A regular meeting of the Carson City Regional Transportation Commission was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization meeting on Wednesday, May 12, 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 Charles Des Jardins
Commissioner James Mallery

STAFF: Andrew Burnham, Public Works Department Director
Darren Schulz, Deputy Public Works Director
Patrick Pittenger, Transportation Manager
Dan Doenges, Senior Transportation Planner
Ken Smithson, Transit Coordinator
Jeff Sharp, City Engineer
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 (5:06:02) **-** Chairperson Aldean called the meeting to order at 5:06 p.m. Roll was called; a quorum was present.

B. ACTION ON APPROVAL OF MINUTES - April 14, 2010 (5:06:26) **-** Commissioner Carpenter moved to approve the minutes, as submitted. Commissioner Crowell seconded the motion. Motion carried 5-0.

C. MODIFICATION OF AGENDA (5:06:48) **-** None.

D. PUBLIC COMMENT (5:06:54) **-** None.

E. DISCLOSURES (5:07:28) **-** None.

F. CONSENT AGENDA (5:07:40) **-** Chairperson Aldean entertained requests to hear items separate from the consent agenda. When none were forthcoming, she entertained a motion. **Vice Chairperson Carpenter moved to approve the consent agenda, items F-1 and F-2, as presented. Commissioner Des Jardins seconded the motion.** Chairperson Aldean entertained discussion of the motion and public comment. When none was forthcoming, she called for a vote on the pending motion. **Motion carried 5-0.**

F-1. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT, BY AND BETWEEN FRED DANIELS AND RENATE DANIELS, HUSBAND AND WIFE, AS JOINT TENANTS, AND CARSON CITY WHEREBY FRED DANIELS AND RENATE

DANIELS, HUSBAND AND WIFE, AS JOINT TENANTS AGREE TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-142-19; AND (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY DESCRIBED AS ASSESSOR'S PARCEL NUMBER 002-142-19 FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT

F-2. ACTION TO ACCEPT PUBLIC WORKS DEPARTMENT RECOMMENDATION TO APPROVE AMENDMENT NO. 2 TO CONTRACT NO. 0809-212 WITH PALMER ENGINEERING GROUP, LTD., TITLED "DESIGN AND CONSTRUCTION PLANS FOR THE REALIGNMENT OF SNYDER AVENUE," TO EXPAND THE SCOPE OF WORK AND INCREASE THE CONTINGENCY IN AN AMOUNT NOT TO EXCEED $7,500.00, FROM THE RTC SNYDER AVENUE REALIGNMENT PROJECT FUND, AS PROVIDED FOR IN FY 2009 / 2010

G. PUBLIC MEETING ITEMS:

G-1. ACTION TO ADOPT THE RTC TRANSPORTATION IMPROVEMENT PROGRAM AND STREETS MAINTENANCE PROGRAM FOR FISCAL YEAR 2010 / 2011 THROUGH 2012 / 2013 (5:08:17) **-** Chairperson Aldean introduced this item. Mr. Burnham reviewed a matrix and corresponding map, entitled "Significant Street Projects in Carson City: Recently Completed and Programmed," which was distributed to the commissioners and staff prior to introduction of this item. In response to a question, he explained that the upcoming micropaving projects represent approximately $1 million. He discussed a preference to have the CAMPO pavement evaluation program inform the future of the maintenance program in order to ensure efficiency. "We're not uncomfortable pushing it a year in order to have this evaluation done because we have been doing so much maintenance work over the last several years." Mr. Burnham acknowledged that funds budgeted for maintenance will be carried forward. He and Mr. Pittenger responded to additional questions of clarification relative to the street projects matrix.

Commissioner Crowell explained the difference between capital and operating funds, and commended Mr. Burnham and Public Works Department staff for "putting that kind of money in our community with the idea of push[ing] as much as we can through to the private sector ..." Chairperson Aldean noted the importance of taking advantage of the extremely competitive bidding climate. Mr. Burnham advised of having received "wonderful bids" which have "extended some of the programs that we've been able to do."

Chairperson Aldean entertained additional commissioner comments and public comments. When none were forthcoming, she entertained a motion. **Vice Chairperson Carpenter moved to adopt the RTC Transportation Improvement Program and Streets Maintenance Program for fiscal year 2010 / 2011 through 2012 / 2013. Commissioner Crowell seconded the motion. Motion carried 5-0.** In response to a question, Mr. Pittenger advised that the Goni Road project has not yet been signed off. Mr. Schulz acknowledged having been made aware of "rough transitions" on Goni Road. Vice Chairperson Carpenter advised of a hole on Roop Street, near the intersection with Highway 50, which needs to be addressed.

G-2. REVIEW AND ACTION TO APPROVE THE RTC, STREETS, AND TRANSIT BUDGETS FOR FISCAL YEAR 2010 / 2011 (5:26:39) **-** Chairperson Aldean introduced this item. Mr. Pittenger reviewed the transit budget, which was included in the agenda materials, and responded to questions of clarification. Mr. Burnham noted the CAMPO budget was included in the agenda materials. He reviewed the RTC budget, included in the agenda materials, and responded to questions of clarification. In response to a question, Mr. Pittenger advised that the invoices for the Eagle Station Lane signal have been provided to City Engineer Jeff Sharp, who is processing them. Final micropaving and striping will not take place until June. Chairperson Aldean noted the importance of having the figures by the time the Redevelopment Authority budget is augmented in August. Mr. Burnham responded to questions of clarification regarding the streets budget.

Chairperson Aldean entertained public comments; however, none were forthcoming. Mr. Burnham responded to a question of clarification regarding the salaries and wages line item in the streets budget. Chairperson Aldean entertained a motion. **Commissioner Des Jardins moved to approve the fiscal year 2010 / 2011 budgets for RTC, streets, and transit, and forward them to the Board of Supervisors for inclusion in the City budget. Commissioner Mallery seconded the motion. Motion carried 5-0.** Mr. Burnham advised that this recommendation would be forwarded to the Board of Supervisors at their May 17th meeting. Chairperson Aldean commended the manner in which City staff looks for "every conceivable source of funding." Mr. Burnham commended Mr. Pittenger and his staff, and noted "over $6 million in projects that we've funded over the last several years in grants."

G-3. INFORMATION ON THE ADA SERVICE TRANSITION FOR THE JAC ASSIST TRANSPORTATION PROGRAM (5:40:45) - Chairperson Aldean introduced this item. Mr. Pittenger provided background information and reviewed the agenda materials. He responded to questions regarding the method by which paratransit-eligible clients have been notified of the requirement to recertify. In response to a question, he anticipates a larger percentage of clients will be properly recertified by the June 1st deadline as a result of the May 4, 2010 letter, a sample of which was included in the agenda materials. Chairperson Aldean noted the importance of sufficiently documenting the method by which clients have been informed of the requirement to recertify. Mr. Pittenger advised that the letters were also sent to administrators of "key non-profit organizations." Chairperson Aldean entertained questions or comments; however, none were forthcoming.

G-4. INFORMATION ON BLUEGO 21x PERFORMANCE FOR THE FIRST QUARTER 2010 (5:45:11) - Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. Chairperson Aldean noted the significantly low ridership on the BlueGo route, and the tri-party study between Douglas County, South Lake Tahoe, and Carson City designated as part of the CAMPO UPWP. Mr. Smithson advised of the intention to complete the study by the summer of 2010, prior to the September 30, 2010 expiration of the contract between Carson City and the South Tahoe Area Transit Authority ("STATA"). He further advised of having received favorable response from BlueGO and of having informed Douglas County representatives. He noted the BlueGO Route 21x, the Kingsbury Express, and service from Douglas County to Carson City. "... three separate routes operated by two distinct operators and it would be desirable to have just one route with one operator taking care of that triangle. That's the type of study that we would like to pursue ..." Mr. Smithson acknowledged such an operation would eliminate the need for transfers from system to system. Chairperson Aldean expressed an interest in the study results. She entertained commissioner questions or comments; however, none were forthcoming.

G-5. ACTION TO APPROVE THE PROPOSED ADVERTISING POLICY TO ESTABLISH STANDARDS FOR ADVERTISEMENTS ACCEPTABLE FOR INTERNAL OR EXTERNAL DISPLAY ON JAC BUSES, PROPERTY, AND OTHER LOCATIONS THAT MAY BE DESIGNATED (5:48:48) - Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. Chairperson Aldean suggested an amendment to paragraph A.1. to indicate that advertising spaces may be used for proposing a commercial transaction involving lawful goods or services "within the CAMPO service area." Mr. Smithson acknowledged that a rate schedule would be set forth in a separate document. Chairperson Aldean suggested reviewing Washoe County RTC's rate schedule. Commissioner Crowell pointed out a suggested revision to paragraph A.2.a.

Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. **Commissioner Des Jardins moved to approve the proposed advertising policy to establish standards for advertisement acceptable for internal or external display on JAC buses, property, and other locations that may be designated. Vice Chairperson Carpenter seconded the motion.** At Chairperson Aldean's request, **Commissioner Des Jardins indicated inclusion of the revisions discussed on the record. Vice Chairperson Carpenter continued his second. Motion carried 5-0.**

G-6. ACTION TO AUTHORIZE THE REGIONAL TRANSPORTATION COMMISSION CHAIR TO EXECUTE DOCUMENTS TO ACCEPT AN AWARD OF $32,000 FROM THE STATE ENERGY PROGRAM AMERICAN RECOVERY AND REINVESTMENT ACT (5:54:23) - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda materials. In response to a question, Mr. Burnham advised that the City pays the cost of electricity for traffic signals located on State-controlled highways. In response to a question, Mr. Pittenger advised that the subject signals were selected by Public Works Operations - Traffic Signals staff "as older, outdated signals." He explained the grant requirement to demonstrate the method by which refuse has been disposed, and advised that "left-over pieces will be used and salvaged as spare parts for other, older signals." Mr. Burnham clarified that the referenced luminaries are "the white lights ... that are at the signals. We've already replaced all the signals in town with LEDs." Mr. Pittenger acknowledged that the new signal at Eagle Station Lane is LED. Chairperson Aldean commended staff for identifying and securing the grant funding.

Chairperson Aldean entertained commissioner questions or comments. Vice Chairperson Carpenter entertained public comment and, when none was forthcoming, **moved to authorize the Regional Transportation Commission Chair to execute documents to accept an award of $32,000 from the State Energy Program American Recovery and Reinvestment Act. Commissioner Des Jardins seconded the motion. Motion carried 5-0.**

H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:

H-1. STREET OPERATIONS REPORT - APRIL 2010 (5:57:46) - Chairperson Aldean introduced this item. In response to a question under the Miscellaneous Work category, Mr. Schulz acknowledged that grading had been done at the eastern end of the V&T Railroad depot. Chairperson Aldean entertained additional questions or comments; however, none were forthcoming.

H-2. PROJECT STATUS REPORT (5:58:19) - Chairperson Aldean introduced this item. Mr. Schulz acknowledged the reports will be amended in accordance with the recently adopted TIP. Chairperson Aldean entertained additional comments or questions; however, none were forthcoming.

H-3. FUTURE AGENDA ITEMS (5:59:17) - Mr. Pittenger reviewed the tentative agenda for the June commission meeting. Vice Chairperson Carpenter requested staff to agendize discussion regarding the operation of the westbound left-turn signal at Saliman Road and Fairview Drive. Chairperson Aldean requested staff to agendize a presentation of the cost comparison between solar and electricity to illuminate the gateway signage.

I. ACTION ON ADJOURNMENT (6:02:52) - Commissioner Des Jardins moved to adjourn the meeting at 6:02 p.m. The motion was seconded and carried 5-0.

The Minutes of the May 12, 2010 Carson City Regional Transportation Commission meeting are so approved this 9th day of June, 2010.

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SHELLY ALDEAN, Chair