

CARSON AREA METROPOLITAN PLANNING ORGANIZATION

Minutes of the February 9, 2005, Meeting

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A regularly scheduled meeting of the Carson Area Metropolitan Planning Organization was held on Wednesday, February 9, 2005, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 5:30 p.m.

PRESENT: Chairperson Richard S. Staub and Commissioners Shelly Aldean, Charles Des Jardins, Larry Hastings, Douglas Johnson, Dennis Taylor, and Michael Zola

STAFF PRESENT: Development Services Director Andrew Burnham, Deputy City Engineer John Flansberg, Transit/Transportation Planner Michael Dulude, RTC Engineer Harvey Brotzman, and Recording Secretary Katherine McLaughlin (CAMPO 2/9/05 Tape 1-0010)

A. ROLL CALL AND DETERMINATION OF A QUORUM - Chairperson Staub convened the meeting at 5:30 p.m. Roll call was taken. The entire Board was present, constituting a quorum. Chairperson Staub welcomed Members Hastings and Johnson.

B. APPROVAL OF MINUTES - 2/11/04 AND 12/08/04 (1-0032) - Member Taylor requested a correction to Page 4, Paragraph 4, of the February 11 Minutes to show that Member Cooper was present rather than Member Fontaine. Discussion also corrected the attendance on the first page of the February 11 Minutes to show the same correction. Member Aldean moved to approve the Minutes subject to the corrections as noted. Member Des Jardins seconded the motion. Member Hastings indicated that he would abstain as he was not present. Motion carried 6-0-1.

C. AGENDA MODIFICATIONS (1-0062) - Deputy City Engineer Flansberg asked that Item F-2 be delayed for a few minutes.

D. PUBLIC COMMENTS (1-0065) - Carson City Equestrian Alliance President Beth Scott pointed out that the equestrian portion of the community had been overlooked in the Master Plan. She asked for help in obtaining recognition. The FTA has affirmed that equestrian traffic can be considered in transportation plans. Both the Nevada Revised Statutes and the Federal Highway Administration say that equestrian facilities associated with traffic routes are eligible for State and Federal gas tax funds. Their immediate concern is Phase 2 of the Freeway. They have attempted to work with NDOT but to no avail. She felt that it was irresponsible of NDOT to expect equestrian traffic to use bicycle lanes and sidewalks on freeway overpasses. She thanked Chairperson Staub and Mr. Flansberg for their assistance in getting equestrian warning signs posted in the southern portion of the City. She hoped that they will help with the traffic when crossing Edmonds. She expressed a desire to work with the Board on equestrian issues and an equestrian master plan. Chairperson Staub encouraged the public to be cognizant of horses with and without riders in that area.

(1-0164) Mr. Flansberg explained Community Development Director Walter Sullivan's request that he announce the Charter Communications franchise negotiation workshops that will be held tomorrow. Individuals who are interested in attending the negotiations were asked to contact the City Manager's office to determine the time and location. Member Aldean explained that she and Member Des Jardins had attended yesterday's meeting. It was very informative and well done. She also indicated that they are working on a request of staff to develop a method for advertising the CAMPO and RTC meetings/activities on CAT-10 and 26. Member Des Jardins also felt that it was informative meeting. He does not have cable television. It is

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important, however, that the Board and Commission's needs are included in the contract.

E. DISCLOSURES (1-0112) - None.

F. PUBLIC MEETING ITEMS

F-1. DISCUSSION AND ACTION ON ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION FOR THE PERIOD OF TIME FROM FEBRUARY 9, 2005, UNTIL THE FIRST MEETING IN THE YEAR 2006 (1-0116) - Mr. Flansberg introduced the request. Member Aldean nominated Member Staub as Chairperson in view of the stellar job he has been doing. Member Staub expressed his appreciation for the nomination and indicated that he would accept the position if elected. Additional nominations were solicited. None were given. Member Des Jardins moved to close the nominations. Member Zola seconded the motion. A vote was taken and carried unanimously. Chairperson Staub thanked the Board.

Member Aldean nominated Member Des Jardins as Vice Chairperson for CAMPO. Member Hastings seconded the motion. Additional nominations were solicited. None were given. Member Aldean moved to close the nominations. Member Zola seconded the motion. A vote was taken and carried unanimously.

F-2. ACTION TO ACCEPT STAFF'S RECOMMENDATION TO IMPLEMENT A FIXED ROUTE TRANSIT COMPONENT TO THE CURRENT TRANSIT PROGRAM AS RECOMMENDED BY THE ANALYSIS OF NELSON-NYGAARD IN THE PREPARATION OF THE CARSON CITY'S 2005 SHORT RANGE TRANSIT PLAN (SRTP) (1-0159) - Deferred.

F-3. DISCUSSION AND ACTION ON AMENDING THE 2005 UNIFIED PLANNING WORK PROGRAM (1-0190) - Mr. Flansberg reviewed the amended work program. He requested direction from the Board regarding the Board and staff's role and involvement in NDOT's corridor study. Discussion explained that Task 3.1.3 could have included both State and Federal employees working in the downtown area. Justification for including CAMPO and RTC Members in the training and use program for the TRANPLAN Modeling was provided. Mr. Flansberg introduced Transit/Transportation Planner Michael Dulude. The TRANPLAN Modeling is part of his duties. The importance of being able to operate and maintain the model was stressed. Discussion modified Task 3.1.1 to indicate that "a minimum of three CAMPO, Regional Transportation Commission or City employees will be trained in the operation and use of the model". Additional comments were solicited but none were given. Member Aldean moved to approve an amendment to the 2005 Unified Planning Work Program incorporating the changes relative to carryover funds as contained in Amendment No. 1 dated February 9, 2005. Member Des Jardins seconded the motion. Motion carried 7-0.

F-4. DISCUSSION AND ACTION ON AMENDING THE 2005 TRANSPORTATION IMPROVEMENT PROGRAM TO INCLUDE A PROJECT ON HIGHWAY 395 FROM JACKS VALLEY ROAD TO U.S. 50 WEST (1-0294) - Mr. Flansberg briefly described CAMPO's previous consideration of the project. The Transportation Improvement Program (TIP) had been revised to include this project and its funding based on information supplied by Douglas County. Discussion indicated that he had verified that the two northbound left turn lanes onto Old Clear Creek Road will remain. A north bound right turn lane is to be added at Lupine. Member Taylor explained the FTA requirement mandates a letter

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of commitment be provided by the developer for this project. Mr. Flansberg indicated that, to his knowledge, a letter of commitment from the developer had not been provided. Douglas County Manager Dan Holler explained that Douglas County will be working with NDOT and the developer on this project. He believed that NDOT plans to fund the project in fiscal year 2006-07. He was unsure at this time whether it will be a three party or two party agreement. He is aware of the FTA requirement. He also indicated that he was unsure who the developer will be and suggested that it may be AIG Baker, who is a shopping center developer. Clarification indicated that the letter is not required for the TIP but is needed before work can occur. Mr. Flansberg also indicated that he was unsure when the funding will be provided. He had placed the project in fiscal year 2005-06. Member Taylor explained that the letter is not needed at this time for the TIP. The project cannot be programmed or funding scheduled until the letter is provided. Additional comments were solicited but none were given. Member Des Jardins moved to approve amending the 2005 Transportation Improvement Program to include a project on Highway 395 from Jacks Valley Road to U.S. 50 (West) as detailed in the report submitted by Douglas County dated February 2005. Member Johnson seconded the motion. Member Des Jardins amended his motion to include the fiscal impact is funding by NDOT, Douglas County, and a private developer; and that the funding sources were provided at the meeting. Member Johnson concurred with the amendment. Member Taylor mentioned the need for the current "RTP's" minor issues to be addressed before the Federal Highway Administration will accept the TIP. He urged CAMPO/staff to address those issue before submitting the Program to the Federal Highway Administration. Mr. Flansberg indicated that staff is aware of those issues. The motion to approve the TIP amendment as indicated was voted and carried 7-0.

F-5. ACTION TO APPROVE A FTA 5303 PLANNING MONEY AGREEMENT BETWEEN THE NEVADA DEPARTMENT OF TRANSPORTATION AND THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (1-0421) - Mr. Flansberg's introduction included a description of the two funding programs for planning. The Federal Highway Planning Fund is a reimbursement program which requires having a formal executed agreement. Discussion pointed out that the agreement includes retroactive reimbursement of funds from October 2002. There is a three-year time limit on spending the funds. Funds can be carried forward if not spent during the previous year. Reasons for requiring the agreement at this time were explained. Mr. Flansberg also explained that the signature page to the document had been revised as Member Hastings is no longer the Planning Division Chief. Additional comments were solicited but none were given. Member Aldean moved to approve a FTA 5303 Planning Money Agreement between the Nevada Department of Transportation and the Carson Area Metropolitan Planning Organization; funding source is the FTA 5303 at 80% and the local match is 20% subject to an amendment on the signature page. Member Hastings seconded the motion. Motion carried 7-0.

G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS) (1-0487)

G-1. UPDATE ON THE CLEAR CREEK ROAD ISSUE - Mr. Flansberg described the meeting with the homeowners, the Forest Service, the developer and several of his employees/consultants, Chairperson Staub and State Lands. They are working on a solution. New title searches were received from NDOT on Friday. Several of the landowners have changed. The development project is still in court. The developer has not yet moved forward with definite plans. He has a June 1 commitment date on the interchange. Chairperson Staub felt that it was a well-attended meeting. The homeowners are concerned and want some-thing done that will permanently resolve the issue. They are willing to chip in. He felt that, as

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long as every-one is at the table, a fair and equitable agreement can be negotiated. It is long overdue. He thanked Mr. Flansberg and Mr. Burnham for attending. Additional comments were solicited but none were given. No formal action was required or taken.

F-2. ACTION TO ACCEPT STAFF'S RECOMMENDATION TO IMPLEMENT A FIXED ROUTE TRANSIT COMPONENT TO THE CURRENT TRANSIT PROGRAM AS RECOMMENDED BY THE ANALYSIS OF NELSON-NYGAARD IN THE PREPARATION OF THE CARSON CITY'S 2005 SHORT RANGE TRANSIT PLAN (SRTP) (1-0535) - Mr. Flansberg introduced Nelson-Nygaard Consultant Richard Weiner. Mr. Weiner highlighted the analysis through the use of slides. Four service options had been developed. They were described. The four routes can be tweaked in the future if service needs warrant the adjustments. The analysis considered only a fixed route program and did not include the paratransit program. Justification was provided for each of the routes and their scheduled loops. The program's success depends on the ability to move the dial-a-ride users to the fixed route service. Individuals living within a quarter mile of the fixed route may use the service. Presently, 77% of the riders fall within this distance of the fixed route. The ADA obligated area is within three-quarters of a mile of the route. These riders will be grandfathered and allowed to continue using the paratransit program. Mr. Weiner then described the proposed funding. The recommended route costs just over \$1 million. A portion of this funding is from Federal transit funding. The Monday through Friday service will run from 6:30 a.m. to 6:30 p.m. This will allow students and commuters to use the service. Saturday service will run from 8 a.m. to 4 p.m. No service is proposed for Sunday. The suggested fares were limned. Service and funding issues related to providing a connection to DART and PRIDE and servicing the North Douglas County shopping centers were included in his explanation. His analysis included performance standards which could be used to determine when and if service to Lyon County should be provided. At this time he did not recommend any service for it. He emphasized the need to carefully screen the ADA/paratransit riders. He recommended grandfathering the current riders and using strict certification procedures for new riders. Justification for lower fares for seniors and disabled included the hope that they will use the fixed route rather than the paratransit service. Discussion included concerns regarding the use of Roop Street during peak hours and whether its 30 minute loop was realistic, specifically, during that period. Mr. Weiner explained that route testing may indicate a need to tweak the schedule. During non peak hours the route takes 22 minutes. This leaves an acceptable period for a cushion. The stops will be determined later in the process. Transit/Transportation Planner Michael Dulude indicated that additional studies on the proposed stop locations is needed. Some sites have been selected. They must be user-friendly locations. Board comments felt that stops along Roop during the peak period could create gridlock problems. Stops on Roop beyond William/Highway 50 had not been suggested due to this concern. Comments also noted the need for proprietors to cooperate with the service and provide locations to accommodate a bus stop. The service loop on Saliman and Long and suggested stops for the High School students were discussed. Business support could include the donation of vehicle(s), capital improvements, etc., which could be used to accommodate its clientele. College passes are used in other areas and should be considered. It was felt that the recommended service would need a modest increase in the current funding level. Justification for providing service to the Carson Indian Colony that requires intersection improvements at Curry and Rhodes and a signal at Carson Street before the service can be reconnected to the east side of Carson Street. Discussion indicated that the transfer service should be low cost or free as it encourages people to use the extended service. The fleet will need fare boxes. The fares will be counted by the contractor and deposited in a bank. The drivers will classify the riders to ensure that the correct fares are being given and returned. Member Aldean recommended inclusion in the budget of funding for capital improvements to paint the vehicles and advertise the service. The conservative budget

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was described. Comments indicated that there may be a ten-punch card, monthly passes, or a discounted ticket program. Justification for an hour cycle on the southern route was provided. The proposed service will require four vehicles. There will be two vehicles available for the dial-a-ride and senior service in addition to the two "spares" that are not in great shape. It was felt that MV Transportation could make improvements to its service and, if the riders transfer to the fixed route service, three vehicles should be adequate. An analysis of MV Transportation's service had been included in the study. Its Division Manager had attended the meeting on the program but had not provided any input. There will be a transition period where his riders may shift from dial-a-ride to the fixed route service. A lot of outreach will occur at the Senior Citizens Center. Its Executive Director has been actively involved with the study and wants to see the fixed route system work. The service will rely on the Center to assist with education programs on the service. The steering committee had actively participated in the study and determination of the routes and schedules. Discussion indicated that it is normal to go from a dial-a-ride program to a fixed route system. Route deviation is unusual. Average ridership numbers were explained for different levels of service. It was felt that, if the City averages five to eight riders on the fixed route, it will have a better service level than the 3.25 riders provided by paratransit. Additional discussion occurred on the proposed funding and whether to provide connectivity with DART. Chairperson Staub urged staff to analyze providing the connectivity, the impact it would have on the schedule, and the cost for the service. Member Zola pointed out that this would have three services going to the same location. Walmart may be interested in eliminating one service if the City's service is extended. Chairperson Staub also recommended analyzing whether Aging Services has funding for a fixed route. Member Zola encouraged staff to develop a marketing strategy so that people will know about the service. It should include the local access channel, the media, flyers, stickers, etc. The advertising should commence before the service is implemented. Mr. Flansberg indicated that the proposal is to start the service October 1. Advertising will also be placed on the buses before that time. Stakeholders, such as WNCC, the Senior Center, Hispanic Services, Carson City Mental Health, etc., will be contacted and mailing lists developed. Public comments were solicited.

Holly Van Valkenburgh supported having the service on Curry Street. She felt that the 50 to 60 senior residents in her neighborhood will utilize the service.

Russ Carpenter explained his previous experience with transit service. His concerns about the cost of the service and the projected rapid expansion from 50,000 to 200,000 riders a year were voiced. Mr. Flansberg explained that the present dial-a-ride service and the fixed route service will be combined. Carson City's share of cost for the service will be approximately \$300,000. Mr. Carpenter supported adding the service.

Frank Pollard cautioned the Board about creating a service which would not pay its own way. This will create a need to increase taxes for which the Board will receive criticism. People without transportation need a transit system. He urged the Board to spend the money wisely. Additional comments were solicited but none were given.

Mr. Burnham explained the need to have the Board of Supervisors approve the funding element. The current funding needs to be increased to \$450,000. This could be a significant budget issue. Chairperson Staub pointed to the public survey which shows that transportation, streets and roads, and transit are the top concerns in the community. He is repeatedly asked when bus service will be provided in the City. The Board will continue to evaluate the service and make changes as warranted to keep it efficient and provide needed services for the community.

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Discussion indicated that the proposed operating budget includes signs at bus stops, benches, and shelters. Staff will evaluate selling advertisement space which could provide some funding or capital improvements. Mr. Flansberg also indicated that PRIDE stops will be utilized by the City's service. Member Aldean suggested that solicitation of memorial benches be considered. Chairperson Staub complimented staff on the work it had completed during the short period CAMPO had been in existence and Nelson-Nygaard on the analysis. Member Aldean moved to accept staff's recommendation to implement a fixed route transit component to the current transit program as recommended by the analysis of Nelson-Nygaard in the preparation of Carson City's 2005 Short Range Transit Plan, SRTP, and direct that staff look at extending the service into Douglas County, provided that Carson City does not have to pay for it; fiscal impact is \$1,015,000, funding sources are the General Fund - Transit 50% - \$432,500, FTA 5307 Funds 50% - \$432,500, and Fares, assuming 15% - \$150,000. Member Des Jardins seconded the motion. Motion carried 7-0.

G-2. FUTURE AGENDA ITEMS (1-1685) - None.

H. ADJOURNMENT (1-1688) - Member Aldean moved to adjourn. Member Zola seconded the motion Motion carried unanimously. Chairperson Staub adjourned the meeting at 7:12 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 February 9, 2005, Carson Area Metropolitan Planning Organization meeting

ARE SO APPROVED ON March 9, 2005.

/s/
Richard S. Staub, Chairperson