

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the April 9, 2008, Meeting

Page 1

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

STAFF PRESENT: Public Works Director Andrew Burnham, Transportation 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 4/9/08 Recording 6:08:00)

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 - FEBRUARY 13, 2008 MEETING (6:08:45) - Commissioner Des Jardins corrected the second on Page 2 for Item F-1 as Commissioner Hastings could not make the motion and second it and the first vote for Item F-4 on Page 5 to indicate that the motion was defeated due to the lack of a super majority vote. Commissioner Hastings corrected the votes for Items F-1 and F-9 to be 4-0 rather than 5-0. Chair Aldean corrected Item F-4 on Page 3 to be Alternative 3 rather than Alternative 2 that's lighting and signage will cost \$140,000. Only Alternative 3 included these items. She also added "be" to the line "the sign was felt to 'be' half-of-a-mile" on Page 4 in the first paragraph and "foot" to the line "as the properties are unique, the price per square 'foot' varies" on Page 6. She requested all the votes to be check to ensure that the vote totals four as Commissioner Staub was absent. Commissioner Carpenter moved to approve the Minutes as amended. Commissioner Hastings seconded the motion. Motion carried 4-0-1 with Commissioner Staub abstaining.

C. MODIFICATION OF AGENDA (6:13:07) - None.

D. PUBLIC COMMENT (6:13:15) - None.

E. DISCLOSURES (6:13:30) - None.

F. PUBLIC MEETING ITEMS

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the April 9, 2008, Meeting

Page 2

F-1. ACTION TO APPROVE THE RECOMMENDATION OF PURCHASING AND CONTRACTS TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED AND APPROVE THE RELEASE OF FINAL PAYMENT IN THE AMOUNT OF \$65,119.04 ON CONTRACT NO. 2007-004, GONI ROAD, ARROWHEAD DRIVE AND SALIMAN ROAD RECONSTRUCTION PROJECT TO ATLAS CONSTRUCTION (6:13:40)

- Transportation Manager Patrick Pittenger, RTC Engineer Harvey Brotzman - Mr. Pittenger announced that similar items will be located on a Consent Agenda in the future. Discussion included an explanation of the Change Orders. The project was estimated to have cost \$1.6 million. The final cost was \$1.3 million. Public comments were solicited but none were given. Commissioner Staub moved to approve the recommendation of Purchasing and Contracts to accept the work as completed, to accept the contract summary as presented and approve the release of final payment in the amount of \$65,119.04 on Contract No. 2007-004, Goni Road, Arrowhead Drive, and Saliman Road Reconstruction Project to Atlas Construction. Commissioners Hastings and Des Jardins seconded the motion. 5-0.

F-2. ACTION TO REVIEW AND APPROVE THE TRANSIT FUND FISCAL YEAR 2008-2009 BUDGET (6:15:28) - Transportation Manager Patrick Pittenger - A revised budget page was distributed to the Commission and Clerk. (A copy is in the file.) The revised sheet corrected the professional services line item to be \$20,000 rather than \$10,000. The contract with the JAC operator was extended for one year. The Commission will be asked to approve the extension at a future meeting. Mr. Pittenger recommended against expanding the service due to the City's current fiscal conditions even though there has been an indicated need for expansion. He recommended making other improvements such as improving the bus stops. Discussion indicated that the fleet management fee is based on the number of vehicles and their sizes. Federal funds can be used for vehicle maintenance, however, the reimbursement rate is only 80%. Comments questioned when the reserve funding will be gone. Mr. Pittenger explained that there are several revenue variables that impact the revenue picture. They include actively pursuing advertising and the inability to predict the ridership. Efforts are also underway to regain the Division of Aging Services funding. Mr. Burnham felt certain that the General Fund will, at some time, be asked to reinstate its original \$350,000 commitment. He cautioned against depleting the reserves as it will impact the operating cash flow. Mr. Pittenger indicated that the advertising is part of the following Agenda item. He also explained his intent to seek some of the State funds from interest generated by the highway funds which is being given to other transit operators. He had allegedly been told that the State will begin giving the City funding when it becomes the grant recipient. Discussion ensued indicating that the Division of Aging Services is funded by the tobacco money. If the City accepts its funding, all senior citizens in the community are allowed to ride the transit service free. It will quadruple the income coming into the transit service. Comments pointed out the blending of funding sources. Commissioner Des Jardins reiterated for the television viewers that the \$51,000 shortfall was "equal" to the \$50,000 reduction in City funding. The service is generating revenue. Mr. Pittenger felt that the City lacked the ability to obtain any extra year end funding from either the FTA or the FHWA due to the fact that the City's population is less than 200,000 and the lack of any indication that there will be funding coming. Larger communities do receive some of the surplus funding. This funding source is used by them as a "slush" fund for equipment. Mr. Pittenger also believed that there will be draw downs and rescissions that will reduce the availability of these funds. Commissioner Carpenter moved to approve the Transit

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the April 9, 2008, Meeting

Page 3

Fund Fiscal Year 2008-2009 Budget as presented on the amended rate sheet. Commissioner Staub seconded the motion. Public comments were solicited but none were given. The motion was voted and carried 5-0.

F-3. ACTION TO AUTHORIZE THE PURCHASE OF TWO BUSES AND APPROVE THE CHAIR TO SIGN THE ASSOCIATED LETTER OF WAIVER AND RELEASE (6:31:19) - Transportation Manager Patrick Pittenger - Justification for acquiring two more buses was provided. Difficulties encountered acquiring buses through the State contractor were noted. San Mateo Transit's acquisition process complies with all federal requirements. The vehicles will include a bell pull cord to let the driver know when an individual wants to get off the bus, preinstalled the bicycle racks and automatic tire chains, and advertising rails. The cost per bus of \$75,000 is due to the volume discount. The buses may be here in 45 days unless they are being built. If they are being built, it may be six months before they arrive. Justification for using 5309 funding for the acquisition was provided. RTC will front the money and be reimbursed by the 5309 funding. The budget that was just approved included only the local share. The total cost of the buses is not included in the budget. Mr. Pittenger then explained that staff had analyzed the gas alternatives. The purchase price for a hybrid is \$240,000 without any add-ons. Mr. Pittenger acknowledged that there are "clean diesels" on the market. Staff will continue to monitor the market. Additional comments were solicited but none were given. Commissioner Hastings moved to authorize the purchase of two buses and approve the Chair to sign the associated letter of waiver and release. Commissioner Des Jardins seconded the motion. Commissioner Hastings amended his motion to include the fiscal impact of approximately \$180,000. Commissioner Des Jardins continued his second. The motion was voted and carried 5-0.

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

G-1. STREET PROJECT REPORT (6:42:46) - RTC Engineer Harvey Brotzman, Public Works Director Andrew Burnham, Deputy District Attorney Joel Benton - Confirmation indicated there are two properties left to be acquired for the Stewart Street alignment. RTC will fund \$2 million for sewer capitalization. The Fairview improvements are still scheduled to be completed by June 30. Roop Street will not be put out to bid as it will increase the "holding" costs. It was felt that the bidding climate will be extended for another year. The current plan is to put it out to bid next year near the end of the Stewart Street project. Unless the Board of Supervisors increases the storm drainage fees, RTC will be responsible for its improvements to Curry Street between Koontz and Lake Glen. The storm utility will be responsible for paying back the RTC funds in the future. At this time, however, a rate increase is not being considered for it. Discussion ensued concerning the Federal funding for the freeway landscaping and the status of its stewardship agreement. The locations for the gateway projects have not yet been determined. Applications have been requested from NDOT. There may be some costs involved with the gateway projects for right-of-way, etc. A status report on the two Fairview eminent domain parcels was provided. Public comments were solicited but none were given. No formal action was taken or required.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the April 9, 2008, Meeting

Page 4

G-2. STREET OPERATIONS REPORT (6:48:00) - Transportation Manager Patrick

Pittenger - The bus stop and shelter at the Hospital have been installed. It was felt that it will help increase the ridership. Last month there were more than 9500 riders. A party is planned when the 10,000 figure is hit. It was felt that 7,800 of the riders were paying passengers. The remainder are transfers. Thirty-three percent of the riders are seniors. Public comments were solicited but none were given. No formal action was required or taken.

G-3. RESULTS OF REQUEST FOR ADA SIDEWALK IMPROVEMENT ON JEANELL DRIVE AND RUSSETT WAY (6:49:06) - Transportation Manager Patrick Pittenger - A description of the original sidewalk/lack of sidewalk problems and the mitigation measures was provided. The total cost was \$26,000. Additional requests have not been received. A status report will be provided at the next meeting on what has been done and what needs to be done. Public comments were solicited but none were given. No formal action was required or taken.

G-4. FUTURE AGENDA ITEMS (6:50:55) - Public Works Director Andrew Burnham advised that the RTC and Street budgets have had minor changes. The worker's comp costs have been reduced. The budgets will be going to the Board of Supervisors for its first review with the entire budget next week. Chair Aldean disclosed that she had received another letter regarding speeding traffic on Northridge. Discussion indicated that the Sheriff's Office has a speed trailer and/or counters. Transportation Manager Pittenger volunteered to discuss the problem with the Sheriff. He also explained that additional signage has been installed on Northridge; however, there is a lack of data regarding crashes at the location. A letter has also been sent to the property owner across from the complainant in an attempt to have his/her foliage height reduced. No formal action was taken or required.

I. ADJOURNMENT (6:53:23) - Commissioner Des Jardins moved to adjourn. Commissioner Staub seconded the motion. Motion carried 5-0. Chair Aldean adjourned the meeting at 6:54 p.m.

The Minutes of the April 9, 2008, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON May 14, 2008.

/s/

Shelly Aldean, Chair