

# CARSON CITY REGIONAL TRANSPORTATION COMMISSION

## Minutes of the March 10, 2010 Meeting

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A regular meeting of the Carson City Regional Transportation Commission was scheduled for 5:30 p.m. on Wednesday, March 10, 2010 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Vice Chairperson Russ Carpenter  
Commissioner Charles Des Jardins  
Commissioner James Mallory

**STAFF:** Andrew Burnham, Public Works Department Director  
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  
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 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** (5:30:59) - Vice Chairperson Carpenter called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Chairperson Aldean and Commissioner Crowell were absent.

**B. ACTION ON APPROVAL OF MINUTES - February 10, 2010** (5:32:12) - Commissioner Des Jardins moved to approve the minutes, as presented. Commissioner Mallory seconded the motion. Motion carried 3-0.

**C. MODIFICATION OF AGENDA** (5:32:52) - Vice Chairperson Carpenter expressed the opinion that item G-3 should be deferred until such time as the entire commission can be present. (5:36:09) In response to a question, Mr. Pittenger advised of no other necessary revisions to the agenda.

**D. PUBLIC COMMENT** (5:36:21) - None.

**E. DISCLOSURES** (5:37:01) - None.

**F. CONSENT AGENDA** (5:37:12) - Vice Chairperson Carpenter entertained requests to hear items separate from the consent agenda. Mr. Pittenger advised of having distributed, to the commissioners and staff, a new agenda report for item F-7. When no requests to hear items separate from the consent agenda were forthcoming, Vice Chairperson Carpenter entertained a motion. **Commissioner Mallory moved to approve consent agenda items F-1 through F-8, with the revision to item F-7, as noted by Mr. Pittenger. Commissioner Des Jardins seconded the motion. Motion carried 3-0.**

**F-1. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT, BY AND BETWEEN GEORGE K. BLUE, SUCCESSOR TRUSTEE OF THE BLUE REVOCABLE LIVING TRUST, DATED JANUARY 29, 1992, AS TO AN UNDIVIDED 80**

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PERCENT INTEREST, AND MARGUERITE BRADY, AN UNMARRIED WOMAN, AS TO AN UNDIVIDED 20 PERCENT INTEREST, AND CARSON CITY, WHEREBY GEORGE K. BLUE, SUCCESSOR TRUSTEE OF THE BLUE REVOCABLE LIVING TRUST, DATED JANUARY 29, 1992, AS TO AN UNDIVIDED 80 PERCENT INTEREST, AND MARGUERITE BRADY, AN UNMARRIED WOMAN, AS TO AN UNDIVIDED 20 PERCENT INTEREST, AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-113-01; (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-113-01; AND (3) CONVEY A UTILITY AND SITE EASEMENT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-113-01, 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 THOMAS D. BROWN AND LILA BROWN, TRUSTEES OF THE THOMAS D. BROWN AND LILA BROWN FAMILY TRUST AGREEMENT, DATED JUNE 21, 1988, AND CARSON CITY, WHEREBY THOMAS D. BROWN AND LILA BROWN, TRUSTEES OF THE THOMAS D. BROWN AND LILA BROWN FAMILY TRUST AGREEMENT, DATED JUNE 21, 1988 AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-173-01; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-173-01, 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 MELVIN H. CALDWELL AND VIOLA L. CALDWELL, HUSBAND AND WIFE, AND BRUCE W. RAWHouser, AN UNMARRIED MAN, ALL AS JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP, AND CARSON CITY, WHEREBY MELVIN H. CALDWELL AND VIOLA L. CALDWELL, HUSBAND AND WIFE, AND BRUCE W. RAWHouser, AN UNMARRIED MAN, ALL AS JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP, AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-23; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-122-23, 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 CRAIG NOLAN, AN UNMARRIED MAN, AND CARSON CITY, WHEREBY CRAIG NOLAN, AN UNMARRIED MAN, AGREES TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-141-12; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-141-12, FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT**

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**F-5. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT, BY AND BETWEEN MICHAEL J. SCHELLIN AND DONNA M. SCHELLIN, TRUSTEES OF THE SCHELLIN FAMILY 2002 TRUST, AND CARSON CITY, WHEREBY MICHAEL J. SCHELLIN AND DONNA M. SCHELLIN, TRUSTEES OF THE SCHELLIN FAMILY 2002 TRUST, AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-121-13; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-121-13, FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT**

**F-6. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT, BY AND BETWEEN CHONG H. YOON AND DUK N. YOON, HUSBAND AND WIFE, AS JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP, AND CARSON CITY, WHEREBY CHONG H. YOON AND DUK N. YOON, HUSBAND AND WIFE, AS JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP, AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-113-12; AND (2) CONVEY A UTILITY AND SITE EASEMENT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-113-12, FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT**

**F-7. ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT IN THE AMOUNT OF \$187,363.45 FOR CONTRACT NO. 0809-123, TITLED STEWART STREET EXTENSION PROJECT, TO A & K EARTHMOVERS, INC.**

**F-8. ACTION TO APPROVE CHANGE ORDER NO. 1, IN THE AMOUNT OF \$71,268.00, TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT, IN THE AMOUNT OF \$218,354.44, FOR CONTRACT NO. 0809-206, TITLED SOUTH CURRY STREET PHASE I IMPROVEMENTS, TO A & K EARTHMOVERS, INC.**

**G. PUBLIC MEETING ITEMS:**

**G-1. ACTION TO APPROVE A CONCEPTUAL DESIGN FOR THE ROOP STREET PHASE III WIDENING PROJECT (5:39:05) - Vice Chairperson Carpenter introduced this item, and Mr. Pittenger reviewed the agenda report. Ken Dorr, of Manhard Consulting, Ltd., introduced Rebecca Bernier and Chris Thomas. Ms. Bernier distributed to the commissioners and staff a proposed layout and two alternatives. Mr. Dorr and Ms. Bernier narrated a SlideShow presentation of the conceptual design, copies of which were included in the agenda materials, and responded to questions of clarification.**

In reference to Alternative 1, Mr. Schulz advised that all the right-of-way "except for these small portions of green" has been acquired. He clarified that the City will be "taking back the right-of-way that we already own, which includes a number of people's yards and trees and driveways, etc. who have built into our right-of-way." In response to a question, Mr. Dorr discussed general controversy associated with the Roop Street Widening Project. "The bottom line is, it's very tricky because we're essentially moving that curb line back toward the residences 8 to 12 feet ... Effectively, what they see is that they've lost their entire front yards. Compounding the problem ... is that a lot of those houses are fairly old and the zoning

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requirements for minimum front yards back in the day aren't what they are right now." Mr. Dorr advised that every residence will be considered on an individual basis "to try to come up with ... a compromise; to try to maintain access and mitigate those improvements." He acknowledged there will be no parking on the street. Discussion followed. Mr. Dorr discussed his philosophy to consider minimal damage to residences in designing projects. He reiterated, "It's a tough situation, but we try to work with the conditions ... the best we can. And, with support of staff, this is a real justification for ... modification or reduction in some of the most current City standards as far as parking requirements ..." In reference to the Stewart Street project, Mr. Burnham advised that Mr. Schulz became well acquainted with many of the property owners. "You try to come up with a mitigation package that works for each person. They all have different circumstances and you try to work through that as best you can." Mr. Dorr acknowledged that the existing trees will be removed.

Ms. Bernier and Mr. Dorr reviewed Alternative 2, and responded to questions of clarification. In response to a question, Mr. Schulz advised of having discussed the conceptual design, and that staff's preference "in trying to accomplish the traffic flow that we need and ... also looking at the impact" is the Proposed Layout, as distributed by Ms. Bernier. Mr. Dorr noted the difficulties associated with "retrofit projects," and the importance of considering "one compromise after another."

Vice Chairperson Carpenter noted the distinct possibility of necessary repairs to underground utilities. In response to a question, Mr. Burnham advised of "surprises" in conjunction with the Roop Street, Phase 2 project. He advised of having budgeted "conservatively" to provide for a sufficient contingency in order to "resolve those issues as we go along." He expressed a reasonable certainty that "we're going to be fine in the end, but we do have issues when we go through an older part of town." He advised that the subject project has not yet been included in the Transportation Improvement Program. He discussed the need to first ensure stable revenues. "Our thought is to ... wait a year before we go to construction on this particular project. We'll have to sell bonds in order to move forward with the project and, if our revenues are stable then, we'd come forward with a recommendation to do that." He advised that staff will move forward with completing final design. Once sufficient revenues for the project are confirmed, the right-of-way acquisition process will commence, which Mr. Burnham anticipates will take approximately one year. Construction will commence "within a year of that."

Commissioner Des Jardins commended staff on "an almost impossible task." He expressed the opinion that a left-hand turn lane is necessary from Roop Street to Musser Street in consideration of the Courthouse and the Sheriff's Office. He expressed a preference for a left-hand turn lane at the intersection of Robinson and Roop Streets, but acknowledged the importance of "being practical." In response to a question, Ms. Bernier advised that the sidewalk adjacent to the Courthouse, along Roop Street, "will be up against the building."

Vice Chairperson Carpenter entertained public comment and, when none was forthcoming, a motion. **Commissioner Mallery moved to approve a conceptual design for the Roop Street Phase III widening project, as presented and identified in the schematic distributed at this meeting. Commissioner Des Jardins seconded the motion.** At Vice Chairperson Carpenter's request, **Commissioner Mallery amended his motion to indicate approval of the conceptual design, identified as the "proposed layout."** **Commissioner Des Jardins continued his second.** Motion carried 3-0. Vice Chairperson Carpenter thanked Mr. Dorr and Ms. Bernier for their presentation.

### G-2. INFORMATION REGARDING SIDEWALK MAINTENANCE ISSUES (6:07:10) -

Vice Chairperson Carpenter introduced and provided background information on this item. Mr. Pittenger reviewed revisions to snow removal procedures in order to ensure sidewalk access. In response to a

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question, Mr. Burnham advised that the City Manager is required to declare a snow emergency prior to the City being authorized to tow vehicles parked in snow routes.

Vice Chairperson Carpenter entertained public comment. (6:10:40) Dan Allison expressed appreciation for City staff having considered the matter and the hope that discussions will lead to change. He advised that the bicycle and pedestrian community is interested in continued discussions regarding snow removal policies and procedures.

**G-3. ACTION TO ADOPT THE RTC TRANSPORTATION IMPROVEMENT PROGRAM AND STREETS MAINTENANCE PROGRAM FOR FY 2010 / 2011 THROUGH 2012 / 2013** (5:33:18) - Vice Chairperson Carpenter introduced this item. Mr. Pittenger acknowledged no harm in delaying action. Following a brief discussion, Vice Chairperson Carpenter entertained a motion. **Commissioner Des Jardins moved to postpone item G-3 until the April RTC meeting. Commissioner Mallery seconded the motion. Motion carried 3-0.**

**G-4. ACTION TO DETERMINE THAT V & C CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 0910-139, EAST WASHINGTON STREET CDBG PEDESTRIAN IMPROVEMENTS TO V & C CONSTRUCTION, INC. FOR A BID AMOUNT OF \$248,483.50, PLUS A CONTINGENCY AMOUNT NOT TO EXCEED \$31,516.50, TO BE FUNDED FROM THE CAPITAL PROJECT / ADA SIDEWALKS DOWNTOWN, AS PROVIDED IN FY 2009 / 2010** (6:11:50) - Vice Chairperson Carpenter introduced this item, and Ms. Belt reviewed the agenda materials. In response to a question, Ms. Belt advised that Purchasing and Contracts Coordinator Sandy Scott verifies all bids, and noted the bid tabulation reports included in the agenda materials. Mr. Benton assured the commission that bidders' qualifications and licenses are verified. The lowest responsive and responsible bidder wins the bid. In response to a question, Ms. Belt advised that each bid item is reviewed; labor and materials costs are combined. In response to a further question, Mr. Burnham estimated that one yard of concrete costs "a little over \$100." Ms. Belt acknowledged that such costs are included in the bid.

Vice Chairperson Carpenter entertained public comment and, when none was forthcoming, a motion. **Commissioner Des Jardins moved to determine that V&C Construction, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 0910-139, East Washington Street CDBG Pedestrian Improvements, to V&C Construction, Inc. for a bid amount of \$248,483.50, plus a contingency amount not to exceed \$31,516.50, to be funded from the Capital Project / ADA Sidewalks Downtown, as provided in FY 2009 / 2010; fiscal impact not to exceed \$280,000.00. Commissioner Mallery seconded the motion. Motion carried 3-0.**

**G-5. ACTION TO DETERMINE THAT VALLEY SLURRY SEAL COMPANY IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 0910-128 TO VALLEY SLURRY SEAL COMPANY FOR A BID AMOUNT OF \$793,215.25, PLUS A CONTINGENCY AMOUNT NOT TO EXCEED \$79,300.00, TO BE FUNDED FROM THE PROPERTY SERVICE / MICRO-PAVING STREETS FEDERAL FUND, AS PROVIDED IN FY 2009 / 2010** (6:16:57) - Vice Chairperson Carpenter introduced this item, and Mr. Sharp reviewed the agenda materials. Discussion took place regarding required ARRA signage. Vice Chairperson Carpenter entertained public comment and, when none was forthcoming, a motion. **Commissioner Mallery moved to determine that Valley Slurry Seal Company is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 0910-128 to Valley Slurry Seal Company for a bid amount of \$793,215.25, plus a**

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contingency amount not to exceed \$79,300.00, to be funded from the property service / micro-paving streets federal fund, as provided in FY 2009 / 2010, with a not to exceed cost of \$872,515.25. Commissioner Des Jardins seconded the motion. Motion carried 3-0.

**G-6. INFORMATION REGARDING TWO UPCOMING NEVADA DEPARTMENT OF TRANSPORTATION PROJECTS** (6:23:35) - Vice Chairperson Carpenter introduced this item. Mr. Pittenger reviewed the agenda report, and responded to questions of clarification regarding the listed projects. Vice Chairperson Carpenter entertained public comment; however, none was forthcoming.

## **H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:**

**H-1. STREET OPERATIONS REPORT - JANUARY 2010** (6:28:33) - Vice Chairperson Carpenter introduced this item and entertained comments or questions. None were forthcoming.

**H-2. VIRGINIA CITY EXPRESS SERVICE MOVING FROM WEDNESDAY TO SATURDAY** (6:31:24) - Vice Chairperson Carpenter welcomed Mr. Smithson, who reviewed the March 10, 2010 memo included in the agenda materials and responded to questions of clarification. Mr. Pittenger provided an overview of matters to be discussed with Storey County transit officials at a meeting scheduled for Thursday, March 11<sup>th</sup>. In response to a question, he advised of an interview scheduled for Thursday, March 11<sup>th</sup> with *Nevada Appeal* Reporter Sandi Hoover, "who promised they would publish something by Saturday." Mr. Pittenger acknowledged the possibility of inviting the *Reno Gazette-Journal* to publish an article as well.

**H-3. FUTURE AGENDA ITEMS** (6:29:25) - In response to a question, Mr. Schulz advised that a new Project Status Report will be presented as soon as the regional transportation commission budget is adopted. In response to a question, Mr. Burnham discussed possible updates to the transportation improvement program prior to re-agendizing it for the April commission meeting.

**I. ACTION ON ADJOURNMENT** (6:35:31) - Commissioner Des Jardins moved to adjourn the meeting at 6:35 p.m. Commissioner Mallery seconded the motion. Motion carried 3-0.

The Minutes of the March 10, 2010 Carson City Regional Transportation Commission meeting are so approved this \_\_\_\_\_ day of April, 2010.

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SHELLY ALDEAN, Chair