

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the October 10, 2007, Meeting

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A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, October 10, 2007, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, immediately following the regularly scheduled meeting of the Carson Area Metropolitan Planning Organization that began at 5:30 p.m.

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

STAFF PRESENT: Public Works Director Andrew Burnham, Transportation Program Manager Patrick Pittenger, RTC Engineer Harvey Brotzman, Deputy District Attorney Joel Benton, Transportation Planning Technician Keith Pearson, and Recording Secretary Katherine McLaughlin (MPO 10/10/07 Recording 7:04:22)

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 office. It is available for review and inspection during normal business hours.

A. ROLL CALL AND DETERMINATION OF A QUORUM - Chairperson Aldean convened the meeting at 7:05 p.m. Roll call was taken. The entire Commission was present, constituting a quorum.

B. APPROVAL OF MINUTES - SEPTEMBER 12, 2007 MEETING (7:05:17) - Chairperson Aldean advised that she had given to the Clerk several minor corrections. She then clarified the intent in Item F-1 in the sentence: "The intent is for the reimbursement to go with the property if the property is sold." to include "before November 30, 2008." This is the reimbursement deadline. Mr. Pittenger indicated that whoever owns the property will have until September 30th to make the improvements and until November 30th to submit the proof of payments. Chairperson Aldean felt that it was open-ended as written. Mr. Pittenger agreed with her revision. Commissioner Carpenter moved to approve the Minutes of the September 12, 2007, meeting of the RTC as amended. Commissioner Hastings seconded the motion. Motion carried 4-0-1 with Commissioner Des Jardins abstaining as he had not been at the meeting.

C. MODIFICATION OF AGENDA (7:07:10) - None.

D. PUBLIC COMMENT (7:07:15) - None.

E. DISCLOSURES (7:07:40) - None.

F. PUBLIC MEETING ITEMS:

F-1. ACTION TO APPROVE AN AGREEMENT BETWEEN MACSWEEN AND

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HOSEIT, A GENERAL COPARTNERSHIP AND CARSON CITY WHEREBY MACSWEEN AND HOSEIT, A GENERAL COPARTNERSHIP, AGREE(S) TO SELL AND CONVEY A PORTION OF THAT CERTAIN REAL PROPERTY FOR RIGHT-OF-WAY, A UTILITY EASEMENT, AND PERMISSION TO CONSTRUCT OUTSIDE OF RIGHT-OF-WAY ALL ON ASSESSOR'S PARCEL NUMBER 010-061-03, FOR THE NEGOTIATED VALUE OF \$48,500 (7:07:48) - Transportation Program Manager Patrick Pittenger - An ordinance revision eliminated the need for the Board of Supervisors to approve RTC's right-of-way acquisitions. The acquisitions are pursuant to an agreement with NDOT regarding widening Fairview Drive for the next segment of the freeway. Comments indicated that construction on the next segment of the freeway has begun. Discussion also indicated that the information regarding the negotiated appraisal had been sent to the Board in an email. Commissioner Des Jardins advised that he had not received the information. Mr. Pittenger indicated he will resend it to him. There is a "lengthy list of properties whose appraisals are being negotiated". Public comments were solicited but none were given. Commissioner Staub moved to approve an agreement between MacSween and Hoseit, a general copartnership, and Carson City whereby MacSween and Hoseit, a general copartnership, agree to sell and convey a portion of that certain real property for right-of-way, a utility easement, and permission to construct outside of the right-of-way all on Assessor's Parcel Number 010-061-03 for the negotiated value of \$48,500 and that is the fiscal impact. Commissioner Hastings seconded the motion. Motion carried 5-0.

F-2. ACTION TO APPROVE AN AGREEMENT BETWEEN GENE F. EMPEY AND JANET H. EMPEY, AS TRUSTEES OF THE EMPEY FAMILY TRUST DATED OCTOBER 11, 1989, AND CARSON CITY WHEREBY GENE F. EMPEY AND JANET H. EMPEY, AS TRUSTEES OF THE EMPEY FAMILY TRUST DATED OCTOBER 11, 1989, AGREE(S) TO SELL AND CONVEY A PERMANENT EASEMENT, A TEMPORARY CONSTRUCTION EASEMENT AND PERMISSION TO CONSTRUCT OUTSIDE OF RIGHT-OF-WAY ON ASSESSOR'S PARCEL NUMBER 009-551-07, FOR THE VALUE OF \$13,600 (7:11:38) - This property is also needed for widening Fairview Drive. Discussion indicated that Chairperson Aldean will discuss the term: "the amount that they are acquiring the property for is above the limit" with City Engineer/Development Services Director Larry Werner. This terminology is used for several acquisitions on the list. Public comments were solicited but none were given. Commissioner Des Jardins moved to approve an agreement between Gene F. Empey and Janet H. Empey, as trustees of the Empey Family Trust dated October 11, 1989, and Carson City whereby Gene F. Empey and Janet H. Empey, as trustees of the Empey Family Trust dated October 11, 1989, agree to sell and convey a permanent easement, a temporary construction easement and permission to construct outside of the right-of-way on Assessor's Parcel Number 009-551-07 for the value of \$13,600; fiscal impact is \$13,600; funding source is the Regional Transportation Commission. Commissioner Staub seconded the motion. Motion carried 5-0.

F-3. 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 \$156,538.31, ON THE "SALIMAN ROAD RECONSTRUCTION PROJECT", CONTRACT NO. 2006-147, TO SIERRA NEVADA CONSTRUCTION, INC. (7:14:33) - RTC Engineer Harvey

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Brotzman, Public Works Director Andrew Burnham - Discussion indicated that the budget needs to be augmented. Public comments were solicited but none were given. Commissioner Staub moved 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 \$156,538.31 on the Saliman Road Reconstruction Project, Contract No. 2006-147, to Sierra Nevada Construction, Inc., however, there is an additional fiscal impact of \$12,443.77. Commissioners Des Jardins and Hastings seconded the motion. Motion carried 5-0.

F-4. INFORMATION ON TRANSIT-RELATED RESULTS OF THE ANNUAL

CARSON CITY CITIZEN SURVEY (7:16:28) - Transportation Program Manager Patrick Pittenger - An "on and off survey" count at all of the stops will be conducted in the near future. It will provide accurate information regarding where the ridership occurs. A brief summary of the survey was provided. It was felt that the service needs to be expanded due to the number of requests received by staff. These requests have come from various parts of the City as well as Moundhouse. Mr. Pittenger plans to attend a meeting in Moundhouse on Monday evening as a CAMPO representative. An individual had been present earlier in the evening regarding the request that he attend the Moundhouse meeting. The Highway 50 Corridor Study had included frequent references regarding the need for transit service. Discussion pointed out the Federal funding for expanding the service. At some point the nine vehicle threshold will be surpassed. Additional Federal requirements will then have to be met. An additional survey will be conducted prior to expanding the service. Commissioner Carpenter supported increasing the service by one hour in the evenings for certain routes. Mr. Pittenger indicated that this is a possibility. Its cost/benefit ratio will be determined for both Carson City and CAMPO. He acknowledged that he has received calls asking for extended service hours. No formal action was required or taken on this Item.

F-5. INFORMATION ON JAC TRANSIT SYSTEM MARKETING EFFORTS (7:24:33)-

Transportation Program Manager Patrick Pittenger, Transportation Planning Technician Keith Pearson - A summary of the marketing efforts was provided including those efforts provided by MacWest. It included a new map, advertising, media coverage, services at special events, press releases, a website, new tickets and passes. There were more than 9,000 riders last month. MacWest's contract has not been renewed. Services provided at special events will be continued. A vehicle will be in the Nevada Day Parade and shuttle service to the parade will be provided. Additional advertising opportunities are being considered, e.g., advertisements on prescription bags. MacWest will be used on an as needed basis only. Advertisements will be evaluated and "freshened" as deemed appropriate. Additional vendors have been found, e.g., Nevada Hispanic Services. Mr. Pearson advised that the actual ridership for September was 9,200 on the fixed route. Mr. Pittenger advised that the four new buses have arrived and Mr. Pearson is in the process of installing the bicycle racks. Discussion indicated that the fiscal picture for the service is "okay". Approximately \$250,000 has been recovered, which was more than had been anticipated. Chairperson Aldean congratulated Mr. Pearson on his efforts. Discussion indicated the unlikelihood that recovery of any of the money spent renting the vans while waiting for the new vans is possible. Notice has been sent to the contractor cancelling the rented van agreement. Mr. Pittenger also advised that recovery of funds spent keeping the older vans in operation may not be recoverable. It is believed that \$415,000 in local money is needed for this fiscal year. The ending fund balance on June 30, 2007, is

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\$65,000. A transfer from the General Fund will be \$350,000. They have held the line on the transfer from the General Fund. Douglas County had been told the same thing. Additional comments were solicited but none were given. No formal action was required or taken.

F-6. DISCUSSION AND POSSIBLE ACTION TO DIRECT STAFF REGARDING THE PROVISION OF JAC SERVICE TO DOUGLAS COUNTY (7:36:01) - Transportation Program Manager Patrick Pittenger, Douglas County Public Works Manager Guy Patterson, Carson City Public Works Director Andrew Burnham - This item is on the RTC agenda rather than the CAMPO agenda as RTC funds the service. The history of this item was reviewed. Letters and a draft agreement have been sent to Douglas County as directed by the Commission. Due to the lack of response from Douglas County, options for discussion were requested. One suggestion was to increasing the fare to the shopping center. Another was to completely stop serving Topsy Lane. This option is acceptable to the FTA. The fee increase may generate approximately \$2,000. The funding request made to Douglas County had been for \$16,000 a year. Wal-Mart was contacted and had expressed concerns about the lack of service as some of its employees utilize the service. Discussion with the Douglas County Transportation Director and the Douglas County Senior Center Director allegedly had indicated the belief that JAC provides more benefits than Washoe RTC's Intercity service. If the Washoe RTC Intercity service is terminated, Douglas County could pay Carson City for the service what it had been paying Washoe RTC. The Washoe RTC Intercity service is provided through a contract with Carson City's RTC. It follows JAC's Route 3 to the shopping center in Douglas County. If the Intercity service is stopped at the State area on Stewart Street, Carson City's funding would be reduced for the service. Mr. Pittenger had proposed to Douglas County Manager Dan Holler the idea that Douglas County pay Carson City for its service. Mr. Holler had felt that it was an amenable option. Mr. Pittenger acknowledged that it could take time to terminate a portion of the Washoe service. He also advised that he was going to propose the termination of the Washoe service at Little Lane in the future as it duplicates JAC's service. This suggestion would have been made regardless of the decision on the Douglas County issue. The documentation that was provided to the Commission included other options. He then suggested that the draft agreement with Douglas County be amended to have Douglas County pay Carson City for its service immediately following the termination of the Washoe Intercity service. Discussion indicated that the Washoe Intercity agreement terminates on June 30. It also has a 90-day termination clause. Mr. Pittenger believed that the service could be reduced by January. Chairperson Aldean felt that this was a reasonable compromise. It should, however, be put in writing. She objected to continuing to provide service to the area for nine months without some compensation.

Mr. Patterson indicated that he was not aware of all of the history. He concurred that there is an issue of equity. If there is a duplication of transit service, he felt that both Douglas County and Carson City could benefit from elimination of the duplication. He committed to taking the necessary time to try to work the issue out. He was willing to work with Mr. Pittenger to find an amenable resolution.

Mr. Pittenger was uncertain how much time it would take to reduce the Intercity service as impacts to the current transit pattern will have to be analyzed. It may be that this change will increase the cost for Carson City, however, if Douglas County pays for the JAC service to Douglas County, this cost could

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be reduced. Mr. Burnham suggested that staff pursue the option and provide concrete proposals to the Commission at its next meeting along with draft contracts and timeframes. Mr. Patterson reiterated his commitment to work on the concept. Mr. Pittenger explained the delay in developing a better concept of this idea.

Commissioner Carpenter then espoused his disapproval of Douglas County's failure to respond and the City's continuing to subsidize its employee taxes, sales taxes, and transit service. The Commission is having Mr. Pittenger expend his efforts attempting to find a resolution to their problem. This is not the Commission's purpose. He recommended "firing a shot across their bow" by stopping the service into Douglas County until they give the City funding.

Commissioner Staub indicated, with all due respect to Commissioner Carpenter, that he would endorse any effort that could expeditiously move a resolution forward. The JAC service benefits Carson City residents. The County line is at the edge of Carson City. The shopping center exists just south of that line. Carson City residents have a desire to use that center. It is an issue of equity. He was surprised that Douglas County is unable to find \$16,000 for its share. He was not prepared to terminate the JAC service for that amount. He preferred to provide access for the residents who need to reach their employment and/or access to the shopping outlets as a service to the community, which is JAC's purpose.

Commissioner Hastings did not wish to remove the rides for the Carson City residents. The Douglas County Commissioners have a duty to serve their community the same as RTC does. He felt that one casino would be willing to provide the funding. He believed that the funds are available in Douglas County. The Commission should move forward positively and do something even if it is going after Washoe County.

Commissioner Des Jardins lauded Mr. Pittenger on his willingness to look outside the box. He supported the last suggestion. The employees spend their money in Douglas County as well as Carson City. He wanted to have Mr. Burnham continue to pursue a resolution. He questioned the timeline.

Mr. Patterson hoped that his offer would not get himself into hot water and appreciated the offer to resolve the matter. He felt that it could be done quickly.

Chairperson Aldean sympathized with everyone. It is a sensitive issue and does not involve a lot of money. The time will come, however, when the Commission will say "enough is enough". Carson City's staff has taken the initiative. She applauded Mr. Pittenger's efforts to solve the problem. If Mr. Pittenger and Mr. Patterson can work together and come back with a concrete proposal in November, she was willing to support it. Mr. Patterson committed to passing the concerns on to the Douglas County Manager and Commissioners. Public comments were solicited but none were given. Mr. Pittenger advised that there will be more discussions with Washoe RTC. No formal action was taken.

F-7. UPDATE ON FINANCIAL STATUS OF RTC AND STREETS FUNDING AND EXPENDITURES (7:59:15) - Public Works Director Andrew Burnham summarized the spread sheets.

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The RTC revenue for the last fiscal year was slightly more than had been anticipated. The expenditures were slightly less. The audited figure for the end of the fiscal year was approximately \$7.7 million. The Street Maintenance Fund was similar although its sales and fuel tax revenue were “slightly off”. This is similar to what has occurred with the General Fund. Its expenditures were significantly less, however, a portion of that is due to status of Capital Outlay Projects whose expenditures will occur in this fiscal year. The fund balance is approximately \$2.6 million. Comments were solicited but none were given. No formal action was taken or required.

F-8. ACTION TO PROVIDE DIRECTION TO STAFF FOR PRIORITIZATION OF RTC PROJECTS (8:01:28) - Public Works Director Andrew Burnham, RTC Engineer Harvey Brotzman - A page of the report was “missing”, however, it was not critical to the discussion. The first page of the spread sheets is for the maintenance program. It includes the eight year timeline and estimated costs. This year was a “catch up year” for slurry seal. The proposal is to cover the entire City over the next eight years. The map that will be on the website will show the areas for slurry sealing/micro paving based on the condition of the roadway for the next eight years. He then limned the projects currently underway. Saliman Road will be paved this weekend as inclement weather had prevented its paving this week. They hope to have the project completed before school opens on Monday. Next week the manhole covers in Saliman will be raised. Chairperson Aldean complimented the paving company on its work on Goni Road. The transition at the intersection is very smooth. Mr. Burnham concurred and described the removal of a Valley Gutter which had improved the intersection. It was felt that the runoff will “sheet flow” across the intersection without it. The \$580,000 payment on Curry Street has been made. Hot Springs is scheduled for next year. The right-of-way issue with Clearview Drive has been resolved. This project should go out to bid early next year. Realignment of Airport/Butti is part of the freeway project. Butti will “T” into Airport as result of this project. (Commissioner Hastings stepped from the room at 8:05 p.m. A quorum was still present.) Airport Road will be extended south to Fifth Street. This project will be constructed in-house. The major patching project previously authorized is moving forward. The two Edmonds Drive turn lanes will be done next year as part of the freeway. West Appion is moving forward. Its design is almost completed. Issues with NDOT on encroachment permits are being resolved by Mr. Brotzman. The preliminary plan for the Airport Connector Road has been completed. It may be used as a “haul road” for the Airport’s hill reduction program. This dirt may be used for a future roadway on College Parkway. FAA funding will pay for removal of the hill as part of the runway realignment. Discussion indicated that this is the roadway that was to be completed prior to opening Bowers and Sunrise Drives. The location of this collector roadway was limned. Although the modeling indicates this roadway will not be need for six to eight years, the FAA funding has moved the project forward. Projects programmed, their funding sources, estimated costs, and staff’s recommended priority levels were limned. (Commissioner Hastings returned at 8:10 p.m. The entire Commission was present, constituting a quorum.) (Commissioner Des Jardins stepped from the room at 8:12 p.m.) Discussion explained the need to fund ADA improvements, a request for congressional assistance in providing the funding, the need to increase the current funding level to at least \$500,000, and the current program addressing complaints regarding the lack of ADA improvements. Justification for continuing to fund one signal a year was provided. (Commissioner Des Jardins returned at 8:15 p.m. The entire Commission was present, constituting a quorum.) The agreement to accept streets currently owned by the State was not considered

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by the Statewide Transportation Board. It is now scheduled for its consideration in January. Staff is recommending that NDOT fix or fund the repair/improvements to the streets prior to turning them over to the City. These streets were included in the City's ongoing maintenance program. The 2008 funding for the gateway improvements was described. The delay in obtaining a commitment for fencing the retention basins was described. Mr. Burnham then explained a Planning Commission imposed condition on Cinderlite's special use permit that provides funding for reconstruction of Goni. Mr. Brotzman agreed to put additional grindings along Goni for the bicycle path. Chairperson Aldean explained that this is an important route on the bicycle map. Discussion ensued on the need for a bond to fund the project list. The timeframe required to sell bonds was limned. Commissioner Staub pointed out that several of the proposed projects may be developer driven, e.g., Sonoma and Snyder, and, perhaps, Summer Hawk. The status of the multi-use path between Fifth and Fairview was provided. Its immediate need is based on the number of students walking to Eagle Valley Junior High. Staff was asked to review the Minutes and ascertain the Commission's direction regarding this project. Commissioner Des Jardins also reminded the staff and Commission about its previous discussions regarding the need for more than one access/egress route to a subdivision. His subdivision was sited to illustrate the concern. Mr. Burnham pointed out that Project 14 on the list is for a new road from Fifth Street to Hells Bells Road. Mr. Brotzman explained that the original developer--Nevada Housing--proposal was to provide the second access into that area. The public outcry regarding its project had terminated the project. Discussion between Chairperson Aldean and Mr. Burnham pointed out that the suggested priorities can be revised if desired or if a developer comes forward. Additional comments were solicited but none were given. Commissioner Staub moved to provide direction to staff for prioritization of RTC projects as presented to the Commission in the attachments. Commissioner Hastings seconded the motion. Motion carried 5-0.

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

G-1. STREET PROJECT REPORT (8:33:05) - RTC Engineer Harvey Brotzman reiterated his explanation on the status of the Saliman Street paving project. Commissioner Staub requested paving/smoothing on Fairview between Roop and Saliman, specifically in the west bound lane. Public Works Director Andrew Burnham advised that staff "has an idea for it". Discussion indicated the belief that the high school students are using the offset pedestrian crossing on Saliman and that seven reimbursement agreements have been received from the residents of Quail Run Senior Resort Community. Capital Glass also contacted the staff regarding the reimbursement agreement. No formal action was required or taken.

G-2. STREET OPERATIONS REPORT (8:37:20) - No discussion occurred.

G-3. FUTURE AGENDA ITEMS (8:37:38) - Comments indicated the desire to consider a sound level/noise abatement policy/ordinance as discussed at the last meeting. A status report on the transfer of State owned streets will be provided in January. The warrant study on Telegraph and Minnesota indicated that a yield sign needs to become a stop sign. Mr. Burnham advised that the appraisal

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process regarding the use of a letter of appraisal, fair market value, etc., will be agenized for the next meeting. No formal action was taken or required.

I. ADJOURNMENT (8:40:01) - Commissioner Des Jardins moved to adjourn. Commissioner Hastings seconded the motion. Motion carried 5-0. Chairperson Aldean adjourned the meeting at 8:41 p.m.

The Minutes of the October 10, 2007, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON November 14, 2007.

/s/

Shelly Aldean, Chairperson