

**MINUTES**  
**Regular Meeting**  
**Carson City Regional Transportation Commission**  
**Wednesday, June 10, 2015 ● 4:49 PM**  
**Community Center Sierra Room, 851 East William Street, Carson City, Nevada**

**Commission Members**

**Chairperson – Brad Bonkowski      Vice Chair – Jim Smolenski**  
**Commissioner – Robert Crowell      Commissioner – Mark Kimbrough**  
**Commissioner – Robert McQueary**

**Staff**

Darren Schulz, Public Works Director  
Patrick Pittenger, Transportation Manager  
Graham Dollarhide, Transit Coordinator  
Jennifer Mayhew, Deputy District Attorney  
Tamar Warren, Deputy Clerk/Recording Secretary

**NOTE:** A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

An audio recording of this meeting is available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**A. CALL TO ORDER AND DETERMINATION OF QUORUM (4:49:01) –** Chairperson Bonkowski called the meeting to order. Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Left</b>
Chairperson Brad Bonkowski	Present	
Vice Chairperson Jim Smolenski	Absent	
Commissioner Robert Crowell	Present	
Commissioner Mark Kimbrough	Present	
Commissioner Robert McQueary	Present	

**B. PUBLIC COMMENT (4:49:33) –** None.

**C. FOR POSSIBLE ACTION: APPROVAL OF MINUTES**

**C-1 FOR POSSIBLE ACTION: ACTION TO APPROVE THE MINUTES OF THE APRIL 8, 2015 MEETING.**

**(4:49:37) – MOTION: I move to approve the minutes of the April 8, 2015 RTC meeting as amended.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Crowell
<b>SECONDER:</b>	Kimbrough
<b>AYES:</b>	Bonkowski, Crowell, Kimbrough, McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Smolenski

**D. AGENDA MANAGEMENT NOTICE**

(4:50:52) – Chairperson Bonkowski requested hearing item F-6 immediately after item F-1 and before item F-2.

**E. DISCLOSURES**

(4:51:16) – None.

**F. PUBLIC HEARING ITEMS**

**F-1 FOR POSSIBLE ACTION: TO ADOPT RESOLUTION 215-RTC-R-1, A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS TO ISSUE HIGHWAY REVENUE REFUNDING BONDS IN THE AMOUNT NECESSARY TO EFFECT THE REFUNDING PROJECT; PROVIDING OTHER DETAILS IN CONNECTION THEREWITH; AND PROVIDING THE EFFECTIVE DATE THEREOF.**

(4:51:21) – Chairperson Bonkowski introduced the item.

(4:51:40) – Nick Providenti, Carson City Finance Director, presented the agenda materials, including the 2015 Highway Revenue Refunding Bond Request Resolution, all of which are incorporated into the record. Commissioner Crowell inquired whether the terms of the original bond would remain in place and was informed that the debt will not be extended, and the terms would stay the same.

There were no public comments.

**(4:55:04) – MOTION: I move to adopt Resolution 215-RTC-R-1, a Resolution requesting the Board of Supervisors to issue Highway Revenue Refunding bonds in the amount necessary to effect the refunding project; providing other details in connection therewith; and providing the effective date thereof.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Crowell
<b>SECONDER:</b>	Kimbrough
<b>AYES:</b>	Bonkowski, Crowell, Kimbrough, McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Smolenski

**F-2 FOR POSSIBLE ACTION: TO APPROVE AN INTERLOCAL AGREEMENT BETWEEN THE CARSON CITY RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) FOR THE MICROSURFACE AND STRIPING OF OLD HOT SPRINGS ROAD FROM GONI ROAD TO THE WESTERN TERMINUS.**

(4:58:57) – Chairperson Bonkowski introduced the item.

(4:59:16) – Mr. Pittenger presented the agenda materials, incorporated into the record, and clarified for Chairperson Bonkowski that the crack filling would take place prior to the micro paving.

There were no public comments.

**(5:01:42) – MOTION: I move to approve an interlocal agreement between the Carson City RTC and the Nevada Department of Transportation (NDOT) for the microsurface and striping of Old Hot Springs Road from Goni Road to the western terminus.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Kimbrough
<b>SECONDER:</b>	McQueary
<b>AYES:</b>	Bonkowski, Crowell, Kimbrough, McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Smolenski

**F-3 FOR POSSIBLE ACTION: TO AUTHORIZE THE TRANSPORTATION MANAGER TO EXECUTE A COOPERATIVE AGREEMENT BETWEEN THE CARSON CITY RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) FOR THE CARSON CITY FREEWAY MULTI-USE PATH PROJECT AND TO AUTHORIZE THE TRANSPORTATION MANAGER TO SIGN FUTURE AMENDMENTS TO THIS AGREEMENT REGARDING TIME EXTENSIONS OR A CHANGE IN THE VALUE OF FUNDING OF UP TO 20% (\$130,000) OF THE INITIAL FUNDING AMOUNT.**

(5:02:09) – Chairperson Bonkowski introduced the item.

(5:02:35) – Mr. Pittenger presented the agenda items which are incorporated into the record. Commissioner Kimbrough was informed that the environmental evaluations were included in the NDOT freeway studies, and would be extended to this project.

There were no public comments.

**(5:06:47) – MOTION: I move to authorize the Transportation Manager to execute a cooperative agreement between the Carson City RTC and the Nevada Department of Transportation (NDOT) for the Carson City Freeway Multi-Use Path Project and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in the value of funding of up to 20% (\$130,000) of the initial funding amount.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	McQueary
<b>SECONDER:</b>	Crowell
<b>AYES:</b>	Bonkowski, Crowell, Kimbrough, McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Smolenski

**F-4 For Possible Action: To adopt a Resolution authorizing the filing of an application for a Federal Transit Administration/Nevada Department of Transportation grant under 49 USC Chapter 53, and to authorize the RTC Chair to sign the Special Section 13(c) Warranty Opinion of Counsel and the FTA Fiscal Year 2015 Certifications and Assurances sections of the RTC application for 5339 funds.**

(5:07:34) – Chairperson Bonkowski introduced the item.

(5:08:00) – Mr. Dollarhide presented the agenda materials which are incorporated into the record.

There were no Commissioner or public comments.

**(5:11:17) – MOTION: I move to adopt a Resolution authorizing the filing of an application for a Federal Transit Administration/Nevada Department of Transportation grant under 49 USC Chapter 53, and to authorize the RTC Chair to sign the Special Section 13(c) Warranty Opinion of Counsel and the FTA Fiscal Year 2015 Certifications and Assurances sections of the RTC application for 5339 funds.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Kimbrough
<b>SECONDER:</b>	McQueary
<b>AYES:</b>	Bonkowski, Crowell, Kimbrough, McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Smolenski

**F-5 INFORMATION ON AN ADMINISTRATIVE REVISION TO THE JAC ASSIST ADA COMPLEMENTARY PARATRANSIT POLICIES & PROCEDURES DOCUMENT.**

(5:12:10) – Chairperson Bonkowski introduced the item.

(5:12:18) – Mr. Pittenger gave background and presented the agenda items, incorporated into the record. He highlighted two minor changes, also incorporated into the record, and informed Chairperson Bonkowski that there were no consequences to the RTC for the excessive no shows and cancellations, adding that the policy changes would be heard for approval in a future RTC meeting.

There were no public comments.

**F-6 FOR POSSIBLE ACTION: TO DETERMINE THAT JUSTIN WILSON CONSTRUCTION, LLC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO N.R.S. CHAPTER 338 AND TO AWARD CONTRACT NO. 1415-169, “LONG STREET PEDESTRIAN IMPROVEMENTS” FOR A BID AMOUNT OF \$147,924, PLUS A CONTINGENCY AMOUNT OF \$14,776, FOR A TOTAL NOT TO EXCEED PRICE OF \$162,700 TO BE FUNDED FROM THE GRANT FUND, CAPITAL PROJECTS/CONSTRUCTION ACCOUNT AS PROVIDED IN FY 2014/2015 AUGMENTED BUDGET.**

(4:55:35) – Chairperson Bonkowski introduced the item.

(4:55:54) – Mr. Pittenger presented the agenda materials which are incorporated into the record. He also noted a bid tabulation error for both contractors, which had been corrected.

There were no Commissioner or public comments.

**(4:58:06) – MOTION: I move to determine that Justin Wilson Construction, LLC. is the lowest responsive and responsible bidder pursuant to N.R.S. Chapter 338 and to award Contract Number 1415-169, “Long Street Pedestrian Improvements” for a bid amount of \$147,924, plus a contingency amount of \$14,776, for a total not-to-exceed price of \$162,700 to be funded from the Grant Fund, Capital Projects/Construction account as provided in FY 2014/2015 augmented budget.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	McQueary
<b>SECONDER:</b>	Kimbrough
<b>AYES:</b>	Bonkowski, Crowell, Kimbrough, McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Smolenski

**F-7 FOR POSSIBLE ACTION: TO APPROVE AMENDMENT NO. 4 TO CONTRACT NO. 0910-182 WITH MV TRANSPORTATION TO ADD 1,500 SERVICE HOURS TO THE CONTRACT FOR THE OPERATION OF JAC FIXED ROUTE AND JAC ASSIST PARATRANSIT SERVICE, FROM OCTOBER 1, 2014 TO SEPTEMBER 30, 2015, FORA TOTAL COST OF \$682,098.**

(5:15:39) – Chairperson Bonkowski introduced the item.

(5:15:55) – Mr. Pittenger presented the agenda materials which are incorporated into the record, and noted two already-corrected errors in Section 5.1.3, adding that the contractor is “already clear on what the amount is”.

There were no Commissioner and public comments.

**(5:19:40) – MOTION: I move to approve Amendment No. 4 to Contract No. 0910-182 with MV Transportation to add 1,500 service hours to the contract for the operation of JAC fixed route and JAC Assist paratransit service, from October 1, 2014 to September 30, 2015, fora total cost of \$682,098.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Crowell
<b>SECONDER:</b>	McQueary
<b>AYES:</b>	Bonkowski, Crowell, Kimbrough, McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Smolenski

(5:20:18) – Mr. Pittenger noted that they were currently in negotiations with this transit operator to exercise the third option year of the contract, adding that a new contract would be “up for bid” in Spring 2016.

**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**G-1: STREET OPERATIONS REPORT – APRIL 2015.**

(5:21:09) – Mr. Pittenger presented the Street Operations Report which is incorporated into the record, and noted that Staff had been busy with “signs and markings” activities.

**G-2: PROJECT STATUS REPORT.**

(5:21:48) – Mr. Pittenger presented the Project Status Report, also incorporated into the record. Commissioner Kimbrough inquired about the work being done on Fifth Street and Carson River Road, and was informed that shoulder work was being done, as Carson River Road was now owned by the City. Mr. Pittenger also noted that they were working with Carson City Open Space regarding future improvements north of Prison Hill.

**G-3: FUTURE AGENDA ITEMS.**

(5:27:56) – Mr. Pittenger informed the Commission that the work on Little Lane and a review of upcoming projects utilizing the upcoming fiscal year funds would be part of the following month’s meeting agenda. He also announced that the grant funding the free bus passes for Carson City seniors had been renewed.

**H. COMMISSION COMMENTS**

(5:30:11) – Commissioner Kimbrough was informed that the grant funding the free bus passes for seniors was awarded by the State Aging Disability Services Division.

**I. PUBLIC COMMENT**

(5:31:39) – None.

**J. FOR POSSIBLE ACTION: ADJOURNMENT**

**(5:31:52) – MOTION: Commissioner Kimbrough moved to adjourn the meeting. The meeting adjourned at 5:32 p.m.**

The Minutes of the June 10, 2015 Carson City Regional Transportation Commission meeting are so approved this 12<sup>th</sup> day of August, 2015.

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BRAD BONKOWSKI, Chair