

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
Minutes of the April 30, 2007, Meeting
Page 1

The monthly meeting of the Carson City Regional Transportation Commission was held on Monday, April 30, 2007, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, immediately following the Carson Area Metropolitan Planning Organization's meeting that began at 5:30 p.m.

PRESENT: Chairperson Shelly Aldean, Vice Chairperson Larry Hastings, and Commissioners Charles Des Jardins and Richard S. Staub

STAFF PRESENT: Public Works Director Andrew Burnham, City Engineer Larry Werner, Transportation Program Manager Patrick Pittenger, RTC Engineer Harvey Brotzman, Senior Deputy District Attorney Ed Queilhe, and Recording Secretary Katherine McLaughlin (RTC 4/30/07 Recording 7:46:00)

NOTE: Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the Request for Action Report and/or supporting documentation. Staff members making the presentation are listed after the Item's heading. Any other individuals who spoke are listed immediately following the staff listing. A recording of these proceedings is on file in the Clerk-Recorder's

A. ROLL CALL AND DETERMINATION OF A QUORUM - Chairperson Aldean convened the meeting at 7:46 p.m. Roll call was taken. A quorum was present. Commissioner Carpenter was absent and had been excused.

B. APPROVAL OF MINUTES - REGULAR MEETING OF MARCH 14, 2007 (7:46:26) - Commissioner Hastings moved to approve the Minutes of March 14. Commissioner Des Jardins and Staub seconded the motion. Motion carried 4-0.

C. MODIFICATION OF AGENDA (7:46:55) - Items G-1 and 2 were withdrawn.

D. STAFF PUBLIC SERVICE ANNOUNCEMENTS (7:47:00) - Transportation Program Manager Patrick Pittenger advised that JAC's April ridership had broken all records for the day, week, and month. More than 8,000 riders have used the service this month. No formal action was required or taken on this topic.

E. PUBLIC COMMENT (7:47:52) - None.

F. DISCLOSURES (7:48:10) - None.

G. PUBLIC MEETING ITEMS:

G-1. WITHDRAWN.

G-2. WITHDRAWN.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
Minutes of the April 30, 2007, Meeting
Page 2

G-3. PRESENTATION BY REGIONAL TRANSPORTATION COMMISSION (RTC) OF WASHOE COUNTY STAFF REGARDING RTC INTERCITY SERVICE (7:48:24) - Transportation Program Manager Patrick Pittenger, Washoe RTC Director of Public Transportation David Jickling - Slides were shown and explained illustrating the ridership, schedule, composition of the ridership, and route. Mr. Pittenger explained that the Curry Street portion of the route cannot be used until road construction is completed next month. Mr. Jickling continued his report by explained the fares and the proposed "modest" fare increases. The seven-day pass for the intercity service will be discontinued as "no one uses it". The ten ride pass is being reduced to nine rides. This may entice regular riders to use the "magnetic" cards rather than cash. Funding sources used to support the service were limned. The hours of service have not changed during the four years of service, however, the days of the week that service is provided has been reduced. Ridership peaked in 2002 and has been steady since 2004. Rider composition was limned. He was uncertain whether it may be possible to increase the ridership without coordinating the service with the City's JAC service and educating people about it. Productivity was described. He solicited ideas on how to get more people to use the service. The financial support of Washoe and Douglas Counties and Carson City was described. He also disclosed a program that allows agencies to purchase in bulk one way tickets for their clientele. He believed that the fare for these tickets would be equal to the cash fare. Chairperson Aldean explained that the purpose of this program was to provide social agencies with tickets for their clientele tickets so that they can travel to Reno for medical services, meetings, etc. She thanked Washoe RTC for participating and providing the program. Mr. Jickling indicated that these tickets will not be sold to the public but will be sold to the social service agencies. These agencies should "invoice" the tickets to his finance office. Discussion indicated that Chairperson Aldean will talk to Human Services Administrative Officer Kathy Wolfe and have her send Mr. Jickling a list of agencies. Mr. Jickling asked that the listing be sent to his office and that he would forward it to the appropriate department. Mr. Pittenger indicated that the City has a similar program and has sold "lots" of these one way tickets. He volunteered to send Mr. Jickling a list of the agencies using these tickets. Comments indicated that this may increase the ridership. Mr. Jickling explained the "Wolf passes" for UNR students. These passes are now available for Carson City residents who attend UNR and use the intercity service. Discussion compared Carson City's transit staffing to Washoe RTC's. Chairperson Aldean thanked him for the presentation. No formal action was required or taken.

G-4. ACTION TO APPROVE REQUEST FOR REIMBURSEMENT FROM DOUGLAS COUNTY FOR A PORTION OF THE LOCAL COST OF OPERATING THE JAC TRANSIT SYSTEM INTO DOUGLAS COUNTY (8:02:00) - Transportation Program Manager Patrick Pittenger described how the Douglas County ridership figures had been developed and its use to determine the benefit Douglas County received from the JAC service. Justification for seeking reimbursement from Douglas County for funding paid by Carson City for this service was provided. RTC now has the ability to bill the Feds for transit funding on a monthly basis. As soon as an agreement regarding the service is reached with Douglas County, documentation will be provided to Douglas County on a quarterly basis for the service. It will include a physical count of the ridership that will be conducted during the third week of each month. The ridership percentage will then be used to determine the benefit of the service. Douglas County will be billed quarterly for that percentage of the total operational costs for the service. Douglas County could, if desired, seek another entity to provide the service. Mr. Pittenger requested authorization

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
Minutes of the April 30, 2007, Meeting
Page 3

to approach Douglas County regarding establishment of an agreement regarding this concept. He also indicated that Douglas County Manager Holler had been sent a letter several weeks ago indicating that this policy was to be discussed at this meeting. Mr. Pittenger had not received any response to that letter and was not aware of Douglas County's position regarding the matter. Comments were solicited from both the Commission and the public. None were given. Commissioner Staub moved to approve a request for reimbursement from Douglas County for a portion of the local cost of operating the JAC transit system into Douglas County; and direct Carson City staff to submit a request for reimbursement to Douglas County based on the ridership activity experienced within Douglas County. Commissioners Hastings and Des Jardins seconded the motion. Motion carried 4-0. Chairperson Aldean read a statement from Commissioner Carpenter regarding the matter into the record. Commissioner Carpenter felt that transit sharing should include a means to charge for trips into and return from "foreign" points. She believed that Mr. Pittenger had addressed this matter in the methodology and that it is the Commission's intent.

G-5. ACTION TO APPROVE A REDUCTION IN YOUTH FARES ON THE JAC FIXED-ROUTE TRANSIT SYSTEM (8:07:08) - Transportation Program Manager Patrick Pittenger explained the federally mandated fare for seniors and his research of the youth fares assessed by other entities. Commissioner Des Jardins supported the reduction in the youth fares. Mr. Pittenger suggested that the youth fare be 75% of the adult fare but was willing to accept the Commission's direction if a different fare is desired. Commissioner Des Jardins suggested a \$15 monthly pass as it will provide an incentive for the youths to ride the buses. Mr. Pittenger countered with a suggestion that the fee be the same as that for the seniors and disabled. Commissioner Des Jardins noted that this will provide consistency for accounting. Additional comments were solicited but none were given. Commissioner Staub moved to approve a reduction in youth fares on the JAC fixed route transit system with the reduction in youth cash fares to be 50¢ per ride, the youth monthly pass will be \$12.50, and the ten ride pass will be \$4. Commissioner Hastings seconded the motion. Motion carried 4-0.

G-6. ACTION TO APPROVE INTRODUCTION AND SALE OF SUMMER YOUTH PASS FOR THE JAC TRANSIT SYSTEM (8:13:20) - Transportation Program Manager Patrick Pittenger's introduction included an explanation of the proposed Library's youth pass program and distribution of materials regarding the JAC system and, specifically, the JAC summer youth passes. The concept will allow the Library to sell the summer youth passes for \$5 less if the individual is a member of its summer youth reading program. The Library has already started selling the monthly passes at the current rates. Advertisements for the program were displayed. Discussion noted that the program provides the youths with an incentive to use the service. Discussion indicated that Mr. Pittenger recommended the fare be \$30 for the youth summer passes based on the Commission's previous fare action. Mr. Pittenger also indicated that the transit providers prefer the use of the passes rather than cash. Discussion also indicated that the Commission could grant exceptions to organizations in the future, if so desired. Such requests will be brought to and considered by the Commission on a case-by-case basis. Commissioner Staub moved to approve introduction and sale of summer youth passes for the JAC transit system at the standard cost of \$35 and if purchased through the Carson City Library the cost will be \$25 for a pass.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
Minutes of the April 30, 2007, Meeting
Page 4

Following discussion on the fare, Commissioner Staub amended his motion to be \$30 for the standard summer youth pass and \$25 if purchased at the Library. Commissioner Hastings seconded the motion. Motion carried 4-0.

G-7. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BETWEEN GOLD M. AND BETTY J. FRY AND CARSON CITY WHEREBY GOLD M. AND BETTY J. FRY AGREE TO SELL AND CONVEY ALL THAT CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-138-07 (8:18:15) - City Engineer Larry Werner, Senior Deputy District Attorney Ed Oueilhe, Public Works Director Andrew Burnham - Revised agenda reports were distributed to the Commission and Clerk. A copy is in the file. RTC cannot purchase and take title to property. To do so will be contrary to the ordinances and the local agreement. It may be necessary to hold special meetings to handle acquisitions in the future for the extension of Stewart Street. Discussion also indicated that a temporary construction easement is not required at this location. RTC/City will have to pay for the tenants' relocation costs. The property specialist(s) is involved in this acquisition. Additional comments were solicited but none were given. Commissioner Staub moved to recommend that the Board of Supervisors approve and to authorize the Mayor to sign an agreement between Gold M. and Betty J. Fry and Carson City whereby Gold M. and Betty J. Fry agree to sell and convey all that certain real property described as Assessor's Parcel Number 002-138-07; fiscal impact is \$400,000 from RTC funds. Commissioner Hastings seconded the motion. Motion carried 4-0.

G-8. ACTION TO ACCEPT PUBLIC WORKS RECOMMENDATION TO AWARD THE "SALIMAN ROAD RECONSTRUCTION, 5TH STREET TO LONG STREET PROJECT", CONTRACT NO. 2006-147 TO (BIDDER NO. 1) SIERRA NEVADA CONSTRUCTION FOR A CONTRACT AMOUNT OF \$655,007 AND AUTHORIZE THE CONTRACTS DIVISION TO ISSUE AMENDMENTS NOT TO EXCEED \$65,500 FROM THE RTC CONSTRUCTION PROJECTS ACCOUNT AND THE STREET PROPERTY SERVICES ACCOUNT AS PROVIDED FOR IN FY2006/2007 (8:23:05) - Public Works Director Andrew Burnham, Senior Project Manager John Benzing, RTC Engineer Harvey Brotzman - Discussion between Mr. Burnham and the Commission explained the area involved in the contract, the status of the Saliman Road project south of this project, and the intent to send that project as well as several others out for bids later this year. Current infrastructure relocations/improvements on Saliman Road were noted. Mr. Pittenger explained Sue Newberry's purported comments regarding the proposed offset medians on Saliman in front of the High School as being: "good for the City". Chairperson Aldean pointed out that other individuals would respond that the City should not encourage the youths to walk across the street and smoke. Mr. Burnham indicated that if the median has not been constructed and a decision is made to eliminate it, it can be changed out of the project. Additional comments were solicited but none were given. Commissioner Des Jardins moved to accept Public Works' recommendation to award the "Saliman Road Reconstruction, Fifth Street to Long Street Project", Contract No. 2006-147 to Bidder No. 1, Sierra Nevada Construction, for a contract amount of \$655,007 and authorize the Contracts Division to issue amendments not to exceed \$65,500 from the RTC Construction Projects Account and the Street Property Services Account as provided for in FY 2006-2007; fiscal impact is not to exceed \$720,507. Commissioner Staub seconded the motion. Motion carried 4-0.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
Minutes of the April 30, 2007, Meeting
Page 5

G-9. ACTION TO ACCEPT PUBLIC WORKS RECOMMENDATION TO AWARD THE 2007 STREET MAINTENANCE PROJECT, CONTRACT NO. 2006-148 TO (BIDDER NO. 1) SIERRA NEVADA CONSTRUCTION, INC., FOR A CONTRACT AMOUNT OF \$779,774.50 AND AUTHORIZE THE CONTRACTS DIVISION TO ISSUE AMENDMENTS NOT TO EXCEED \$77,900 FROM THE STREETS PROPERTY SERVICES ACCOUNT AS PROVIDED FOR IN FY2006/2007 (8:27:51) - Public Works Director Andrew Burnham - City parking lots will be included in the project. Their share of the cost is \$75,000. The intent is to return to an eight year cycle for street maintenance. Additional comments were solicited but none were given. Commissioner Hastings moved to accept Public Works' recommendation to award the 2007 Street Maintenance Project, Contract No. 2006-148 to Bidder No. 1, Sierra Nevada Construction, Inc., for a contract amount of \$779,774.50 and authorize the Contracts Division to issue amendments not to exceed \$77,900 from the Streets Property Services Account as provided for in Fiscal Year 2006-2007; fiscal impact is not to exceed \$857,674.50. Commissioners Staub and Des Jardins seconded the motion. Motion carried 4-0.

G-10. ACTION TO REVIEW AND APPROVE THE TRANSIT BUDGET FOR FY 2007-2008 (8:30:07) - Transportation Program Manager Patrick Pittenger's introduction included an indication that the General Fund support will not increase. The accounting problems experienced prior to Mr. Pittenger's arrival have been addressed. Federal checks have been arriving. City billing is now based on actuals rather than estimates and will be done on a monthly cycle. Grant billing and reimbursement errors have also been corrected. Chairperson Aldean complimented Mr. Pittenger on his dedication and efforts to correct these situations. The budget did not include any funds from either Douglas County or the State Division of Aging Services. Billing problems in determining who the disabled riders are and their eligibility for reimbursement due to their disabilities was created by the change from an on-demand service to a fixed route system. This inhibits the ability to determine the true number of disabled passengers using the system and to bill the agency correctly. Efforts are being pursued to correct this situation. If the City receives a \$20,000 check for services that have been billed, it will be counted as fare revenue. Comments were solicited but none were given. Commissioner Staub moved to approve the Transit Budget for FY 2007-2008; fiscal impact is a net cost to Carson City, total cost minus fares and Federal reimbursements, estimated to be \$415,000. Commissioner Hastings seconded the motion. Motion carried 4-0.

G-11. ACTION TO REVIEW AND APPROVE THE RTC TRANSPORTATION IMPROVEMENT PROGRAM FOR FISCAL YEAR 2007-2008 THROUGH 2011-2012 AND FY 2007-2008 ANNUAL BUDGET (8:36:12) - Public Works Director Andrew Burnham - A workshop to explain the projects in more detail has not occurred. The program continues to support the Commission's priorities of Stewart, Fairview and Roop Streets. It also includes the commitments to Fandango for the Curry Street improvements. Justification for delaying the workshop was based on the desire to complete the modeling program and to utilize it to illustrate the need for projects. Mr. Burnham hoped to bring the program back for an in-depth discussion in two months. Staff has brain stormed the program and will suggest some projects for consideration at that time. It was suggested that a five-year plan be created at that time which may include issuing bonds to fund the projects. Items G-1 and 2, which were withdrawn, were regarding the State streets, the desire to turn them over to the City, and their impact on the budget. It was felt that acceptance of these streets will create a huge impact on the RTC budget. Efforts to address

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
Minutes of the April 30, 2007, Meeting
Page 6

this are continuing. A proposed concept is to reduce the gas tax commitment to the State from 5¢ to 3¢. Mr. Burnham also indicated that the actual budget figures for FY 07 and 08 will be different for services and supplies as there are carry forwards. The RTC's budget that is submitted to the State does not include carry forwards. Additional comments were solicited but none were given. Commissioner Hastings moved to approve the RTC Transportation Improvement Program for Fiscal Year 2007-2008 through 2011-2012 and Fiscal Year 2007-2008 annual budget. Commissioner Des Jardins seconded the motion. Motion carried 4-0.

G-12. ACTION TO REVIEW AND APPROVE THE STREET MAINTENANCE PROGRAM FOR FY 2007-2008 THROUGH 2011-2012 AND THE STREETS BUDGET FOR FY 2007-2008 (8:42:04) - Public Works Director Andrew Burnham's introduction included noting legislation which will allow RTC funds to be used for maintenance. Comments were solicited but none were given. Commissioner Des Jardins moved to approve the Street Maintenance Program for Fiscal Year 2007-2008 through 2011-2012 and Fiscal Year 2007-2008 annual budget. Commissioners Staub and Hastings seconded the motion. Motion carried 4-0.

G-13. ACTION TO ACCEPT THE RECOMMENDATION OF PUBLIC WORKS TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND APPROVE THIS RELEASE OF FINAL PAYMENT IN THE AMOUNT OF \$46,877.35 ON THE "NORTHRIDGE DRIVE TRAFFIC SIGNAL PROJECT", CONTRACT NO. 2006-013, TO PAR ELECTRICAL CONTRACTOR, INC. (8:44:36) - RTC Engineer Harvey Brotzman - There were no change orders. Comments were solicited but none given. Commissioner Staub moved to accept the recommendation of Public Works to accept the work as complete, to accept the Contract Summary as presented, and approve this release of final payment in the amount of \$46,877.35 on the "Northridge Drive Traffic Signal Project", Contract No. 2006-013, to PAR Electrical Contractors, Inc. Commissioner Hastings seconded the motion. Motion carried 4-0.

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

H-1. STREET OPERATIONS ACTIVITY REPORT (8:46:05) - Commissioner Des Jardins observed the number of signs which must be replaced/repaired due to the amount of graffiti that is occurring in the community. He urged parents and citizens to be more proactive in watching for these vandals. Public Works Director Andrew Burnham concurred that there has been a large increase in the amount of graffiti. The Sheriff's Office is attempting to pursue it. The Community Outreach Program and volunteers are trying to paint out graffiti. Discussion indicated that high end paints may resist some of the graffiti paint and that pre-treatment has been unsuccessful. Commissioner Staub suggested that the signs be treated with a vinyl overlay that could be "taped" over the sign. Mr. Burnham and Mr. Brotzman agreed to look into his suggestion. Mr. Burnham also indicated that reflective standards may prohibit overlays on some signs. Chairperson Aldean expressed kudos to Mr. Pittenger and Mr. Brotzman for their response to the individuals on Deer Run Road regarding the need for equestrian warning/crossing signs. These signs are not included in the City's signage count. Mr. Pittenger disclosed the intent to agenize an

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
Minutes of the April 30, 2007, Meeting
Page 7

item requested by the residents regarding the need for improvements to Deer Run Road. He explained his meeting with 12 of the residents. The Sheriff's Office is doing more enforcement on the road. Mr. Pittenger had volunteered to provide the 12 signs and Mr. Brotzman put the flags on the speed limit signs. The residents have requested traffic calming devices. Lakeview Road residents have also requested traffic calming devices. He suggested that turn ahead signs may reduce the number of individuals who are running off the roads.

H-2. PROJECT STATUS REPORT (8:51:19) - Public Works Director Andrew Burnham noted the cost estimate for the Fairview widening project. It illustrates the increase project costs and staff's concerns about future projects. This increase is included in the RTC Improvement Program that was considered earlier. Fairview and Stewart projects are being held up pending completion of the right-of-way and public utility easement acquisitions. He hoped to be out to bid on Fairview in 60 days. Mr. Brotzman is working on getting the public utility easements. Justification for the urgency in completing this project is based on the State's freeway timetable. Discussion indicated that Freeway Project 2A may be out to bid by May 31. Mr. Burnham suggested that the Commission talk to NDOT Director Martinovich about the status of Freeway Project 2B.

H-3. FUTURE AGENDA ITEMS (8:54:03) - Comments indicated the next meeting will also be "busy". The meeting dates will return to the regular second Wednesday in a month schedule on June 13. It may be a shorter meeting.

I. ADJOURNMENT (8:54:30) - Commissioner Hastings moved to adjourn. Commissioners Staub and Des Jardins seconded the motion. Motion carried 4-0. Chairperson Aldean adjourned the meeting at 8:55 p.m.

The Minutes of the April 30, 2007, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON May 31, 2007.

/s/
Shelly Aldean, Chairperson