A regular meeting of the Carson City Regional Transportation Commission was scheduled to begin immediately following adjournment of the Carson Area Metropolitan Planning Organization meeting on Wednesday, December 9, 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 Des Jardins
Commissioner James Mallery

STAFF: Joel Benton, Senior Deputy District Attorney
Dan Doenges, Senior Transportation Planner
Kathleen King, Recording Secretary
Patrick Pittenger, Transportation Manager
Darren Schulz, Deputy Public Works Director - Engineering

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 part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

A. CALL TO ORDER AND DETERMINATION OF A QUORUM (6:24:55) - Chairperson Aldean called the meeting to order at 6:24 p.m. Roll was called; a quorum was present.

B. ACTION ON APPROVAL OF MINUTES - November 4, 2009 (6:25:24) - Vice Chairperson Carpenter moved to approve the minutes, as presented. Commissioner Des Jardins seconded the motion. Motion carried 5-0.

C. MODIFICATION OF AGENDA (6:26:00) - None.

D. PUBLIC COMMENT (6:26:04) - None.

E. DISCLOSURES (6:26:24) - None.

F. CONSENT AGENDA (6:26:34) - Chairperson Aldean entertained requests to hear items separate from the consent agenda. Commissioner Des Jardins requested to separately hear item F-1. Chairperson Aldean entertained additional requests and, when none were forthcoming, a motion to approve the remainder of the consent agenda. **Commissioner Crowell moved to approve items F-2, F-3, and F-4 on the consent agenda. Vice Chairperson Carpenter seconded the motion. Motion carried 5-0.**

F-1. ACTION TO ACCEPT PUBLIC WORKS DEPARTMENT RECOMMENDATION TO APPROVE AMENDMENT NO. 2 TO CONTRACT NO. 0809-153 WITH BOWLING MAMOLA GROUP, TITLED "CONTRACT ADMINISTRATION, CONSTRUCTION INSPECTION, AND MATERIALS TESTING FOR STEWART STREET EXTENSION PROJECT AND SOUTH CURRY STREET PHASE I IMPROVEMENT PROJECT," TO EXTEND THE COMPLETION DATE TO FEBRUARY 26, 2010, EXPAND THE SCOPE OF WORK, AND

INCREASE THE CONTRACT IN AN AMOUNT NOT TO EXCEED $120,670 FROM THE CURRY STREET PHASE 2 RECONSTRUCTION / EXPANSION FUND, WATER FUND, SEWER FUND, AND STORM WATER FUND, AS PROVIDED FOR IN FY 2009 / 2010 (6:27:13) - Chairperson Aldean introduced this item. Commissioner Des Jardins noted the 20 percent increase over the original contract amount. In response to a question, Mr. Schulz explained that the project was originally developed as a partnership between City staff and a consultant. During the Stewart Street extension project, the City inspector was terminated, thus requiring the consultant to assume those responsibilities. The City inspector originally assigned to the South Curry Street project was required to assist with other projects last summer, and the consultant was, in turn, requested to assume those responsibilities. Mr. Schulz explained that "Curry was, in fact, an amendment to Stewart and we ended up not using all of the money that we had budgeted for Stewart so, in reality, we should have been able to use that surplus toward the Curry project. ... we set up two separate accounts and, as the billings have been coming in, we've been handling them separately ... In reality, that money that we saved goes back to the same pot that we're asking to pull some out of."

Commissioner Des Jardins thanked Mr. Schulz for the explanation. In response to a question, Mr. Schulz explained that he will ensure payment requests associated with future contract amendments will be addressed properly. Chairperson Aldean entertained a motion. **Commissioner Des Jardins moved to accept the Public Works Department recommendation to approve Amendment No. 2 to Contract No. 0809-153 with Bowling Mamola Group, titled "Contract Administration, Construction Inspection, and Materials Testing for Stewart Street Extension Project and South Curry Street Phase I Improvement Project," to extend the completion date to February 26, 2010, expand the scope of work, and increase the contract in an amount not to exceed $120,670 from the Curry Phase 2 Reconstruction / Expansion Fund, Water Fund, Sewer Fund, and Storm Water Fund, as provided in FY 2009 / 2010; fiscal impact total is $893,005; the amount of the contract amendment is $120,670. Commissioner Crowell seconded the motion.** Chairperson Aldean entertained questions or comments of Consultant Randy Bowling. When none were forthcoming, she called for a vote on the pending motion. **Motion carried 5-0.**

F-2. ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT IN THE AMOUNT OF $5,620.90, FOR CONTRACT NO. 0809-234, TITLED "ADA SIDEWALK IMPROVEMENT PROGRAM, PHASE 1," TO DON GARCIA EXCAVATING AND PAVING, INC.

F-3. ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT IN THE AMOUNT OF $12,211.70 FOR CONTRACT NO. 0809-235, TITLED "2009 ADA SIDEWALK IMPROVEMENT PROGRAM, PHASE II, TO DON GARCIA EXCAVATING AND PAVING, INC.

F-4. ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT IN THE AMOUNT OF $60,146.24, FOR CONTRACT NO. 0809-251, TITLED "OLD CLEAR CREEK ROAD FRONTAGE IMPROVEMENTS PROJECT," TO A & A CONSTRUCTION, INC.

G. PUBLIC MEETING ITEMS:

G-1. INFORMATIONAL UPDATE ON GAS TAX REVENUE FOR THE RTC AND STREETS FUNDS (6:32:49) - Chairperson Aldean introduced this item. Mr. Pittenger provided background information, and reviewed the agenda report. In response to a question, he expressed certainty that Finance Department Director Nick Providenti is investigating the possibility of interest being paid on the gas tax revenues owed the City. Mr. Schulz assured the commissioners that the State Department of Taxation "has procedures in place ... and we will get everything that is allowed." Discussion followed, and Chairperson Aldean thanked City staff for vigorously addressing the matter. In response to a further question, Mr. Schulz advised that Finance Department staff will be investigating past transactions to ensure proper payment has been received.

G-2. INFORMATION AND PRESENTATION OF THE CARSON CITY TRANSIT SYSTEM UPDATE AND FINANCIAL PLAN (6:40:50) - Chairperson Aldean introduced this item, Mr. Pittenger reviewed the agenda materials, and discussion ensued. In response to a question, Mr. Pittenger explained that the federal government requires the use of "inflation factors over time" in conjunction with transportation improvement plans. "... unless you have a very well documented reason for using something other than four [percent], use four [percent]." At Chairperson Aldean's request, Mr. Pittenger reviewed the Peer Review Performance Measures, Table 3-3, at page 37. In response to a further question, he advised that the number of passengers has increased without a commensurate increase in operating costs. Chairperson Aldean entertained additional questions or comments; however, none were forthcoming.

G-3. INFORMATION REGARDING THE POTENTIAL CLOSURE OF OLD CLEAR CREEK ROAD IN CARSON CITY AND DOUGLAS COUNTY (6:55:00) - Chairperson Aldean introduced this item. Mr. Pittenger provided background information and reviewed the agenda report. He acknowledged a certain amount of resistance from the Old Clear Creek Road residents, but they are still willing to consider options other than closure of the road. He advised of having contacted representatives of the neighborhood who have expressed a willingness to continue meeting with City and RTC representatives. He further acknowledged that a neighborhood spokesperson has been authorized to represent all the homeowners, except one. He advised that said spokesperson has admitted "some dissent among the owners." Chairperson Aldean wished Mr. Pittenger and Commissioner Mallery good luck, and expressed the hope the matter will be successfully resolved.

H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:

H-1 and H-2. STREET OPERATIONS REPORTS - OCTOBER AND NOVEMBER 2009 (6:59:22) - Chairperson Aldean introduced this item. In response to a question regarding the decision to suspend JAC operations on Monday, December 7th, Mr. Pittenger noted this was the first time such a decision has ever been made. He explained the "snow exceeded the capacity of the on-spot tire chains to operate so we had to put manual chains on." In addition, he advised of a weather-related accident which fault was not attributed to the JAC driver. He further advised of having consulted with Public Works Department Director Andrew Burnham, and the decision was made at approximately noon to provide sufficient time to notify the media and the riders that JAC operations would be suspended at 3:30 p.m. Buses were available for the JAC Assist service through the remainder of the day. In response to a question, he advised that damage to the bus involved in the automobile accident was very minor. He acknowledged all the appropriate authorities were contacted following the accident. He further acknowledged that a policy / procedure could be written to address any future need for suspending JAC operations. Commissioner Des Jardins commended staff.

In response to a question, Mr. Schulz explained that snow plow operators do not take responsibility for reporting vehicles parked illegally along snow routes. He expressed a preference for residents to become involved in reporting illegally parked vehicles to the Sheriff's Office. Chairperson Aldean suggested allowances should be made for the extraordinary amount of snow which fell in such a short period of time. Mr. Schulz suggested the length of time a vehicle is illegally parked along a snow route should also be considered. Chairperson Aldean entertained additional questions or comments of the commissioners and of the public; however, none were forthcoming.

H-3. PROJECT STATUS REPORT (7:07:22) - Chairperson Aldean introduced this item. Mr. Schulz acknowledged that the Fourth and Curry Streets project is scheduled to begin in January 2010. He reviewed the report included in the agenda materials. Chairperson Aldean entertained additional questions; however, none were forthcoming.

H-4. FUTURE AGENDA ITEMS (7:08:28) - Commissioner Des Jardins suggested agendizing review of the City's snow removal plan. Chairperson Aldean commended City staff on recent snow removal operations. Vice Chairperson Carpenter requested to agendize discussion of the signal operation at the Fairview off-ramp. Mr. Pittenger offered to invite a NDOT representative. In response to a question, Mr. Schulz advised of plans to hire a traffic engineer consultant to review signals around the City. Chairperson Aldean advised of complaints regarding the left-hand turn signal at the intersection of Eagle Station Lane and Highway 395, and the undulations along the concrete bridge section of freeway approaching the Fairview Drive exit. Mr. Schulz advised that NDOT representatives are aware of the undulations and are "working on it." Commissioner Mallery suggested agendizing discussion regarding consistent traffic signal operation throughout the City. Mr. Schulz advised this would be included in the study. He acknowledged that traffic signal synchronization is the responsibility of the Public Works Department. In response to a question, he advised that each signalized intersection is periodically reviewed by Public Works Department staff.

I. ACTION ON ADJOURNMENT (7:13:10) - Commissioner Des Jardins moved to adjourn the meeting at 7:13 p.m. Vice Chairperson Carpenter seconded the motion. Commissioner Crowell commended Vice Chairperson Carpenter and Commissioner Des Jardins on their recent reappointment, and thanked all the commissioners for their service. Chairperson Aldean echoed the commendation, and called for a vote on the pending motion. Motion carried 5-0.

The Minutes of the December 9, 2009 Carson City Regional Transportation Commission are so approved this _____ day of January, 2010**.**

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SHELLY ALDEAN, Chair