

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the July 14, 2010 Meeting

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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, July 14, 2010 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: Darren Schulz, Deputy Public Works Director
Patrick Pittenger, Transportation Manager
Ken Smithson, Transit Coordinator
Jeff Sharp, City Engineer
Kristin Luis, Senior Deputy District Attorney
Kathleen King, Recording Secretary

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 (4:53:42) - Chairperson Aldean called the meeting to order at 4:53 p.m. Roll was called; a quorum was present.

B. ACTION ON APPROVAL OF MINUTES - June 9, 2010 (snow removal equipment demonstration); June 9, 2010 (regular meeting) (4:54:09) - Commissioner Des Jardins moved to approve the minutes, as presented. Commissioner Mallery seconded the motion. Motion carried 5-0.

C. MODIFICATION OF AGENDA (4:54:38) - None.

D. PUBLIC COMMENT (4:54:45) - None.

E. DISCLOSURES (4:55:09) - Commissioner Crowell advised of having received telephone calls relative to the Roop Street closure and its effect on businesses.

F. PUBLIC MEETING ITEMS:

F-1. ACTION TO DETERMINE THAT MV TRANSPORTATION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 332, AND TO AWARD CONTRACT NO. 0910-182 TO MV TRANSPORTATION, INC. FOR THE OPERATION OF ALL JAC FIXED-ROUTE AND JAC PARATRANSIT SERVICES FOR A BID AMOUNT OF \$529,369 FOR YEAR ONE - OCTOBER 1, 2010 THROUGH SEPTEMBER 30, 2011; \$530,412 FOR YEAR TWO - OCTOBER 1, 2011 THROUGH SEPTEMBER 30, 2012; AND \$538,387 FOR YEAR THREE - OCTOBER 1, 2012 THROUGH SEPTEMBER 30, 2013, TO BE FUNDED FROM THE OPERATING CONTRACT IN THE TRANSIT FUND, AS PROVIDED IN FY 2010 / 2011 (4:56:07)
- Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. He

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introduced MV Transportation General Manager Lisa Lushner; Brian Gustafson, who drafted the proposed contract; and MV Transportation Regional Vice President of Operations Dennis Jackson.

In response to a question, Mr. Smithson explained the request for proposal process to consider both low cost and best overall value. In response to a further question, he advised of having received a protest, "but the company was satisfied just to see the results of the evaluation." He acknowledged no protests relative to the proposal to award the contract to MV Transportation. At Commissioner Mallery's request, he referred to Exhibit E, Evaluation Criteria, which was included in the agenda materials and in the RFP. The City assembled an evaluation team, comprised of the Transportation Manager, the Senior Transportation Planner, and the CIP Manager. Mr. Smithson advised of having excused himself from the evaluation team because of having been formerly employed by one of the proposers. The evaluation team reviewed the proposals, and met to determine a selection. In response to a question, Mr. Smithson explained the criteria relative to determining a bidder as non-responsive.

In response to a question, Mr. Smithson advised that advertising revenue will be 100 percent allocated to the City. In response to a further question, he expressed the opinion that both the City and the contract operator should continue promoting JAC Transit System ridership. In response to a further question, he advised that the previous contract had language relative to ridership performance measures. Performance measures which will be monitored include ridership revenue, passengers per revenue hour, complaints, collisions, road calls, etc. In response to a further question, Mr. Smithson described the proposed contract as "compact, very concise ..." He advised that language relative to performance bonuses and liquidated damages was removed from the proposed contract. "Those are very hard to justify or enforce ..." Chairperson Aldean referred paragraph 4.2.37, which "addresses some of the responsibilities of the contractor regarding daily pre- and post-trip inspection of the vehicle, making sure the vehicle is kept clean and serviceable ..."

Chairperson Aldean advised of clerical corrections, and offered to address them with staff following adjournment of the meeting. She called for additional commissioner questions or comments and for public comments. When none were forthcoming, she entertained a motion. **Vice Chairperson Carpenter moved to determine that MV Transportation, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 332, and to award Contract No. 0910-182 to MV Transportation, Inc. for the operation of all JAC Fixed Route and JAC Paratransit Services for a bid amount of \$529,369 for Year One - October 1, 2010 through September 30, 2011; \$530,412 for Year Two - October 1, 2011 through September 30, 2012; and \$538,387 for Year Three - October 1, 2012 through September 30, 2013, to be funded from the Operating Contract in the Transit Fund, as provided in FY 2010 / 2011, subject to the clerical changes to be presented by Chairperson Aldean. Commissioner Mallery seconded the motion. Motion carried 5-0.**

F-2. ACTION TO ADOPT A RESOLUTION AND APPROVE AN INTERLOCAL AGREEMENT BETWEEN THE CARSON CITY RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION ("NDOT") FOR THE MOFFAT OPEN SPACE CONNECTION PROJECT (5:05:17) - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda materials. Commissioner Des Jardins inquired as to the possibility of meeting with the new Eagle Valley Middle School Principal, Lee Conway. Mr. Pittenger explained the subject project is the second of three in the vicinity of the middle school, and advised that staff will contact Principal Conway to inform him of current and future plans. Chairperson Aldean advised that Safe Routes to School has provided the project funding.

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Chairperson Aldean entertained public comment; however, none was forthcoming. She provided direction relative to adopting the resolution, and entertained a motion. **Commissioner Mallery moved to adopt Resolution No. 2010-RTC-R-1, and to approve the cooperative agreement between the Carson City RTC and the Nevada Department of Transportation for the Moffat Open Space connection project. Commissioner Crowell seconded the motion. Motion carried 5-0.**

F-3. ACTION TO DETERMINE THAT SIERRA NEVADA CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 0910-221 TO SIERRA NEVADA CONSTRUCTION FOR A BID AMOUNT OF \$316,007.00, PLUS A CONTINGENCY AMOUNT NOT TO EXCEED \$31,600.00, TO BE FUNDED FROM THE SILVER OAK / 395 INTERSECTION RTC FUND, AS PROVIDED FOR IN FY 2010 / 2011 (5:09:26) - Chairperson Aldean introduced this item, and Mr. Sharp reviewed the agenda materials. In response to a question, he advised that the contractor will have 60 calendar days to complete the project. He further advised of having recently spoken with the project manager, who indicated the intent to begin the project by the second week in August.

Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. **Commissioner Des Jardins moved to determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 0910-221 to Sierra Nevada Construction, Inc. for a bid amount of \$316,007.00, plus a contingency amount not to exceed \$31,600.00, to be funded from the Silver Oak / 395 Intersection RTC Fund, as provided in FY 2010 / 2011; fiscal impact not to exceed \$347,607.00. Commissioner Mallery seconded the motion. Motion carried 5-0.**

F-4. INFORMATION REGARDING THE ROOP STREET PHASE 2 MITIGATION TO PARKING LOSS AT THE COMMUNITY CENTER (5:11:53) - Chairperson Aldean introduced this item, and Mr. Schulz reviewed the agenda materials. In response to a question, he advised of the possibility that the old swimming pool was not removed and will have to be addressed as part of the project. Commissioner Des Jardins commended the proposed design. In response to a question, Mr. Schulz provided background information on the Community Center master plan which included some form of parking or driveway access all the way around the building and improvements to the parking lots adjacent to the eastern and southern façades. Chairperson Aldean also commended the proposed design, and expressed concern regarding a playground area so close to the Sierra Room. Mr. Schulz reviewed the purpose of the concrete median adjacent to the Aquatic Facility roundabout, and responded to questions of clarification. Chairperson Aldean entertained additional questions or comments; however, none were forthcoming.

G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

G-1. STREET OPERATIONS REPORT - JUNE 2010 (5:18:03) - Chairperson Aldean introduced this item and entertained questions or comments. None were forthcoming.

G-2. PROJECT STATUS REPORT (5:18:22) - Chairperson Aldean introduced this item. In response to a question regarding the Roop Street widening project, Mr. Sharp advised that the Bowling-Mamola Group construction manager and the contractor's representative have been visiting the Corbett Street business owners weekly. He described various access points to Corbett Street, and advised that the

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contractor has been careful to maintain business and residential access. He acknowledged the project is still scheduled for a November completion date. In response to a question, he advised that the section south of Highway 50 will remain closed for another month and a half. Vice Chairperson Carpenter suggested installing signage indicating an anticipated reopening date. Mr. Sharp commended the suggestion, expressed concern with regard to “sending mixed signals,” and explained that the contract allows for the contractor to work the entire project until the end of November. He agreed to propose the possibility of signage at the next weekly construction meeting, and discussion ensued. Mr. Sharp advised that, beginning July 19th, the Library parking lot will be completely torn out and unusable for approximately three weeks. Library staff has received permission from Smith’s Grocery Store representatives for staff and customers to use the Smith’s parking lot. In response to a question, Mr. Sharp described access to the Walton’s funeral home via Corbett Street. He clarified that Roop Street is currently closed to “through traffic. The contractor is well aware to expect ... people ...” Mr. Sharp commended the contractor on accommodating the neighborhood traffic during the project.

In response to a question, Mr. Pittenger advised that the City’s road report is provided to the *Nevada Appeal* each Friday afternoon; it is printed free-of-charge each Sunday. Chairperson Aldean suggested elaborating on the status of certain projects. Discussion ensued, and Chairperson Aldean noted the importance of staying in contact with the affected residents and businesses. Mr. Sharp encouraged the commissioners to pass concerns along to him, Mr. Schulz, or Mr. Pittenger.

In reference to a letter to the editor, published in the Sunday, June 27th edition of the *Nevada Appeal*, Mr. Schulz explained that the “Goni Road - Arrowhead to South Sutro Terrace ...” project was “a federally-granted ... pedestrian improvement project. So, they allowed us to work on sidewalks and to work on bike lanes, but there was no money given to the City to do any improvement to the pavement ... We did what we were supposed to do with the project ... knowing that it wasn’t going to look like some of these other complete projects ...” He advised that the intersection will be micropaved to “clean it up.” He responded to questions of clarification relative to the sidewalk gutter improvement project details. In response to a comment, he advised of a joint which was determined to be uneven and is on the punch list to be ground.

With regard to complaints relative to the southbound lane north of Sutro Terrace, Mr. Schulz advised that staff is aware of the poor condition and that Goni Road is on the capital improvements project list. Staff is looking into financial participation from area businesses. Mr. Sharp advised that the Cinderlite special use permit is scheduled for five-year review at the July 28th Planning Commission meeting. One of the conditions of approval specifies a contribution by Cinderlite of approximately \$10,000 per year for a period of twelve years. “That was, at the time, determined to be their fair share of some future improvements to Goni Road.” Mr. Sharp advised that Public Works Department staff has reviewed the conditions of approval, and recommended an additional review in five years. “That condition is still on the project. Now is not the time to collect the money from them because we don’t have a capital improvement project to reconstruct Goni Road.” Mr. Sharp advised of having recommended the special use permit condition remain. Chairperson Aldean expressed concern that unless the City begins to collect the contribution, it may not be available when it is needed. Discussion followed.

In reference to the recent slurry seal project on Fairview Drive, Mr. Schulz explained the difference between slurry seal and road reconstruction. The road was patched following a recent cut, and “... the integrity of the road wasn’t affected by that cut.” In response to a question regarding the Goni Road pedestrian improvement project, Mr. Pittenger advised of a modification between submission of the grant

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application and the time the agreement was enacted. “This was consistent with what the expectations were of the department with whom we agreed to spend the money.” Chairperson Aldean thanked Mr. Schulz for preparing the response to the letter to the editor. She entertained additional questions or comments regarding the project status report; however, none were forthcoming.

G-3. FUTURE AGENDA ITEMS (5:47:33) - None.

H. ACTION ON ADJOURNMENT (5:47:59) - Vice Chairperson Carpenter moved to adjourn the meeting at 5:47 p.m. Commissioner Mallery seconded the motion. Motion carried 5-0.

The Minutes of the July 14, 2010 Carson City Regional Transportation Commission meeting are so approved this 11th day of August, 2010.

SHELLY ALDEAN, Chair