

# CARSON CITY REGIONAL TRANSPORTATION COMMISSION

## Minutes of the April 13, 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, April 13, 2016 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

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

**STAFF:** Darren Schulz, Public Works Department Director  
Patrick Pittenger, Transportation Manager  
Daniel Doenges, Senior Transportation Planner  
Dirk Goering, Transportation Planner  
Graham Dollarhide, Transit Coordinator  
J. Daniel Yu, Deputy 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 (5:07:52)** - Chairperson Bonkowski called the meeting to order at 5:07 p.m. Ms. King called the roll; a quorum was present.
- 2. PUBLIC COMMENT (5:08:45)** - Chairperson Bonkowski entertained public comment; however, none was forthcoming.
- 3. APPROVAL OF MINUTES - January 13, 2016 (5:09:33)** - Chairperson Bonkowski entertained suggested revisions and, when none were forthcoming, a motion. **Commissioner Crowell moved to approve the minutes. Commissioner Kimbrough seconded the motion. Motion carried 5-0.**

Chairperson Bonkowski advised that he would modify the agenda to address items 4(C) and 4(D) prior to item 4(A).

#### **4. PUBLIC MEETING ITEMS:**

**4(A) POSSIBLE ACTION TO DETERMINE THAT V&C CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1516-095, "EMPIRE ELEMENTARY SCHOOL AREA ADA / PEDESTRIAN IMPROVEMENT PROJECT," FOR A BID AMOUNT OF \$180,717.50, PLUS A TEN PERCENT CONTINGENCY AMOUNT OF \$18,072, FOR A TOTAL NOT-TO-EXCEED PRICE OF \$198,789.50, TO BE FUNDED FROM THE SIDEWALK IMPROVEMENT CDBG / FTA ACCOUNT (5:20:16)** - Chairperson Bonkowski introduced this item. Mr. Pittenger provided background information, and reviewed the agenda materials. Chairperson Bonkowski entertained questions or comments of the commissioners and, when none were forthcoming, public comment. When no public

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the April 13, 2016 Meeting**

**Page 2**

comment was forthcoming, Chairperson Bonkowski entertained a motion. **Vice Chairperson Smolenski moved to determine that V&C Construction, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1516-095, "Empire Elementary School Area ADA / Pedestrian Improvement Project," for a bid amount of \$180,717.50, plus a ten percent contingency amount of \$18,072, for a total not-to-exceed price of \$198,789.50, to be funded from the Sidewalk Improvement CDBG / FTA account. Commissioner Kimbrough seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [4 - 0 - 1]
<b>MOVER:</b>	Vice Chair Jim Smolenski
<b>SECOND:</b>	Commissioner Mark Kimbrough
<b>AYES:</b>	Vice Chair Smolenski, Commissioners Kimbrough, Zenteno, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	Commissioner Robert Crowell
<b>ABSTAIN:</b>	None

**4(B) POSSIBLE ACTION TO AUTHORIZE THE TRANSPORTATION MANAGER TO SIGN AGREEMENT NO. NM123-16-201 FOR THE INSTALLATION AND MAINTENANCE OF LIGHTING NEAR THE INTERSECTION OF U.S. HIGHWAY 50 AND EMPIRE RANCH ROAD** (5:23:09) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. Chairperson Bonkowski described the design of the intersection which has given rise to complaints. In response to a question, Mr. Pittenger clarified that lighting and not a traffic signal will be installed.

Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Commissioner Kimbrough moved to authorize the Transportation Manager to sign Agreement No. NM123-16-201, for the installation and maintenance of lighting near the intersection of U.S. Highway 50 and Empire Ranch Road. Vice Chairperson Smolenski seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [4 - 0 - 1]
<b>MOVER:</b>	Commissioner Mark Kimbrough
<b>SECOND:</b>	Vice Chair Jim Smolenski
<b>AYES:</b>	Commissioner Kimbrough, Vice Chair Smolenski, Commissioner Zenteno, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	Commissioner Robert Crowell
<b>ABSTAIN:</b>	None

**4(C) POSSIBLE ACTION TO APPROVE A FEDERAL LANDS ACCESS PROGRAM ("FLAP") PROJECT MEMORANDUM OF AGREEMENT THAT DOCUMENTS THE RESPONSIBILITIES FOR THE DEVELOPMENT, CONSTRUCTION, AND FUTURE MAINTENANCE OF SIERRA VISTA LANE** (5:10:12) - Chairperson Bonkowski introduced this item. Mr. Goering provided background information on the subject and following items, and reviewed the agenda materials. Chairperson Bonkowski entertained questions or comments of the commissioners and, when none were forthcoming, entertained public comment.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the April 13, 2016 Meeting**

**Page 3**

(5:12:52) Donna Grey inquired as to the status of the Bureau of Indian Affairs allotment. Mr. Goering advised of having met with BIA representatives, and of having sent a consent letter to allotment owners. He explained the requirement for a ten percent response. "And once we get that ten percent, we can ... move forward, work with BIA, and get that right-of-way confirmed and secured." Mr. Goering and Mr. Pittenger responded to additional questions of clarification.

Chairperson Bonkowski entertained additional public comment and, when none was forthcoming, a motion. **Vice Chairperson Smolenski moved to approve the proposed Federal Lands Access Program Project Memorandum of Agreement, for the reconstruction of a 2.5-mile portion of Sierra Vista Lane. Commissioner Crowell seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Vice Chair Jim Smolenski
<b>SECOND:</b>	Commissioner Bob Crowell
<b>AYES:</b>	Vice Chair Smolenski, Commissioners Crowell, Kimbrough, Zenteno, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**4(D) POSSIBLE ACTION TO APPROVE A FEDERAL LANDS ACCESS PROGRAM ("FLAP") PROJECT REIMBURSEMENT AGREEMENT TO REIMBURSE CENTRAL FEDERAL LANDS HIGHWAY DIVISION FOR FIVE PERCENT OF THE COST TO RECONSTRUCT A 2.5-MILE PORTION OF SIERRA VISTA LANE, INCLUDING IMPROVEMENTS TO THREE PARKING AREAS AND WAY FINDING SIGNS; THE FLAP GRANT WILL PROVIDE 95 PERCENT OF THE FUNDS TO RECONSTRUCT SIERRA VISTA LANE (5:17:44)** - Chairperson Bonkowski introduced this item, and Mr. Goering reviewed the agenda materials. Chairperson Bonkowski entertained questions or comments of the commissioners and, when none were forthcoming, entertained public comment. When no public comment was forthcoming, Chairperson Bonkowski entertained a motion. **Commissioner Kimbrough moved to approve a Federal Lands Access Program ("FLAP") Project Reimbursement Agreement, to reimburse Central Federal Lands Highway Division for five percent of the cost to reconstruct a 2.5-mile portion of Sierra Vista Lane, including improvements to three parking areas and way finding signs; the FLAP grant will provide 95 percent of the funds to reconstruct Sierra Vista Lane. Commissioner Crowell seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Commissioner Mark Kimbrough
<b>SECOND:</b>	Commissioner Robert Crowell
<b>AYES:</b>	Commissioners Kimbrough, Crowell, Zenteno, Vice Chair Smolenski, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Commissioner Crowell left the meeting at 5:20 p.m.; a quorum was still present.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the April 13, 2016 Meeting**

**Page 4**

**4(E) POSSIBLE ACTION TO DETERMINE THAT CREATIVE BUS SALES (ARBOC) IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER (CONTRACT FILE 1516-099), PURSUANT TO NRS CHAPTER 332, AND TO AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO PURCHASE TWO FIXED ROUTE BUSES FOR A BID AMOUNT OF \$313,235.00 EACH, WITH THE OPTION TO PURCHASE ADDITIONAL BUSES IN FUTURE YEARS, TO BE FUNDED FROM THE TRANSIT FUND, MACHINERY AND EQUIPMENT / VEHICLE PURCHASE ACCOUNT, AS PROVIDED IN FY 2016 / 17 BUDGET (5:26:54)** - Chairperson Bonkowski introduced this item, and Mr. Dollarhide reviewed the agenda materials. Mr. Dollarhide referenced a photograph depicting the bus style to be purchased, which was distributed prior to the start of the meeting. He responded to questions of clarification, and discussion took place regarding the time line for purchase of the buses.

Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Commissioner Kimbrough moved to determine that Creative Bus Sales (“ARBOC”) is the lowest responsive and responsible bidder (Contract File No. 1516-099), pursuant to NRS Chapter 332, and to authorize the Public Works Department to purchase fixed-route buses for a bid amount of \$313,235.00 each, with the option to purchase additional buses in future years, to be funded from the Transit Fund, Machinery & Equipment / Vehicle Purchase Account, as provided in FY 2016 / 17 budget. Vice Chairperson Smolenski seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [4 - 0 - 1]
<b>MOVER:</b>	Commissioner Mark Kimbrough
<b>SECOND:</b>	Vice Chair Jim Smolenski
<b>AYES:</b>	Commissioner Kimbrough, Vice Chair Smolenski, Commissioner Zenteno, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	Commissioner Robert Crowell
<b>ABSTAIN:</b>	None

**4(F) INFORMATION ONLY REGARDING FREE RIDES ON JUMP AROUND CARSON (“JAC”) DURING ELECTION DAY, NOVEMBER 8, 2016 (5:33:30)** - Chairperson Bonkowski introduced this item. Mr. Dollarhide reviewed the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained public comment; however, none was forthcoming.

**4(G) INFORMATION ON PROPOSED BALLOT LANGUAGE REGARDING THE NOVEMBER 2016 CARSON CITY FUEL REVENUE INDEXING BALLOT QUESTION (5:35:10)** - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. Mr. Yu responded to questions of clarification regarding the committees to write arguments in favor of and in opposition to the ballot question, and discussion ensued. Chairperson Bonkowski requested the District Attorney's staff to consider condensing the language in order that each voter will be inclined to read and, therefore, understand the question. Commissioner Kimbrough agreed. Chairperson Bonkowski entertained public comment; however, none was forthcoming.

**5. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:**  
**5(A) FUTURE AGENDA ITEMS**

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the April 13, 2016 Meeting**

**Page 5**

**5(B) STREET OPERATIONS MONTHLY ACTIVITY REPORT - DECEMBER 2015; 5(C) STREET OPERATIONS MONTHLY ACTIVITY REPORT - JANUARY 2016; 5(D) STREET OPERATIONS MONTHLY ACTIVITY REPORT - FEBRUARY 2016 (5:50:38)** - Mr. Pittenger provided an overview of the reports included in the agenda materials.

**5(E) PROJECT STATUS REPORT (5:51:33)** - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. At Chairperson Bonkowski's request, Mr. Pittenger explained the differences between crack filling and wide-crack repair. In response to a question, Mr. Pittenger reviewed allocation of the sales tax surplus which was transferred from the general fund to the RTC. In response to a further question, he discussed the cape seal project scheduled for Lompa Lane. At Commissioner Kimbrough's request, Mr. Pittenger provided a status report on the downtown project. Chairperson Bonkowski advised of having met with various downtown business owners to discuss construction impacts. "I keep hearing the same thing over and over and that is that the businesses are being supported by their customers; that customers are making a concerted effort to continue to go down and patronize their favorite businesses." Chairperson Bonkowski commended the citizens, and encouraged continued patronage of the downtown businesses through the end of the project. He entertained additional commissioner questions or comments; however, none were forthcoming.

**6. COMMISSIONER COMMENTS (6:02:20)** - Chairperson Kimbrough introduced this item. Commissioner Kimbrough commended Mr. Schulz and Public Works Department staff on their ability to maximize the benefits of funding through grants and "taking care of people who have concerns."

**7. PUBLIC COMMENT (6:04:51)** - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

**8. ACTION ON ADJOURNMENT (6:04:57)** - Commissioner Kimbrough moved to adjourn the meeting at 6:04 p.m. The meeting adjourned by mutual consent.

The Minutes of the April 13, 2016 Carson City Regional Transportation Commission meeting are so approved this 11<sup>th</sup> day of May, 2016.

---

BRAD BONKOWSKI, Chair