A regular meeting of the Carson City Regional Transportation Commission was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization meeting on Wednesday, April 8, 2009 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Shelly Aldean

Vice Chairperson Russell Carpenter Commissioner Robert Crowell Commissioner Charles DesJardins Commissioner James Mallery

STAFF: Kim Belt, Capital Projects Manager

Joel Benton, Senior Deputy District Attorney

Jano Barnhurst, Recording Secretary

Andrew Burnham, Public Works Department Director

Kathleen King, Recording Secretary Keith Pearson, Transit Coordinator

Patrick Pittenger, Transportation Manager

Darren Schulz, Deputy Public Works Department Director

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

- **A. CALL TO ORDER AND DETERMINATION OF A QUORUM** (6:15:34) Chairperson Aldean called the meeting to order at 6:15 p.m. Roll was called; a quorum was present.
- **B. ACTION ON APPROVAL OF MINUTES March 11, 2009** (6:16:00) Commissioner Crowell moved to approve the minutes. Vice Chairperson Carpenter seconded the motion. Motion carried 5-0.
- C. MODIFICATION OF AGENDA (6:16:23) None.
- **D. PUBLIC COMMENT** (6:16:30) None.
- **E. DISCLOSURES** (6:16:55) None.
- F. CONSENT AGENDA (6:17:13) Chairperson Aldean advised that she would pull item F-1. She entertained requests to hear additional items separate from the consent agenda. Vice Chairperson Carpenter pulled item F-3. Chairperson Aldean entertained additional requests and, when none were forthcoming, a motion to approve the consent agenda. Vice Chairperson Carpenter moved to approve the remainder of the consent agenda. The motion was seconded and carried 5-0.
- F-1. ACTION TO APPROVE AMENDMENT NO. 5 TO CONTRACT NO. 0506-035, CARSON CITY COMMUNITY TRANSIT SERVICE OPERATIONS WITH MV TRANSPORTATION, INC. TO BE FUNDED FROM OPERATING CONTRACT 225-3206-430-0331, AS PROVIDED IN FY 2009 / 2010 (6:18:00) Chairperson Aldean advised of having discussed the subject contract earlier in the day with Mr. Pittenger and Mr. Benton. She expressed concern over the

language of the concluding paragraph at page 2 of the contract amendment included in the agenda materials. She suggested bracketing the words "and the other amendments that are not in conflict with this amendment" in order to "confine the effect of this language to amendments that are in conflict with previous amendments" adopted by the commission. She noted an additional clerical correction to page 1 of the contract amendment. In response to a question, she provided additional clarification with regard to the suggested revision to the concluding paragraph.

Chairperson Aldean called for additional commissioner comments and for public comments. When none were forthcoming, she entertained a motion. Vice Chairperson Carpenter moved to approve Amendment No. 5 for Contract No. 0506-035, Carson City Community Transit Service Operations to MV Transportation, Inc., to be funded from operating contract 225-3206-430-0331, as provided in FY 2009 / 2010, as amended and corrected. Commissioner Crowell seconded the motion. Motion carried 5-0.

- F-2. ACTION TO APPROVE FREE RIDES TO PASSENGERS WITH A BICYCLE ON THE JAC TRANSIT SYSTEM DURING NATIONAL BIKE TO WORK WEEK, MAY 11 15
- ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY AND BETWEEN THEO PROPERTIES, LLC, AND CARSON CITY WHEREBY THEO PROPERTIES, LLC AGREES TO: (1) CONVEY A DRAINAGE EASEMENT ON A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 009-111-21 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE WIDENING OF SOUTH CURRY STREET; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBERS 009-111-21 AND 009-111-27, FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE WIDENING OF SOUTH CURRY STREET (6:21:29) - Chairperson Aldean introduced this item. In response to a question regarding the "negligible" fiscal impact, Mr. Burnham explained there are no costs associated with the subject agreement, but there are previously-approved costs associated with project drainage. Following a brief discussion, Chairperson Aldean called for public comment. When none was forthcoming, she entertained a motion. Commissioner DesJardins moved to approve and authorize the chair to sign an agreement between Theo Properties, LLC and Carson City, whereby Theo Properties, LLC agrees to (1) convey a drainage easement on a portion of certain real property, described as Assessor's Parcel Number 009-111-21, for the purpose of roadway construction related to the widening of South Curry Street; (2) grant permission to construct upon, over, and across certain real property, described as Assessor's Parcel Numbers 009-111-21 and 009-111-27, for the purpose of roadway construction related to the widening of South Curry Street; fiscal impact is negligible. Commissioner Crowell seconded the motion. Motion carried 5-0.

G. PUBLIC MEETING ITEMS:

G-1. PRESENTATION AND DISCUSSION REGARDING THE ONGOING ENGINEERING WORK FOR PHASE 2 OF THE ROOP STREET WIDENING PROJECT (6:24:33) - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda report. Manhard Consulting Project Manager Ken Dorr introduced Engineer Rebecca Bernier. Mr. Dorr provided background information on the project, and narrated a PowerPoint presentation, copies of which were

included in the agenda materials. In response to a comment, he advised that, in addition to extensive utility costs, a key component of the Roop Street project was "undergrounding the electric power, cable television, and telephone facilities that run from Highway 50 ... up to Beverly." He acknowledged and discussed difficulties associated with encroachment issues along the Roop Street right-of-way. He described the City's efforts to "make people whole ... who have frontage on Roop Street." In response to a comment, he described proposed improvements to the intersection of John and Roop Streets, as depicted in the PowerPoint presentation. He acknowledged previous consideration given to the possibility of creating a cul-de-sac on John Street at Roop Street. He further acknowledged that the depicted improvements were preferable in consideration of the potential impact to John Street businesses. He described the proposed improvements as "a big compromise" between the most modern development standards and the impact to existing property owners. Discussion took place regarding the One-Way Alternative proposed for the intersection at Washington and Roop Streets, and Chairperson Aldean discussed the importance of public input at the conceptual stage.

Following presentation of the cost estimate included in the PowerPoint, Mr. Burnham advised that staff has been unable to budget water, sewer, and storm drainage improvements for next fiscal year "because of issues with those funds." This will necessitate delaying the bid process until approximately this time next year in order to begin construction in June 2010. Mr. Burnham noted the benefit of additional time to address the number of right-of-way issues as part of the project. Chairperson Aldean noted that the delay will also provide an opportunity to determine traffic pattern changes with the opening of freeway phase 2. Mr. Burnham acknowledged that the Regional Transportation Commission would not be able to lend funding for the project.

In response to a question, Ms. Bernier advised that northbound transit stop locations are in the process of being considered. Mr. Pittenger provided additional clarification. Chairperson Aldean thanked Mr. Dorr and Ms. Bernier for their presentation. In response to a question, Mr. Burnham advised of some flexibility in the project budget depending upon economic stimulus funding. At Chairperson Aldean's suggestion, Mr. Burnham agreed to consider further phasing the project.

Chairperson Aldean opened this item to public comment. (7:12:22) Dan Allison requested the commission to reconsider the proposed five-lane configuration between Beverly Drive and Washington Street in order to accommodate bicycle access. He explained that the proposed 12-foot outside lane would preclude bicycles from using "that stretch of Roop Street." He further explained that Roop Street is the only complete north / south route in Carson City. He expressed uncertainty as to the proposed five-lane configuration in consideration of the opportunity for automobile traffic to use Stewart Street. In response to a question, Mr. Allison advised there are no bicyclists using the stretch of roadway between Beverly Drive and Washington Street "because it's unsafe." He was uncertain as to how many bicyclists would use it. He advised that the topic of difficulties associated with north / south bicycle access in the community is a "continual conversation point."

In response to a question, Mr. Dorr advised there are no bicycle lanes designated on Stewart Street; however, the outside lane was widened to serve as a shared lane. In response to a further question, he advised that Stewart Street is designated at 25 miles per hour as is Roop Street. Chairperson Aldean reiterated an interest in determining how the traffic patterns will change with the opening of freeway phase 2. She called for additional public comment; however, none was forthcoming.

- G-2. ACTION TO DETERMINE THAT CONTRACT NO. 0809-212 IS A CONTRACT FOR THE SERVICES OF A PROFESSIONAL ENGINEER; THAT 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, NOT SUITABLE FOR PUBLIC BIDDING PURSUANT TO NRS 625.530; AND TO APPROVE CONTRACT NO. 0809-212 WITH PALMER ENGINEERING GROUP, LTD., TO PROVIDE DESIGN AND CONSTRUCTION PLANS FOR THE REALIGNMENT OF SNYDER AVENUE THROUGH AUGUST 10, 2009 FOR A NOT-TO-EXCEED COST OF \$60,875.00 TO BE FUNDED FROM THE SNYDER AVENUE REALIGNMENT CONSTRUCTION PROJECT FUND, AS PROVIDED IN FY 2008 / 2009 (7:18:45) - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda report. He acknowledged extensive negotiation with Palmer Engineering over the scope of work and the contract fees. (7:21:20) Mike Stevenson, of Palmer Engineering, distributed site plans to the commissioners and staff, and reviewed the same. He responded to questions of clarification regarding access. In response to a comment, Mr. Burnham advised that the development will be subject to a public process. Chairperson Aldean expressed support for discussions with the affected property owners. She opened this item to public comment and, when none was forthcoming, entertained a motion. Commissioner Crowell moved to determine that Contract No. 0809-212 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, not suitable for public bidding, pursuant to NRS 625.530; and to approve Contract No. 0809-212 with Palmer Engineering Group, Ltd. to provide design and construction plans for the realignment of Snyder Avenue through August 10, 2009, for a not-to-exceed cost of \$60,875.00 to be funded from the Snvder Avenue realignment construction project fund, as provided in FY 2008 / 2009. Vice Chairperson Carpenter seconded the motion. Motion carried 5-0.
- G-3. REVIEW AND APPROVAL OF THE RTC, STREETS, AND TRANSIT BUDGETS FOR FISCAL YEAR 2009 / 2010 (7:28:25) - Chairperson Aldean introduced this item, and Mr. Burnham reviewed the agenda materials. Chairperson Aldean advised of Supervisor Livermore's concern that a reduction in seasonal employees would mean a lack of maintenance for the Carson Street medians. Mr. Burnham advised that the possibility of contract labor is being considered. He further advised that \$50,000 is available, and assured the commission that the burden will not be shifted to the Parks and Recreation Department seasonal employees. He acknowledged that a reduction in seasonal employees is unavoidable and that some method of maintaining the Carson Street medians will have to be identified. In response to a question, Mr. Pittenger provided a status report on the transit center. He expressed the belief that the wisest course of action is to move forward with preventive maintenance, purchase of software, and purchase of new buses. Mr. Burnham acknowledged no anticipation of bond proceeds in the next fiscal year. He responded to questions regarding the Wal-Mart traffic signal and the Eagle Station Lane traffic signal. He advised that the transportation improvement plan will be resubmitted in early autumn, at which time project costs will be reallocated. He and Chairperson Aldean responded to additional questions regarding the costs associated with the Eagle Station Lane traffic signal. Mr. Pittenger provided additional information on the status of the project. In response to a question, Mr. Burnham discussed the importance of the projects designated in the transportation improvement plan "where we allocate the construction funds ... amongst all the projects." He acknowledged sufficient funds to complete projects currently underway.

Chairperson Aldean opened this item to public comment and, when none was forthcoming, entertained a motion. Commissioner Crowell moved to approve the fiscal year 2009 / 2010 budgets for RTC, Streets, and Transit, and to forward them to the Board of Supervisors for inclusion in the City budget. Commissioner DesJardins seconded the motion. Motion carried 5-0.

H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:

- H-1. STATUS OF SAFE ROUTES TO SCHOOL APPLICATION (7:46:33) Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the March 26, 2009 memo included in the agenda materials. He commended Safe Routes to School Coordinator Dan Allison on the school district's portion of the application. (7:47:46) Mr. Allison expressed appreciation for the opportunity to have developed the applications in conjunction with Mr. Pittenger and Mr. Doenges. Commissioner DesJardins advised of having met, together with Mr. Pittenger, with the Eagle Valley Middle School Principal to discuss safe routes for the students.
- **H-2. STATUS OF JAC FLEET** (7:49:53) Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the March 26, 2009 memo included in the agenda materials. In response to a question, Mr. Pittenger advised of the intent to first register the new vehicles and outfit them with all the necessary equipment. The "foray into advertising" will begin by working with a local sign shop to display public service announcements. In response to a question, Mr. Pittenger anticipated that advertising will be solicited within the next three months. In response to a further question, he discussed the method by which advertising will be solicited. Chairperson Aldean called for public comment; however, none was forthcoming.
- H-3. STREET OPERATIONS REPORT (7:54:00) Chairperson Aldean introduced this item, noted the report included in the agenda materials, and entertained comments or questions. None were forthcoming.
- H-4. PROJECT STATUS REPORT (7:54:13) Chairperson Aldean introduced this item, and noted the report included in the agenda materials. She requested staff to update the Roop Street widening project relative to drainage improvements and updated cost estimates. She entertained questions or comments; however, none were forthcoming.
- H-5. FUTURE AGENDA ITEMS (7:54:49) Mr. Pittenger reminded the commissioners of the special meeting scheduled for Friday, April 24th at 12:00 noon, and reviewed the tentative agenda. Chairperson Aldean requested Mr. Pittenger to agendize a report on revisions to the Americans with Disabilities Act requirements.
- T. **ACTION ON ADJOURNMENT** (7:56:26) - Commissioner Crowell moved to adjourn the meeting at 7:56 p.m. Vice Chairperson Carpenter seconded the motion. Motion carried 5-0.

The Minutes of the April 8, 2009 Carson City Regional Transportation Commission meeting are so approved this 13th day of May, 2009.