

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
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A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, July 13, 2005, 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 Operations Manager Patrick Pittenger, Deputy District Attorney Joel Benton, RTC Engineer Harvey Brotzman, Transportation Planner Dan Doenges, Transportation Planning Technician Keith Pearson, and Recording Secretary Katherine McLaughlin (MPO 11/14/07 Recording 6:13:00)

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

**A. ROLL CALL AND DETERMINATION OF A QUORUM** - Roll call was taken. The entire Commission was present, constituting a quorum.

**B. APPROVAL OF MINUTES - OCTOBER 10, 2007, MEETING (6:14:10)** - Discussion indicated the sentence "This option is acceptable to the Feds." should be revised to indicate the FTA - the Federal Transit Administration. Clarification indicated that the options under discussion in the same paragraph were to stop serving the Topsy Lane location entirely and not just for the disabled riders. Chairperson Aldean directed that the term disabled be removed from this line. Commissioner Staub moved to approve the Minutes. Commissioner Hastings seconded the motion. Motion carried 5-0.

**C. MODIFICATION OF AGENDA - (6:15:16)** - None.

**D. PUBLIC COMMENT (6:15:25)** - Steve Kept indicated that he is a Douglas County resident. He explained his observations regarding the revegetation effort along the first phase of the freeway. He believed that this effort was unsuccessful and a waste of money. He then expressed concerns regarding the contract now being let for revegetation of the second phase of the freeway and hoped that a similar experience would not occur with the second phase. Public Works Director Andrew Burnham indicated that he would contact NDOT on this issue.

**E. DISCLOSURES (6:17:20)** - None.

**F. PUBLIC MEETING ITEMS**

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**F-1. ACTION TO ADOPT AND APPROVE THE COOPERATIVE (STEWARDSHIP) AGREEMENT BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION, CARSON CITY, NEVADA, AND THE STATE OF NEVADA DEPARTMENT OF TRANSPORTATION FOR THE CARSON CITY FREEWAY'S "ULTIMATE" LANDSCAPING FOR PHASE 1 (NORTHERN LEG) (6:17:36)** - Transportation Program Manager Patrick Pittenger, Parks Planner Vern Krahn, Public Works Director Andrew Burnham, Deputy District Attorney Joel Benton, GROW President Mary Fischer - Mr. Krahn disclosed for the record his communication with Chairperson Aldean regarding Paragraphs 3 and 4 of the resolution. These paragraphs have been redone to provide additional clarification. Chairperson Aldean advised for the record that the revisions did not change the intent. Mr. Krahn described the purpose of the agreement and GROW's efforts to locate funding for the program. The Federal funds cannot be spent until the agreement with NDOT has been consummated. The funds will be spent by 2009. Justification for landscaping the selected areas was provided.

Mr. Burnham advised that the Commission had prioritized the funding for the design at its last meeting. It is included in the scope of projects. Discussion indicated that the contract will provide for different alternates for the project to keep it within the designated funding. Concerns were expressed regarding the reimbursement requirement in Paragraph 14 as it appeared to require RTC to reimburse the State the entire amount even if the State cancels the agreement and some of the work has been done. Commission comments indicated that RTC's reimbursement should be limited to any funding that has not been encumbered or expended. Mr. Krahn asked that the motion include this direction in order to address NDOT's concerns, specifically, if NDOT refuses to accept the revision. A report on NDOT's position will be provided to the Board.

Discussion ensued regarding the need for an EIS (Environmental Impact Study) and the type of study that should be done. Mr. Krahn advised that a full EIS was not required. Mr. Burnham indicated that an environmental checklist will be used as an EIS had previously been done. He did not believe that there would be any significant issues as the current EIS should "stand". If the requirements are onerous construction funding and a contingency will be required. He hoped that the design element will address the concerns. Commissioner Des Jardins noted the EIS is 25 years old and may not meet current requirements. Mr. Burnham explained that it is a master document and is being used for all future construction phases.

Mr. Benton felt that the suggested revisions could be proposed. He was not certain what NDOT's reaction will be to them.

Discussion ensued regarding the reasons the City/RTC is being required to do the work rather than NDOT. Mr. Burnham indicated that NDOT does not wish to do it. If the City/RTC does the work, it can control what is developed. Commissioner Staub pointed out that there are hidden costs and liabilities within the document. Mr. Krahn advised that his discussion with NDOT had indicated that there is a percentage within its budget for management of the project. He also pointed out that it is the City's responsibility to get the project completed due to the vision which the City and GROW have painted for the community. His recollection of the management fee NDOT had proposed to require had been onerous and may have

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been 20 to 25% of the construction costs. The City's taking on the responsibility would have placed more of these funds into the hard scape. Clarification by Mr. Burnham indicated that the ongoing maintenance costs were not included in the \$2.2 million budget. The agreement allows the City to provide the maintenance and will have an impact on Parks and Public Works. NDOT is willing to construct it but not maintain the landscaping.

Commissioner Des Jardins suggested that definitions of landscape, hard scape and soft scape be provided within the document. Mr. Krahn agreed to do so and defined the terms including the overlap between hard and soft scape. Mr. Burnham read Section 8 which provides the definition into the record.

Discussion indicated that a City/RTC funding source for maintenance has not been determined. Mr. Krahn believed that the plant material will be able to handle the salt and harsh materials used by NDOT during wintry conditions in addition to the auto fumes and heat. Mr. Kept's comments regarding the hydro mulch seeding on Phase 1 were noted.

Ms. Fischer alleged that the Carson City Board of Supervisors had made a commitment approximately four or five years ago to maintain the landscaping. She did not believe that a funding source had been indicated at that time. She also advised that the landscaping plan was not a grandiose concept but may reach that point in the future. The Federal funding was originally \$2 million. This amount was cut 15%. The funding, its purpose, the community match, NDOT's lack of funding for Phase 1, its reconsideration of the need for landscaping, its current landscaping policy and funding level for highway projects were explained. She also indicated that NDOT wanted 25% for management of the project. Justification for the City's taking over management of the project was limned. The landscaping is for the slopes only and not the center divider. The original hydro-seeding had failed due to the lack of moisture. NDOT did not want an irrigation system to be included in the freeway construction project. She felt that the seeds were still there and with moisture will germinate. Her personal problems with NDOT's maintenance program included an example of the care taken of the roundabout at Arrowhead and the freeway. She reminded the Commissioners that the community wants the landscaping and has supported the vision. She believed that more individuals will support it once they can see results of the effort. Chairperson Aldean complimented her and GROW on their efforts and dedication.

Chairperson Aldean noted that the agreement mandates a professional landscape contractor. This will increase the maintenance costs. She felt that the City's staff should be able to take on the maintenance if desired. Mr. Burnham agreed that the intent is to have the City perform the maintenance in-house. Parks Operations Director Scott Fahrenbruch has estimated the cost for this maintenance at \$100,000 per year. It may qualify for Open Space funding. The Street Department has funds for maintenance of the medians. Mr. Benton indicated a willingness to draft language allowing the City to perform the maintenance. Mr. Krahn explained an opinion by the District Attorney's office indicating that Open Space funding could not be used for this project.

Concern was expressed regarding whether RTC or the Board of Supervisors should approve the agreement due to commitments that are being made on behalf of the City. Mr. Krahn explained that the funding will

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be from the RTC budget. The Board of Supervisors will consider the agreement. Chairperson Aldean pointed out the need for the Parks and Recreation Commission to also consider the agreement. The Supervisors are to consider the agreement tomorrow. Clarification noted that RTC, Parks, and the General Fund will provide money/staffing for the maintenance. Graffiti removal is NDOT's responsibility. NDOT has advised that any landscaping provided by the City must be maintained by the City. Ms. Fischer was uncertain about the deadline for expenditure of the Federal grant funds. She felt that Reno's experience with the train trench indicates that reallocation and/or lack of action could lose the funding.

Chairperson Aldean asked that a revision be included in the agreement indicating that the RTC will provide the funding for the design and that the maintenance funding has not been determined. She also did not want to incur a penalty if construction is halted or maintenance is not possible. Mr. Benton suggested that action not be taken approving the agreement due to the number of changes that have been requested. Chairperson Aldean agreed and felt that the Supervisors will want to see the final draft before approving it. The Commission's consensus supported deferring action on the agreement. Mr. Krahn agreed to include a timeline within the agreement. No formal action was taken. Chairperson Aldean thanked the audience for its attendance.

Chairperson Aldean advised that the agreement will be removed from the Supervisors' agenda tomorrow. Ms. Fischer opined that GROW's donation may not be given at the Supervisors' meeting. The Federal requirement mandates that the stewardship agreement be signed before the design work commences. The GROW funds are for the design work. Chairperson Aldean concurred with her need to protect her project and avoid wasting funds. Ms. Fischer reiterated that the Supervisors have already agreed to provide the maintenance on the record. Mr. Burnham indicated that staff will research the records. Chairperson Aldean explained that the funding is a matter of concern at this time. Ms. Fischer indicated that she understood.

Mr. Brotzman pointed out that the agreement is similar to the agreement signed on Hot Springs Road. It takes a long time for the project to get going. Similar agreements will be requested for the Fifth Street and Goni Street enhancement projects. It is a cumbersome project to get through the agreement stage to construction. He doubted the ability to have the agreement back to the Commission in 30 days. Chairperson Aldean understood and asked that efforts to expedite it be made. Additional comments were solicited but none were given. No formal action was taken. (Commissioner Staub left the meeting at 7:13 p.m. A quorum was still present.)

**F-2. PUBLIC HEARING ON PROPOSED INTERCITY TRANSIT SERVICE REDUCTION (7:13:05)** - Transportation Program Manager Patrick Pittenger explained the public hearing process and the notification procedure used to announce the hearing. A copy of the comments obtained at the public hearing conducted one week ago are to be given to the Recording Secretary along with a copy of its signed roster and all written comments received to date including emails and written comments given to Washoe County RTC. Copies had been given to the Commission just prior to the meeting. A copy of Jeffrey Palmer's verbal comments had been distributed to the Commission. Chairperson Aldean then opened the public hearing by soliciting comments.

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Douglas County Manager Dan Holler indicated for the public record that Douglas County is aware of the proposed reduction in services. He alleged that "they have discussed the reduction with RTC staff. They indicated that they support the reduction of services that are provided through the RTC program here. They have been involved in those discussions ongoing with that. He wanted to be sure this statement was on the record." Additional comments were solicited but none were given. No formal action was taken or required.

**F-3. ACTION TO APPROVE THE PROPOSED SERVICE REDUCTION IN INTER-CITY TRANSIT SERVICE. WITH THE CONCURRENCE OF FUNDING PARTNER AND SERVICE OPERATOR, THE REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY, AND THE THIRD FUNDING PARTNER, THE SERVICE REDUCTION WILL BE EFFECTIVE JANUARY 7, 2008 (7:16:16)** - Transportation Program Manager Patrick Pittenger, Senior Transit Planner for Washoe County RTC Roger Hanson, Richard Mobley, Douglas County Manager Dan Holler - Mr. Pittenger's introduction included thanking Douglas County Manager Holler, his staff, and Washoe County RTC Senior Planner Roger Hanson for their roles in the process. The proposal will reduce the funding commitment to Washoe RTC and termination is to be effective on 1/4/08. The proposal will also reduce funding from Douglas County and Washoe RTCS.

Mr. Hanson described the Washoe County RTC's public hearing which had been attended by Mr. Pittenger and Commissioner Des Jardins. The proposed reduction will reduce the duplication in services provided by Washoe RTC's Intercity and Carson City's JAC. It was felt that the reduction would create a minimal impact and be economically worthwhile. Chairperson Aldean summarized the concerns as being related to the need for a seamless connection between the Intercity service and JAC that will allow the riders to get to their desired designations in a timely fashion. Both Mr. Hanson and Mr. Pittenger acknowledged the need to "tweak" the JAC or Intercity timetable as illustrated by one rider who will miss the connection by six minutes. The Intercity service to Carson City will continue to have four morning runs and five evening runs. The times, however, will be revised. Efforts are being made to minimize the impacts. The main concern is the hourly JAC service and the need for the riders to transfer to it in order to reach their designations in a timely fashion. Another concern is the loss of service to the Reno-Tahoe Airport. This service has had extremely low ridership. It is possible to transfer from the Intercity service to the Reno transit system to reach the airport. The third concern is the need for service after the JAC service is ended for the day. Mr. Pittenger is analyzing this need. He noted that the reduction in service will provide additional funds for expanding the current JAC service. This could include extending the service hours and/or providing service in other areas. Discussion explained the impact to the Intercity timetable including an explanation of the original Intercity service and funding. The need for more advertising regarding the Intercity coverage was illustrated by the lack of knowledge regarding the service to the airport. It was suggested that the State consider it to transport its employees to the airport.

Mr. Pittenger explained that the bus stop at Little Lane is ADA compliant and is used by both JAC and the Intercity services. This is a well-used stop. Bike racks are on both buses. The racks are shown on the timetables. Commissioner Carpenter expressed concern about losing a stop due to the difficulty in re-establishing it in the future.

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Commissioner Des Jardins acknowledged his attendance at the Washoe public hearing. He felt that the concept is an elimination of the duplication in services. He also complimented Richard Mobley on his knowledge of the service and encouraged him to continue to provide feedback on the service in the future.

Mr. Mobley described his use of the services and efforts to educate people on them as well as the Douglas County DART service. Chairperson Aldean explained that there must be a need for the service before expansion is provided. Mr. Mobley felt that the drawback to the services will be the layover period due to the different timetables. He also felt that older people enjoy having the services. Chairperson Aldean thanked him for his comments.

Mr. Holler indicated that Douglas County has the same problems with a small ridership. The challenges are the timing and frequency. They are attempting to "tweak" their schedules also. He has talked to people regarding the airport service. He acknowledged the marketing problems, timing with the flight schedules, and the luggage concerns. He had thought that the service numbers were higher than actuality. They agree with the reduction in service as proposed.

Discussion with Mr. Mobley indicated that efforts were being made to coordinate the advertising efforts. Mr. Mobley also felt that more maps need to be provided. He reiterated his ability to provide information. Chairperson Aldean thanked him for his comments. Additional comments were solicited. Public comments were then closed. Mr. Pittenger noted the third funding issue is with Douglas County and is the next agenda item.

Commissioner Carpenter moved to approve the proposed service reduction in Intercity Transit Service with the concurrence of funding partner and service operator, the Regional Transportation Commission of Washoe County, and Douglas County, the service reduction will be effective January 7, 2008; and fiscal impact is an approximate savings of \$26,000 for the Carson City Transit Fund and an additional \$26,000 in Federal Transit Administration formula funds on an annual basis. Commissioners Des Jardins and Hastings seconded the motion. Motion carried 4-0.

**F-4. ACTION TO AUTHORIZE THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION CHAIRPERSON TO ENTER AN INTERLOCAL AGREEMENT WITH DOUGLAS COUNTY THAT WOULD PROVIDE FOR DOUGLAS COUNTY TO SUBSIDIZE A PORTION OF THE LOCAL COST OF OPERATING THE JAC TRANSIT SYSTEM IN COMPENSATION FOR THE PROVISION OF SERVICE TO DOUGLAS COUNTY. THE AGREEMENT WILL BE EFFECTIVE NO SOONER THAN JANUARY 7, 2008 (7:41:16)** - Transportation Program Manager Patrick Pittenger, Douglas County Manager Dan Holler - Chairperson Aldean pointed out the need to change the effective date to be January 7, 2008, which Mr. Pittenger indicated was the only substantial and clerical change needed to the agreement. Mr. Holler indicated that the Douglas County Commissioners had indicated a few concerns. They are working through those issues. He questioned whether the agreement is with Carson City or Intercity/Washoe County? Does Carson City RTC sign the agreement or Carson City? He suggested that the funding be a stipulated amount rather than a percentage. He felt that the amount for Douglas County should be \$12 to \$13,000. Discussion indicated

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that Douglas County should incur a savings due to the elimination of the Intercity service. Mr. Holler explained that the Douglas County DART service will incur an increase in service costs which would be in the \$5 to \$8,000 range. They will also need to know the ridership numbers and suggested that an annual financial review be included in the agreement. Chairperson Aldean advised that Wal-Mart had expressed concerns about the loss of the service. She hoped that Douglas County can obtain some funding from the private sector in order to keep the service. Mr. Holler explained that it is a cost allocation issue. He understood how the figures had been developed and the desire to not impact the budget due to economic concerns. Elimination of the duplication will free up some funds. Staffs from both Carson City and Douglas County should work together on the allocation for both DART and JAC. He also advised that Tahoe's service has expressed a desire for a "donation" to come to the Valley. Connection to its service needs to be considered. An additional concern is the cost if ridership drops. He agreed with the concept of an employers' subsidy. He recommended a 30-60 day notification period be included in Paragraph 4 and a mutually agreed one year renewal period. He questioned whether the agreement should be on a calendar year or a fiscal year. The fiscal year would tie into the budget cycle. Section 13 is "a boiler plate language" which his District Attorney should review. He felt that the agreement was something that should be discussed and allow revisions based on ongoing conditions and fees. His Commissioners are aware of the concept and concerned about the costs, linkage with Tahoe, and connections. Chairperson Aldean thanked him for his comments and attendance. Discussion explained that the DART ridership is increasing and noted the timing issues for a Tahoe service connection and the desire to have service between it and Reno. The costs for the Tahoe service have also increased.

Mr. Pittenger explained his role in and personal knowledge of the on and off ridership survey to the Douglas Wal-Mart and its shopping center. He had been impressed by the "density" of this ridership. Chairperson Aldean urged them to work on the connections and avoid duplications. Mr. Holler concurred. Chairperson Aldean also urged Douglas County to divert funding to JAC rather than duplicate the service.

Discussion ensued on the type of action which should be taken regarding the agreement. Chairperson Aldean felt that the draft agreement should be approved and Mr. Holler allowed to take to his Commission for input and revisions. As the Intercity service is to be discontinued, action needs to occur on the agreement. Mr. Benton explained that any agreement ultimately developed by negotiations must be returned to the Commission for action. Authorization for the Chairperson to negotiate and sign an interlocal agreement could not be granted. Commissioner Des Jardins expressed concerns that Douglas County Commissioners may believe the RTC is trying to force an agreement upon it. Formal action on the final agreement could occur in December. Commissioner Hastings felt that an agreement needs to be provided for Mr. Holler. Formal action could occur in December. Mr. Holler's suggested changes regarding 30 day notice of termination, Item 4, and the fiscal anniversary could be made. Commissioners Carpenter and Des Jardins felt that these were administrative changes. Mr. Hastings also noted a typo in No. 6 in the last line under "mutually agreed" that changed termination to terminate. Mr. Benton advised that the agreement should be between the RTC and Douglas County and not Carson City. Public comments were solicited but none were given.

Commissioner Hastings moved to authorize Carson City Regional Transportation Commission

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Chairperson to enter into an interlocal agreement with Douglas County that would provide for Douglas County to subsidize a portion of the local cost of operating the JAC transit system in compensation for the provision of service to Douglas County; the agreement will be effective no sooner than January 7, 2008, estimated fiscal impact is \$16,000 per year, and incorporating those changes as we have discussed in this meeting. Commissioner Carpenter seconded the motion. Motion carried 4-0.

RECESS: A recess was declared at 8:02 p.m. Chairperson Aldean reconvened the meeting at 8:09 p.m. A quorum of the Commission was present although Commissioner Staub was absent as indicated.

**F-5. PRESENTATION BY THE CITY ENGINEER, DESCRIBING THE PROCESS, POLICIES AND PROCEDURES USED TO ACQUIRE RIGHTS-OF-WAY FOR REGIONAL TRANSPORTATION COMMISSION PROJECTS (8:08:10)** - City Engineer/Development Services Director Larry Werner, Deputy District Attorney Joel Benton - Mr. Werner described the processes for obtaining a full appraisal for property valued more than \$10,000 and that used for property under that amount. Justification for both processes was provided. An escrow firm is used for properties valued at more than \$10,000. This process was also explained. Title reports are obtained even if title insurance is not acquired. Easements may be obtained for parcels less than \$10,000. The price is always negotiated even when it is not indicated in the report. Justification was provided for negotiating the price. Only the Board of Supervisors has the power to use eminent domain. The Board has not used this power in the last ten years. Mr. Werner could only recall two occasions prior to that this power had been used. The appraiser is not instructed on how to make the appraisal. A fair independent deal is desired. Staff will discuss the conditions with the appraiser to ensure that all issues/concerns are considered. Discussion indicated that the \$10,000 limit was established seven years ago. It was felt to be something that had been established by Federal regulations and passed on to the State and from the State to the City. It was felt that this amount may need to be adjusted. Additional comments were solicited but none were given. No formal action was required or taken.

**F-6. ACTION TO RECOMMEND THAT THE BOARD OF SUPERVISORS APPROVE AN AGREEMENT BETWEEN D & SL III, LLC AND CARSON CITY WHEREBY D & SL III, LLC AGREE(S) TO SELL AND CONVEY A PORTION OF THAT CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 010-051-09 AND 010-051-10, FOR THE APPRAISED VALUE OF \$113,000 AND WITH THE CONDITIONS (1) THAT CARSON CITY WILL PAY THE COST OF INSTALLATION OF AN ELECTRICAL TRANSFORMER BETWEEN THE TWO REFERENCED PARCELS AND (2) THAT CARSON CITY WILL PAY TO REPLACE THE FENCE ALONG FAIRVIEW DRIVE (8:20:54)** - City Engineer/Development Services Director Larry Werner, Public Works Director Andrew Burnham - Justification for having the Board approve the acquisitions was provided. Chairperson Aldean suggested that the fiscal impact of the acquisitions be provided on the action request form. Public comments were solicited but none were given. Commissioner Des Jardins moved to recommend that the Board of Supervisors approve an agreement between D & SL III, LLC, and Carson City whereby D & SL III, LLC, agrees to sell and convey a portion of that certain real property described as Assessor's Parcel Number 010-051-09 and 010-051-10 for the appraised value of \$113,000 with the conditions 1. That Carson City will pay the cost of installation of

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an electrical transformer between the two referenced parcels and 2. That Carson City will pay to replace the fence along Fairview Drive; and the fiscal impact is \$113,000. Discussion indicated that the fence will be barbed wire. The cost of the transformer is unknown due to the lack of knowledge regarding the need for the industrial/commercial properties' uses. Mr. Werner assured the Commission that \$53,000 will not be spent for it. Commissioner Hastings seconded the motion. Motion carried 3-1 with Commissioner Carpenter voting Naye due to the open-ended transformer commitment. He agreed that the cost is less than the value of the property that they donated, however, it is still a guess as to the amount. He wanted to know the amount before giving it an Aye.

**F-7. ACTION TO APPROVE AN AGREEMENT BETWEEN BETTY L. MCKAY AND CARSON CITY WHEREBY BETTY L. MCKAY AGREE(S) TO CONVEY A PORTION OF THAT CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-138-03, IN EXCHANGE FOR A PORTION OF THAT CERTAIN REAL PROPERTY DESCRIBED AS APN 002-138-06 WHICH IS OWNED BY CARSON CITY (8:28:14)** - City Engineer/Development Services Director Larry Werner - There is no fiscal impact as a result of the exchange. Commissioner Hastings moved to approve an agreement between Betty L. McKay and Carson City whereby Betty L. McKay agrees to convey a portion of that certain real property described as Assessor's Parcel Number 002-138-03 in exchange for a portion of that certain real property described as APN 002-138-06 which is owned by Carson City; fiscal impact is none. Commissioners Carpenter and Des Jardins seconded the motion. Motion carried 4-0.

**F-8. ACTION TO APPROVE A RESOLUTION CONSENTING TO RELINQUISHMENT AND LAND TRANSFER AGREEMENT BETWEEN CARSON CITY AND THE NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) (8:32:15)** - Public Works Director Andrew Burnham - Chairperson Aldean indicated that the initial savings as a result of the transfer is \$4.8 million. Maintenance costs are unknown. NDOT will turn the streets over to the City in good condition as they are continuing to maintain them. A majority of the streets are in good condition. West Winnie is on the priority project list and will last 10 years. Eight hundred feet of it needs work. Public comments were solicited. None were given. Commissioner Carpenter moved to approve a resolution consenting to relinquishment and land transfer agreement between Carson City and the Nevada Department of Transportation, Resolution No. 2007-RTCR-1. Commissioner Hastings seconded the motion. Motion carried 4-0.

**F-9. ACTION TO APPROVE A POLICY AND PROCEDURE FOR ADA INQUIRIES AND REQUESTS TO IMPROVE THE CITY'S RESPONSE TO SUCH INQUIRIES AND REQUESTS RELATED TO PEDESTRIAN FACILITIES (8:36:25)** - Transportation Program Manager Patrick Pittenger - Public comments were solicited but none were given. Commissioner Des Jardins moved to approve a policy and procedure for ADA inquiries and requests to improve the City's response to such inquiries and requests related to pedestrian facilities. Commissioner Carpenter seconded the motion. Motion carried 4-0.

**F-10. WITHDRAWN**

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**F-11. INFORMATION ON PRIORITIZATION OF RTC PROJECTS APPROVED AT OCTOBER 2007 RTC MEETING (8:39:14)** - Public Works Director Andrew Burnham, Transportation Program Manager Patrick Pittenger - Bonding for the projects will be considered next year. Discussion ensued regarding the College Parkway-Arrowhead connector road, which will be used as a haul road for the Airport's runway realignment project. In the future it will be completed as a roadway. The commitment is \$25,000. In the future a request for inclusion in the priority projects must be justified by the requesting agency. No formal action was required or taken.

**F-12. INFORMATION ON PLACEMENT OF WARNING SIGNS PLACED ON NORTH-RIDGE DRIVE, WILMA WAY, AND JARBRIDGE COURT (8:42:22)** - Transportation Program Manager Patrick Pittenger, RTC Engineer Harvey Brotzman - Justification for the placement of the warning signs and authority enabling Mr. Pittenger to install them were explained. Northridge is constructed to specs, however, it is hoped that similar roadways are not constructed as the sight distance on the side without sidewalks has been compromised. Staff is still working on how to resolve the problem at Ridgecrest. The sidewalks for the roundabout at Northridge and Table Rock is being reconfigured. The resident at the intersection of Northridge and Ridgecrest did not want to have a guard rail installed and the fence relocated even though the RTC would have paid for it. Additional comments were solicited but none were given. No formal action was taken or required.

**F-13. INFORMATION ON PLACEMENT OF STOP SIGNS AT THE INTERSECTION OF CURRY STREET WITH KOONTZ LANE AND THE INTERSECTION OF CURRY STREET WITH CLEARVIEW DRIVE (8:48:05)** - Transportation Program Manager Patrick Pittenger - The stop signs were installed due to sight distance concerns and not for safety reasons. NDOT's safety trainer had allegedly expressed appreciation for the improvements that have been made. Additional comments were solicited but none were given. No formal action was required or taken.

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

**G-1. STREET PROJECT REPORT (8:51:44)** - Discussion indicated that a special meeting may be necessary due to the desire to award the contract on widening Fairview Drive. A verbal report on the number of Quail Run residents who have applied for reimbursement of the sound proofing window treatments was provided. The Quail Run representative has been asked to remind the residents to complete their agreements and submit them. Additional comments were solicited but none given. No formal action was required or taken.

**G-2. STREET OPERATIONS REPORT (8:54:30)** - Discussion indicated that the signal light lenses are cleaned when the light bulbs are changed. Mother Nature cleans the lamp posts. The black gas lights are maintained by the Parks Department. Mr. Burnham agreed to speak to Parks and Recreation Director Moellendorf regarding the need to clean the lamps' lenses. No formal action was required or taken.

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**G-3. CARSON CITY CAPITAL IMPROVEMENT PROGRAM (CIP) APPLICATION**

**(8:57:30)** - Transportation Program Manager Patrick Pittenger - The estimated need for ADA sidewalk improvements is \$20 million. RTC's increased funding was appreciated due to the need and potential liability. Mr. Pittenger's CIP application for \$200,000 for each of the next 10 years for ADA sidewalk improvements was explained. These funds will be used to leverage other funding sources such as CDBG and enhancement funds. Comments were solicited but none were given. No formal action was required or taken.

**G-4. FUTURE AGENDA ITEMS (9:00:25)** - A special meeting on the Fairview Project may be necessary. A special meeting may also be needed in January. The original item No. 10 had been on a noise policy. It was withdrawn due to the need for additional work. Additional comments were solicited but none were given. No formal action was required or taken.

**I. ADJOURNMENT (9:02:45)** - Chairperson Aldean passed the gavel to Vice Chairperson Hastings and moved to adjourn. Commissioner Des Jardins seconded the motion. Motion carried 4-0. Vice Chairperson Hastings adjourned the meeting at 9:03 p.m.

The Minutes of the Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON December 12, 2007.

/s/  
Shelly Aldean, Chairperson