

CARSON AREA METROPOLITAN PLANNING ORGANIZATION  
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The monthly meeting of the Carson Area Metropolitan Planning Organization was held on Monday, April 30, 2007, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada beginning at 5:30 p.m.

PRESENT: Chairperson Shelly Aldean, Vice Chairperson Larry Hastings, and Members Charles Des Jardins, Dan Holler, Richard S. Staub, and Dennis Taylor

STAFF PRESENT: Public Works Director Andrew Burnham, Transportation Program Manager Patrick Pittenger, RTC Engineer Harvey Brotzman, Senior Deputy District Attorney Ed Queilhe, and Recording Secretary Katherine McLaughlin (CAMPO 4/30/07 Recording 5:32:51)

NOTE: Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the Request for Board 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 office. This recording is available for review and inspection during normal business hours.

**A. ROLL CALL AND DETERMINATION OF A QUORUM** - Chairperson Aldean convened the meeting at 5:33 p.m. Roll call was taken. A quorum was present although Member Carpenter was absent and had been excused.

**B. APPROVAL OF MINUTES - REGULAR MEETING OF MARCH 14, 2007 (5:33:35)** - Member Holler explained that the Minutes indicate copies of documents have been distributed during the meeting but a copy was not given to the Clerk. He recommended that copies be given to the Clerk in order to have an accurate record. Member Staub moved to approve the Minutes of the regular meeting of the Carson Area Metropolitan Planning Organization for March 14, 2007. Member Hastings seconded the motion. The motion was voted and carried 5-0-1-1 with Member Carpenter absent and Chairperson Aldean abstaining as she was absent from that meeting.

**C. MODIFICATION OF AGENDA (5:34:30)** - None.

**D. STAFF PUBLIC SERVICE ANNOUNCEMENTS (5:35:04)** - Transportation Program Manager Patrick Pittenger advised that the interlocal agreement considered by CAMPO at the last meeting was approved by the Board of Supervisors and is now enforce. No formal action was required or taken.

**E. PUBLIC COMMENT (5:34:59)** - Washoe Tribe Planning Office Representative Anthony Smokey described his background and announced Waldo Walker's election as the Tribe's Chief. Mr. Smokey expressed an intent to attend CAMPO's meetings and his willingness to work with the Board. He had received the agenda and is currently working with Mr. Pittenger. Chairperson Aldean welcomed him to the meeting. No formal action was required or taken.

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**F. DISCLOSURES (5:36:25) - None.**

**G. PUBLIC MEETING ITEMS:**

**G-1. PRESENTATION AND DISCUSSION REGARDING FEDERAL FUNDS MANAGED AND UTILIZED BY CAMPO (5:36:38)** - Transportation Program Manager Patrick Pittenger, Lyon County Manager Bob Hatfield - Handouts delineating the funds used for each fiscal year and the grant funding were distributed to the Board and Clerk. (A copy is in the file.) An explanation of this accounting was provided by Mr. Pittenger including the amount required to match the grants. Discussion ensued between Member Holler and Mr. Pittenger indicating Mr. Pittenger's belief that the Douglas County's corridor study would not be eligible for the FHWA planning funds. Mr. Pittenger felt that the Feds would scrutinize the application to determine if it will fit the criteria. The location is not the only requirement for eligibility. He acknowledged that CAMPO is participating with the State on the Lyon County corridor study. Mr. Pittenger also explained that the Federal grant funds were not being lost. The process spends the "oldest" funds first. These grants can be used for planning, MPO operations and administration, and to acquire vehicles. The funds cannot be used for road construction. Chairperson Aldean asked that Mr. Pittenger ask the State and Feds if Douglas County's corridor study fits the criteria. Mr. Pittenger agreed to do so. He then explained the plans utilizing the remaining funds. Mr. Pittenger reviewed the FTA Section 5303, 5307, and 5309 funding for fiscal years 2002 through 2007, their proposed usage, the matching requirements, and the funding availability. Mr. Pittenger's comments stressed that Carson City has paid the entire local cost for CAMPO operations since its inception. Funding utilized to acquire buses for Carson City and Douglas County were limned. He then explained that CAMPO oversees the funding reimbursement for Carson City's JAC service, Washoe RTC's Intercity service, and Douglas County's DART service. A former City employee had used City funds to pay Douglas County's share of the Washoe Intercity bus service. A request for reimbursement of these funds has been made. Douglas County has allegedly refused to reimburse the City until it receives all of the funds due for the DART operation within the CAMPO area. Member Holler explained Douglas County's concerns regarding the lack of payment from CAMPO for the DART service within the CAMPO area. As a result of this failure, it was suggested that the service be eliminated. Discussion indicated that neither CAMPO nor NDOT receive any interest on these funds, therefore, none will be included when the check(s) is cut. Mr. Pittenger then described the time accounting required of City staff to ensure that different functions are properly assessed for services and the terms of the CAMPO agreement regarding reimbursement of the services. He felt that the issue will be resolved shortly. Additional comments from the Board and public were solicited but none were given. No formal action was required or taken.

**G-2. APPROVAL OF METHOD OF DISTRIBUTING FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5307 FUNDS WITHIN THE CARSON URBANIZED AREA (5:53:33)** - Transportation Program Manager Patrick Pittenger, Lyon County Manager Bob Hatfield, Public Works Director Andrew Burnham - Justification for establishing a formal policy regarding distribution of the 5307 Funds was provided. Although there are several different formulas used for such distributions, Mr. Pittenger recommended using the population base. This allocates 84.5% of the funds to Carson City, 12.5% to Douglas County, and 3% to Lyon County. He also indicated that Lyon County

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does not currently have a transit service. Until Lyon County establishes a service, he suggested that their funds be allocated at the same ratio as indicated in the policy to Carson City and Douglas County. The FTA Section 5307 Funding availability was noted. The allocation for 2008 is unknown at this time. It was felt that it will continue to grow due to previous experience. The percentages can be changed as deemed appropriate in the future. Discussion explained that the population figures were based on the 2000 census which utilized a block system. CAMPO was established based on the census block system. Discussion indicated that there are many ways to allocate the funding. Douglas County's process had been a "step on, step off" process. Washoe's RTC uses its operational costs. Mr. Pittenger felt that the proposed population base was fair, provided more compensation for each entity at a guaranteed level, and identifies the benefit provided to Lyon County if it pursues transit service. Member Taylor supported Mr. Pittenger's recommendation and concurred that there are many ways to allocate the funds. Member Des Jardins supported Mr. Pittenger's recommendation also and indicated that he was looking forward to having the new census when an increase in the boundaries may occur. Additional comments were solicited.

Mr. Pittenger explained to Mr. Hatfield the portion of Lyon County included in the CAMPO area. This area may be expanded in the future. Funding may also be increased based on inflation and population growth. CAMPO's history was briefly described. An entity can give up its funding. Mr. Hatfield felt that at some time in the future it may make sense for Lyon County to contract with the lead agency or Carson City for transit service. Mr. Pittenger indicated that RTC will consider the request whenever it is made. Discussion also indicated that Lyon County is not required to provide any funding at this time as it is not a recipient of any funding. Additional public comments were solicited but none were given.

Member Staub welcomed and thanked Mr. Hatfield for attending the meeting. He felt that this was the first or second time someone from Lyon County had been present. Chairperson Aldean explained that Mr. Pittenger was attempting to make sense out of the chaos he had inherited and complimented him on his efforts. Mr. Pittenger indicated that the attempt was being made with NDOT's assistance, which he enjoyed. Mr. Burnham supported Chairperson Aldean's comments. Both Mr. Burnham and Chairperson Aldean complimented Mr. Pittenger on his efforts.

Member Des Jardins moved to approve a policy for distributing FTA Section 5307 funds within the Carson urbanized area based on the population representations of the existing or current Federal census of each County within the MPO area. Members Staub and Hastings seconded the motion. Motion carried 6-0.

**G-3. APPROVAL OF TRANSIT CAPITAL PROJECTS TO BE INCLUDED IN THE APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5309 CAPITAL FUNDS (6:09:12)** - Transportation Program Manager Patrick Pittenger, Public Works Director Andrew Burnham - There is \$396,000 available for the urban area. Proposed projects for Douglas County and Carson City were limned. The amount of matching funds for each project was noted. It is possible to change the purpose of the project after the funds are requested, however, the new project must be eligible to receive funding. Discussion between the Board and Mr. Pittenger indicated a desire to obtain all of the eligible funds. Mr. Pittenger also explained the funding for buses for both Douglas County and Carson

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City. Lyon County could start its transit service in the CAMPO area with the remaining funds, if desired. The vehicles obtained by the funds must be used and cannot replace an entire fleet. The transit development plan will address all transit services within the CAMPO area and potential expansion. The remaining funds could be obtained for another bus or other purposes, held for two years, then used for the original purpose or an adjusted, eligible purpose. Mr. Burnham suggested turnouts/bus stop improvements for both Douglas and Carson City. Member Taylor supported the concept and suggested that not all of the 5309 funds be spent immediately as there is no guarantee that the funds will be available in fiscal year 2008. This will eliminate the program in fiscal year 2009. Mr. Pittenger explained that CAMPO is not being required to spend the funds. Submittal of the listing merely makes the funds available to CAMPO. Public comments were solicited but none were given. Chairperson Aldean suggested that the recommended motion be amended to ask for the maximum amount of funding that is available to CAMPO. Member Hastings moved to approve the proposed transit capital projects to include an application for Federal Transit Administration Section 5309 capital funds up to the maximum of \$396,000 as detailed in the handout for Douglas County of \$23,928 and Carson City of \$280,000 with an increase proportionally. Member Holler seconded the motion. Motion carried 6-0.

**G-4. PRESENTATION OF DRAFT 2008 CAMPO UNIFIED PLANNING WORK PROGRAM (UPWP) AND BUDGET (6:19:50)** - Transportation Program Manager Patrick Pittenger, Lyon County's Manager Bob Hatfield, Public Works Director Andrew Burnham - This is the Board's first review of the UPWP. There is a 30-day public review/comment period. The Board's approval will be requested on 5/31. Mr. Pittenger's introduction included a summary of the UPWP, the need to revise the regional transportation improvement plan to comply with ADA standards, a description of the effort to obtain public involvement, the intent to have CAMPO become a federal grant recipient rather than continue working through NDOT, and the UPWP project costs and funding summary. He also announced that a public hearing on the program has been scheduled for May 9 at the Library. Mr. Hatfield expressed his belief that Lyon County will become an active participant with CAMPO and pay its share of projects in its CAMPO area. Chairperson Aldean welcomed Lyon County's participation and thanked NDOT for its mentoring. Mr. Pittenger indicated that the City currently has the necessary staff to handle the additional duties created by becoming a federal grant recipient. He also noted the need for assistance from the District Attorney's office on the development of an agreement with Douglas County on their relationship. He emphasized the need for the Feds to be assured that CAMPO will not discriminate and that NDOT will help with the transition. Current staffing and the time each individual allocates to CAMPO are included in the UPWP. Member Holler indicated that Douglas County has and Lyon County may have staff dedicated to CAMPO. Mr. Pittenger indicated that the process to add them to the program will have to be discussed with FHWA and will require detailed reporting to ensure that there is a line between the MPO and local planning projects. Examples illustrating the detail were described. Chairperson Aldean urged them to meet with the Feds and discuss the intent. Member Hastings indicated that this is the reason NDOT has been handling the program for CAMPO. He also asked that the funding table include asterisks indicating areas and elements where consultants may be used. Mr. Pittenger explained that the USDOT had wanted to know these areas and elements in the text. A note was added indicating that staff will be doing the work unless otherwise noted. He agreed to add an indicator to the table.

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Chairperson Aldean suggested that the website include a link to each County, NDOT, and Mr. Brotzman's websites. Additional comments were solicited but none were given. No formal action was required or taken.

**G-5. RECOMMENDATION OF APPROVAL BY CARSON CITY BOARD OF SUPERVISORS TO CREATE A CAMPO SPECIAL REVENUE FUND (6:37:27)** - Transportation Program Manager Patrick Pittenger - The FTA will conduct an audit in September. Member Holler expressed his surprise that the fund had not already been established. Public comments were solicited but none were given. Member Des Jardins moved to recommend approval by the Carson City Board of Supervisors to create a CAMPO special revenue fund. Member Hastings seconded the motion. Motion carried 6-0.

**G-6. APPROVAL OF REGIONAL TRAVEL DEMAND MODEL AS OFFICIAL MODEL FOR CAMPO (6:39:39)** - Transportation Program Manager Patrick Pittenger, RTC Engineer Harvey Brotzman - Slides were shown highlighting the model's purpose, the tasks involved, the 200 travel analysis zones (TAZ), the model gateways, data sources for the TAZ, model validation and the 2030 development forecasts. (Copies of the slides are in the file.) He indicated that the system level model is not meant to be 100% accurate for individual roads. It is for the overall system. He appreciated the involvement of the member agencies which he limned. Chairperson Aldean felt that the aerial views of Douglas and Lyon Counties may not be accurate depictions. Mr. Pittenger explained the meetings he had with Lyon County staff regarding the model and their consultant's review of the model. He indicated that the model is not static and can be revised as needed in the future. He also indicated that it will be possible when needed to "split" the model. Discussion between Member Holler and Mr. Pittenger indicated that there are multiple-family units and a second elementary school in the Indian Hills area which are not reflected in the model. Clarification of the housing and school location will be provided. Mr. Brotzman explained that both the multiple-family units and the school may be located within the TAZ area but outside the CAMPO area. Justification for having the correct information in the model was provided. Public comments were solicited but none were given. Chairperson Aldean read comments from Member Carpenter into the record. He wants to see the new travel demand model study in order to see the north/south demand and if it supports the extension of Stewart Street. Member Staub moved to approve the updated regional travel demand model as the official model for CAMPO subject to the corrections that are on the record. Members Taylor and Hastings seconded the motion. Motion carried 6-0.

**G-7. UPDATE ON PROGRESS OF DOWNTOWN CARSON CITY MODELING PROJECT (6:57:31)** - Transportation Program Manager Patrick Pittenger, Public Works Director Andrew Burnham - The modeling is not yet completed. The preliminary results of the project may be ready for presentation to the Board in 30 to 60 days. The status of the project was limned including the physical counts that had been made. More refined data is being collected on the downtown area. (Copies of the slides that were shown highlighting the report are included in the file.) Discussion indicated that the model had not included an analysis of the need to extend Stewart Street. Chairperson Aldean felt that, in view of Member Carpenter's concerns, it should be done. Mr. Pittenger indicated that he will advise the consultant tomorrow. Chairperson Aldean commended him on his foresight in considering the geo-metrics of the Carson and William intersection. She disclosed that she had received a pointed telephone call from

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an unnamed lady regarding the ability of large trucks to make the turning movement at this intersection. Mr. Burnham indicated that RTC Engineer Brotzman had similar concerns. Additional comments were solicited but none were given. No formal action was required or taken.

**G-8. PRESENTATION ON DRAFT AMENDMENT TO THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) (7:04:24)** - Public comments on the RTIP will be accepted until May 31. Justification for including unfunded projects and 2007 listing of the V&T Railroad project was provided. Board action will be requested on May 31. Progress on Hot Springs Road was indicated. Staff is working to determine when it may go out for bids. Discussion indicated that UPWP requires having a four-year TIP. Mr. Pittenger may propose a five-year TIP which will provide an extension and reformatting to create a logical numbering system to track the projects over time. Justification for his recommendation was provided. Member Taylor indicated that Mr. Pittenger was being proactive in providing the RTIP. NDOT has requested all MPOs to make an amendment to the RTIP if they are not safety compliant by July 1, 2007, to minimize the number of revisions/adjustments required after that date. He urged the Board to make the short range plan as right as possible. Discussion indicated that Mr. Pittenger felt that the May 31<sup>st</sup> adoption date was doable. If the Feds do not accept the RTIP and UPWP by June 30, any CAMPO activities thereafter are ineligible for reimbursement by the Feds. Progress on the bicycle and pedestrian elements including the Federal open comment period was noted. The elements will be considered by the Parks and Recreation Commission tomorrow evening. Public comments are now being solicited on them in the hope that work on them can commence now to meet the same deadline. Additional comments were solicited but none were given. No formal action was required or taken.

**G-9. PRESENTATION ON DRAFT AMENDMENT TO THE BICYCLE AND PEDESTRIAN ELEMENTS OF THE REGIONAL TRANSPORTATION PLAN (RTP)(7:13:15)** - Transportation Program Manager Patrick Pittenger, Sue Newberry, Parks Planner Vern Krahn, Public Works Director Andrew Burnham - The purpose of the revised elements was limned. These elements must be fiscally constrained. Discussions had been held with Lyon and Douglas County staff. The desire to have connectivity was clearly indicated. Bicycle and pedestrian inventories have been conducted. Deficiencies are known. Policies and goals have been established. The process used to develop them was limned. He complimented Parks Planner Krahn on his role in the process. The map developed as part of the visioning process was noted. It, unfortunately, is not fiscally attainable. Federal regulations mandate a fiscally constrained plan. Map 9 provides a plan that addresses all improvements within a quarter mile of schools and economically developed areas. It does not provide for the on-street bicycle facilities identified in Map 3. Map 5 includes off-street model facilities which are included in the fiscally constrained plan at a reduced level. The ending statement in the plan indicates that some of the improvements may be funded with other sources including the Community Development Block Grant, school programs, and other street improvement funds. Justification for including this statement was provided. Curry Street improvements were cited to illustrate this funding opportunity. Additional funding sources included RTC, Residential Construction Taxes, and Question 18. He supported leaving the door open regarding the funding source so that he can pursue them in the future.

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Discussion indicated that bicycle storage locations have not been located in the plan. The plan is more of a policy statement. The FTA 5307 funding potential for such facilities was noted. FTA 5309 funds may be used to install bike racks on the buses. Justification was provided for the use of the 5309 funds rather than the 5307 funds and for the estimated annual funding amount of \$250,000 from the transportation enhancement program. A math revision to Page 10 from \$5.8 million to \$6.8 million was noted. A better display and a label were suggested for the table on Page 8. Public comments were solicited.

(7:25:55) Ms. Newberry had given the Clerk a written copy of her comments prior to the meeting. (A copy is in the file.) Copies of them were given to the Board. She felt that Mr. Pittenger will be very busy attempting to meet the timeline for all of the documents previously indicated as well as these elements. She alleged that she had not been given a copy of the plan prior to the meeting or an agenda of the May 9<sup>th</sup> meeting. She then explained her questions regarding Pages 7, 8, 9, and 10 and Maps 2, 3, and 5. Regarding Page 9, Member Holler indicated that Douglas County does not have any projects in the plan. Therefore, no funding is to be provided by Douglas County. Ms. Newberry felt that Redevelopment funds should be used for the 15 foot sidewalks in the downtown area. She questioned the process used to establish the list of projects and their priorities. The quarter mile radius for improvements around the schools should be expanded to match Washoe County's one to two mile radius. Pedestrian connectivity along Highway 395 was justified. The lack of a bicycle facility along Highway 395 was noted. Justification for one was provided. Maps 4 and 5 appeared to her to be recreational bicycle trails which she believed did not meet the priorities provided in the "well-written documentation". She complimented Mr. Pittenger on the work that had been done but felt that adequate time is provided to do more. Chairperson Aldean indicated that she should give any written comments to staff and that a representative should meet with Mr. Pittenger to discuss their concerns. Mr. Pittenger indicated that all comments received on May 9<sup>th</sup> will be weighed the same as comments this evening, at the May 31 meeting, and during private discussions with himself. Chairperson Aldean encouraged her to submit her comments as early as possible so that responses can be provided.

Mr. Pittenger then explained that he had personally had several telephone discussions with Douglas and Lyon Counties' staff about the plan. Lyon County chose not to participate, therefore, little information is included regarding it. The plan can be amended in the future if they change their mind.

Member Hastings thanked Ms. Newberry for her comments. Ms. Newberry then indicated that she found the plan to be clear and concise. It serves the goals. She was also glad that the City has Mr. Pittenger who will overcome the deficiencies. Chairperson Aldean pointed out that there are funding constraints. Additional comments were solicited but none were given.

Mr. Krahn indicated that he and Mr. Pittenger had been working on the plan for sometime. He appreciated the opportunities provided to work with Mr. Pittenger. They had tried to incorporate as much of the effort seen in the public process with the Unified Pathways Master Plan as possible into the document. Additional comments were solicited. Mr. Burnham explained that the majority of the effort had fallen on Messrs. Pittenger and Krahn as the consultant is no longer involved in the process. Chairperson Aldean

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expressed kudos to them on their efforts. Additional comments were again solicited but none were given. Public comments were then closed. No formal action was required or taken.

**H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS) (6:08:23)** - Chairperson Aldean expressed her appreciation to Member Staub for his service as CAMPO and RTC's Chairperson for the last four years. She thanked him for his guidance and leadership which she planned to continue to rely on going forward.

**H-1. FUTURE AGENDA ITEMS (7:40:46)** - Transportation Program Manager Patrick Pittenger indicated that the NDOT Director will be present at the next meeting. Her purpose in attending the meeting was limned. He asked that the Board submit written questions for her. He also noted that several of this evening's agenda items will be considered at the next meeting—the UPWP, TIP, etc. He then explained his examination of NRS 408.271 which allocates interest from the Highway Fund for rural and urban area transit operators for their local share for the purchase of vehicles and transit studies. Since 1981 the State has provided ten percent of the cost for the rural areas and the urbanized areas—Las Vegas and Reno—have received checks for hundreds of thousands of dollars. When Carson City became an urban area, it lost its ability to obtain funds from the rural funding portion of this revenue. The City also did not receive a check like those issued to Reno and Las Vegas. His attempts to rectify this situation have been rebuffed due to the financial situation NDOT now finds itself in. He expressed a desire to request an opportunity for NDOT to explain the situation and how it plans to rectify the matter. Chairperson Aldean indicated that he should "give it to" NDOT Director Susan Martinovich. Member Taylor explained the items Ms. Martinovich will discuss with the Board and felt that she will be able to discuss the NRS and provide answers. Discussion also indicated that the Federal Highways Administration Planner could not attend this meeting. Mr. Pittenger advised that he will try to have her present at the next meeting. Chairperson Aldean announced that the next meeting will be on May 31 at 5:30 p.m. No formal action was taken or required on any of these items.

**I. ADJOURNMENT (7:45:08)** - Member Des Jardins moved to adjourn. Members Holler and Hastings seconded the motion. Motion carried 6-0. Chairperson Aldean adjourned the meeting at 7:45 p.m.

The Minutes of the April 30, 2007, Carson Area Metropolitan Planning Organization meeting

ARE SO APPROVED ON May 31, 2007.

/s/  
Shelly Aldean, Chairperson