A regular meeting of the Carson City Regional Transportation Commission was scheduled for 5:30 p.m. on Wednesday, November 12, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Shelly Aldean
Vice Chairperson Russell Carpenter
Charles DesJardins
Larry Hastings
Richard Staub

STAFF: Andrew Burnham, Public Works Department Director
Patrick Pittenger, Transportation Manager
Harvey Brotzman, Senior Project Manager
Daniel Doenges, Transportation Planner
Keith Pearson, Transit Coordinator
Joel Benton, Senior Deputy District Attorney
Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (5:31:33) - Chairperson Aldean called the meeting to order at 5:31 p.m. Roll was called; a quorum was present.

B. ACTION ON APPROVAL OF MINUTES - October 8, 2008 and October 30, 2008 (5:32:02) - Chairperson Aldean noted several corrections to the October 8th minutes, and entertained a motion. Commissioner Staub moved to approve the minutes of October 8, 2008 and October 30, 2008, with the noted amendments. The motion was seconded and carried 5-0.

C. MODIFICATION OF AGENDA (5:33:56) - None.

D. PUBLIC COMMENT (5:34:01; 6:23:08) - Dee Dee Foremaster expressed appreciation for the JAC Transit System.

E. DISCLOSURES (5:34:45) - None.

F. CONSENT AGENDA (5:34:54) - Chairperson Aldean entertained requests to hear items separate from the consent agenda. When none were forthcoming, she pulled item F-1, and entertained a motion to approve the remainder of the consent agenda. **Commissioner Staub moved to approve items F-2 and F-3, as agendized and noticed to the public, on the consent agenda. Commissioner Hastings seconded the motion.** Chairperson Aldean noted a correction to the agreement which was the subject of item F-2, and called for a vote on the pending motion. **Motion carried 5-0.**

F-1. ACTION TO APPROVE THE PROPOSED COOPERATIVE AGREEMENT BETWEEN THE CITY OF CARSON CITY AND THE NEVADA DEPARTMENT OF TRANSPORTATION ("NDOT") TO OBLIGATE FEDERAL TRANSPORTATION ENHANCEMENT FUNDS FOR IMPROVEMENTS TO SECTIONS OF EAST FIFTH STREET AND GONI ROAD IN CARSON CITY (5:36:29) **-** Mr. Pittenger acknowledged the subject cooperative agreement was a "boilerplate NDOT document," and anticipated no complications relative to environmental requirements. He further acknowledged anticipating no unusual costs to be billed by NDOT for this project. He advised of recently resolved right-of-way issues. In response to a question, Mr. Burnham advised of the need for "one more resolution ... to enact Carson River Road and the little piece of Fifth Street east of the roundabout." Chairperson Aldean entertained a motion. **Vice Chairperson Carpenter moved to approve the proposed cooperative agreement between the City of Carson City and the Nevada Department of Transportation to obligate federal transportation enhancement funds for improvements to sections of East Fifth Street and Goni Road in Carson City; fiscal impact not to exceed $714,400, to be reimbursed through federal enhancement funds, and $37,600 from the Carson City RTC for a required local match, for a total of $752,000. Commissioner DesJardins seconded the motion.** Chairperson Aldean called for public comment and, when none was forthcoming, a vote on the pending motion. **Motion carried 5-0.**

F-2. ACTION TO APPROVE THE PROPOSED AGREEMENT TO PROVIDE MATCHING FUNDS BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION ("RTC") AND THE TAHOE TRANSPORTATION DISTRICT ("TTD") TO SECURE FEDERAL FUNDING FOR THE PURPOSE OF PLANNING AND IMPLEMENTING TRANSPORTATION IMPROVEMENTS IN THE LAKE TAHOE BASIN (5:35:40) **-** Chairperson Aldean advised that date lines needed to be added to the signature page of the agreement.

F-3. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY AND BETWEEN MISSION OF NEVADA, INC., A NEVADA CORPORATION AND CARSON CITY, WHEREBY MISSION OF NEVADA, INC., A NEVADA CORPORATION AGREE(S) TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 009-552-01, INCLUDING A UTILITY EASEMENT; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 009-552-01 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE WIDENING OF FAIRVIEW DRIVE

G. PUBLIC MEETING ITEMS:

G-1. ACTION TO APPROVE THE PROPOSED BUSINESS PLAN TO PROVIDE BUS SERVICE BETWEEN CARSON CITY AND SOUTH LAKE TAHOE (5:39:13) **-** Chairperson Aldean introduced this item. Mr. Pearson reviewed the agenda report, and the attached business plan. He introduced South Tahoe Area Transit Authority ("STATA") BlueGO Transit Administrator John Andoh. Commissioner DesJardins suggested ensuring consistency with regard to service hours between the business plan and the interlocal agreement, which is the subject of item G-2.

Chairperson Aldean entertained public comment. (5:41:34) Mr. Andoh expressed appreciation for the opportunity to work with the Carson City RTC to implement the service which will benefit both Carson City and South Lake Tahoe residents in facilitating a long-term unmet transit need. He acknowledged there will be no transfer charge, and advised that the service will be branded as a BlueGO and JAC bus route. Discussion followed, and Mr. Andoh agreed to include the words "a service of the Carson City RTC," following the JAC brand. Mr. Andoh advised that all the marketing materials for this route will reference BlueGO and JAC, as a partnership between STATA and the Carson City RTC.

Chairperson Aldean called for additional public comments and, when none were forthcoming, entertained a motion. **Commissioner DesJardins moved to approve the proposed business plan to provide bus service between Carson City and South Lake Tahoe; with a fiscal impact of $100,000 each year of federal funding for a period of two years. Commissioner Staub seconded the motion. Motion carried 5-0.**

G-2. ACTION TO AUTHORIZE THE REGIONAL TRANSPORTATION COMMISSION ("RTC") CHAIR TO SIGN THE AUTHORIZING RESOLUTION TO ENTER INTO AN AGREEMENT WITH SOUTH TAHOE AREA TRANSIT AUTHORITY ("STATA") TO PROVIDE BUS SERVICE BETWEEN CARSON CITY AND SOUTH LAKE TAHOE (5:44:13) **-** Chairperson Aldean introduced this item, and Mr. Pearson reviewed the agenda report. In reference to Commissioner DesJardins' earlier comments, Chairperson Aldean suggested reviewing paragraph 4, Service Plan, to ensure consistency in service hours. In response to a question, Mr. Pearson advised that the days of operation had not yet been finalized. He acknowledged that the business plan projections are based on a seven-day service plan, and agreed to ensure consistency between the two documents. Chairperson Aldean expressed concern over the language of paragraph 11, Long-Term Continuation of Service, and suggested deleting the words "or to discontinue" from said paragraph. Mr. Pearson agreed to also revise paragraph 13, Termination, to indicate either party may terminate the agreement upon thirty days' written notice.

Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. **Vice Chairperson Carpenter moved to authorize the Regional Transportation Commission chair to sign the authorizing resolution to enter into an agreement, as amended, with the South Tahoe Area Transit Authority to provide bus service between Carson City and South Lake Tahoe; the fiscal impact will be $100,000 each year of federal funding for a period of two-years. Commissioner Staub seconded the motion.** Chairperson Aldean noted an additional correction to page 2, and called for a vote on the pending motion. **Motion carried 5-0.**

(5:49:00) Mr. Andoh advised that NV Transportation will be operating the service. He acknowledged agreement with the suggested revisions to the interlocal agreement.

G-3. TRANSIT FUND YEAR-END FINANCIALS (5:49:31) **-** Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda report and attachment. In response to a question regarding the telephone expense, Mr. Pearson explained that Carson City was required to assume responsibility for the "841-RIDE" phone line which had previously been paid by NV Transportation. In addition, the City's external auditors discovered that telephone charges had previously not been allocated correctly. Mr. Pittenger responded to additional questions of clarification regarding the year-end financials included in the agenda materials. He discussed the possibility of a dedicated transit mechanic, and advised of recent bus-stop related complaints which could potentially be addressed with RTC funds. He noted the potential for recovering 80 to 90% in federal funding by using transit funds for ADA-related improvements. In response to a further question, he and Mr. Burnham discussed problems associated with contracting for a transit mechanic. Mr. Pittenger responded to additional questions of clarification, and discussion followed. Vice Chairperson Carpenter expressed a preference for a private contractor.

(6:03:36) In response to a question, NV Transportation Operations Manager Darcy Kerns estimated 400 free JAC rides were provided on election day.

G-4. ACTION TO REVIEW AND APPROVE THE RTC TRANSPORTATION IMPROVEMENT PROGRAM FOR FISCAL YEAR 2008 / 2009 THROUGH 2013 / 2014 (6:04:15) **-** Mr. Burnham introduced this item, reviewed the agenda report and the attachments. He acknowledged that gas tax payments to NDOT are currently suspended until next July.

Chairperson Aldean noted that funding for the gateway projects had been delayed until FY 10 / 11. She suggested the need to identify right-of-way to legally site the gateways. Mr. Pittenger advised that Senior Project Manager Tom Grundy was recently assigned this project. Mr. Pittenger acknowledged the funding allocated by NDOT is not in jeopardy.

In response to a question, Mr. Burnham advised that Congressional representatives have indicated an interest in public works projects which can be submitted to the bid process within sixty to ninety days "because it puts people to work very quickly." He discussed the Curry Street project as a possibility. In response to a question regarding the Roop Street widening project, he advised of right-of-way issues yet to be resolved. He listed the Fuji Park frontage improvements project, Lompa Lane, wastewater projects, and park projects, as examples that are "designed and ready to go ... and all waiting for funding."

Chairperson Aldean called for public comment and, when none was forthcoming, entertained a motion. **Commissioner Staub moved to approve the RTC Transportation Improvement Program for FY 2008 / 2009 through 2013 / 2014. Commissioner Hastings seconded the motion. Motion carried 5-0.**

H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

H-1. PROJECT STATUS REPORT (6:17:55) **-** Mr. Brotzman provided an overview of the project status report which was included in the agenda materials. Chairperson Aldean noted the need to amend the developer's contribution to the Appion Way project. Mr. Pittenger advised that recreation trails funding was used to construct 12-foot wide asphalt paths from the roundabout to the north and the roundabout to the west which will connect with the Fifth Street project. (6:24:07) Mr. Brotzman advised that the traffic calming devices for South Division Street will be assembled at the corporate yard. "The other radar speed signs are in." The footings have been drilled, and Mr. Brotzman anticipates they will be installed by December 1st. In response to a question, he advised of having previously met with the neighbors to determine the location for the speed signs. Vice Chairperson Carpenter discussed radar speed signs in the Kings Beach area. Mr. Pittenger advised of the School District's interest in installing the signs.

H-2. STREET OPERATIONS REPORT (6:20:41) **-** Chairperson Aldean introduced this item, and noted the report included in the agenda materials. She called for comments; however, none were forthcoming. Mr. Burnham advised, "We're ready for winter."

H-3. REPORT ON REQUEST FOR ADA ACCOMMODATION - AREA SURROUNDING THE INTERSECTION OF AIRPORT ROAD AND WOODSIDE DRIVE (6:21:25) **-** Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the staff report which was included in the agenda materials.

H-4. FUTURE AGENDA ITEMS (6:26:37) **-** Mr. Pittenger and Mr. Burnham reviewed the tentative December commission agenda.

I. ACTION ON ADJOURNMENT (6:28:28) **-** Commissioner Staub moved to adjourn the meeting at 6:28 p.m. The motion was seconded and carried 5-0.

The Minutes of the November 12, 2008 Carson City Regional Transportation Commission meeting are so approved this 10th day of December, 2008.

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SHELLY ALDEAN, Chair