:** Public Works Director Andrew Burnham, Transportation Manager Patrick Pittenger, Senior Deputy District Attorney Joel Benton, RTC Engineer Harvey Brotzman, Parks Planner Vern Krahn, Transportation Planner Dan Doenges, Transportation Planning Technician Keith Pearson, and Recording Secretary Katherine McLaughlin (RTC 5/14/08 Recording 7:02:12)

**NOTE:** Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the Request for Action Report and/or supporting documentation. Staff members making the presentation are listed after the Item's heading. Any other individuals who spoke are listed immediately following the staff listing. A recording of these proceedings is on file in the Clerk-Recorder's office. It is available for review and inspection during normal business hours.

**A. ROLL CALL AND DETERMINATION OF A QUORUM -** Chair Aldean convened the meeting at 7:02 p.m. Roll call was taken. The entire Commission was present, constituting a quorum.

**B. APPROVAL OF MINUTES - APRIL 9, 2008 MEETING (7:03:13) -** Chair Aldean corrected Fairway to be Fairview on Page 3, Item G-1. She also questioned when recognition of having provided 10,000 rides by JAC will be held. Additional comments were solicited but none were given. Commissioner Des Jardins moved to approve the Minutes. Commissioner Hastings seconded the motion. Motion carried 5-0.

**C. MODIFICATION OF AGENDA (7:04:15) -** None.

**D. PUBLIC COMMENT (7:04:19) -** None.

**E. DISCLOSURES (7:04:44) -** None.

**F. CONSENT AGENDA (7:04:51)**

**F-1. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BETWEEN MARY K. SHARRON, AN UNMARRIED WOMAN AND CARSON CITY WHEREBY MARY K. SHARRON, AN UNMARRIED WOMAN AGREES TO:(1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-112-06; (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER**

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Meeting of May 14, 2008, Minutes

Page 2

**002-112-06 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE EXTENSION OF NORTH STEWART STREET**

**F-2. ACTION TO DETERMINE THAT CONTRACT NO. 0708-155 IS A CONTRACT FOR THE SERVICES OF A PROFESSIONAL ENGINEER; THAT THE SELECTION WAS MADE ON THE BASIS OF THE COMPETENCE AND QUALIFICATIONS OF THE ENGINEER FOR THE TYPE OF SERVICES TO BE PERFORMED AND NOT ON THE BASIS OF COMPETITIVE FEES; AND THEREFORE IS NOT SUITABLE FOR PUBLIC BIDDING PURSUANT TO NRS 625.530; AND TO APPROVE CONTRACT NO. 0708-155 WITH STANTEC CONSULTING, INC., TO PROVIDE PRECONSTRUCTION SERVICES, CONTRACT ADMINISTRATION AND CONSTRUCTION MATERIALS INSPECTION, MATERIALS TESTING, AND PROJECT CLOSE OUT THROUGH NOVEMBER 30, 2008 FOR A NOT TO EXCEED COST OF \$171,639.00 TO BE FUNDED FROM THE HOT SPRINGS/NDOT FUND AS PROVIDED IN FY 2007/2008** - Discussion explained that the Commissioners or anyone in the audience could pull an item from the Consent Agenda for discussion. A request to pull an item was not made. Commissioner Staub moved to approve the Consent Agenda which consists of two items, F-1 and F-2. Commissioner Des Jardins seconded the motion. Comments on the question were solicited but none were given. Motion carried 5-0.

**G. PUBLIC MEETING ITEMS**

**G-1. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN EVALUATION OF AMERICANS WITH DISABILITIES ACT COMPLIANCE BY BENEFICIAL DESIGNS, INC., OF SIDEWALKS IN CARSON CITY. THE AREA TO BE EVALUATED WILL BE LIMITED TO THOSE STREETS THAT HAVE PREVIOUSLY BEEN APPROVED TO RECEIVE IMPROVEMENTS FUNDED PRIMARILY BY A COMMUNITY DEVELOPMENT BLOCK GRANT IN FISCAL YEAR 2008-2009 (7:05:51)** - Transportation Manager Patrick Pittenger, Beneficial Designs, Inc., Representative Peter Axelson, Public Works Director Andrew Burnham, parks Planner Vern Krahn - Mr. Pittenger introduced Mr. Axelson and justified the request for sidewalk evaluation in the identified area. Mr. Axelson briefly described the firm and the equipment. The firm's local involvement with measuring local trails and their signage was explained. A description of the equipment used to evaluate the sidewalks was provided. The labor intensive original procedure and the equipment's software and ability to reduce the process were explained. The data that is developed will be given to the City. Its specifics will be considered confidential, however, generic information will be shared. They hope to eventually put the information on the City's GIS system. The area that will be covered was identified. The information will be used to provide a transition program to meet ADA requirements. Other areas of potential use were listed. The plan will be adapted to meet the City's sidewalk standards. The firm's business plan was briefly summarized. It includes drafting a guide book for Federal guidelines, obtaining a federal grant, and utilization of the program in Reno and Las Vegas as well as by NDOT. If desired, the firm will assist the City's staff in prioritizing the issues. Utilization of the software for trails and sidewalks in other areas, including Canada, was explained. Mr. Axelson also advised that Sacramento has been fined for failure to assess its sidewalks and provide priorities. The equipment has only been on the market since February.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
Meeting of May 14, 2008, Minutes  
Page 3

Mr. Burnham explained that the City's standards are within the ADA guidelines for sidewalks. Discussion indicated that the equipment provides a more convenient and accurate method of assessing the sidewalks than the current labor intensive method. The rules are currently in flux, however, it was felt that the basic guidelines are being followed. Mr. Axelson will keep the City posted on the ultimate decision regarding the rules. Mr. Pittenger advised that the City has its in-house design expertise and that bids had just been opened for the ramps near the Empire Elementary School. They were done with manual measurements. The next CDBG project is six times larger than the Empire Elementary School project. It was felt that the information could be used to show the steps used to evaluate and prioritize future projects. It could help the City avoid being caught in a circumstance similar to that experienced by Sacramento. Mr. Axelson felt that the program may be of assistance in determining the areas which could pose the greatest safety hazards. It provides a system for prioritizing. The City could then show where it started the sidewalk program and the progress which had been made. Public comments were solicited.

Mr. Krahn briefly explained the Parks and Recreation Department's involvement with Beneficial Designs including the use of a grant to make ADA improvements at Riverview Park. He felt that they had a great track record with the firm. Additional comments were solicited but none were given.

Commissioner Des Jardins moved to approve an evaluation of American with Disabilities Act compliance by Beneficial Designs, Inc., of sidewalks in Carson City; the area to be evaluated will be limited to those streets that have previously been approved to receive improvements funded primarily by a Community Development Block Grant in fiscal year 2008-2009. Chair Aldean noted that there is no fiscal impact. Commissioners Hastings and Carpenter seconded the motion. Commissioner Hastings thanked them for the offer and making the presentation. Chair Aldean felt that the proposal is of mutual benefit as the firm will use it to obtain additional grants for their research. Mr. Axelson expressed the hope that the product will be usable throughout the United States. His involvement with the Scottsdale, Arizona, pedestrian master plan and the American Association of Governments in Phoenix was noted. The difficulties encountered by large cities in assessing their sidewalk infrastructure was noted. The equipment provides the tools to do the assessment in a smart fashion. The City's pilot project will be presented at the conference tomorrow at Lake Tahoe. Additional comments were solicited but none were given. The motion to approve the evaluation by Beneficial Designs, Inc., as indicated was voted and carried 5-0.

**G-2. DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROGRAM OF PROJECTS FOR FISCAL YEAR 2008 – 2009 THAT WILL EXPEND THE REGIONAL TRANSPORTATION COMMISSION FUNDING PREVIOUSLY APPROVED FOR SIDEWALK IMPROVEMENTS (7:27:57)** - Transportation Manager Patrick Pittenger's introduction included a summary of the 17 street, signal, and sidewalk improvements that have been completed or are underway during this fiscal year. He then listed the projects proposed for next year. Justification for each was provided. The proposed project will leave some funds for responding to ADA complaints. The list had not been prioritized. Public Works Director Andrew Burnham stressed the need for the projects to be prioritized for efficiency rather than "hop scotched" all over the City. Discussion indicated a desire to have the ADA improvements combined with other street projects whenever possible. The liability created by upheavals was noted. It was felt that liability concerns should be addressed before ADA improvements.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
Meeting of May 14, 2008, Minutes  
Page 4

The use of rubber sidewalk material to address upheavals was described. As the material is rather expensive, it is used sparingly. Discussion explained that fire hydrants in the middle of a sidewalk have a lower priority. Mr. Burnham felt that all of these fire hydrants have been mapped. They attempt to address them whenever a project is in the vicinity. He acknowledged that they pose an ADA concern. The City has more ADA problems than it can fiscally address. Mr. Pittenger pointed out the utility problems on Fifth Street. Commissioner Staub pointed out that there is a similar problem on Fairview. An explanation was provided for the delay in constructing the multi-use pathway for the Fifth Street and Goni Projects. It was felt that they will be completed during the next fiscal year. The need for the multi-use pathways was stressed. It was felt that Seeliger Elementary School and the middle school students will use the multi-use path. Commissioner Staub moved to approve a program of projects for fiscal year 2008-2009 that will expend the Regional Transportation Commission funding previously approved for sidewalk improvements. Commissioner Carpenter seconded the motion. Motion carried 5-0.

**G-3. INFORMATION REGARDING THE APPLICATION FOR FUNDS FOR THE DIVISION OF AGING SERVICES (DAS) (7:44:58)** - Transportation Manager Patrick Pittenger - Reasons the DAS funding was lost were explained. Procedures to eliminate its recurrence have been established. A grant application has been submitted. If the grant is approved, it will pay \$2.50 for each senior riding JAC and JAC Assist. It will allow all seniors to ride for free. It may generate \$95,000 in revenue. A decision on the application will be made in August. Commission comments complimented staff on their efforts to obtain the grant. Discussion explained that seniors using JAC must show a Medicare/Medicaid card and obtain an identification card in order to ride free. The driver writes down the number on the card when it is used. Without the card, the senior must pay the fee. Discussion indicated that anyone more than 60 years of age is eligible for the card. This procedure will not be implemented until the grant is received. Announcements about the program and the locations for obtaining the cards will be announced. Mr. Pittenger hoped to partner with the Senior Center on the program. Commissioner Hastings felt that a lot of seniors will be using the service once the program is implemented. Discussion indicated that Mr. Pittenger will seek an increase in the grant amount if the senior ridership increases to warrant it. Staff was complimented on its efforts. As this was an information only item, no action was taken or required.

**G-4. ACTION TO APPROVE A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS TO ISSUE HIGHWAY REVENUE BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$9,100,000, AND PROVIDING THE EFFECTIVE DATE THEREOF (7:54:36)** - Public Works Director Andrew Burnham - The bonds will be sold in June. The Board of Supervisors will consider the bond issue tomorrow. They hope to have an interest rate of 4% or less. The bond repayment schedule was reviewed. It was felt that there is no other funding alternative. Public comments were solicited but none were given. Commissioner Carpenter moved to adopt A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS ISSUE HIGHWAY REVENUE BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$9,100,000 AND PROVIDING THE EFFECTIVE DATE THEREOF; fiscal impact is a varying ongoing debt service payments per the attached schedule. Mr. Burnham indicated that the bond is relying on 4¢ of the current RTC tax and 5.35¢ that Streets receive to make the bonding look better. The Street revenue will not be used for payments. It provides better bond

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
Meeting of May 14, 2008, Minutes  
Page 5

coverage which reduces the rate. Commissioner Hastings seconded the motion. Motion carried 5-0. Ms. McLaughlin indicated that the Resolution will be numbered 2008-RTCR-3.

**G-5. ACTION TO APPROVE AN AGREEMENT AND ADOPT A RESOLUTION REGARDING THE COOPERATIVE (STEWARDSHIP) AGREEMENT BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION, CARSON CITY, NEVADA, AND THE STATE OF NEVADA DEPARTMENT OF TRANSPORTATION FOR THE CARSON CITY FREEWAY'S "ULTIMATE" LANDSCAPING PROJECT FOR PHASE 1 (NORTHERN LEG) (7:58:31)** - Parks Planner Vern Krahn - The history of the landscaping and the agreement was explained. Mr. Krahn recognized Chair Aldean's efforts to develop a compromise so that the agreement could be moved forward. Discussion noted that funding had been approved for the maintenance. The consultant will be asked to utilize plants and softscape items that will keep the maintenance at that level. Chair Aldean expressed a hope that GROW's concerns have been addressed adequately. Its efforts to find funding for the project were noted. Mr. Krahn then explained the revision that was covered by his late material handout. (A copy is in the file.) Chair Aldean explained GROW/GROW President Mary Fischer's concern. She had assured Ms. Fischer that the change would be made as indicated. Additional comments were solicited but none were provided. Commissioner Staub moved to approve an agreement and adopt a resolution, 2008-RTCR-4, regarding the Cooperative Stewardship Agreement between the Carson City Regional Transportation Commission, Carson City, Nevada, and the State of Nevada Department of Transportation for the Carson City Freeway's Ultimate Landscaping Project for Phase 1 - Northern Leg with an amended Article III, Paragraph 4, as provided this evening; fiscal impact is not applicable at this time. Commissioner Hastings seconded the motion. Motion carried 5-0. Chair Aldean noted that the agreement had been a long time coming and complimented staff on its efforts.

**G-6. ACTION TO APPROVE IN CONCEPT AN OUTLINE STRUCTURE FOR THE DEVELOPMENT OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CARSON CITY, NEVADA, AND GARDENERS RECLAIMING OUR WAYSIDES (GROW) REGARDING THE ROLES AND RESPONSIBILITIES OF EACH ORGANIZATION RELATED TO THE CARSON CITY FREEWAY LANDSCAPING PROJECT FOR PHASE 1 (NORTHERN LEG) (8:04:19)** - Parks Planner Vern Krahn's introduction included justification for having the MOU. GROW will develop the MOU as outlined in GROW President Fischer's memo. City staff will review the MOU and move forward with it to the Board of Supervisors. Chair Aldean suggested that the City's legal staff draft the MOU unless their attorney wishes to do so. Senior Deputy District Attorney Joel Benton agreed to draft the MOU. Mr. Krahn volunteered to meet with Ms. Fischer as soon as possible to work on the MOU. Discussion indicated that action by the Commission was not needed at this juncture. No action was taken.

**G-7. ACTION TO AUTHORIZE THE TRANSPORTATION MANAGER TO ENTER INTO CONTRACTS WITH PRIVATE ENTITIES FOR THE SALE OF JUMP AROUND CARSON (JAC) BUS PASSES (8:09:19)** - Transportation Planning Technician Keith Pearson, Transportation Manager Patrick Pittenger - Chair Aldean suggested that Item 6 on Page 2 be relocated to be under Item 1 on Page 1 as the Seller is agreeing to perform these duties. Mr. Pearson explained that only

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
Meeting of May 14, 2008, Minutes  
Page 6

those passes not returned are to be paid for. Mr. Pittenger noted that when he came to work in Carson City there were only two entities that sold the passes. He expanded the service to other public entities which did not require doing a contract. He felt that the proposal was a natural evolution. He credited Mr. Pearson for expanding the service and handling the program. Commissioner Des Jardins supported the program of expanding the pass locations and the service. Mr. Pittenger also indicated that a majority of the riders pay with cash. Money could be saved through the use of the passes. The passes also save the driver's time. He encouraged the sale of the passes community-wide. Additional comments were solicited but none were given. Commissioner Staub moved to approve the action to authorize the Transportation Manager to enter into contracts with private entities for the sale of Jump Around Carson "JAC" bus passes subject to the amendment put on the record. Commissioners Des Jardins and Hastings seconded the motion. Motion carried 5-0.

**H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS)**

**H-1. STREET PROJECT REPORT (8:13:41)** - Public Works Director Andrew Burnham noted that Senior Deputy District Attorney Joel Benton had obtained the SIB right of entry. Mr. Benton advised that Mission Linen's right-of-way acquisition is in the process as he had filed a right-of-entry in court. Clarification indicated that the listing for the Stewart Street extension to Curry Street was for design only and is \$45,000. Construction costs have to be added. No formal action was required or taken.

**H-2. STREET OPERATIONS REPORT (8:15:45)** - No discussion occurred.

**H-3. FUTURE AGENDA ITEMS (8:15:59)** - Transportation Manager Patrick Pittenger advised that a special meeting will be held on May 29 at noon to award the contract for the Hot Springs Road enhancement project. A description of the project was provided. Public Works Director Andrew Burnham explained the reasons for wanting to complete the work by the end of August. Chair Aldean explained that there are two dedications being considered by the Board of Supervisors tomorrow. As the roadways will create a fiscal impact on the RTC, she felt that the Commission should consider them. Senior Deputy District Attorney Joel Benton advised that the RTC could consider them. Chair Aldean felt that they should not be sent to the BOS. Discussion indicated that the dedications need to be better defined so that the RTC accepts the improvements and the Board accepts the right-of-way on behalf of the City. Chair Aldean urged staff to look at the interlocal agreement between the Board and City as RTC's responsibility is increased.

**I. ADJOURNMENT (8:19:01)** - Commissioner Staub moved to adjourn. Commissioner Des Jardins seconded the motion. Motion carried 5-0. Chair Aldean adjourned the meeting at 8:20 p.m.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
Meeting of May 14, 2008, Minutes  
Page 7

The Minutes of the May 14, 2008, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON June 11, 2008.

/s/  
Shelly Aldean, Chair