

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the April 14, 2010 Meeting

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A regular meeting of the Carson City Regional Transportation Commission was scheduled to begin immediately following adjournment of the Carson Area Metropolitan Planning Organization meeting on Wednesday, April 14, 2010 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Shelly Aldean
Vice Chairperson Russell Carpenter
Commissioner Robert Crowell
Commissioner James Mallery

STAFF: Darren Schulz, Deputy Public Works Director
Jeff Sharp, City Engineer
Patrick Pittenger, Transportation Manager
Dan Doenges, Senior Transportation Planner
Ken Smithson, Transit Coordinator
Kim Belt, Capital Projects Manager
Melanie Bruketta, Chief 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 part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:07:11) - Chairperson Aldean called the meeting to order at 6:07 p.m. Roll was called; a quorum was present. Commissioner Des Jardins was absent. Chairperson Aldean commended Commissioner Des Jardins' attendance record, and explained his absence in that he was chaperoning his daughter Sabrina's participation in the All-State Honor Choir competition in Las Vegas.

B. ACTION ON APPROVAL OF MINUTES - March 10, 2010 (6:08:18) - Vice Chairperson Carpenter moved to approve the minutes, as submitted. Commissioner Mallery seconded the motion. Motion carried 3-0-1, Chairperson Aldean abstaining.

C. MODIFICATION OF AGENDA (6:08:57) - At Mr. Pittenger's request, Chairperson Aldean modified the agenda to address item G-3 prior to item G-2.

D. PUBLIC COMMENT (6:09:24) - None.

E. DISCLOSURES (6:09:49) - None.

F. CONSENT AGENDA (6:10:04) - Chairperson Aldean entertained requests to hear items separate from the consent agenda. When no other requests were forthcoming, she pulled item F-4. Chairperson Aldean entertained a motion to approve the remainder of the consent agenda. **Vice Chairperson Carpenter moved to approve the remainder of the consent agenda. Commissioner Crowell seconded the motion. Motion carried 4-0.**

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F-1. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY AND BETWEEN RANDY ATKINS AND JULIE ATKINS, HUSBAND AND WIFE, AS JOINT TENANTS, AND CARSON CITY, WHEREBY RANDY ATKINS AND JULIE ATKINS, HUSBAND AND WIFE, AS JOINT TENANTS, AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-112-01; (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-112-01; AND (3) CONVEY A UTILITY AND SITE EASEMENT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-112-01 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT

F-2. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY AND BETWEEN CARSON PROPERTY, LLC, A LIMITED LIABILITY COMPANY, AND CARSON CITY, WHEREBY CARSON PROPERTY, LLC, A LIMITED LIABILITY COMPANY, AGREES TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-02; (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-02; AND (3) CONVEY A UTILITY AND SITE EASEMENT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-02 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT

F-3. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY AND BETWEEN ROY FARROW AND MADALENA FARROW, HUSBAND AND WIFE, AS JOINT TENANTS, AND CARSON CITY, WHEREBY ROY FARROW AND MADALENA FARROW, HUSBAND AND WIFE, AS JOINT TENANTS, AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-172-05; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-172-05 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT

F-4. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY AND BETWEEN SIERRA PACIFIC POWER COMPANY, A NEVADA CORPORATION DBA NV ENERGY, AND SUCCESSOR IN INTEREST TO SIERRA PACIFIC POWER COMPANY, A MAINE CORPORATION, AND CARSON CITY, WHEREBY SIERRA PACIFIC POWER COMPANY, A NEVADA CORPORATION DBA NV ENERGY, AND SUCCESSOR IN INTEREST TO SIERRA PACIFIC POWER COMPANY, A MAINE CORPORATION, AGREES TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-01; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-01; AND (3) CONVEY A UTILITY EASEMENT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-01 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT (6:10:58) -

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Chairperson Aldean introduced this item, and Ms. Belt reviewed the agenda report. In response to a question, Ms. Belt advised that NV Energy counsel has reviewed the subject agreement, and made recommended revisions which were reviewed and approved by Senior Deputy District Attorney Joel Benton. In response to a further question, she advised that the phase 1 environmental assessment will not be required due to the size of the parcel. In response to a further question, she explained the difference between expected and negotiated costs, as provided in the agreement. She and Mr. Schulz responded to additional questions regarding procedures for acquisition of property and disposition of surplus property following completion of a project. Discussion followed.

Chairperson Aldean entertained additional commissioner questions or comments and public comments. When none were forthcoming, she thanked Ms. Belt and entertained a motion. **Vice Chairperson Carpenter moved to approve and authorize the Chair to sign an agreement between Sierra Pacific Power Company, a Nevada corporation dba NV Energy, and successor in interest to Sierra Pacific Power Company, a Maine corporation, and Carson City, whereby Sierra Pacific Power Company, a Nevada corporation dba NV Energy, and successor in interest to Sierra Pacific Power Company, a Maine corporation, agrees to (1) sell and convey a portion of certain real property described as APN 002-122-01; (2) grant permission to construct upon, over, and across certain real property described as APN 002-122-01; and (3) convey a utility easement upon, over, and across certain real property described as APN 002-122-01, for the purpose of roadway construction related to the Roop Street Widening Project; fiscal impact not to exceed \$5,900.00. Commissioner Crowell seconded the motion.** In reference to previous discussion, Chairperson Aldean noted the possibility of additional costs relative to closing on the property. She entertained questions or comments and, when none were forthcoming, called for a vote on the pending motion. **Motion carried 4-0.**

F-5. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY AND BETWEEN ORMSBY PLAZA, LLC, A NEVADA LIMITED LIABILITY COMPANY, AND CARSON CITY, WHEREBY ORMSBY PLAZA, LLC, A NEVADA LIMITED LIABILITY COMPANY AGREES TO: (1) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-123-03; AND (2) CONVEY A UTILITY EASEMENT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-123-03 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT

F-6. ACTION TO ACCEPT THE PUBLIC WORKS DEPARTMENT RECOMMENDATION TO APPROVE AMENDMENT NO. 1 TO CONTRACT NO. 0910-060 WITH WINSTON ASSOCIATES, INC., TITLED "DESIGN SERVICES FOR CARSON CITY FREEWAY LANDSCAPING PROJECT - PHASE 1 AND NORTH CARSON STREET MEDIAN" TO EXPAND THE SCOPE OF WORK AND INCREASE THE CONTINGENCY IN AN AMOUNT NOT TO EXCEED \$65,320.00 FROM THE RTC FREEWAY LANDSCAPING PROJECT FUND, AS PROVIDED IN FY 2009 / 2010

F-7. ACTION TO ACCEPT THE PUBLIC WORKS DEPARTMENT RECOMMENDATION TO APPROVE AMENDMENT NO. 1 TO CONTRACT NO. 0910-131 WITH PEAVINE CONSTRUCTION, INC., TITLED "ROOP STREET WIDENING - PHASE II PROJECT" TO EXPAND THE SCOPE OF WORK AND INCREASE THE CONTRACT IN AN

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AMOUNT NOT TO EXCEED \$167,294.65 FROM THE RTC ROOP STREET PHASE II PROJECT FUND, ROOP STREET WATER FUND AND ROOP STREET SEWER FUND, AS PROVIDED FOR IN FY 2009 / 2010

G. PUBLIC MEETING ITEMS:

G-1. ACTION TO APPROVE THE CHAIR TO SIGN THE ACTION PLAN FOR BICYCLE FRIENDLY COMMUNITIES IN SUPPORT OF PURSUING DESIGNATION FOR CARSON CITY AS A BICYCLE FRIENDLY COMMUNITY (6:20:00) - Chairperson Aldean introduced this item. Mr. Pittenger reviewed the agenda report, and introduced Mark Kimbrough. (6:21:00) Mr. Kimbrough provided background information on his community involvement over the years, and on this item. He narrated a PowerPoint presentation on the subject action plan, copies of which were included in the agenda materials.

(6:43:41) Dan Allison expressed appreciation to Mr. Kimbrough and “all the people who worked on putting this proposal together, and for the opportunity of working with Chairperson Aldean and Patrick Pittenger.” He expressed excitement over the process, and anticipates a “beneficial impact on our community ...”

(6:44:28) DeeDee Foremaster expressed appreciation to Muscle Powered and other bicycle organizations for their remarkable contributions toward improving accessibility for people with disabilities. She expressed support for pursuing the Bicycle Friendly Community designation.

(6:46:37) Lake Tahoe Bicycle Coalition President Ty Pelastri provided background information on his participation in obtaining the Bicycle Friendly Community designation for the City of South Lake Tahoe, California. He stated, “When communities accommodate ... bicycles and pedestrians, it transforms the community. It becomes more ‘people-centric.’” He discussed corresponding benefits to a community’s economy, public health, livability and sustainability. He requested the commission’s support of the Bicycle Friendly Community action plan. He noted “the team of dedicated professionals and advocates that are prepared to ... join you to help move this process forward.” He provided an overview of the application process. He reviewed various resources and offered his assistance in preparing the City’s application. He responded to questions of clarification regarding designation criteria.

Chairperson Aldean entertained additional public comment; however, none was forthcoming. She expressed appreciation for the offers of assistance from Muscle Powered and other advocacy organizations with regard to the application process. Mr. Pittenger acknowledged support for the proposal, “especially in light of the fact that Muscle Powered representatives have expressed flexibility on the timing ...” He advised that the first portion of the application process is nearly complete.

Chairperson Aldean referred to the action plan included in the agenda materials, and advised that it had been reviewed by Senior Deputy District Attorney Joel Benton. She suggested an additional revision to paragraph 10, to add the words “and the Regional Transportation Commission,” relative to regular updates on “progress toward completion ...”

Commissioner Crowell advised of having recently attended the Mayor’s Institute on City Design in Phoenix, Arizona. He described the light-rail transit system and a station in Tempe which housed a bicycle shop. He advised that Tempe, Arizona is designated a Silver Bicycle Friendly Community. In reference

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to Mr. Kimbrough's presentation, he further advised of having learned, at the Mayor's Institute, that two-thirds of young people choose place over employment. He suggested "one of the ways ... to attract young people is giving your community a good quality of life stamp," and expressed the opinion that the Bicycle Friendly Community designation accomplishes this. He further advised of having learned that golf courses are no longer in the top ten list of destination attractions. One of the top three reasons people move to a community is walk-ability and bike-ability. In addition, over the last ten years, automobile sales in the U.S. have remained relatively flat. Commissioner Crowell acknowledged the effort required to pursue a Bicycle Friendly Community designation, but expressed the opinion it will be "a great stamp for our community."

Chairperson Aldean entertained additional commissioner comments and, when none were forthcoming, a motion. **Commissioner Crowell moved to approve the chair signing the action plan for Bicycle Friendly Communities in support of pursuing designation for Carson City as a Bicycle Friendly Community. Commissioner Mallery seconded the motion. Motion carried 4-0.** Chairperson Aldean thanked the citizens for their attendance and participation.

G-2. ACTION TO APPROVE CONCEPTUAL SITE LOCATIONS FOR FUTURE CARSON CITY GATEWAY SIGNS (7:04:54) - Chairperson Aldean introduced this item. Mr. Sharp introduced Paul Kuhn, of Winston Associates, Inc., and reviewed the agenda report. Mr. Kuhn narrated a PowerPoint presentation, copies of which were included in the agenda materials. He responded to questions of clarification and discussion ensued with regard to the proposed site locations and lighting.

Chairperson Aldean expressed appreciation for Mr. Kuhn's observations relative to the font used for the proposed gateway sign designs. She expressed a preference for a font with improved readability from a distance and for using uppercase letters. She expressed the opinion that "the standard farewell greeting is ... fine on the opposite side of the sign." Vice Chairperson Carpenter suggested "the font needs to set the tone" for the "image" to be portrayed by the gateway signage. He expressed a preference for the gateway signage to "be decorative, not so much utilitarian." Commissioners Mallery and Crowell indicated agreement with the previous comments. With regard to the northern gateway sign, Vice Chairperson Carpenter expressed the opinion "that needs to be raised," even if it involves extra cost "because that is our premier sign." He requested staff and the consultant to consider a site location "so that oncoming traffic doesn't get the sign blocked by a power pole." He expressed a preference for solar-powered lighting. With regard to the southern gateway sign, he suggested sufficient lighting in consideration of being "stuck with ... the [west] side" of the highway. In consideration of the eastern gateway sign, he expressed a preference for locating the sign "higher up on the hill," to increase visibility. Commissioner Crowell agreed, and Chairperson Aldean summarized the discussion. Mr. Sharp discussed the significant cost difference between solar and electric power to light the signs. Following a brief discussion, he agreed to provide the commission a cost estimate at the May meeting.

Chairperson Aldean entertained a motion. **Commissioner Crowell moved to approve conceptual site locations E1, S2, and N2 for future Carson City gateway signs, as presented, with the caveat that staff will return with cost estimates for solar and electrical lighting. Vice Chairperson Carpenter seconded the motion.** Chairperson Aldean entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 4-0.** Discussion took place with regard to the appropriate time for providing a presentation to the Board of Supervisors.

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G-3. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AGREEMENTS, BY AND BETWEEN THE STATE OF NEVADA DEPARTMENT OF TRANSPORTATION AND CARSON CITY, WHEREBY THE STATE OF NEVADA DEPARTMENT OF TRANSPORTATION AGREES TO: RELINQUISH PORTIONS OF SR-529 (CARSON STREET) AND SR-530 (WILLIAM STREET), TOGETHER WITH ANY AND ALL REVOCABLE LEASES AND LICENSES ENTERED INTO BETWEEN THE STATE OF NEVADA DEPARTMENT OF TRANSPORTATION AND THE ADJOINING OWNERS FOR THE MULTIPLE USE OF THE RIGHT-OF-WAY (6:59:50) - Chairperson Aldean introduced this item, and Mr. Schulz reviewed the agenda materials. In response to a question, Mr. Schulz explained the reason for designating the fiscal impact as "negligible." "The agreement that was made between what [NDOT] was giving to us as a burden was equal to what [NDOT] was taking as a burden off of our plate." Commissioner Mallery suggested specifying that the costs associated with the "transfer" are negligible "because in the long run, it won't be negligible."

Chairperson Aldean entertained additional commissioner questions or comments and public comments. When none were forthcoming, she entertained a motion. **Commissioner Mallery moved to approve and authorize the chair to sign agreements by and between the State of Nevada Department of Transportation and Carson City, whereby the State of Nevada Department of Transportation agrees to relinquish portions of SR-529, Carson Street, and SR-530, William Street, together with any and all revocable leases and licenses entered into between the State of Nevada Department of Transportation and the adjoining owners for the multiple use of the right-of-way; fiscal impact is expected to be negligible in the short-term.** Commissioner Crowell seconded the motion. Motion carried 4-0.

G-4. ACTION TO DIRECT CARSON CITY STAFF TO LEASE / SELL OR RETAIN REAL PROPERTY ACQUIRED DURING THE RIGHT-OF-WAY TAKING FOR VARIOUS TRANSPORTATION CAPITAL IMPROVEMENT PROJECTS (7:39:50) - Chairperson Aldean introduced this item. Ms. Belt reviewed the agenda materials, and responded to questions of clarification. Discussion ensued regarding potential interested lessors. Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. **Vice Chairperson Carpenter moved to declare the attached list of properties as surplus and to direct staff to attempt to lease the Rhodes Street property for a period of three years and to hold the remaining properties for one year, and return to the RTC for review for their possible sale.** Commissioner Crowell seconded the motion. Motion carried 4-0.

G-5. INFORMATION REGARDING REQUEST FOR PROPOSALS (RFPs) FOR BUS ADVERTISING (7:44:32) - Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda report. In response to a question, Mr. Smithson read into the record a portion of the contract relative to advertising content. In response to a comment, Mr. Pittenger advised that *Nevada Appeal* representatives have agreed to publish a story on the new buses in the next couple weeks. He further advised that the Chamber of Commerce has been informed of the request for proposals process. Chairperson Aldean noted that bus advertising will help to offset the loss in general fund support for the transit system.

Discussion took place regarding the previously-reviewed list of advertising content criteria. Mr. Smithson acknowledged having researched other communities' transit system advertising criteria. He advised that prohibitions against political and religious advertising are typical. Vice Chairperson Carpenter expressed

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an interest in reviewing the Washoe County RTC advertising standards, and Mr. Smithson agreed to provide them. In response to a question, Mr. Pittenger anticipated presenting the transit system advertising policy at the next RTC meeting. Vice Chairperson Carpenter expressed excitement over the request for proposals process, and commended staff. Commissioner Crowell discussed concerns with regard to religious and political advertising. Chairperson Aldean thanked Mr. Smithson, and entertained public comment. None was forthcoming.

G-6. ACTION TO DETERMINE THAT CONTRACT NO. 0910-184 IS A CONTRACT FOR HARDWARE AND ASSOCIATED PERIPHERAL EQUIPMENT AND DEVICES FOR COMPUTERS AND/OR SOFTWARE FOR COMPUTERS AND, THEREFORE, NOT SUITABLE FOR PUBLIC BIDDING, PURSUANT TO NRS 332.115 AND TO APPROVE CONTRACT NO. 0910-184, A REQUEST FOR THE PURCHASE OF ROUTEMATCH PM™ (PARATRANSIT SOFTWARE) FROM ROUTEMATCH SOFTWARE, INC. FOR A NOT-TO-EXCEED COST OF \$48,752.00 AND A CONTINGENCY AMOUNT OF \$4,800.00, TO BE FUNDED FROM THE TRANSIT PROFESSIONAL SERVICES FUND, AS PROVIDED IN FY 2009 / 2010 (7:54:55) - Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. He noted a revision to the contingency amount, i.e., \$6,312.00 rather than \$4,800.00, as listed in the agenda report. At Chairperson Aldean's request, Mr. Smithson provided an overview of the contract revisions referenced in the agenda report. Mr. Pittenger advised that stimulus funds will be used for this contract, to be reimbursed at 100 percent. He noted that the contract will provide "more efficient and effective operation of the paratransit service which will save ... dollars, fuel, and maintenance over time." He further noted that the software will be owned by the City rather than the transit system operator.

Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. **Vice Chairperson Carpenter moved to determine that Contract No. 0910-184 is a contract for hardware and associated peripheral equipment and devices for computers and/or software for computers and, therefore, not suitable for public bidding, pursuant to NRS 332.115, and to approve Contract No. 0910-184, a request for the purchase of RouteMatch PM™ paratransit software from RouteMatch Software, Inc. for a not-to-exceed cost of \$48,752.00, and a contingency amount of \$6,312.00 to be funded from the Transit Professional Services fund, as provided in FY 2009 / 2010. Commissioner Mallery seconded the motion.** In response to a question, Chairperson Aldean advised that the increased contingency amount was referenced in the Software License and Services Agreement, included in the agenda materials, at page 5 of 9, under paragraph 5(c). In response to a comment, Chairperson Aldean explained that the \$6,312.00 amount was negotiated as part of the contract for "reasonable travel expenses." Mr. Smithson acknowledged the likelihood that RouteMatch Software, Inc. representatives would be amenable to approval of the contract with the \$4,800.00 contingency amount, subject to presenting an amendment at the next commission meeting. Chairperson Aldean entertained an amendment to the motion. **Vice Chairperson Carpenter amended his motion to indicate a contingency amount of \$4,800.00, and to direct staff to return to the commission with an amendment, if necessary. Commissioner Mallery continued his second. Motion carried 4-0.**

H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

H-1. STREET OPERATIONS REPORT - MARCH 2010 (8:04:05) - Chairperson Aldean entertained comments with regard to the report; however, none were forthcoming.

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H-2. FUTURE AGENDA ITEMS (8:04:20) - Mr. Pittenger reviewed the tentative agenda for the May commission meeting.

I. ACTION ON ADJOURNMENT (8:05:43) - Commissioner Crowell moved to adjourn the meeting at 8:05 p.m. The motion was seconded and carried 4-0.

The Minutes of the April 14, 2010 Carson City Regional Transportation Commission are so approved this 12th day of May, 2010.

SHELLY ALDEAN, Chair