

# CARSON CITY REGIONAL TRANSPORTATION COMMISSION

## Minutes of the Meeting of September 10, 2008

Page 1

**PRESENT:** Chair Shelly Aldean  
Vice Chair Russell Carpenter  
Commissioner Larry Hastings  
Commissioner Richard Staub

**STAFF:** Andrew Burnham, Public Works Director  
Patrick Pittenger, Transportation Manager  
Harvey Brotzman, PE Senior Project Manager  
Joel Benton, Senior Deputy District Attorney  
Keith Pearson, Transit Coordinator  
Darlene Rubin, 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 public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

**A. ROLL CALL AND DETERMINATION OF A QUORUM - (1-020)** Chair Aldean called the meeting to order at 5:30 p.m. Roll was called and a quorum was present. Member Charles DesJardins was absent.

**B. APPROVAL OF MINUTES** - August 13, 2008 meeting - A motion to approve the minutes as amended was made by Commissioner Staub, seconded and carried unanimously.

**C. MODIFICATION OF AGENDA - (1-039)** - Patrick Pittenger requested that item number G-4 be removed as it was no longer necessary.

**D. PUBLIC COMMENTS - (1-045)** - Joe Murphy reported that the CAMPO meeting, originally scheduled for this evening but cancelled, had not been so noted on the Website. Chair Aldean thanked Mr. Murphy for bringing it to the Commission's attention and said she would see that the Website carried any future cancellations.

**E. DISCLOSURES - (1-066)** - None

**F. CONSENT AGENDA - (1-070)** Joe Murphy suggested removing all items from the consent agenda as too expensive. He said F-1 did not have a dollar amount noted but it was "federal money and the Commission has a cavalier attitude toward federal money . . ." Chair Aldean responded that F-1 was in response to a request by a member of the Commission at the last meeting to report back on what FTA 5307 funds could be used for. It was not an expenditure item. Patrick Pittenger confirmed that it was an informational item informing the Commission of potential uses of the funds and how much would be available. Mr. Murphy said that should be explained to the public, not just to the Commission. Chair Aldean stated that the item would be removed in consideration of his request, but that all information contained in the packets the Commission received was available to the public online. Mr. Murphy recalled that a few years' prior, when he went before the Board of Supervisors with a

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the Meeting of September 10, 2008**

**Page 2**

complaint about the Website, they said they were going to make it easier to navigate, but the information he wanted was not found there. Ms. Aldean suggested that he put his comments and recommendations in writing and submit them to Larry Werner, City Manager, so that he could share them with the IT Department. Chair Aldean stated that all of the items would be removed from the consent calendar and discussed.

**F-1. Report on potential uses for FTA Section 5307 funds.** Keith Pearson, Carson City Department of Public Works, noted that the possibility of extending service to State line via Carson City had been discussed at the last meeting. Other items on which 5307 funds could be expended were the operating service of JAC -- geographic expansion, evening hours, frequency, intercity service between Lyon County and Carson City--also for personnel; a mechanic was needed to work on the buses. The funds could also be used for capital expenses, such as expanding the current fleet of buses, new facilities, bus stop improvements. As of September 30, 2008, Carson City would have \$974,000 available in federal funds which required a match and which would come from the general fund. He noted that what had limited the spending of the federal funds had been the availability of the general funds. Chair Aldean stated that the operating funds were a 50 percent match, and capital funds a 20 percent match.

**F-2. Action to determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder pursuant to N.R.S. Chapter 338 and to award Contract No. 0809-098 Clearview Drive Widening and Reconstruction Project to Sierra Nevada Construction, Inc. for a bid amount of \$813,007.00 plus a contingency amount not to exceed \$81,300.00 to be funded from the RTC Construction 250-3035-431-7825 as provided in FY 2007/2008.**

(1-0163) Andrew Burnham summarized the bid selected and stated the project budget had been more than \$1 million thus the winning bid had come in well under that estimate. There had been five bidders ranging from \$813,000 to \$1.030 million. Chair Aldean noted this had been a priority project for which bonds had previously been sold. **Commissioner Carpenter motioned to approve Sierra Nevada Corporation, Inc. as the lowest responsive and responsible bidder pursuant to N.R.S. Chapter 338 and to award Contract No. 0809-098 Clearview Drive Widening and Reconstruction Project to Sierra Nevada Construction, Inc. for a bid amount of \$813,007.00 plus a contingency amount not to exceed \$81,300.00 to be funded from the RTC Construction 250-3035-431-7825 as provided in FY 2007/2008.** The motion was seconded by Commissioner Hastings and carried 4-0.

**F-3. Action to determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder pursuant to N.R.S. Chapter 338 and to award Contract No. 0809-099 Fairview Drive Intersection with South Carson Street Widening Project to Sierra Nevada Construction, Inc. for a bid amount of \$669,007.00 plus a contingency amount not to exceed \$66,900.00 to be funded from the RTC Construction 250-3035-431-7825 as provided in FY 2007/2008.** Andrew Burnham summarized the bid to Sierra Nevada Construction who had been the low bidder out of three. The project budget had been \$760,000, so again it came in under that amount. **A motion was made by Commissioner Hastings to approve Sierra Nevada Construction as the lowest responsive and responsible bidder pursuant to N.R.S. Chapter 338 and to award Contract No. 0809-099 Fairview Drive Intersection with South Carson Street Widening Project to Sierra Nevada Construction, Inc. for a bid amount of \$669,007.00 plus a contingency not to exceed \$66,900.00 to be funded from the RTC Construction 250-3035-431-7825 as provided in FY 2007/2008.** The motion was seconded by Commissioner Staub and carried 4-0.

**CARSON CITY REGIONAL TRANSPORTION COMMISSION**

**Minutes of the Meeting of September 10, 2008**

**Page 3**

**F-4. Action to accept Public Works recommendation to approve Amendment No. 1 to Contract No. 0708-116 with CMWorks, Inc. titled Construction Management/Inspection/ Testing for Fairview Drive Widening Project to extend the completion date to January 31, 2009, expand the scope of work and increase the contract in an amount not to exceed \$225,500.00 from the Fairview Drive & Fairview/ Carson Street Intersection Fund as provided for in FY 2008/2009.**

Andrew Burnham summarized the contract awarded. He noted it was slightly more expensive on a per unit basis because all the work for Carson Street had to be done at night, running ten-hour night shifts, which were slightly more expensive. The contract also included the change order that had been authorized last month for Roop Street to Carson Street for rebuilding that portion of the roadway. Chair Aldean noted that had been necessitated by the fact that the freeway would not be extended to Spooner until sometime in the distant future. Mr. Burnham reported that negotiations had begun with NDOT for reimbursement to RTC for these projects, which he anticipated would occur before the end of the year. **Commissioner Staub motioned to approve Amendment No. 1 to Contract No. 0708-116 with CMWorks, Inc. titled Construction Management/Inspection/Testing for Fairview Drive Widening Project to extend the completion date to January 31, 2009, expand the scope of work and increase the contract in an amount not to exceed \$225,000.00 from the Fairview Drive & Fairview/Carson Street Intersection Fund as provided for in FY 2008/2009.** It was seconded by Commissioner Hastings and carried 4-0.

**F-5. Action to determine that Bison Construction is the lowest responsive and responsible bidder pursuant to N.R.S. Chapter 338 and to award Contract No. 0809-095 Carson City Public Works Department Vehicle Storage Building - Phase II to Bison Construction for a bid amount of \$259,170.00 plus a contingency amount not to exceed \$25,917.00 to be funded from the Street Vehicle Equipment Storage Building 256-3038-431-7801 as provided in FY 2008/2009. (1-295)**

Patrick Pittenger submitted a revised item F-5 Commission Action Form just before the meeting and noted the only change had been the base bid for Don M. Lazorko Construction on page 2 was corrected to read \$239,304.00. Further, the funding source was listed correctly in the subject title and in the Recommended Commission Action but was listed incorrectly under the Funding Source at the bottom of page 2. Mr. Pittenger summarized the purpose of the project--the vehicle storage unit would house snow removal and street maintenance equipment-- and reported that Phase 1 of the project had been completed using Streets Funds at less than \$100,000.00.

Mr. Pittenger said the bid awarded on Phase II had been significantly under the project budget and the engineer's estimate. Chair Aldean noted a change needed on page 5 of the contract. The actual dollar amount typically did not include the contingency; thus the amount was incorrectly reflected and should be \$259,170.00. **Commissioner Carpenter motioned to approve that Bison Construction is the lowest responsive and responsible bidder pursuant to N.R.S. Chapter 338 and to award Contract No. 0809-095 Carson City Public Works Department Vehicle Storage Building-Phase II to Bison Construction for a bid amount of \$259,170.00 plus a contingency amount not to exceed \$25,917.00 to be funded from the Street Vehicle Equipment Storage Building 256-3038-431-7801 as provided in FY 2008/2009, and to amend page 5 of the agreement under Section 5.1 to reflect that the scope of work at the contract amount is \$259,170.00, and the clerical correction on page 2. Fiscal impact is not to exceed 285,087.00. Commissioner Hastings seconded the motion and it carried 4-0.**

Chair Aldean recalled that in an earlier discussion between the Commissioners and staff, staff agreed to provide Commissioners with a running balance on the projects so the Commission would know where they were in relation to the budget. Mr. Burnham said they were working with the finance office to link the capital projects

# **CARSON CITY REGIONAL TRANSPORTION COMMISSION**

## **Minutes of the Meeting of September 10, 2008**

**Page 4**

programming with the financials and the requested data would be coming in the next couple of months. Thereafter tracking would be done monthly to accompany the reports.

**(END OF CONSENT AGENDA)**

### **G. PUBLIC MEETING ITEMS (1-408)**

#### **G-1. Action to approve a Storm Sewer Participation Improvement Agreement by and between Campagni, Richard & Mary Family Trust (Carson City Toyota) and the Carson City Regional Transportation Commission for work relating to construction of a storm sewer across the frontage at 2590 South Carson Street.**

Andrew Burnham reported that the action approved an agreement to reimburse Carson City Toyota for costs to construct a 54-inch diameter storm sewer line across the frontage of the new parcel where the Toyota store would be constructed. It was part of the Curry Street storm drain system that Carson City would be constructing in the future. The Toyota project was proceeding ahead of the Curry Street project so as not to hold up that project or disrupt it later.

Chair Aldean asked for Exhibit A referenced in the agreement; Mr. Burnham said he would email it to Commission members for their files. Commissioner Carpenter asked what percentage of the reimbursed cost was the Toyota property project and Mr. Burnham said it was 100 percent of the pipeline cost but none of the work above the pipeline, i.e., the store would be doing pavement, landscape and so on. Ms. Aldean noted some minor clerical corrections that she would give to Mr. Benton. Joe Murphy asked who approved the bid; Mr. Pittenger said Public Works approved the bid. **Commissioner Staub motioned to approve a Storm Sewer Participation Improvement Agreement by and between Campagni, Richard & Mary Family Trust (Carson City Toyota) and the Carson City Regional Transportation for work relating to construction of a storm sewer across the frontage at 2590 South Carson Street. Fiscal impact is estimated in an amount not to exceed \$230,000.00 and with the amendments that will be provided to the Recorder. It was seconded by Commissioner Hastings and carried 4-0.**

#### **G-2. Action to make a recommendation to the Carson City Planing Commission and the Carson City Board of Supervisors regarding the proposed abandonment of S. Minnesota Street from W. King Street to W. 2<sup>nd</sup> Street. (1-462)**

Patrick Pittenger reported that the Brewery Arts Center had developed the Campus Master Plan for the Brewery Arts Center. It included the expansion of the existing campus located at the southwest corner of Division and King Streets, and expansion to the west encompassing and beyond the current city right-of-way used for Minnesota Street between King Street and 2<sup>nd</sup> Street. An application was prepared and submitted to the City requesting the abandonment of the right-of-way currently used for Minnesota Street. Such request needed to go before the Planning Commission and before the Board of Supervisors, neither of which had occurred. At the request of the City Manager the item was being brought before the Regional Transportation Commission for its consideration and a recommendation to the Planning Commission and Board of Supervisors as there were potential transportation impacts in the closure of a portion of a north-south street on the near west side.

Commissioner Staub asked what kind of notice had been provided to the adjacent businesses and residences. Mr. Pittenger said he was not aware of such notification being provided. Mr. Staub felt it was not appropriate for the Commission to consider the item as a proposal until appropriate public notice had been provided. He noted they used the "300-foot rule" to provide notice of potential street actions that affected adjacent landowners and business

## **CARSON CITY REGIONAL TRANSPORTION COMMISSION**

### **Minutes of the Meeting of September 10, 2008**

**Page 5**

owners. Mr. Staub said he was not trying to delay the recommendation however believed that parties who might be affected should have an opportunity to state their case. Mr. Pittenger noted that the notification process was conducted prior to the Planning Commission and Board of Supervisors consideration, however, if the Regional Transportation Commission desired that it could be done before any formal action.

Joan C. Wright, Attorney for the Brewery Arts Center, who had transmitted the documentation to Mr. Pittenger and to the other entities in the City, said she had not known the matter would be coming before the RTC when she made the application. While she wanted this Commission's opinion, she did not want the public's opinion at this time because there would be sufficient opportunity later for that. She added that at the present stage the Commission's action was simply to tell the next commission or board that the RTC had looked at it and would either recommend it or not, and for what reasons.

A very lengthy discussion ensued with Commissioner Staub pointing out that he was not comfortable making a recommendation dependent upon what public opinion might come before other commissions or board and not before the RTC Commission made its decision. He noted that the RTC dealt primarily with streets and roads in Carson City, and the requested action directly affected a street or road, therefore, he did not want to proceed until he was assured that the public had been given an opportunity to voice their opinion. Commissioner Carpenter concurred with Mr. Staub. He also suggested putting up some temporary barricades to see how traffic flowed and how it affected the outlying areas in surrounding blocks. Commissioner Hastings felt some additional information was needed about how it would impact residents as well as others who used the facility. Ms. Wright said the plan had been part of the Master Plan for Parks and Recreation for years--even decades--therefore it was not new to the area. It had been talked about to residents and others for years but no one had gotten around to the application process. She noted that it had been approved by Parks and Recreation and that engineering had even done traffic counts. She was unaware, too, that RTC even had a part in the process but welcomed its input nonetheless.

Chair Aldean noted that RTC did have a necessary role in the discussion simply because RTC's mandate was to insure that traffic moved efficiently through the network of streets and roadways. More discussion concerned modeling and implementing the Downtown Master Plan which involved narrowing Carson Street in the Downtown area. She asked if it was known how traffic would be redistributed and offered several thoughts on which streets would be taken east or west. Ms. Aldean believed those things needed to be examined because there could be a change in traffic patterns and that could factor into any decision reached regarding Minnesota Street. Mr. Pittenger responded they had refined the model and more information could be provided regarding traffic trends on Curry Street. Ms. Wright inquired if that model included the idea that they wanted to encourage some traffic in the business district to encourage the walk-in traffic needed to support businesses. Mr. Pittenger responded that the entire point of the model was the narrowing of Carson Street to improve walkability and the flow of cross traffic and to encourage business development in the Downtown area while accommodating the traffic on parallel facilities.

Chair Aldean noted the role of the RTC over the last few years had expanded and the scope of its purview had increased, and that was an outgrowth of this process that had been in progress for the last few years. She mentioned having a conversation with Sally Zolla, president of the Brewery Arts Center (BAC) and also with John Copoulos, about the fact that the BAC applied fairly frequently to close that section of Minnesota Street so their activities and events could spill onto that section of roadway. She suggested to them that if the closure was not approved or the process prolonged, to look at some way of expediting the permitting process--perhaps with a single fee that would encompass all of the events for which a section of Minnesota Street might be needed. Ms. Wright said it was the

## **CARSON CITY REGIONAL TRANSPORTION COMMISSION**

### **Minutes of the Meeting of September 10, 2008**

#### **Page 6**

one-quarter acre of land on which capital improvements could be made that was the primary issue.

Ms. Aldean apologized for not being able to further the process at this meeting but felt the Commissioners were uncomfortable about moving forward without the opportunity for public comment. Mr. Pittenger they would work with Planning to accomplish the notification and deal with the other facets such as Utilities, Parks and Recreation, and so forth, and be able to get it together by the October meeting. Several others weighed in on whether or not the RTC actually had a responsibility on the particular action. Commissioner Staub asked Joel Benton if further investigation was needed to see if the RTC had any jurisdiction in the process. Mr. Benton believed that the NRS provided for Planning followed by the Board of Supervisors to handle abandonments. Mr. Staub suggested continuing the action until the next meeting and if a determination was made from the District Attorney's Office that the RTC had no jurisdiction in the matter then it would not be heard. Chair Aldean said that if it was determined that the RTC would not take an action as an official body this evening or in October, there was nothing to prevent individual members of this commission who had a concern from testifying at the Planning Commission.

Mr. Pittenger said they would get with the District Attorney's Office, however, he reiterated that he was not speaking for the City Manager, rather what he had written in the document [in the packet] was simply a recommendation to those other bodies, not a presumption that there was any authority at the RTC level in the formal process. He added that the City Manager expressed to him his desire to at least let the RTC have an opportunity to provide some input on the efficient flow of traffic perspective to the two bodies who would take formal action. However, Chair Aldean believed it might not be fair to the applicant to have the RTC inserted into the process.

Jeff Sharp, City Engineer, stated the entire reason that Larry Werner, City Manager, was asked to be involved was that the City owned property on one-half of the right-of-way. They had been looking at that street and the request for abandonment for some time. Both he and Larry Werner believed that was not a good street and should be abandoned. The City Manager was reluctant to sign the application on behalf of the City if abandonment of the street was not in the best interest of the City, and the reason he wanted to bring the application before the RTC were to make that determination. Chair Aldean asked Joan Wright if she would agree to be on the agenda for the October meeting, to which she agreed. Meanwhile, she said they would get with Larry Werner to see if they could go before both the Planning Commission and the RTC in October. Ms. Wright wanted a stipulation, however, that they could take themselves off the agenda if circumstances warranted. Ms. Aldean said she could do that. In view of all the above, no action was taken on this item.

#### **G-3. Action to approve the expenditure of \$20,000.00 in Carson City Regional Transportation Commission funds to implement traffic calming devices on a trial basis to allow for the evaluation of traffic calming alternatives not previously utilized in Carson City. (1-810)**

Mr. Pittenger reported that last month he had presented an overview of traffic calming measures and their cost and effectiveness. Public comment had been received from residents of South Division Street and Gregg Street. Staff had been directed to bring the matter back for action at the current meeting. He said all the appropriate parties(City staff, vendors, and neighborhood representatives) had evaluated the speeding concerns expressed, the site location differences, and reviewed the options that could be implemented. A determination was made that the \$20,000 would allow testing of several options at several locations, specifically those identified by concerned citizens. Mr. Pittenger said they were looking to try a mix of different items at various locations. For the Gregg Street area, a combination of paint limiting the lane width, and the installation of a pole mounted radar sign--for a small amount more the sign would

## CARSON CITY REGIONAL TRANSPORTION COMMISSION

### Minutes of the Meeting of September 10, 2008

Page 7

collect data, show the speed of traversing vehicles, and also wirelessly download the data. On South Division Street, a speed table with appropriate signage. For Northridge Drive just east of Table Rock, a speed bump in one direction.

Chair Aldean asked about the public input process; the need to come up with a policy had previously been discussed at the RTC so that people knew what actions they had to take to request a traffic calming device. She hoped that an outgrowth of this initial evaluation would be to create that process. Mr. Pittenger said that was the intent of all that they would be doing.

Additional discussion ensued regarding the various aspects of the traffic calming issue with comments from area residents. Rick Crawford, a resident at 1879 Kings Canyon Road, told of his area's particular problems that had increased dramatically over the past 25 years. He had several suggestions and addressed them at length. Mr. Burnham and Mr. Pittenger said they would get a counter on his street and do a speed count, and share that information with the sheriff. Resident, Mike Woodman, of Baker Street, expressed his specific concerns. He said the City had put a counter on the street at one time. He would prefer a stop sign over other remedies. Chair Aldean assured Mr. Woodman something would be done.

Rit Palmer, a Division Street resident who had spoken at the last meeting, thanked the Commission for recognizing the seriousness of the problem and taking action. Gene Robinson, a Northridge Drive resident, noted that more property damage due to excessive speed had occurred on Northridge Drive than on any other street. He wanted to know where specifically the traffic calming device would be located. Mr. Pittenger responded that the device would be a speed hump placed at a location southeast of the roundabout leaving Table Rock toward Wilma, either right before or right after Wilma. Mr. Brotzman stated they had to talk to the homeowner where the hump would be located to see if they agreed. Mr. Robinson believed the optimum location would be on coming out of the roundabout, while obeying the posted speed, that drivers maintain that speed a little longer. He would not be amenable to a speed hump adjacent to his house because it would not be the optimum location, in his opinion. Chair Aldean suggested that Mr. Robinson meet with Mr. Pittenger and Mr. Brotzman at the location for greater location clarity. Cliff Peterson, a Gregg Street resident, commended the Commission for undertaking the problem.

Steve Reynolds, Planning Commissioner, complimented the RTC for taking an active role in traffic management. He then said that looking into the future with regard to the master plan and the next phase of the freeway to open, "we need to remember that if we calm a street that has streets next to it that are just as accessible, all you're going to do is to focus more traffic on those other streets." He acknowledged there may be streets like Gregg Street or Northridge where there was not a secondary approach to travel and therefore "true calming" was a result. It was also necessary to look ahead, as appropriate calming devices were found, to neighborhoods especially on the westside where certain streets have to be delineated as collector streets and not calm them as much. In other areas entire blocks might need calming. Commissioner Hastings also commended staff on the speed and detail with which they had come up with their recommendations. Chair Aldean echoed that feeling. **Commissioner Staub moved to approve the expenditure of \$20,000 of Carson City Regional Transportation Commission funds to implement traffic calming devices on a trial basis to allow for evaluation of traffic calming alternatives not previously utilized in Carson City. The fiscal impact is \$20,000.00, RTC funds 250-3035-431.78.25. Motion was seconded by Commissioner Hastings and carried 4-0.**

**CARSON CITY REGIONAL TRANSPORTION COMMISSION**

**Minutes of the Meeting of September 10, 2008**

**Page 8**

**G-4. Action to recommend that the Board of Supervisors approve a resolution declaring the public interest and necessity in the authorization of a lawsuit to exercise the power of eminent domain for right-of-way of approximately 188 square feet of land from APN 002-099-07 and for a permission to construct on approximately 2,789 square feet on the same aforementioned parcel and for a permission to construct on 672 square feet of land for APN 002-099-01 owned by Donald J. Reyes and Cynthia Reyes, Trustees of the Anteres Trust, for the extension of North Stewart Street and to authorize a stipulation to entry onto the land, and to authorize all other actions necessary to accomplish the taking.**

This item was eliminated.

**G-5. Action to authorize free rides on the Jump Around Carson (JAC) transit system on November 4, 2008, Election Day. (1-1368)**

Keith Pearson, Transit Coordinator, noted this item had been brought forward by the Clerk-Recorder and he was seeking approval from the RTC to move forward with the program. Chair Aldean asked how the program would be advertised, and Mr. Pearson said the Clerk-Recorder's Office would take the lead on that but he would be working with them. He added that signs would also be placed on buses advertising the free rides on Election Day. Chair Aldean suggested an item in the "Community Interest" section of the newspaper. Commissioner Carpenter said it was a "great idea" and asked if the bus token could be an "I Voted" sticker. That was discussed for several minutes, the end result of which was that because the polling places were served by multiple buses and all the rides would be free, one need not prove they voted to ride. Joel Benton expressed concern about tying in voting with free rides. In another vein, Mr. Pittenger mentioned that as ridership was going up revenues were going down. Washoe County was looking at a service cut, and while Carson was running at a deficit because of a cut in local funding sources, the City was not at the point of asking for either a service cut or an increase in fare. **A motion was made by Commissioner Hastings to approve free rides on the Jump Around Carson (JAC) transit system on November 4, 2008, Election Day. Seconded by Commissioner Staub and carried 4-0.**

**G-6. Action to authorize Regional Transportation Commission Chair to accept conditions of a grant awarded by the State Department of Health and Human Services, Division for Aging Services (DAS), to allow senior citizens (age 60 or older) to ride the JAC services for free. While the full \$95,000.00 request was not awarded, \$40,000 was awarded to the City, with the possibility of future continuing awards. (1-1451)**

Keith Pearson summarized the action stating the initial application was to provide free rides on both JAC Assist and the fixed route service with full funding at \$95,000.00. The sum of \$40,000.00 had been approved and therefore what was being offered were free rides for seniors, age 60 and older, on a fixed route for the federal fiscal year, October 1, 2008 to September 30, 2009. Mr. Pittenger said there was potential to extend it with future grants. Chair Aldean noted that based on current ridership there would be a surplus at the end of the fiscal year. Mr. Pearson explained that because seniors were able to ride free, "we will be foregoing the fare and will then have the ability to charge the Division for Aging Services \$2.50 for every validated ride." Ms. Aldean pointed out that \$.50 was now being charged, but Mr. Pittenger said the blended rate was actually less than \$.50 because not all riders paid a cash fare. Thus, the free rides provided for the first half of the year would be reimbursed at \$2.50 each. For the second half of the year there would be no reimbursement as the City would receive more money from the DAS grant than it would have in fares and the excess would be used to offset fuel costs.

Mr. Pearson reported that he was working with the senior center to have the applications available for seniors. Currently three routes go to the center. He added he was going to speak with Janice MacIntosh about using part of

# CARSON CITY REGIONAL TRANSPORTATION COMMISSION

## Minutes of the Meeting of September 10, 2008

Page 9

their staff time to help seniors complete the applications and they could bill staff time for that. Commissioner Hastings noted that the notification of the grant award specified a required match of \$6,000.00 and he wanted to know where that would come from. Mr. Pearson said it would come from the General Transit Funds, it was not a new source. Commissioner Staub asked how would notice be made to those seniors who did not apply at the senior center. Mr. Pearson said it would be advertised in the newspaper and on the buses, and thought he would be able to have a link on the Website, however, in that case they would not be able to pick up their pass online but would be instructed how to do so. Mr. Pearson noted the funds would be available at the end of the first quarter upon submission of reimbursement request. **Commissioner Carpenter moved to authorize Regional Transportation Commission Chair to accept conditions of a grant awarded by the State Department of Health and Human Services, Division for Aging Services (DAS) and to enter into a business associate agreement for the same award. The participation in this agreement would allow the City to provide fare-free rides on Jump Around Carson (JAC) fixed route transit service for a period of one year. Fiscal impact to be an additional revenue of \$40,000.00. The motion was seconded by Commissioner Staub and carried 4-0.**

## H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (Non-Action Items)

### H-1. Street Operations Report (1-1581) - None

**H-2. Project Status Report (1-1589)** - Commissioner Hastings mentioned that on the Stewart Extension there was \$45,000 in one spot and \$450,000 in another and asked for an explanation. Mr. Burnham said the \$45,000 was correct in that it was design money, but what was not showing up was the money budgeted for the construction. He was not sure when that would go in.

Chair Aldean commented that on the Carson City Freeway Landscape project, a landscape consultant had not yet been selected. Mr. Brotzman said it would be done shortly; the landscape consultant list had just expired and they were redoing that list along with making the selection for that project. He expected to have a contract before the board in December or sooner.

Mr. Brotzman reported that Stewart Street should go out to bid in September; nearly all the rights-of-way issues had been resolved, the design was ready, and contracts would be brought forward in December. Curry Street would go out to bid and be awarded in December. Both projects had a six-month time frame with anticipated completion around June 30, 2009.

Mr. Pittenger presented the information sheets that would be distributed to local businesses along those roadways and said preconstruction meetings would be set within the next ten days. The work along Carson Street relative to the Fairview Drive intersection would be done at night, the remainder done during the day. Although, it was possible that the last portion of the paving on Carson Street could be done during the day dependent on temperature.

**H-3. Signing of Fairview Drive as temporary US 50/395. (1-1671)** - Mr. Pittenger noted that the NDOT was required by federal rules to provide a continuous U.S. highway system. From the period that Phase II-A of the freeway was done and terminated at Fairview Drive until II-B was completed sometime in the future, Fairview Drive would be acting as a temporary U.S. highway--US 50/395--and NDOT had sent application to the federal government for permission to sign it as such. He added that progress was being made in negotiating with NDOT

**CARSON CITY REGIONAL TRANSPORTION COMMISSION**

**Minutes of the Meeting of September 10, 2008**

**Page 10**

as far as taking streets and “Carson City had expended significant funding to build up Fairview Drive to a condition where it could act as a temporary U.S. highway and that was part of the consideration we would be seeking from NDOT as we try to get out of some of the funds we are currently obligated to pay NDOT.” Chair Aldean said “we should include not only the additional costs we incurred but long term maintenance of that route as part of the U.S. highway.”

**H-4. Future Agenda Items - (1-708)** - Chair Aldean mentioned that the traffic calming request process should be included. Mr. Pittenger said the next meeting would be too soon to accumulate the experiences needed to come up with a definitive process, but anticipated having a draft by the end of the year.

Mr. Pittenger noted that at the last RTC meeting an item was approved for the transfer of \$5,000 per year for two years to the Tahoe Transportation District for them to establish independent staffing. Joel Benton had said an agreement with them was required and he was awaiting that document. Also, the BlueGo board just approved a draft agreement between RTC and BlueGo for federal funding for transportation over Spooner Summit and that would come before the Commission at the next meeting.

**I. ADJOURNMENT - (1-743) - Commissioner Hastings moved to adjourn, Commissioner Staub seconded and the motion carried 4-0.**

Chair Aldean adjourned the meeting at 7:06 p.m.

The Minutes of the Meeting of September 10, 2008, ARE SO APPROVED this 8<sup>th</sup> day of October 2008.

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SHELLY ALDEAN, CHAIR