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, September 14, 2011 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

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

STAFF: Darren Schulz, Deputy Public Works Department Director
Patrick Pittenger, Transportation Manager
Ken Smithson, Transit Coordinator
Tina Russom, Deputy District Attorney
Kathleen King, Deputy Clerk / 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 A QUORUM (4:57:53) **-** Chairperson Aldean called the meeting to order at 4:57 p.m. Roll was called; a quorum was present.

B. PUBLIC COMMENT (4:58:12) **-** Chairperson Aldean entertained public comments; however, none were forthcoming.

C. AGENDA MANAGEMENT (4:58:34) - Chairperson Aldean entertained modifications to the agenda; however, none were forthcoming.

D. DISCLOSURES (4:59:07) **-** None.

E. CONSENT AGENDA (4:59:19) **-** Chairperson Aldean entertained requests to hear items separate from the consent agenda. When none were forthcoming, she entertained a motion. **Commissioner Des Jardins moved to approve the consent agenda, as presented, items E-1 and E-2. Commissioner Crowell seconded the motion.** Chairperson Aldean entertained comments on the question and, when none were forthcoming, called for a vote on the pending motion. **Motion carried 5-0.**

E-1. POSSIBLE ACTION TO APPROVE AN INTERLOCAL AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH THE STATE OF NEVADA DIVISION OF HEALTH CARE FINANCING AND POLICY ("DHCFP") FOR THE PURPOSE OF SHARING PROTECTED HEALTH INFORMATION ABOUT MEDICAID CLIENTS WHO MAY QUALIFY FOR ADA COMPLEMENTARY PARATRANSIT SERVICE, AND SO THAT CARSON CITY MAY BE COMPENSATED FOR THE ASSESSMENT AND DETERMINATION OF ELIGIBILITY OF MEDICAID APPLICANTS FOR THE JAC ASSIST SERVICE

E-2. POSSIBLE ACTION TO ACCEPT THE PUBLIC WORKS DEPARTMENT RECOMMENDATION TO APPROVE AMENDMENT NO. 1 TO CONTRACT NO. 0910-149 WITH WINSTON ASSOCIATES, INC., TITLED "DESIGN SERVICES FOR CARSON CITY GATEWAY SIGNAGE PROJECT," TO EXPAND THE SCOPE OF WORK AND INCREASE THE CONTRACT BY $9,029.44 TO THE NEW NOT-TO-EXCEED AMOUNT OF $57,271.44, FROM THE RTC / CC GATEWAY SIGNAGE PROJECT FUND ACCOUNT, AS PROVIDED FOR IN FY 2011 / 2012

F. PUBLIC MEETING ITEMS:

F-1. POSSIBLE ACTION TO DETERMINE THAT RaPiD CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1011-242, CARSON CITY GATEWAY SIGNAGE PROJECT, FOR A BID AMOUNT OF $320,032.00, WHICH DOES NOT INCLUDE DEDUCTIVE BID ALTERNATE, PLUS A CONTINGENCY AMOUNT NOT TO EXCEED $32,000.00, TO BE FUNDED FROM THE RTC / CC GATEWAY SIGNAGE PROJECT FUND ACCOUNT, AS PROVIDED IN FY 2011 / 2012 (5:00:02) **-** Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda materials. In response to a question, City Engineer Jeff Sharp explained that the original design included the real stone. The bid alternate was to not use the real stone, so it was a deductive bid alternate. "We're not choosing the deduction. So we're going to go with the more expensive option. It's about a $10,000 difference. Since the bids came in favorably, we decided that we should ... use the real stone and not the artificial stone." Mr. Sharp acknowledged that the figure is included in the total bid price. Chairperson Aldean expressed enthusiasm over getting the project underway, noting that "these entryway signs are going to be very impressive and ... announce to the world that they are now entering Carson City ..." Commissioner Crowell concurred with Chairperson Aldean's enthusiasm, and related corresponding anecdotal information. Mr. Pittenger advised that the NDOT freeway service signs will be installed further to the north of the northern gateway sign. Mr. Sharp provided additional clarification relative to the position of the northern gateway sign. He acknowledged that the gateway signage will be illuminated, using solar lighting. He further acknowledged that the project is scheduled to begin September 26th. Commissioner Carpenter expressed excitement over the gateway signage project, particularly the use of solar panels. In response to a question, Mr. Sharp reviewed the project construction time table.

Chairperson Aldean thanked Mr. Sharp and entertained public comment. When none was forthcoming, she entertained a motion. **Commissioner Carpenter moved to determine that RaPiD Construction, Inc. is the lowest responsive and responsible bidder, pursuant to NRS 338, and to award Contract No. 1011-242, Carson City Gateway Signage Project, for a bid amount of $320,032.00, which does not include deductive bid alternate, plus a contingency amount not to exceed $32,000.00, to be funded from the RTC / Carson City Gateway Signage Project Fund account, as provided in FY 2011 / 2012. Commissioner Crowell "exuberantly" seconded the motion. Motion carried 5-0.**

F-2. INFORMATION ON THE PROPOSED V&T SHUTTLE, TO CONNECT DOWNTOWN CARSON CITY AND AREA HOTELS TO THE EASTGATE DEPOT (5:09:14) **-** Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. Chairperson Aldean suggested that Mr. Smithson approach lodging property representatives to ascertain their interest and willingness to participate. In response to a comment regarding a request for proposals process, Mr. Smithson advised of a list of registered charter operators throughout the country. "As the transit provider, we're obligated to notify them by e-mail and keep a record of all e-mail communications. And that's the process that we go through." Chairperson Aldean expressed the opinion that contacting the registered charter operators to notify them of this potential opportunity should be the next step. Discussion followed. In response to a question, Mr. Smithson advised of the impression that the Carson City Convention and Visitors Bureau ("CCCVB") "is looking for us to do something." Commissioner Crowell advised of an upcoming joint meeting between the Board of Supervisors and the CCCVB, and a brief discussion took place regarding a possible discussion item. The commissioners concurred with pursuing the next step in the process. Additional discussion followed, and Mr. Smithson acknowledged sufficient direction from the commission. Chairperson Aldean entertained public comment; however, none was forthcoming.

F-3. POSSIBLE ACTION TO APPROVE AN INTERLOCAL COOPERATIVE AGREEMENT BETWEEN TAHOE TRANSPORTATION DISTRICT, CARSON CITY RTC, AND DOUGLAS COUNTY FOR THE PROVISION OF REGULAR, FIXED-ROUTE COMMUTER EXPRESS PUBLIC TRANSIT SERVICE BETWEEN SOUTH LAKE TAHOE, CARSON CITY, AND MINDEN / GARDNERVILLE, AND AUTHORIZE THE CHAIR TO EXECUTE THE AGREEMENT ON BEHALF OF THE RTC (5:17:15) **-** Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. He responded to questions of clarification relative to paragraph 4, Service Plan; paragraph 7, Bus Stops; and paragraph 9, Marketing. He acknowledged that the RTC is not being requested to contribute its share of federal funding for the subject agreement.

Vice Chairperson Mallery expressed appreciation for the subject opportunity, and commended Mr. Smithson for pursuing it to fruition. Commissioner Crowell disclosed that his son-in-law works as a consultant to a consultant, who is working with the Tahoe Transportation District. He advised of no conflict of interest and that he would vote on this item. Chairperson Aldean commended the transit service, and Mr. Smithson acknowledged that he would provide periodic status reports to the commission.

Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. **Commissioner Carpenter moved to approve an interlocal cooperative agreement between Tahoe Transportation District, Carson City RTC, and Douglas County for the provision of regular, fixed-route, commuter express public transit service between South Lake Tahoe, Carson City, and Minden / Gardnerville, and to authorize the chair to execute the agreement on behalf of the RTC. Vice Chairperson Mallery seconded the motion. Motion carried 5-0.**

G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

G-1. STREET OPERATIONS REPORT - AUGUST 2011 (5:21:31) **-** Deferred.

G-2. PROJECT STATUS REPORT (5:21:37) **-** Chairperson Aldean introduced this item. Mr. Schulz provided status reports on the freeway landscaping project and the slurry seal project. Mr. Pittenger advised that all the ridership records for the JAC Transit System were broken last month, and provided corresponding statistical information. He further advised of having been recently informed that the building out of which the JAC Transit system operates can be used as an in-kind contribution from the City. Commissioner Crowell advised of having attended the opening of the Sierra Ridge Senior Housing development earlier in the day. "Several seniors ... said, '... we love riding the JAC. It's our way around.'" They requested more evening operating hours. Commissioner Crowell suggested keeping the request in mind in consideration of the level of need of the community's senior population. Mr. Pittenger advised of an increase in disabled passengers on the fixed-route system, and reviewed corresponding statistical information.

Mr. Schulz provided background information on the complaint recently lodged by a Fairview Drive business owner, and a subsequent report provided at the August commission meeting. In conjunction with a displayed aerial photograph, Mr. Pittenger advised of numerous, simultaneous complaints and concerns from motorists, business owners, and law enforcement about safety concerns along the Fairview Drive corridor. Using the displayed aerial photograph, he reviewed the proposal to install a raised median. He responded to corresponding questions of clarification. Chairperson Aldean entertained public comment; however, none was forthcoming.

G-3. FUTURE AGENDA ITEMS (5:31:50) **-** Mr. Pittenger reviewed the tentative agenda for the October commission meeting. Vice Chairperson Mallery inquired as to plans for a follow-up presentation on the complaint relative to Edmonds Drive. Mr. Schulz expressed the understanding that the commission's direction was to "try and work with the agencies to help the issue and / or the residents." He offered to report back, at the commission's direction, and / or to conduct an additional traffic study. He advised of improvements to the situation since the August meeting. Vice Chairperson Mallery expressed the understanding that the discussion "ended with at least a look at some soft improvements that could perhaps be done, transportation control measures." Mr. Schulz advised that this was accomplished with additional signage and flags. "Our idea was a stepped approach; do the minimum, see what happens and step it up as we go along and we're staying in contact with the resident and trying to get opinions from them too as to what works and what doesn't." Commissioner Des Jardins commended the recently installed red flags as a good solution. In response to a question, Mr. Pittenger advised that the speed trailer is unavailable for several weeks due to needed repairs. Chairperson Aldean suggested that staff report back to the commission with recommendations in consideration of new or additional challenges.

H. PUBLIC COMMENT (5:36:25) **-** Chairperson Aldean entertained public comment. In response to a comment, Ms. Russom provided clarification relative to the purpose of this item and discussion ensued. She responded to additional questions regarding the new wording of the agendas, as directed by recent legislation. At Chairperson Aldean's request, Ms. Russom introduced herself. Chairperson Aldean called again for public comment; however, none was forthcoming.

I. ACTION TO ADJOURN (5:41:57) **-** Commissioner Crowell moved to adjourn the meeting at 5:41 p.m. The motion was seconded and carried unanimously.

The Minutes of the September 14, 2011 Carson City Regional Transportation Commission meeting are so approved this 12th day of October, 2011.

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SHELLY ALDEAN, Chair