

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the July 13, 2016 Meeting**

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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, July 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

**STAFF:** Darren Schulz, Public Works Department Director  
Patrick Pittenger, Transportation Manager  
Dirk Goering, Senior Transportation Planner  
Graham Dollarhide, Transit Coordinator  
Hailey Lang, Transportation Planner  
Dan 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** (6:03:11) - Chairperson Bonkowski called the meeting to order at 6:03 p.m. Ms. King called the roll; a quorum was present. Commissioner Zenteno was absent. Chairperson Bonkowski modified the agenda to address item 4(E) prior to item 4(A).

**2. PUBLIC COMMENT** (6:04:17) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

**3. ACTION ON APPROVAL OF MINUTES - June 8, 2016** (6:04:34) - Chairperson Bonkowski entertained suggested revisions and, when none were forthcoming, a motion. **Commissioner Crowell moved approval of the minutes. Commissioner Kimbrough seconded the motion. Motion carried 4-0.**

**4. PUBLIC MEETING ITEMS:**

**4(A) POSSIBLE ACTION TO APPROVE CONTRACT NO. 1516-129, PUBLIC TRANSPORTATION OPERATING SERVICE, TO MV TRANSPORTATION, INC. FOR THE OPERATION OF ALL JAC FIXED-ROUTE AND JAC PARATRANSIT SERVICES FOR \$734,447 FOR YEAR ONE (OCTOBER 1, 2016 - SEPTEMBER 30, 2017); \$743,369 FOR YEAR TWO (OCTOBER 1, 2017 - SEPTEMBER 30, 2018); AND \$759,647 FOR YEAR THREE (OCTOBER 1, 2018 - SEPTEMBER 30, 2019) TO BE FUNDED FROM THE TRANSIT ACCOUNT** (6:14:13) - Chairperson Bonkowski introduced this item, and Mr. Dollarhide reviewed the agenda materials. In response to a question, Mr. Dollarhide explained that additional dispatchers will "free up some time for the operations manager to conduct more supervisory activities." Chairperson Bonkowski entertained additional questions or comments and, when none were forthcoming, public comment. When no public comment was

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forthcoming, Chairperson Bonkowski entertained a motion. **Commissioner Kimbrough moved to approve Contract No. 1516-129, Public Transportation Operating Service, to MV Transportation, Inc. for the operation of all JAC fixed-route and all JAC paratransit services, for \$734,447 for year one, October 1, 2016 through September 30, 2017; \$743,369 for year two, October 1, 2017 through September 30, 2018; and \$759,647 for year three, October 1, 2018 through September 30, 2019, to be funded from the transit account. Vice Chair Smolenski seconded the motion.** Chairperson Bonkowski entertained additional discussion 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 Crowell, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	Commissioner Jack Zenteno
<b>ABSTAIN:</b>	None

Commissioner Kimbrough and Mr. Pittenger commended Mr. Dollarhide on the contract negotiations.

**4(B) 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. 1516-141, "AIRPORT ROAD IMPROVEMENTS - HIGHWAY 50 TO WOODSIDE PROJECT," FOR A BASE BID OF \$102,007, PLUS ALTERNATE 3 PRICE OF \$103,920, FOR A CONTRACT PRICE OF \$205,927, PLUS A TEN PERCENT CONTINGENCY AMOUNT OF UP TO \$20,593, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$226,520, TO BE FUNDED FROM THE STREET REPAIR ACCOUNT, AS PROVIDED IN FY 2017 BUDGET** (6:18:50) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. Mr. Pittenger noted that three alternative bid items were included. He explained that a geotechnical engineer had been retained to evaluate the existing materials, including the subgrade and the traffic, and to consider alternative paving methods. Because the project manager was provided three alternative paving methods, the project was submitted to the bid process. Mr. Pittenger reviewed the details of Alternative Bid Item 3, and advised that traffic will be maintained during project construction. Mr. Pittenger responded to questions of clarification.

Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Commissioner Crowell moved to determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder, and to award Contract No. 1516-141, "Airport Road Improvements - Highway 50 to Woodside Project," for a base bid of \$102,007, plus Alternate 3 price of \$103,920, for a contract price of \$205,927, plus a ten percent contingency amount of up to \$20,593, for a total not-to-exceed amount of \$226,520, to be funded from the street repair account, as provided in the FY 2017 budget. Vice Chairperson Smolenski seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

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

**4(C) POSSIBLE ACTION TO DETERMINE THAT CRUZ CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1516-158, “APPION WAY RECONSTRUCTION PROJECT,” FOR A BASE BID OF \$210,377.45, PLUS ALTERNATE 2 PRICE OF \$79,788.25, FOR A CONTRACT PRICE OF \$290,165.70, PLUS A TEN PERCENT CONTINGENCY AMOUNT OF UP TO \$29,016.57, FOR TOTAL NOT-TO-EXCEED AMOUNT OF \$319,182.27, TO BE FUNDED FROM THE STREET REPAIR ACCOUNT, AS PROVIDED IN THE FY 2017 BUDGET** (6:25:31) - Chairperson Bonkowski introduced this item. Mr. Pittenger provided background information, reviewed the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Commissioner Kimbrough moved to determine that Cruz Construction, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1516-158, “Appion Way Reconstruction Project,” for a base bid of \$210,377.45, plus Alternate 2 price of \$79,788.25, for a contract price of \$290,165.70, plus a ten percent contingency amount of up to \$29,016.57, for a total not-to-exceed amount of \$319,182.27, to be funded from the street repair account, as provided in the FY 2017 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 Crowell, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	Commissioner Jack Zenteno
<b>ABSTAIN:</b>	None

**4(D) POSSIBLE ACTION TO AUTHORIZE THE TRANSPORTATION MANAGER TO EXECUTE AN AMENDMENT TO COOPERATIVE AGREEMENT PR-569-14-063, BETWEEN THE CARSON CITY RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION, FOR THE FLASHING YELLOW ARROWS PROJECT, AND TO AUTHORIZE THE TRANSPORTATION MANAGER TO SIGN FUTURE AMENDMENTS TO THIS AGREEMENT REGARDING TIME EXTENSIONS** (6:35:06) - Chairperson Bonkowski introduced this item, and Mr. Goering acknowledged that a revised amendment had been distributed to the commissioners and staff. Mr. Pittenger provided background information on this item, and reviewed the agenda materials. In response to a question, Mr. Yu reviewed Open Meeting Law requirements relative to the revised amendment. Chairperson Bonkowski entertained questions or comments of the commissioners and, when none were forthcoming, of the public. When no public comment was forthcoming, Chairperson Bonkowski

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entertained a motion. **Commissioner Crowell moved to authorize the Transportation Manager to execute an amendment to Cooperative Agreement PR 569-14-063, between the Carson City RTC and the Nevada Department of Transportation, for the flashing yellow arrows project, and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions; Amendment No. 1 is a two-page document that was distributed to the commissioners prior to the start of the meeting; pursuant to advice of counsel, a copy will be made available to the public and uploaded to the City's website. 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>	Commissioner Robert Crowell
<b>SECOND:</b>	Commissioner Mark Kimbrough
<b>AYES:</b>	Commissioners Crowell, Kimbrough, Vice Chair Smolenski, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	Commissioner Jack Zenteno
<b>ABSTAIN:</b>	None

**4(E) POSSIBLE ACTION TO APPROVE THE RTC CHAIR TO SIGN TWO TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATIONS TO BE SUBMITTED BY THE PUBLIC WORKS DEPARTMENT FOR SOUTH CARSON STREET AND A SECTION OF THE FREEWAY MULTI-USE PATH IMPROVEMENTS (6:04:59)** - Chairperson Bonkowski introduced this item. Mr. Goering reviewed the agenda materials and responded to questions of clarification.

Chairperson Bonkowski entertained public comment. (6:08:17) Muscle Powered President Kelly Clark thanked the commission for considering the subject item, and discussed the importance of complete streets.

(6:10:47) Chas Macquarie, representing Muscle Powered, advised that the City is currently designing that portion of the freeway multi-use path “that goes from Highway 50 to the south of Lompa Lane and connects with ... the existing paths at Butti Way. ... This would be the next section to Colorado Street.” Mr. Macquarie encouraged staff and the RTC to “work diligently to extend it further. The next section south of there is pretty easy going to Clearview Drive.” Mr. Macquarie expressed appreciation for the work done, and encouraged support of the grant applications.

Chairperson Bonkowski entertained additional public comment and, when none was forthcoming, questions or comments of the commissioners. In response to a question, Mr. Pittenger offered to consider the possibility of providing for the subject section to “be used as dirt, as walkable and mountain-bike-rideable” prior to project completion. Mr. Pittenger clarified a key issue to ensure right-of-way availability. Chairperson Bonkowski entertained additional questions or comments and, when none were forthcoming, a motion. **Vice Chair Smolenski moved to approve the RTC to submit two Transportation Alternative Program grant applications, to be submitted by the Public Works Department for South Carson Street and a section of the freeway multi-use path improvements. Commissioner Kimbrough seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote.

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

Chairperson Bonkowski thanked the Muscle Powered representatives for their attendance and participation.

**4(F) POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING THE FILING OF TWO APPLICATIONS FOR FEDERAL TRANSIT ADMINISTRATION GRANTS, UNDER 49 U.S.C. CHAPTER 53, SUBMITTED THROUGH CAMPO, AND TO AUTHORIZE THE RTC CHAIR TO SIGN THE FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES SECTION OF THE RTC APPLICATION FOR 5310 AND 5339 FUNDS (6:42:05)** - Chairperson Bonkowski introduced this item, and Mr. Dollarhide reviewed the agenda materials. Mr. Dollarhide acknowledged the match funding has been budgeted. Chairperson Bonkowski entertained questions or comments of the commissioners and of the public. When no additional questions or comments were forthcoming, Chairperson Bonkowski entertained a motion. **Commissioner Crowell moved to adopt the Resolution authorizing the filing of two applications for Federal Transit Administration grants, under 49 U.S.C. Chapter 53, submitted through CAMPO, and to authorize the RTC Chair to sign the FTA Fiscal Year 2016 Certifications and Assurances section of the RTC application for 5310 and 5339 funds. 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>MOVED:</b>	Commissioner Robert Crowell
<b>SECOND:</b>	Commissioner Mark Kimbrough
<b>AYES:</b>	Commissioners Crowell, Kimbrough, Vice Chair Smolenski, Chair Bonkowski
<b>NAYS:</b>	None
<b>ABSENT:</b>	Commissioner Jack Zenteno
<b>ABSTAIN:</b>	None

**4(G) INFORMATION REGARDING TRAFCC UPDATE FOR MEETING HELD ON THURSDAY, JUNE 23, 2016 (6:44:23)** - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials. Chairperson Bonkowski entertained commissioner and public questions or comments and, when none were forthcoming, thanked Mr. Pittenger for his report.

## 5. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

**5(A) STREET OPERATIONS ACTIVITY REPORT (6:47:24)** - Chairperson Bonkowski introduced this item. Mr. Pittenger reviewed the agenda materials, responded to questions of clarification, and discussion followed. Chairperson Bonkowski entertained additional questions; however, none were forthcoming.

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**5(B) PROJECT STATUS REPORT** (6:50:20) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the agenda materials.

**5(C) FUTURE AGENDA ITEMS** (6:55:31) - Chairperson Bonkowski introduced this item, and Mr. Pittenger reviewed the tentative agenda for the August 16<sup>th</sup> meeting.

**6. COMMISSIONER COMMENTS** (6:56:07) - Chairperson Bonkowski entertained commissioner comments; however, none were forthcoming.

**7. PUBLIC COMMENTS** (6:56:41) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

**8. ACTION ON ADJOURNMENT** (6:56:45) - A motion was made, seconded, and carried unanimously to adjourn the meeting at 6:56 p.m.

The Minutes of the July 13, 2016 Carson City Regional Transportation Commission meeting are so approved this 16<sup>th</sup> day of August, 2016.

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BRAD BONKOWSKI, Chair