

# CARSON CITY REGIONAL TRANSPORTATION COMMISSION

## Minutes of the December 11, 2013 Meeting

### Page 1

A regular meeting of the Carson City Regional Transportation Commission was scheduled for 4:30 p.m. on Wednesday, December 11, 2013 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson John McKenna  
Vice Chairperson James Mallery  
Commissioner Brad Bonkowski  
Commissioner Charles Des Jardins  
Commissioner James Smolenski

**STAFF:** Patrick Pittenger, Transportation Manager  
Daniel Doenges, Senior Transportation Planner  
Graham Dollarhide, Transit Coordinator  
Joseph Ward, Senior Deputy District Attorney  
Kathleen King, Deputy Clerk / 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. Due to equipment malfunction, agenda item A was not recorded.

**A. CALL TO ORDER AND DETERMINATION OF A QUORUM** - Chairperson McKenna called the meeting to order at approximately 4:30 p.m. Roll was called; a quorum was present.

**B. PUBLIC COMMENT (4:38:47)** - Sarah Manny, a resident of Frost Yasmer Estates, read a prepared statement into the record, a copy of which was provided to the recording secretary. Chairperson McKenna provided background information on Ms. Manny's original request. Mr. Pittenger advised that Transportation Division staff is undertaking a transit development study, which he described. In response to a question, Ms. Manny advised of obstructions on the sidewalk along Fifth Street, and expressed objection to traveling in the bike lane in her wheelchair. Mr. Pittenger acknowledged there are obstructions in the sidewalk. He explained, "That road was relinquished to us several years ago and, indeed, there are poles along Fifth Street and specifically on ... the south side of the road." He advised of multiple poles in the sidewalk "between there and Roop Street." In response to a question, Mr. Pittenger reviewed JAC Assist fees. Commissioner Des Jardins thanked Ms. Manny for bringing her concerns to the attention of the commission. Chairperson McKenna entertained additional public comment; however, none was forthcoming.

**C. ACTION ON APPROVAL OF MINUTES - September 11, 2013 (4:50:14)** - Chairperson McKenna entertained suggested revisions and, when none were forthcoming, a motion. **Commissioner Bonkowski moved to approve the minutes, as presented. The motion was seconded and carried unanimously.**

**D. AGENDA MANAGEMENT NOTICE (4:50:42)** - Chairperson McKenna entertained modifications to the agenda; however, none were forthcoming. (5:04:33) At Commissioner Bonkowski's request, Chairperson McKenna re-opened item F-3.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the December 11, 2013 Meeting**

**Page 2**

**E. DISCLOSURES (4:50:57)** - Chairperson McKenna entertained disclosures of the commissioners; however, none were forthcoming.

**F. CONSENT AGENDA (4:51:12)** - Chairperson McKenna entertained requests to hear items separate from the consent agenda. When none were forthcoming, he entertained a motion to approve the consent agenda. **Vice Chairperson Mallery so moved. Commissioner Des Jardins seconded the motion.** Chairperson McKenna entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried unanimously.**

**F-1. POSSIBLE ACTION TO ACCEPT THE PUBLIC WORKS DEPARTMENT RECOMMENDATION TO APPROVE AMENDMENT NO. 3 TO CONTRACT NO. 1011-126 WITH SWIFT COMMUNICATIONS, INC., TITLED "JAC BUS ADVERTISING PROGRAM," TO AMEND THE SCOPE OF WORK AND EXERCISE A ONE-YEAR CONTRACT EXTENSION FROM JANUARY 1, 2014 TO DECEMBER 31, 2014**

**F-2. POSSIBLE ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT, IN THE AMOUNT OF \$91,783.00, FOR CONTRACT NO. 1011-205, TITLED "CARSON CITY FREEWAY LANDSCAPING PROJECT," TO RaPiD CONSTRUCTION, INC.**

**F-3. POSSIBLE ACTION TO APPROVE INTERLOCAL AGREEMENT NO. P582-13-050, BETWEEN THE CARSON CITY RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION, FOR REIMBURSEMENT OF THE COST TO MICROSURFACE AND RESTRIPE A PORTION OF FAIRVIEW DRIVE (5:05:03)** - Chairperson McKenna introduced this item, and Commissioner Bonkowski expressed concern over the effect of the language of the first sentence of Article III, Paragraph 3. Mr. Pittenger acknowledged the concern, and advised of NDOT's intent to reimburse the City for the completed work. He offered to return the agreement to NDOT to correct the language. In response to a question, Mr. Pittenger expressed the opinion that there was "little to no" chance of the City not getting reimbursed.

In response to a question, Mr. Ward suggested conditioning the commission's approval on full payment of the reimbursement. Chairperson McKenna entertained public comment and, when none was forthcoming, entertained a motion to amend the previously-passed motion approving the entire consent agenda. **Commissioner Bonkowski moved to amend the consent agenda motion, previously approving this item, to state that the approval of Interlocal Agreement No. P582-13-050 is conditional upon reimbursement by NDOT for the subject project. Commissioner Smolenski seconded the motion.** In response to a question, Mr. Ward advised that, based on the motion, Chairperson McKenna should proceed with signing the interlocal agreement. Chairperson McKenna provided an explanation of the proceedings for the benefit of the public. He entertained questions or comments and, when none were forthcoming, called for a vote on the pending motion. **Motion carried 5-0.**

# CARSON CITY REGIONAL TRANSPORTATION COMMISSION

## Minutes of the December 11, 2013 Meeting

### Page 3

#### **G. PUBLIC MEETING ITEMS:**

**G-1. RECOGNITION OF KAREN EASLEY, WINNER OF THE KATHERINE McCLARY OPERATOR OF THE QUARTER (2013, 3<sup>RD</sup> QUARTER), AWARD FOR MV TRANSPORTATION** (4:51:34) - Chairperson McKenna introduced this item, and invited Karen Easley to join him at the podium. Chairperson McKenna thanked Ms. Easley for her dedicated service, and presented her with a Certificate of Appreciation. The commissioners, City staff, and the citizens present applauded. (4:53:08) Ms. Easley thanked the commission and expressed her “love [for] driving JAC buses.” Chairperson McKenna encouraged Ms. Easley's continued attention to safety. Mr. Pittenger commended Ms. Easley's friendly and professional transport of “VIPs” from time to time.

**G-2. INFORMATION AND POSSIBLE DIRECTION REGARDING DEVELOPMENT OF A COMPLETE STREETS POLICY AND THE RESUBMITTAL OF A BICYCLE FRIENDLY COMMUNITY APPLICATION** (4:54:00) - Chairperson McKenna introduced this item. Mr. Doenges provided background information on the bicycle friendly community designation and the previously submitted application, and reviewed the agenda materials. In response to a question, he advised that he and Mr. Pittenger have been working on a draft complete streets policy, based on local and national templates. He advised of consistent and necessary elements to include, and the anticipation that a draft could be presented to the commission at the next meeting. He further advised of two annual bicycle friendly community application deadlines; one in the spring and one in the autumn.

Chairperson McKenna expressed support for the effort, noting improvements made since the last application submittal which should assist with a new application. Mr. Pittenger advised of the intent to seek input from interested parties “to make sure that we have the buy-in.” Chairperson McKenna entertained public comment and, when none was forthcoming, additional comments or questions of the commissioners. No additional comments or questions were forthcoming.

#### **H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**H-1. STREET OPERATIONS REPORT - September 2013; H-2. STREET OPERATIONS REPORT - October 2013; and H-3. PROJECT STATUS REPORT** (5:12:07) - At Chairperson McKenna's request, items H-1 through H-3 were combined. Mr. Pittenger provided an overview of the reports included in the agenda materials. Chairperson McKenna entertained public or commissioner comments; however, none were forthcoming.

#### **H-4. FUTURE AGENDA ITEMS**

**I. COMMISSIONER COMMENTS** (5:15:30) - Chairperson McKenna advised that Mr. Pittenger had recently attended a meeting of citizens who are interested in doing street maintenance at their own cost. Mr. Pittenger provided additional clarification. Following a brief discussion, Mr. Pittenger offered staff's assistance with regard to questions and concerns, and emphasized the importance of interested citizens discussing problems, issues, and plans with staff prior to implementing any maintenance procedure. Chairperson McKenna entertained additional commissioner comments; however, none were forthcoming.

(5:19:43) At Mr. Pittenger's request, Commissioner Des Jardins joined him at the podium. Mr. Pittenger provided background information on Commissioner Des Jardins' service to the Regional Transportation Commission and the Carson Area Metropolitan Planning Organization, read into the record the language of a plaque, and presented the same to Commissioner Des Jardins.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the December 11, 2013 Meeting**

**Page 4**

(5:21:51) Commissioner Des Jardins expressed appreciation for the opportunity to have served, and advised that he will continue to keep up with the activities of the CAMPO and the RTC. He commended the progress made over the past 13 years. He thanked Mr. Pittenger and expressed appreciation for his expertise and professionalism as the Transportation Manager. Commissioner Des Jardins thanked the commission. Chairperson McKenna thanked Commissioner Des Jardins.

**J. PUBLIC COMMENTS** (5:24:16) - Chairperson McKenna entertained public comment; however, none was forthcoming.

**K. ACTION TO ADJOURN** (5:24:22) - Chairperson McKenna adjourned the meeting at 5:24 p.m.

The Minutes of the December 11, 2013 Carson City Regional Transportation Commission meeting are so approved this 12<sup>th</sup> day of February, 2014.

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JOHN MCKENNA, Chair