

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the May 11, 2016 Meeting

Page 1

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 11, 2016, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Brad Bonkowski
Vice Chairperson Jim Smolenski
Commissioner Mark Kimbrough
Commissioner Jack Zenteno

STAFF: Darren Schulz, Public Works Department Director
Patrick Pittenger, Transportation Manager
Dirk Goering, Transportation Planner
Jason Woodbury, District Attorney
Kathleen King, Chief Deputy Clerk

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM (4:47:55) - Chairperson Bonkowski called the meeting to order at 4:47 p.m. Ms. King called the roll; a quorum was present. Commissioner Crowell was absent.

2. PUBLIC COMMENT (4:49:15) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

3. ACTION ON APPROVAL OF MINUTES - April 13, 2016 (4:49:21) - Chairperson Bonkowski entertained a motion. **Vice Chairperson Smolenski moved to approve the minutes. Commissioner Kimbrough seconded the motion. Motion carried 4-0.**

4. PUBLIC MEETING ITEMS:

4(A) POSSIBLE ACTION TO DETERMINE THAT SIERRA NEVADA CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1516-130, "LOMPA LANE AND CURRY STREET IMPROVEMENTS," FOR \$134,007, PLUS A TEN PERCENT CONTINGENCY AMOUNT OF UP TO \$13,400.70, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$147,407.70, TO BE FUNDED FROM THE STREET MAINTENANCE FUND, AS PROVIDED IN THE FY 2016 BUDGET (4:49:45) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. Mr. Pittenger and Mr. Schulz responded to questions of clarification. Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Commissioner Kimbrough moved to determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1516-130, "Lompa Lane and Curry Street Improvements," for \$134,007, plus a ten percent contingency amount of up to \$13,400.70, for a total not-to-exceed amount of \$147,407.70, to be funded from the Street Maintenance Fund, as provided in the FY 2016 budget. Vice Chairperson Smolenski seconded the**

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the May 11, 2016 Meeting

Page 2

motion.

RESULT:	Approved [4 - 0]
MOVER:	Commissioner Mark Kimbrough
SECOND:	Vice Chair Jim Smolenski
AYES:	Commissioner Kimbrough, Vice Chair Smolenski, Commissioner Zenteno, Chair Bonkowski
NAYS:	None
ABSENT:	Commissioner Robert Crowell
ABSTAIN:	None

4(B) POSSIBLE ACTION TO DETERMINE THAT VEGA ASPHALT PAVING IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1516-124, “CITYWIDE ASPHALT PATCH REPAIR PROJECT,” FOR \$227,000, PLUS A TEN PERCENT CONTINGENCY AMOUNT OF UP TO \$22,700, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$249,700, TO BE FUNDED FROM THE “CTX STREET REPAIR” AND “STREET REPAIR AND MAINTENANCE” ACCOUNTS IN THE STREET MAINTENANCE FUND, AS PROVIDED IN THE FY 2016 BUDGET (4:57:28) - Chairperson Bonkowski introduced this item. Mr. Pittenger reviewed the agenda materials, responded to questions of clarification, and a brief discussion ensued. Chairperson Bonkowski entertained questions of the commissioners and, when none were forthcoming, public comment. When no public comment was forthcoming, Chairperson Bonkowski entertained a motion. **Commissioner Zenteno moved to determine that Vega Asphalt Paving is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1516-124, “Citywide Asphalt Patch Repair Project,” for \$227,000, plus a ten percent contingency amount of up to \$22,700, for a total not-to-exceed amount of \$249,700, to be funded from the “CTX Street Repair” and “Street Repair and Maintenance Accounts,” in the Street Maintenance fund, as provided in the FY 2016 budget. Vice Chairperson Smolenski seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [4 - 0]
MOVER:	Commissioner Jack Zenteno
SECOND:	Vice Chair Jim Smolenski
AYES:	Commissioner Zenteno, Vice Chair Smolenski, Commissioner Kimbrough, Chair Bonkowski
NAYS:	None
ABSENT:	Commissioner Robert Crowell
ABSTAIN:	None

4(C) INFORMATIONAL OVERVIEW OF THE BUDGETS OF THE TRANSIT, CARSON AREA METROPOLITAN PLANNING ORGANIZATION (“CAMPO”), CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”), AND STREET MAINTENANCE (5:02:57) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. Mr. Pittenger and Mr. Schulz responded to questions of clarification throughout the presentation. Chairperson Bonkowski entertained public comment; however, none was forthcoming.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the May 11, 2016 Meeting

Page 3

4(D) POSSIBLE ACTION TO DIRECT STAFF TO FORM AN ADVISORY GROUP TO FACILITATE THE INFORMING AND EDUCATING OF THE PUBLIC REGARDING RESOURCES AVAILABLE FOR TRANSPORTATION PROJECTS IN CARSON CITY, PARTICULARLY AS RELATED TO THE MAINTENANCE OF THE CITY'S STREET SYSTEM; STAFF WILL SEEK INPUT FROM THIS GROUP REGARDING PRIORITIZATION OF THE USE OF AVAILABLE FUNDS; THE GROUP WILL BE ADVISORY TO STAFF AND STAFF WILL REPORT TO THE RTC REGULARLY ON THE MEETINGS OF THIS GROUP; AND A RECOMMENDATION AS TO WHETHER THE GROUP SHOULD CONTINUE TO MEET

(5:23:18) - Chairperson Bonkowski introduced this item, and advised of having distributed typewritten notes to the commissioners and staff prior to the start of the meeting. Mr. Pittenger reviewed the agenda materials. Commissioner Kimbrough discussed the importance of meeting facilitation to ensure efficiency. He expressed support for the proposal, but pointed out that "it's an election year," and reiterated the suggestion to put "some more time and energy into organization." Vice Chairperson Smolenski expressed agreement with Commissioner Kimbrough's comments. Mr. Pittenger responded to questions of clarification. Chairperson Bonkowski discussed concerns regarding "another committee that has to be managed by City staff," and suggested handling it "very carefully." He expressed agreement with Commissioner Kimbrough's and Vice Chairperson Smolenski's comments, and acknowledged the value of "having input to staff from the public and from certain stakeholders in town that have an interest in roads. But I also see the potential for this to be cumbersome, unwieldy, and to get out of control." Chairperson Bonkowski suggested implementing the advisory group "on a trial basis and we could approve the formation of this committee for a limited period of time ... from June 1st to December 31st. And by doing that, that would require an additional action by this commission to extend the committee next year if it's working properly and we're happy with the process." Mr. Pittenger agreed that the advisory group should not "be a permanent fixture." Mr. Schulz acknowledged the same.

Chairperson Bonkowski agreed with earlier comments that the meetings should be facilitated. He expressed the understanding that the advisory group would not be subject to the Open Meeting Law but would be a public meeting. Mr. Woodbury provided clarification. Discussion took place with regard to ensuring public access to the meetings. Chairperson Bonkowski read into the record the suggested stakeholders, as listed on the notes he distributed prior to the start of the meeting. Discussion followed.

Chairperson Bonkowski entertained public comment, and Mr. Pittenger read into the record email correspondence from Supervisors Bagwell and Shirk. Chairperson Bonkowski entertained additional public comment and, when none was forthcoming, additional commissioner discussion or a motion. Commissioner Kimbrough suggested WNC as a possible meeting location, and a brief discussion followed.

Chairperson Bonkowski entertained a motion. **Chairperson Bonkowski moved that staff form an advisory group to facilitate the informing and educating of the public regarding resources available for transportation projects in Carson City; staff will seek input from this group regarding prioritization of the use of available funds; this group will be in place from June 1 through December 31, 2016; staff will make every effort to include the stakeholder participation, as read into the record previously, as well as representation from all four wards of the public; staff will make every effort to implement a method of facilitation, possibly including Robert's Rules, and make every effort to find a facility to televise the meetings which will be open to the public, but if they cannot find a facility large enough and capable of televising, then the meetings will be filmed and the video will be posted to the City website. Commissioner Kimbrough seconded the motion.** Chairperson Bonkowski

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the May 11, 2016 Meeting

Page 4

entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [4 - 0]
MOVER:	Chairperson Brad Bonkowski
SECOND:	Commissioner Mark Kimbrough
AYES:	Chairperson Bonkowski, Commissioners Kimbrough, Zenteno, Vice Chair Smolenski
NAYS:	None
ABSENT:	Commissioner Robert Crowell
ABSTAIN:	None

5. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS; FUTURE AGENDA ITEMS (5:47:21) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the tentative agenda for the June commission meeting.

5(A) STREET OPERATIONS ACTIVITY REPORT (5:49:39) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. Mr. Schulz responded to questions of clarification.

5(B) PROJECT STATUS REPORT (5:51:30) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. At Commissioner Kimbrough's request, Mr. Schulz provided a status report on the downtown project. Mr. Schulz and Mr. Pittenger responded to questions of clarification regarding other projects listed in the status report.

6. COMMISSIONER COMMENTS (6:01:46) - Chairperson Bonkowski entertained commissioner comments; however, none were forthcoming.

7. PUBLIC COMMENTS (6:01:49) - Chairperson Bonkowski entertained public comments; however, none were forthcoming.

8. ACTION ON ADJOURNMENT (6:01:55) - Commissioner Kimbrough moved to adjourn the meeting at 6:01 p.m. The meeting adjourned by mutual consent.

The Minutes of the May 11, 2016 Carson City Regional Transportation Commission meeting are so approved this 8th day of June, 2016.

BRAD BONKOWSKI, Chair