## CARSON AREA METROPOLITAN PLANNING ORGANIZATION Minutes of the January 11, 2012 Meeting Page 1

A regular meeting of the Carson Area Metropolitan Planning Organization was scheduled for 4:30 p.m. on Wednesday, January 11, 2012 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Charles Des Jardins

Member Shelly Aldean Member Robert Crowell Member Ray Fierro Member James Mallery Member James Smolenski

Ex-Officio Member Dennis Taylor

**STAFF:** Andrew Burnham, Public Works Department Director

Patrick Pittenger, Transportation Manager

Ken Smithson, Transit Coordinator Tina Russom, Deputy District Attorney

Kathleen King, Deputy Clerk / Recording Secretary

**NOTE:** A recording of these proceedings, the CAMPO'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** (4:34:08) Chairperson Des Jardins called the meeting to order at 4:34 p.m. Roll was called; a quorum was present. Vice Chairperson Foltz was absent.
- **B. PUBLIC COMMENT** (4:36:12) Chairperson Des Jardins entertained public comment; however, none was forthcoming.
- C. POSSIBLE ACTION ON APPROVAL OF MINUTES December 14, 2011 (4:36:55) Member Crowell moved to approve the minutes. Member Fierro seconded the motion. Motion carried 4-0-2, Members Aldean and Smolenski abstaining.
- **D. AGENDA MANAGEMENT NOTICE** (4:37:46) Chairperson Des Jardins entertained modifications to the agenda; however, none were forthcoming.
- **E. DISCLOSURES** (4:38:10) None.
- F. PUBLIC MEETING ITEMS:
- F-1. POSSIBLE ACTION TO APPROVE THE PROPOSED SOLICITATION, SCREENING, AND PRIORITIZATION PROCESS FOR TRANSPORTATION ENHANCEMENT APPLICATIONS SUBMITTED FOR PROJECTS WITHIN THE CAMPO (4:38:41) Chairperson Des Jardins introduced this item, and Mr. Pittenger reviewed the agenda materials. In response to a question, Ex-Officio Member Taylor provided background information on the preapplication process initiated by NDOT several years ago. He reviewed the method by which funding is apportioned among the MPOs and the time tables associated with priority projects. In response to a further question, Ex-

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Officio Member Taylor explained the method by which project eligibility is determined. In response to a question, Mr. Pittenger explained the requirement for review of projects by a licensed professional engineer or architect or landscape architect. He responded to corresponding questions of clarification. Following discussion, he agreed to revise the language of the fourth paragraph under "Project Screening," to state, "Most proposed projects …" or "Transportation proposed projects …" Ex-Officio Member Taylor responded to additional questions of clarification relative to project eligibility requirements.

Member Aldean suggested separating the project screening process into two phases: the preapplication phase "which would require that the project qualify ... based on the criteria ... identified on the first page ..., and that the preapplication phase would also include an informal meeting between NDOT and CAMPO staff just to make sure that it falls within the eligible categories. And then, the second phase to the project screening process would be the expenditure of funds to develop some preliminary plans, to have this preliminary review by an engineer, an architect, or a landscape architect." She suggested an apparent "disconnect ... between determining the eligibility of a project before you spend money." Ex-Officio Member Taylor emphasized that NDOT will "not interfere with the MPO's process. We gave them latitude, you develop a process. All we have to do is agree with it and the Federal Highways Administration must agree with it as well." He acknowledged Member Aldean's points as valid, and advised that the decision would be the CAMPO's. Mr. Pittenger explained that the resources necessary to prepare a preapplication are "extremely limited." He didn't foresee any issues "with the applicant going that far. And doing it, as we have proposed, would keep us ... in line ... with the schedule that NDOT is following ... Once you make it through the screening, then you are ... going to expend a few more resources but that would be for a full application once you are assured that you are going to meet the minimum requirements." Member Aldean suggested better defining the preapplication and the application processes. In response to a question, Mr. Pittenger advised that funds expended prior to approval of the project cannot be considered as part of the match requirement. "No costs incurred prior to the actual execution of the agreement are eligible in any way."

Chairperson Des Jardins agreed with Member Aldean's comments, and suggested reagendizing the item for action at the February CAMPO meeting. In response to a question, Ex-Officio Member Taylor advised that Clark and Washoe Counties are required to develop their own processes. "... Clark County has had a process in place for quite some time." Ex-Officio Member Taylor reiterated that NDOT "did not dictate to any of the MPOs what the process is because, obviously, that is dependent on resources. You have a better grasp on what you're looking at than we do." Ex-Officio Member Taylor acknowledged that eligibility criteria will be the same for all MPOs and NDOT will administer the funding equally. "... it is written in the Transportation Enhancement ... Policies and Procedures."

Chairperson Des Jardins entertained additional CAMPO member questions or comments and public comments. When none were forthcoming, he reiterated the suggestion to reagendize the item for the February CAMPO meeting and Mr. Pittenger agreed to do so.

F-2. POSSIBLE ACTION TO APPROVE REVISIONS TO THE CAMPO / RTC DISADVANTAGED BUSINESS ENTERPRISE ("DBE") PROGRAM, REQUIRED BY A FEBRUARY 2011 CHANGE TO THE DBE REGULATION (5:03:28) - Chairperson Des Jardins introduced this item, and Mr. Smithson reviewed the agenda materials. In response to a question, Mr. Smithson advised that DBEs are identified through the State of Nevada Unified Certification Program, of which CAMPO is now a member. In response to a further question, he advised that the eligibility criteria

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are covered in the DBE regulations. In response to a further question, he advised of a net worth threshold also outlined in the DBE regulations.

Chairperson Des Jardins entertained additional questions or comments of the CAMPO members, and questions or comments of the public. When none were forthcoming, he entertained a motion. Member Mallery moved to approve revisions to the CAMPO / RTC Disadvantaged Business Enterprise Program, required by a February 2011 change to the DBE regulation. Member Smolenski seconded the motion. Motion carried 6-0.

## G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

- **G-1. FUTURE AGENDA ITEMS** (5:08:23) Mr. Pittenger reviewed the tentative agenda for the February CAMPO meeting. Chairperson Des Jardins entertained requests for future agenda items from the CAMPO members; however, none were forthcoming.
- **H. CAMPO MEMBER COMMENTS** (5:08:48) Chairperson Des Jardins entertained CAMPO member comments. At Member Fierro's request, Mr. Pittenger agreed to visit the Lyon County advisory boards to explain the CAMPO's purpose and function.
- **I. PUBLIC COMMENTS** (5:09:42) Chairperson Des Jardins entertained public comment; however, none was forthcoming.
- **J. ACTION TO ADJOURN** (5:10:28) Member Aldean moved to adjourn the meeting at 5:10 p.m. The motion was seconded and carried 6-0.

The Minutes of the January 11, 2012 Carson Area Metropolitan Planning Organization are so approved this 8<sup>th</sup> day of February, 2012.

CHARLES DES JARDINS, Chair	