

CARSON AREA METROPOLITAN PLANNING ORGANIZATION

Minutes of the July 9, 2003, Meeting

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A regularly scheduled meeting of the Carson Area Metropolitan Planning Organization was held on Wednesday, July 9, 2003, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 5:30 p.m.

PRESENT: Chairperson Richard S. Staub, Vice Chairperson Steve Reynolds, and Members Shelly Aldean, Bob Kennedy, Bob Nunes, and Jeffrey Fontaine

STAFF PRESENT: Acting City Manager Andrew Burnham, Street Operations Manager John Flansberg, RTC Engineer Harvey Brotzman, and Recording Secretary Katherine McLaughlin (M.P.O. 7/9/03 Tape 1-0015)

A. ROLL CALL AND DETERMINATION OF A QUORUM - Chairperson Staub convened the meeting at 5:36 p.m. Roll call was taken. A quorum was present although Member Fontaine had not yet arrived and Member Des Jardins was absent. Chairperson Staub welcomed Member Nunes.

B. APPROVAL OF MINUTES (1-0028) - None.

C. AGENDA MODIFICATIONS (1-0029) - None.

D. PUBLIC COMMENTS (1-0032) - None.

E. DISCLOSURES (1-0039) - None.

F. PUBLIC HEARINGS

F-1. PRESENTATION BY MV TRANSPORTATION ON SERVICE CARSON CITY COMMUNITY TRANSPORTATION IS PROVIDING WITHIN THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION'S AREA (1-0041) - MV Transportation Representative Paul Summers reported on the ridership and maintenance problems encountered with the vehicles. There have been a lot of "no shows" and cancellations. Individuals, who were repeatedly not showing up for their rides, were being eliminated. Staff contacted individuals with standing ride requests who were not showing up and asked that they call the next time they wish to have rides. This provided space for other individuals wanting rides and added riders to the service list. The turnover in drivers impacted the on-time statistics. (Member Fontaine arrived at 5:40 p.m. A quorum of the Board was present although Member Des Jardins was absent.) Mr. Summers indicated that MV Transportation/Carson City Community Transportation (CCCT) is looking forward to working with Douglas and Lyon Counties on a deviated fixed route program. Discussion with the Board indicated that the City owns the CCCT vehicles. The City is responsible for the maintenance. The request to provide shuttle service during the Airport veterans' reunion was canceled due to vehicle problems. Shuttle service was provided for the Hospital and Rendezvous. Discussion reiterated the condition of the buses. OARC uses a vehicle that was part of the CCCT fleet. "MV Transportation had missed the bid amount by \$1200." Chairperson Staub explained a report provided by the former service provider that indicated the buses were gas/diesel engines, their condition, and mileage. The Board is aware of the fact that the fleet is aging. A new bus will soon be obtained. Street Operations Manager John

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Flans-berg explained the proposed bus replacement program which will provide three buses this year and three next year. A program that had been used to provide major repair/maintenance on the vehicles was limned. NDOT Representative Sandy Stanio explained that the program is no longer available due to the MPO status. She also indicated that tomorrow an FTA 5309 request for discretionary money will be submitted for two buses. Chairperson Staub thanked her for the support. No formal action was required or taken.

F-2. DISCUSSION AND ACTION ON PRIORITIZATION OF TRANSPORTATION ENHANCEMENT PROJECTS WITHIN THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION BOUNDARY (1-0180) - Mr. Flansberg asked the Board to prioritize the RTC projects which had been approved by RTC and the Board of Supervisors in October. The four projects he had listed had been submitted to the Statewide Transportation Technical Advisory Commission (STTAC) for funding consideration at its August 8 meeting. The Nevada Dept. of Cultural Affairs funding request was corrected to be \$585,000. The \$555,749 figure is the 95 percent Federal portion of the project. Funding sources for each of the projects was limned. Clarification indicated that any project with Federal funding should be on the Transportation Improvement Program (TIP) list. This includes transit items as well as operations and capital acquisitions. Enhancement projects which could qualify for funding were noted. CAMPO oversees Federal funding within its boundary. If Douglas County has a project within CAMPO's boundary, it should be included on CAMPO's TIP. RTC has jurisdiction over Carson City's gas tax monies. RTC will handle projects using the gas tax revenues. CAMPO has the final say over any Federally funded projects. The Hot Springs Road project had requested CDBG funding. It was not funded due to the belief that it should seek transportation enhancement funding. Chairperson Staub noted for the record that Member Fontaine was present. Member Fontaine explained that RTC could be involved if its funds are used to match any grants obtained by CAMPO.

Acting Railroad Museum Director Jeff Kintop and Curator/Collections Manager Jane O'Cain described the Railroad Museum's expansion project. The estimated cost had been developed by the State Public Works Department. The Museum had funds for the five percent match. An aerial photograph was used to illustrate the proposed location for the expansion project. The expansion will allow the staff to work on more than one piece of equipment at a time. The Department has the staff and funding to handle more than one project at a time. There are two storage facilities which will hold the restored equipment. Additional storage facilities will be required in the future. Member Aldean felt that the proposal was exciting as it will provide an interpretative program for the visitors/tourists and expand the educational program. Ms. O'Cain felt that the Museum would be able to work with the V&T Restoration Commission in the future and could help with its "revenue picture". Chairperson Staub noted that the property to the south of the Museum is currently on the market. Mr. Kintop reiterated that the expansion will allow the visitors/tourists to observe the restoration activities while work is being done.

Mr. Flansberg explained the Hot Springs Pedestrian Safety Improvement project. As the project is within the City's right-of-way, unless there are development agreements with the abutting property owners, the City is responsible for all of the improvements. The apartment complex had been required to do its improvements. The Code mandates that the abutting property owners are responsible for maintenance. They will be advised of the requirement. Chairperson Staub encouraged staff to discuss this requirement with the property owners now. Discussion pointed out the number of children catching school buses on Hot Springs Road. Mr. Flansberg explained the proposal to have turnouts for loading/unloading the buses onto a sidewalk area included in the project. Public comments were

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solicited.

Shirley Oxoby explained that 58 children going to Mark Twain Elementary School catch the bus on Hot Springs Road. The media had incorrectly indicated the number was 30. She supported having the turnouts for safety reasons. Chairperson Staub explained that the City had unsuccessfully attempted to fund this project through other programs. The Board realizes the safety issues involved with the road. This is the reason an application is being submitted for transportation enhancement funds.

Mr. Flansberg explained the North Carson Street Median Island Landscaping project and the Carson City Freeway College Parkway Interchange Landscaping project. The College Parkway/Freeway project may be premature. For this reason he recommended that it be made the final priority. It was scheduled for 2004-05. His priority ranking was: Hot Springs safety improvements; the Railroad Museum; the North Carson Medians; and the College Parkway/Freeway landscaping. Member Aldean felt that the Railroad Museum expansion had emotional appeal. The North Carson Medians could be seen as part of the economic vitality plan to improve the community gateways. It should remain as the second priority on the list. The Railroad Museum expansion has regional appeal and could benefit both Lyon and Douglas Counties. Mr. Flansberg described the funding that is available as being in the \$7.5 million range. There is between \$20 and \$30 million in applications. CAMPO may be able to obtain funding for one or two projects. The Board could prioritize the projects by the funding amount. STTAC does not take the items out of order or rearrange the priorities. The process used to develop the applications was described. It had included public comments/concerns. CDBG has a more formal process which solicits comments. This process could be used in the future to develop all of the projects desired by the community. They could then be broken out into the different grant programs. Other projects which had been considered and dropped were limned. If Lyon and Douglas County have projects within the CAMPO area, they should submit their requests to CAMPO. NDOT had looked over the projects and discovered the Railroad application. They sent the applications back to the City. Douglas and Lyon County areas within the CAMPO boundary will not be eligible for funding under the rural programs. Objectives required for the applications were listed. Chairperson Staub indicated that Moody Street does not meet the criteria for an enhancement project. Discussion indicated that the projects had been around for some time. NDOT has closed the application period. The next application period will be at the end 2004 or in approximately 18 months. Discussion indicated the criteria for TEA-21 enhancement projects. Member Aldean noted that Douglas County's representative to CAMPO is present. The establishment of CAMPO evidences the assumption of a regional transportation role with its broader view than that considered by RTC. It would be nice to have the median islands along North Carson Street landscaped. She was sensitive to the regional benefits of such projects and aware of the headway that is occurring on the other V&T project. Its finding of no significant impact is in the approval process. **Member Aldean then moved to recommend that the following projects be submitted to NDOT in order of priority for TEA-21 Transportation Enhancement funding within the Carson Area Metropolitan Planning Organization boundary: the priority will be the Hot Springs Road Pedestrian Safety Improvement Project, the Nevada Department of Cultural Affairs Division of Museums and Historic Restoration Facility addition; and the North Carson Street Median Island Landscaping Project.** Following a request for an amendment, **Member Aldean amended her motion to include as the fourth project the Carson City Freeway-College Parkway Interchange Landscaping Project.** **Member Reynolds seconded the motion.** Member Fontaine clarified for the record the process under which the funding is distributed. The projects are submitted to NDOT for funding under the enhancement program. There is about \$7.5 million for projects for the next two years.

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The Department submits them to STTAC pretty much as written without any changes. STTAC is comprised of the Board's peers who were listed. The prioritization recommendation process is done by STTAC. Clarification indicated that NDOT has the ability to comment on the applications before submittal to STTAC but does not normally do so. STTAC serves as an advisory committee to NDOT. Its priority listing is submitted to the Department's programming division and then to Member Fontaine. At that time CAMPO can make additional comments. The final decision is made by the Statewide Transportation Board. **The motion to approve the applications in the priority as listed was voted and carried 6-0.**

F-3. DISCUSSION AND ACTION ON APPROVING AN AMENDED 2003 UNIFIED PLANNING WORK PROGRAM (1-0825) - Mr. Flansberg explained the request to amend the program to include additional Federal planning funds. These funds will be used to complete the MPO planning requirements before the deadline of September 30, 2005. The work will be done by staff and consultants. The details regarding who will accomplish what has yet to be finalized. Items which the consultant may perform included modeling. CAMPO will front the costs and be reimbursed. In the future Douglas and Lyon County land use modeling may be supported. The City's modeling program was described to explain how staff has determined the problem areas and develop the program. The work program needs to be developed to 2025 and must tie into Douglas County's land use plans. Acting City Manager Burnham indicated that staff is presently developing the program and will return to the Board within two months with program recommendations and a listing of individuals/firms to perform the duties. It may be that Reno RTC will provide some support to staff. Discussion indicated that the MPO is considered to be fully implemented when the regional transportation program is adopted. CAMPO has until September 30, 2005, to complete the transportation plan. The role of the stakeholders was noted. The funds will be used to assist in this process. Discussion indicated that when CAMPO decides to do work in Douglas County, its participation will be determined. In-kind services can be provided as a match. A project's benefit must be established before CAMPO approaches Douglas County.

NDOT Representative Sandy Stanio corrected the record to indicate that the CAMPO is required to provide a 20 percent match for the Federal Transportation Administration planning funds. There are two years worth of planning funds available which total \$63,019 and must be matched at a 20 percent rate.

Discussion reiterated the amount of funding available for planning as being \$146,493. Staff requested authorization to access these funds to bring forward future projects delineating how those funds will be spent on its transportation plan and within its boundary. Mr. Hall's contract for \$30,000 addressed only a portion of the plan. The increase funds will allow additional work on the modeling and the elements in the transportation plan as well as move the plan forward faster than originally conceived. This will allow CAMPO to complete the plan before the September 30, 2005, deadline. Mr. Flansberg agreed that the motion should be amended to include the fact that matching funds will be from CAMPO participating governmental entities. Mr. Burnham suggested that the motion also include "that the amount be increased to the full amount allocated for planning functions by the Federal Highway Administration and Federal Transit Administration". (Tape 1 failed.) Member Aldean moved to approve the 2003 Unified Planning Work Program as amended based on staff's recommendation and that the amount be increased to the full amount allocated for planning functions by the Federal Highway Administration and Federal Transit Administration with the fiscal impact to be determined. Member Kennedy seconded the motion. Motion carried 6-0

F-4. DISCUSSION AND ACTION ON PROPOSED 2003-2005 TRANSPORTATION

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IMPROVEMENT PROGRAM FOR THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (2-0032) - Mr. Flansberg explained the need for an interim program until the fully adopted transportation plan is adopted. A revised TIP was distributed prior to the meeting. (A copy is in the file.) The recommended interim plan of projects included all of the enhancement projects and Federally funded projects. This includes the NDOT freeway plan as well as the local projects. A decision was requested regarding whether to include these items in the plan. NDOT has a statewide improvement program and an annual work program which lists three years worth of projects. The potential benefit of having all of the projects listed on one form was noted. Separation of the functions would, however, provide clarity. Member Aldean recalled Former Member Kites concerns regarding including local projects. She supported his recommendation that this not be done. Mr. Flansberg then indicated that he would list only the Federal and State funded projects. Local projects will be listed in a separate document which he may entitle Carson City's RTC annual work program. Chairperson Staub asked that a column be included on the spread sheet showing the funding sources. Mr. Flansberg explained that NDOT Representative Leif Anderson had provided him with a copy of Washoe County's MPO plan which spells out the funding source and agreed to provide this information in the future. He then reviewed the listing. The listing will be presented to the Board for adoption in August. Discussion between Member Fontaine and Mr. Flansberg indicated that the funding should be corrected to indicate that the funds are in the \$1,000s and that the U.S. Highway 395 freeway should be \$109,000. Clarification of the transit funding indicated that its cost is reduced by any grants or revenue generated by the service. The remainder of \$325,000 is split between the General Fund and FTA. An incremental cost increase of three percent is added to the \$325,000 before the split occurs. Chairperson Staub also pointed out for the record that at this time only the DART program in Douglas County has been included. In the future other Douglas and Lyon County projects will be included. Neither Douglas nor Lyon County will be left out of the process. No formal action was required or taken on the program.

F-5. DISCUSSION AND ACTION ON NEVADA DEPARTMENT OF TRANSPORTATION MAKING APPLICATION ON BEHALF OF CARSON AREA METROPOLITAN PLANNING ORGANIZATION TO ACCESS FTA 5307 TRANSIT FUNDS (2-0178) - Justification for having NDOT apply for the funding on behalf of CAMPO was provided. Once CAMPO applies for the system and obtains the password, it will takeover the application process. It may take a year to complete this process. Member Fontaine indicated that NDOT is willing to do it for CAMPO; however, there must be an agreement between CAMPO and NDOT supporting NDOT's submittal of the application. Mr. Flansberg indicated that based on the action taken this evening, a formal request will be made to NDOT to apply for CAMPO. A formal agreement will be brought back to the Board at a future meeting, if required. Ms. Stanio explained the request for a written agreement spelling out how the funds will be handled. Chairperson Staub amended staff's recommended motion to include authorization to staff to enter into a Memorandum of Understanding in accordance with the Board's action. Mr. Flansberg suggested that the motion also authorize the Chairperson to sign said document. Member Aldean moved to approve Nevada Department of Transportation making application on behalf of Carson Area Metropolitan Planning Organization to access FTA Section 5307 transit funds and further moved that staff prepare for the signature of the Chairperson of the MPO an MOU to implement said application. Member Reynolds seconded the motion. Motion carried 6-0.

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

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G-1. NEVADA STATEWIDE COMMENTS ON THE PROPOSED "SAFE, ACCOUNT-ABLE, FLEXIBLE, AND EFFICIENT TRANSPORTATION EQUITY ACT OF 2003" (SAFETEA) (2-0261) - Mr. Flansberg briefly explained staff's meeting with NDOT, Washoe County RTC, and Tahoe MPO concerning the Congressional Act. The approach developed at this meeting was a unified response. He asked the Board to meet with staff regarding any concerns. Member Fontaine explained NDOT's concerns regarding the lack of funding for the new proposal which add safety, freight, and planning items to the transportation plan. He also felt that the safety plan falls far short of what was desired and needed to carry out the State's transportation plan. He complimented staff and the participants on their ability to pull together on such short notice and provide a comprehensive response. No formal action was taken or required.

G-2. FUTURE AGENDA ITEMS (2-0316) - Member Reynolds requested a timeline on the MPO process which includes expenditures. Chairperson Staub hoped that the process is more "solid" next year and that it would not be necessary to look at MPO items on July 9th that must be completed on July 11th. No formal action was taken or required.

H. ADJOURNMENT - Member Reynolds moved to adjourn. Member Aldean seconded the motion. Motion carried 6-0. Chairperson Staub adjourned the meeting at 6:56 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.

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ARE SO APPROVED ON September 10, 2003.

/s/
Richard S. Staub, Chairperson