

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the September 11, 2002, Meeting

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A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, September 11, 2002, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 5:30 p.m.

**PRESENT:** Chairperson Jon Plank, Vice Chairperson Steve Reynolds, and Commissioners Shelly Aldean, Bob Kennedy, and Richard Staub

**STAFF PRESENT:** Development Services Director Andrew Burnham, Community Development Director Walter Sullivan, Street Operations Manager John Flansberg, RTC Engineer Harvey Brotzman, and Recording Secretary Katherine McLaughlin (R.T.C. 9/11/02 Tape 1-0001)

**A. ROLL CALL AND DETERMINATION OF A QUORUM** - Chairperson Plank convened the meeting at 5:30 p.m. Roll call was taken. Commissioner Staub had not yet arrived. A quorum was present.

**B. OBSERVANCE OF A MOMENT OF SILENCE IN REMEMBRANCE OF LAST YEAR'S 9-11 EVENT (1-0008)** - A moment of silence was held in remembrance of last year's 9-11 event. (Commissioner Staub arrived at 5:32 p.m. The entire Commission was present, constituting a quorum.)

**C. APPROVAL OF MINUTES (1-0025)** - Commissioner Aldean moved to accept the Minutes of August 14, 2002, without any corrections. Commissioner Reynolds seconded the motion. Motion carried 5-0.

**D. AGENDA MODIFICATIONS (1-0034)** - None.

**E. PUBLIC COMMENTS (1-1360)** - None.

**G. PUBLIC MEETING ITEMS**

**G-1. DISCUSSION AND POSSIBLE ACTION ON STRATEGIC PROJECT MANAGEMENT TECHNICAL MEMORANDUM NUMBER 1 BY JERRY HALL REGARDING THE STATUS OF THE METROPOLITAN PLANNING ORGANIZATION (1-0036)** - Consultant Jerry Hall thanked the Commission for having an opportunity to work for it and staff for its assistance. Chairperson Plank briefly limned Mr. Hall's background, previous work for the City, and reasons for hiring him to assist with the MPO process. Mr. Flansberg explained his previous involvement with Mr. Hall and that they have a good working relationship. He also supported hiring Mr. Hall to assist with the MPO process. Mr. Hall used computerized slides to assist in his review of his memorandum. (A copy of the memorandum is in the file.) The area designated for the MPO has a population of more than 50,000. The boundary is taken from the census. It can be expanded to include other areas but cannot be reduced. It should include all areas that will be urbanized in the next 20 years. Its policy body needs to be identified and can be the Board of Supervisors, the Planning Commission, RTC, or another yet to be defined body. The MPO will not establish priorities for locally funded projects. The Board of Supervisors and RTC will continue to set priorities for these funds. This will require that three separate meetings be held for the three entities. The MPO will approve the regional transportation plan and its transportation improvement program (TIP) for its urbanized area. Its responsibilities were limned. RTC's TIP will have to be modified to include the Douglas County area. There is a requirement ensuring that the Federal and Indian tribal governments are involved in the process. They do not

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necessarily have to have a vote but must be involved in the discussions. The planning process criterion was described and stressed the importance of including public involvement. Funding considerations and issues were limned including the possibility that there will be \$30,000 from the State for planning and research in fiscal year 2002 with a possible carryover into 2003; \$28,493 which is an 80/20 match for metropolitan planning in addition to the estimated \$609,000 in fiscal year 2003 for urbanized formula grants for capital or operational transit services with 80/20 matching requirement for capital and 50/50 match for operations. Current funding for this purpose will be changed to this source. Discussion indicated that the urbanized formula grants require the transit operator to advance the funds and then be reimbursed. A "draw down" program will allow the City to receive its funds in a timely fashion. The grants for transit were limned. Highway funding will be identified later in the process. He recommended that the RTC recommend to the Board of Supervisors that Douglas County Commissioners and NDOT be included in the MPO. The original resolution that was sent to the Governor in 2000 recommended the RTC be the MPO. After the MPO is approved, he recommended that the boundary and public participation process for the transportation plan be undertaken. Discussion pointed out that a simplified statement is required for the unified planning work program indicating who will perform the work and the work that will be accomplished for urbanized areas less than 200,000. This statement is allowed as there is less money to work with which, in turn, reduces the amount of work that can be accomplished. The simplified statement will be part of the State work program. Negotiations should be undertaken to allocate the urbanized area formula grants. The formula for distribution of the grants could be based on the total miles of service delivery, number of riders, population, an estimate of the assessed value, etc. The program used in Washoe County was described to illustrate how this could work. Mr. Burnham pointed out that Carson City may not be able to provide the match for the entire \$609,000 but with Douglas County's involvement it may be possible to do so. Douglas County Commissioners have expressed a desire to participate in the MPO. Douglas County RTC Manager Scott Morgan has suggested that three RTC members and two Douglas County representatives comprise the board. Carson City pointed out that the population percentages do not match this representation. Mr. Hall explained the reasons for including a portion of Lyon County which will be urbanized in the next 20 years. He also explained his initial contact with Douglas County regarding information needed to address Tasks 2 and 3. Discussion indicated that the population percentages at this time for Carson City is 81 percent; Lyon County is 2 percent; and Douglas County is 17 percent. It was felt that a representative should equate to 20 percent of the population.

Mr. Hall detailed the planning process used to add the City's RTC TIP program to the MPO program. The MPO will allocate the funds for the broader regional projects. He also cautioned the RTC against including within the boundaries more than the area that will be urbanized in the next 20 years. The boundaries can be relocated if needed in the future. Chairperson Plank suggested that the northwest portion of the City be included within the boundary. Clarification indicated that local TIP projects should be included in the MPO plan. Reasons for doing so were limned. Mr. Burnham felt that the funding for Lyon County would be somewhat limited as at this time only 500 people are living in the area included in the MPO. As the area becomes more urban, the "picture" will be changed. City Manager John Berkich has attempted to discuss the program with them without much success. Mr. Flansberg reiterated that the MPO impacts federally funded projects which he felt would be for transit and planning. The other federal funds will be allocated through NDOT projects and under the transportation enhancement projects. The MPO will discuss prioritization of the enhancement projects within the region. The V&T Railway Reconstruction Project is a project which could be funded under the MPO process. Such projects will be prioritized and sent to NDOT for funding. All of the City's TIP is funded with local funds and will continue to be in the future. The new

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TIP will include the Carson City freeway and the federally designated funding for it. Mr. Burnham and Mr. Hall explained their belief that involvement of the other Counties would eliminate the potential that a locally funded transit project could be held hostage just because it is included in the MPO plan. For this reason public, political and technical involvement is required throughout the process. Reasons for including Lyon and Douglas County in the process were reiterated. Mr. Hall suggested that additional research be provided as it will show how the process benefits all of the entities. Carson City is not the first area to have its MPO boundaries include portions of the surrounding counties. He reiterated that the City's locally funded projects will move forward as the MPO only controls federally funded projects. Federally funded projects should not be done piecemeal due to the need for the planning process to be a coordinated, comprehensive and continuing process. People involved with transportation issues understand the impact on everyone. Differences in opinions on how the funds should be allocated do arise but compromises can be developed. Mr. Flansberg pointed out that the City's TIP may include only those federally funded projects without any local projects. If you combine the two, it provides a better tool for staff and the MPO to look at as it shows what is occurring regionally and the need to develop improvements plans.

Charles Des Jardins urged the Commission to think/talk "BIG". Douglas County may not want all of the work to be done in Carson City. This may be the reason there will be two staffs. He also urged the Commission to consider more than just the minimal 20-year growth. There is lots of federal money available for this process and new funding sources are provided annually. He also urged them to keep their RTC and MPO meetings separate and to include Lyon County as a member. We are a region and should think that way.

Jim Bentley, General Manager for the Indian Hills General Improvement District (GID), felt that his GID represented a majority of the Douglas County population. The growth in his GID was limned. He also suggested that his GID be represented on the MPO due to its location, population and growth. The transportation and transit needs for his area were limned. Recognition of the agricultural area between his GID and Minden supported his contention that his area would eventually become an urbanized area just south of Carson City. He asked the Commission to recognize the area and include it as a player.

Chairperson Plank explained a telephone call he had with GID's future Chairperson Ron Crews supporting Mr. Bentley's comments. Discussion pointed out the feeling that the Indian Hills area considers itself part of Carson City. Commissioner Aldean thanked Mr. Bentley for attending and offering his services. She hoped that there will be a role that he can play in the process.

Mr. Flansberg introduced NDOT Representative Michelle Gardner-Lilly. He also listed the five recommendations found on page 10 of Mr. Hall's report and indicated the items that will be agenized for action at the next meeting. Commissioner Reynolds moved that the RTC direct staff to do recommendations 1, 3, and 5 at this time. Commissioner Kennedy seconded the motion. Motion carried 5-0.

**G-2. DISCUSSION AND ACTION ON ADOPTING CARSON CITY UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2002 (1-0990) -** Mr. Flansberg's introduction corrected the agenda to be for fiscal year 2003 and Page 5 under Special Activities to be 2004. The \$30,000 planning grant is federally funded, will be available annually, and will be sporadically drawn down. Mr. Hall's contract includes some of the work required under the grant. Clarification indicated that the simplified statement will be prepared for submittal. The majority of the available funds are for transit and transportation. Reasons were explained for submitting a

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simplified statement rather than a detailed plan. The tasks in the unified planning work program that will be completed were listed. Mr. Hall will monitor the staff's work and procedures in order to avoid problems with the federal grant process. Chairperson Plank pointed out that the simplified statement required six to seven written pages to do. Public comments were solicited but none were given. Mr. Flansberg pointed out that the RTC TIP can now be done with federal funds. Mr. Burnham pointed out that this would free up some funds for local projects. Commissioner Kennedy moved to approve the Carson City Unified Planning Work Program for Fiscal Year 2003. Commissioner Reynolds seconded the motion. Motion carried 5-0.

**G-3. DISCUSSION AND ACTION REGARDING THE MEMBERSHIP AND REPRESENTATION FOR THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (MPO) (1-1110)** - Discussion expressed the feeling that Douglas County should be included in the membership. Lyon County member could be added in 2010. The composition is developed as a result of the census figures. The transportation plan must be updated every three years. Mr. Hall did not feel that the requirements would be a complex process once staff develops the annual routine. The proposed boundaries will be submitted for Commission consideration at the next meeting. The boundaries can be expanded with the Governor's approval. Mr. Hall's discussion with Douglas County Manager Dan Holler indicated he felt that one of Douglas County Commissioners will be appointed to the MPO. Discussion felt that five Carson City Representatives and one Douglas County representative is a fair representation of the populations. Commissioner Staub moved to recommend a seven-member board to include five from the Carson City Regional Transportation Commission, one from Douglas County, and one from the Nevada Department of Transportation as the membership representation for the Carson Area Metropolitan Planning Organization, MPO, to the Board of Supervisors. Following a request for an amendment, Commissioner Staub amended his motion to have the NDOT representative be either Director Tom Stephens, Assistant Directors Jeff Fontaine or Susan Martinovich, or someone of equal status. Commissioner Aldean seconded the motion. Motion carried 5-0.

**H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS - NON-ACTION ITEMS (1-1265)** - Chairperson Plank thanked Community Development Director Walter Sullivan for the booklet on MPOs which he had obtained from the internet. The booklet provided a good background for the Commission/public. He also stressed his belief that Community Development needed to be involved with the MPO process due to the impact of the land uses, etc.

**H-1. PRESENTATION OF STATUS REPORTS (1-1263) (1-1320)** - Mr. Flansberg explained the need to have 60 degree weather in order to pave. NDOT has worked with the contractor on finishing the six lane project on Carson Street. Mr. Flansberg was unsure what the final resolution was. He proposed to give the Commission an update on this status before the next meeting. The discussion at this time revolves around whether to do the work midweek or three to four hours at night before the temperature drops too low. Discussion indicated that the work may be done this Sunday

**H-2. FUTURE AGENDA ITEMS (1-1283)** - Mr. Flansberg indicated the boundary will be agenzized for the October meeting and the projects within the MPO boundaries must be prioritized for the transportation enhancement program. The program will be submitted to the Board of Supervisors for approval. The program must be submitted by October 31<sup>st</sup>. Chairperson Plank requested a Commission tour of the projects within

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the next three or four months. The public should be included on the tour. Commissioner Staub advised staff that there are changes being made regarding the freeway and stressed the need for the City to stay in front of this project and to be aware of the impacts these changes will have on the Commission's priorities. He thanked the staff for its work on South Edmonds for an unidentified individual. Commissioner Reynolds requested the interaction of RTC and Planning be agenized for the next meeting. The Northridge subdivision and its Roop Street access route were cited as an illustration of the need for the two to work together on planning issues. Mr. Sullivan agreed to provide a report on this process. Chairperson Plank added the left turn lane onto Northridge to the agenda and indicated that the tour could be either in lieu of a regular meeting or a special meeting.

**I. ADJOURNMENT (1-1395)** - Commissioner Reynolds moved to adjourn. Commissioners Kennedy and Aldean seconded the motion. Motion carried 5-0. Chairperson Plank adjourned the meeting at 6:50 p.m.

A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

The Minutes of the September 11, 2002, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON \_\_\_\_\_, 2003.

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Steve Reynolds, Chairperson Pro-Tem