

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the October 13, 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, October 13, 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:** Patrick Pittenger, Transportation Manager  
Daniel 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 (4:59:10)** - Chairperson Aldean called the meeting to order at 4:59 p.m. Roll was called; a quorum was present.

**B. ACTION ON APPROVAL OF MINUTES - September 8, 2010 (4:59:38)** - Commissioner Des Jardins moved to approve the minutes. Vice Chairperson Carpenter seconded the motion. Motion carried 5-0.

**C. MODIFICATION OF AGENDA (5:00:02)** - None.

**D. PUBLIC COMMENT (5:00:10)** - None.

**E. DISCLOSURES (5:00:32)** - None.

**F. CONSENT AGENDA (5:00:44)** - Chairperson Aldean noted the errata sheet distributed to the commissioners and staff, applicable to item F-8, and reviewed the same. She requested the maker of the motion to reference the errata sheet, applicable to item F-8. She entertained requests to hear items separate from the consent agenda. When none were forthcoming, she entertained a motion to approve the consent agenda. **Commissioner Mallery moved to approve items F-1 through F-9, including the errata sheet for item F-8 which incorporates a completion date. Commissioner Crowell seconded the motion.** In response to a question, Mr. Pittenger explained the not-to-exceed figure of \$200,000 for consent agenda items. Chairperson Aldean called for a vote on the pending motion. **Motion carried 5-0.**

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**F-1. 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 \$32,550.87, FOR CONTRACT NO. 0910-079, TITLED EAST FIFTH STREET PEDESTRIAN IMPROVEMENTS AND GONI ROAD PEDESTRIAN IMPROVEMENTS, TO Z7 DEVELOPMENT**

**F-2. 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 \$24,575.84, FOR CONTRACT NO. 0910-092, TITLED SOUTH CARSON STREET / EAGLE STATION LANE TRAFFIC SIGNAL INSTALLATION TO A&K EARTH MOVERS, INC.**

**F-3. 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 \$61,929.17, FOR CONTRACT NO. 0910-128, TITLED 2010 ARRA MICRO-PAVING PROJECT, TO VALLEY SLURRY SEAL COMPANY**

**F-4. ACTION TO ACCEPT PUBLIC WORKS RECOMMENDATION AND INCREASE THE CONTINGENCY FOR CONTRACT NO. 0910-210 WITH A&K EARTH MOVERS, INC., TITLED "SNYDER AVENUE RE-ALIGNMENT MEDIAN MODIFICATION," IN AN AMOUNT NOT TO EXCEED \$19,556.08, FROM THE RTC SNYDER AVENUE REALIGNMENT, AS PROVIDED IN FY 2009 / 2010, AND 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 \$117,018.76**

**F-5. ACTION TO APPROVE AMENDMENT NO. 1 TO CONTRACT NO. 0910-150 WITH BOWLING MAMOLA GROUP, TITLED "ROOP STREET - PHASE 2 CONSTRUCTION MANAGEMENT SERVICES," EXPAND THE SCOPE OF WORK, AND INCREASE THE CONTRACT IN AN AMOUNT NOT TO EXCEED \$129,567.00, FROM THE RTC ROOP STREET - PHASE 2 FUND, AS PROVIDED FOR IN FY 2009 / 2010 AND FY 2010 / 2011**

**F-6. ACTION TO APPROVE AND AUTHORIZE THE CHAIR TO SIGN AN AGREEMENT BY ADAVEN INVESTMENTS, LLC, A NEVADA LIMITED LIABILITY COMPANY, AND CARSON CITY, WHEREBY ADAVEN INVESTMENTS, LLC, A NEVADA LIMITED LIABILITY COMPANY, AGREES TO: (1) SELL AND CONVEY A PORTION OF CERTAIN REAL PROPERTY, DESCRIBED AS APN 002-114-10; (2) GRANT PERMISSION TO CONSTRUCT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS APN 002-114-10; AND (3) CONVEY A PERMANENT UTILITY AND SITE EASEMENT UPON, OVER, AND ACROSS CERTAIN REAL PROPERTY, DESCRIBED AS APN 002-114-10, FOR THE PURPOSE OF ROADWAY CONSTRUCTION RELATED TO THE ROOP STREET WIDENING PROJECT**

**F-7. ACTION TO APPROVE THE SECOND RENEWAL OF CONTRACT NO. 0708-154 WITH INTERMOUNTAIN SLURRY SEAL FOR LONG LINE STRIPING PROJECT, THROUGH JUNE 30, 2011, FOR AN AMOUNT NOT TO EXCEED \$44,304.57, TO BE FUNDED FROM THE STREETS SUPPLIES, SIGNS, AND PAINT FUND, AS PROVIDED IN FY 2010 / 2011**

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**F-8. ACTION TO DETERMINE THAT CONTRACT NO. 1011-123 IS A CONTRACT FOR THE SERVICES OF A PROFESSIONAL ENGINEER, PROFESSIONAL LAND SURVEYOR, OR REGISTERED ARCHITECT; THAT THE SELECTION WAS MADE ON THE BASIS OF THE COMPETENCE AND QUALIFICATIONS OF THE ENGINEER, LAND SURVEYOR, OR ARCHITECT FOR THE TYPE OF SERVICES TO BE PERFORMED AND NOT ON THE BASIS OF COMPETITIVE FEES AND, THEREFORE, NOT SUITABLE FOR PUBLIC BIDDING, PURSUANT TO NRS 625.530; AND TO APPROVE CONTRACT NO. 1011-123 WITH STANTEC CONSULTING SERVICES, INC. TO PROVIDE A PAVEMENT CONDITION SURVEY FOR CARSON CITY STREETS THROUGH OCTOBER 17, 2011 FOR A NOT-TO-EXCEED COST OF \$64,600.00, TO BE FUNDED FROM CAMPO ACCOUNT NUMBER 245-3028-431-12-01, AS PROVIDED IN FY 2010 / 2011**

**F-9. 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 AMENDMENT NO. 1 TO CONTRACT NO. 0910-184, A REQUEST FOR THE PURCHASE OF THE ROUTEMATCH AVL / MDC MODULE FROM ROUTEMATCH SOFTWARE, INC. FOR A NOT-TO-EXCEED COST OF \$49,368.00, AND A CONTINGENCY OF \$4,900.00, TO BE FUNDED FROM THE TRANSIT PROFESSIONAL SERVICES FUND, AS PROVIDED IN FY 2010 / 2011**

**G. PUBLIC MEETING ITEMS:**

**G-1. INFORMATION ON THE CARSON CITY GATEWAY SIGNAGE PROJECT, INCLUDING PROJECT STATUS UPDATE AND DISCUSSION REGARDING SOLAR LIGHTING (5:02:42)** - Chairperson Aldean introduced this item. Mr. Sharp provided a status report, including background information, cost estimates, and lighting options. He advised that, upon receiving feedback from NDOT personnel, there is now no option to connect to NDOT lighting circuits. He responded to corresponding questions of clarification, and advised that the “best ... and only option is to go with ... solar.” He noted the benefit of solar lighting in consideration of conservative estimates of savings up to \$1,000 “per gateway on the electric bill ... per year.” He advised of available 10 to 15-year warranties on solar lighting systems.

Mr. Sharp advised of having submitted plans at 60% design to NDOT approximately two months ago. NDOT staff provided feedback, and Mr. Sharp advised of having subsequently met with the project consultant. “We’re in the process of going from a 60% design to a 90% design.” He reviewed the project time line. In response to a question, he reviewed project cost estimates based on the previous possibility of connecting to NDOT’s lighting circuits. “There might have been a \$5,000 cost difference on the north end and, [on] the south end, maybe ... about \$2,000.” In response to a further question, he advised that once design is completed to the point of being able to obtain an engineer’s estimate, the project will be reagendaized for commission review. He reviewed design options relative to cost, long-term maintenance, and lighting, and discussion followed.

Vice Chairperson Carpenter expressed appreciation for the solar lighting, and suggested that staff continue researching funding options. Mr. Sharp noted the additional benefit of uniform solar lighting in consideration of operations and maintenance. Commissioner Des Jardins expressed strong support for solar lighting. In response to a question, Mr. Sharp advised of having inquired of the project consultant

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regarding solar storage capability. "... with the weather that we have ... we [won't] have a problem storing enough power to keep the lights lit." Chairperson Aldean thanked Mr. Sharp for his presentation.

**G-2. ACTION TO APPROVE CONTRACT NO. 1011-126 WITH THE NEVADA APPEAL FOR THE IMPLEMENTATION AND MANAGEMENT OF A BUS ADVERTISING PROGRAM FOR THE JAC SYSTEM, WITH A CONTRACT TERM OF TWO YEARS, BEGINNING NOVEMBER 1, 2010 AND ENDING OCTOBER 31, 2012, AND TWO (2) ONE-YEAR CONTRACT EXTENSIONS THAT MAY BE EXERCISED BY CARSON CITY (5:16:12)** - Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. Mr. Smithson acknowledged having provided design details for the advertising frames, and advised they are very similar to those used by the Reno RTC. In response to a further question, he advised that the frames will be installed on the exterior of the buses. He acknowledged the availability of interior advertising space on the new buses that can also be sold. He further acknowledged there was no interior rate included in the contract, but advised it could be easily developed. He responded to additional questions of clarification relative to the contract included in the agenda materials. In response to a further question, he advised that the City's sign ordinance does not currently permit advertising on the bus shelters.

Chairperson Aldean entertained additional commissioner comments. Vice Chairperson Carpenter commended the contract, and requested staff to consider proposing an ordinance to amend the current sign code to allow advertising on bus shelters. Commissioner Crowell suggested considering flat screen video for the interior bus advertising. Chairperson Aldean thanked Mr. Smithson, and entertained a motion. **Vice Chairperson Carpenter moved to approve Contract No. 1011-126 with the Nevada Appeal for the implementation and management of a bus advertising program for the JAC system, with a contract term of two years, beginning November 1, 2010 and ending October 31, 2012, and two (2) one-year contract extensions that may be exercised by Carson City; no fiscal impact as this is a revenue contract. Commissioner Des Jardins seconded the motion.** Chairperson Aldean entertained public comment and, when none was forthcoming, a vote on the pending motion. **Motion carried 5-0.**

**G-3. INFORMATION REGARDING THE GRANTS COORDINATION AND TRACKING POLICY FOR THE RTC (5:21:37)** - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda materials. Chairperson Aldean provided background information on development of the policy included in the agenda materials, noting specifically the provisions of Section 6.3 relative to item G-4. In response to a question, Mr. Pittenger advised of the intent to provide a quarterly report to the commission. Discussion followed, and Chairperson Aldean commended City staff on their aggressiveness in researching revenue sources to supplement the City's general fund. Chairperson Aldean entertained additional questions or comments, and public comments. None were forthcoming.

**G-4. ACTION TO APPROVE GRANT AWARD NO. 01-006-10-LX-11 FROM THE STATE OF NEVADA AGING AND DISABILITY SERVICES DIVISION, IN THE AMOUNT OF \$30,000, FOR THE PERIOD OCTOBER 1, 2010 TO JUNE 30, 2011, FOR THE PROVISION OF FREE BUS PASSES FOR SENIOR CITIZENS ON THE JAC FIXED-ROUTE SYSTEM (5:26:40)** - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda materials. He acknowledged the \$4,500 match requirement. "The funding entity wants to ensure that the system isn't existing only on their monies. And, of course, we know that we spend a great deal more money than that which they give us."

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Chairperson Aldean entertained public comments and, when none were forthcoming, a motion. **Vice Chairperson Carpenter moved to approve Grant Award No. 01-006-10-LX-11 from the State of Nevada Aging and Disability Services Division in the amount of \$30,000 for the period October 1, 2010 to June 30, 2011, for the provision of free bus passes for senior citizens on the JAC fixed-route system; fiscal impact is a \$4,500 match to secure the funding. Commissioner Mallery seconded the motion. Motion carried 5-0.**

**G-5. INFORMATION REGARDING THE PLANNED CLOSURE OF OLD CLEAR CREEK ROAD IN CARSON CITY AND DOUGLAS COUNTY (5:30:12)** - Chairperson Aldean introduced this item. Mr. Pittenger provided background information, and stated “not a whole lot has changed on Old Clear Creek Road.” He advised of having met last week, together with Chairperson Aldean and Commissioner Mallery, with several property owners to discuss their concerns and interests. He further advised of continued discourse and uncertainty regarding ownership of Old Clear Creek Road, and that staff is researching additional documentation, from NDOT and the District Attorney’s Office, to confirm said ownership. He advised of having spoken, within the past week, with Washoe Tribe representatives, who informed him of a resolution “granting the staff the ability to negotiate the potential installation of a gate on Tribal property to be furnished by the residents, but that no resolution has been reached as far as a date, location, or nature of a gate.”

Chairperson Aldean described the recent meeting with the residents as very cordial, noting that discussion included “a few ideas about how we could possibly accommodate the people who have historically recreated in that area and yet address the owners’ concerns about ... liability ...” She further noted the question of “who is legally liable,” and expressed the hope that this will be addressed in future meetings. After having attended several meetings, including a bus tour, Commissioner Mallery advised of having concluded that “the recreational people that are going to use this road in the future ... are going to have to do it with the respect that they’re probably operating in an environment that will be different than what it has been in the past. ... The homeowners are going to be paying very close attention to how the recreational people use the facility. ... It’ll be taken away from the recreational users if that respect isn’t there.” Chairperson Aldean thanked Commissioner Mallery for his continued involvement in seeking a resolution to the matter. She agreed with the requirement for self-policing by recreational users, and expressed the hope that a resolution will be reached in the not-too-distant future. She entertained public comment; however, none was forthcoming.

**G-6. ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF THE FIRST AND FINAL PAYMENT, IN THE AMOUNT OF \$317,942.63, FOR CONTRACT NO. 0910-221, TITLED SILVER OAK DRIVE AND NORTH CARSON STREET INTERSECTION IMPROVEMENTS, TO SIERRA NEVADA CONSTRUCTION, INC. (5:34:20)** - Chairperson Aldean introduced this item, and Mr. Sharp reviewed the agenda materials. He acknowledged that very little of the contract contingency was required to be used.

Chairperson Aldean entertained commissioner questions or comments, and public comments. When none were forthcoming, she thanked Mr. Sharp and entertained a motion. **Commissioner Des Jardins moved to accept the work as completed, to accept the contract summary as presented, and to approve the release of the first and final payment, in the amount of \$317,942.63 for Contract No. 0910-221, titled Silver Oak Drive and North Carson Street Intersection Improvements, to Sierra Nevada**

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**Construction, Inc.; fiscal impact \$317,942.63. Commissioner Mallery seconded the motion.** In response to a question, Mr. Benton offered to check with Public Works Department staff to determine the process for ensuring that subcontractors have been paid and that there are no liens. Following a brief discussion, Chairperson Aldean called for a vote on the pending motion. **Motion carried 5-0.**

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

**H-1. STREET OPERATIONS REPORT - SEPTEMBER 2010 (5:38:55)** - Chairperson Aldean introduced this item, and entertained questions or comments. Mr. Pittenger acknowledged that sidewalk improvements, which are not part of a larger development or street improvement project, are largely complaint driven. He advised that sidewalk replacements listed in the report are generally funded from Streets Operations. He further advised of a list of requests “that we try to work through as efficiently and effectively as possible.” In response to a question regarding a section of East Long Street, west of Saliman Road and east of Molly Drive, he advised that design is nearly complete. He anticipates the project will be submitted to the bid process within the next two months. Chairperson Aldean disclosed having received a call from a resident of Lukens Lane who “is feeling very neglected.” She noted the number of changes in the subject area of town over the past several years, and expressed the opinion that the area should be evaluated for necessary sidewalk improvements.

Commissioner Des Jardins reported that Hells Bells Road “is still a mess,” and suggested that the “public avoid Hells Bells ... and use Fifth Street east and west.” Chairperson Aldean commended the recently-opened portion of Roop Street as a “wonderful improvement.” Mr. Pittenger noted the JAC bus pullouts and shelters on Roop Street adjacent to the Library and to the Community Center.

**H-2. PROJECT STATUS REPORT (5:42:23)** - Chairperson Aldean introduced this item. In response to a previous question, Mr. Sharp explained the reason for the blurred striping and the need for striping to be completed south of the intersection of Washington and Roop Streets. Mr. Sharp further explained that, as part of the Roop Street Widening Project, Washington Street was changed to one-way westbound. He advised that additional signage will be installed and that additional devices may have to be installed. He provided additional information relative to the status of that portion of Roop Street north of Highway 50. Following a brief discussion, Chairperson Aldean requested staff to consider temporarily opening Roop Street to accommodate traffic on Nevada Day.

In response to a question regarding the freeway landscape project, Mr. Pittenger advised that NDOT’s weekly road report indicates the intent to begin construction this week. In response to a question regarding the Stewart Street extension to Curry Street, Mr. Pittenger advised of a couple designs developed by the consultant. Project funding is not yet programmed, and “a couple different scenarios” will be modeled as part of the CAMPO Regional Transportation Plan Update, Data Collection, and Modeling project. If a determination is made to proceed, Chairperson Aldean suggested re-opening negotiations with the U.S. Forest Service. Chairperson Aldean entertained additional questions or comments; however, none were forthcoming.

**H-3. FUTURE AGENDA ITEMS (5:50:57)** - Mr. Pittenger reviewed the tentative November commission agenda. In consideration of the costs of oversight management for the Roop Street Widening Project, Commissioner Mallery suggested the possibility that oversight management for future projects be provided “in-house.” A brief discussion followed, and Chairperson Aldean entertained additional comments. None were forthcoming.

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**I. ACTION ON ADJOURNMENT (5:52:46)** - Commissioner Crowell advised that the next commission meeting will be held on the Marine Corps birthday, November 10<sup>th</sup>. **Commissioner Des Jardins moved to adjourn the meeting at 5:53 p.m. The motion was seconded and carried 5-0.**

The Minutes of the October 13, 2010 Regional Transportation Commission meeting are so approved this 10<sup>th</sup> day of November, 2010.

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SHELLY ALDEAN, Chair