

CASON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the September 8, 2004, Meeting

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A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, September 8, 2004, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning immediately following the Carson Area Metropolitan Planning Organization's meeting that began at 5:30 p.m.

PRESENT: Chairperson Richard S. Staub, Vice Chairperson Steve Reynolds, and Commissioners Shelly Aldean, Charles Des Jardins, and Michael Zola

STAFF PRESENT: Development Services Director Andrew Burnham, Community Development Director Walter Sullivan, Deputy City Engineer John Flansberg, RTC Engineer Harvey Brotzman, and Recording Secretary Katherine McLaughlin (RTC 9/8/04 Tape 1-0001)

I. ROLL CALL AND DETERMINATION OF A QUORUM - Chairperson Staub convened the meeting at 6:15 p.m. Roll call was taken. The entire Commission was present, constituting a quorum.

J. APPROVAL OF MINUTES (1-0023) - None.

K. AGENDA MODIFICATIONS (1-0025) - Item N-4 will be the first item heard under the N Heading.

L. PUBLIC COMMENTS (1-0029) - None.

M. DISCLOSURES (1-0036) - Commissioner Zola explained a discussion he had with a gentleman regarding the four-way stop at Arrowhead and Emerson and the number of drivers who "blow" the stop. Their discussion recommended having a sign painted "stop ahead" and installed to warn drivers of the stop at the intersection. Deputy City Engineer John Flansberg indicated he had made notes regarding the request. Commissioner Aldean explained the telephone calls she had received from a lady regarding the Ridgecrest and Northridge intersection and the high number of accidents that are occurring at that intersection. Discussion noted a recent fatality at the intersection. No formal action was taken on either item.

N. PUBLIC MEETING ITEMS

N-4. DISCUSSION AND ACCEPTANCE OF THE CARSON CITY COMMUNITY TRANSPORTATION SYSTEM EVALUATION AND POSSIBLE DIRECTION TO STAFF (1-0064) - Strategic Project Management Representative Jerry Hall used computerized slides to illustrate and highlight his report. He encouraged the Commission to take a ride on the system if the Commissioners had not done so previously. The current service program is highly personalized with a lot of interaction between the driver and the rider. It was felt that ridership may be dropping due to the limitation on hours of service. New equipment has arrived and more is on the way. Justification for his recommendation that observation of the drivers' arrivals was provided. Discussion also justified having dispatch located at the Northgate Complex and the vehicles stored at the Corporate Yard. Tickets/subscriptions are sold at the Northgate Complex and through other agencies. Mr. Hall felt that it should not be necessary for the individual to have the script as the individual's trip is on a computer log. Comments pointed out that the tickets are not an impulse purchase and their acquisitions may be marginal. Development Services Director Andrew Burnham stressed the importance of the discussion and its use in determining the future service program. He also indicated that the manning portion of the operation will be relocated to the Corporate Yard when space is found. Some of

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the suggestions, however, may have to wait until after the short range transit study is conducted and/or development of a different transit system occurs. Commissioner Zola explained his management experience and the need for a supervisor to make a decision regarding when a driver should leave his equipment. He felt that the current program has a lack of communication between the supervisor and the office which justified relocation of both to a central location. Mr. Hall then explained his recommendation that the buses need to be color coordinated and have a logo consistent for marketing. Deputy City Engineer John Flansberg explained his contact with the State indicates that two new buses should be arriving in two weeks and two additional buses will be arriving two weeks later. He hoped to have all four on the road by the middle of October. They are white buses without any markings. He also indicated that the transit planner will be on staff by December 1. Commissioner Zola suggested that the community participate in a program to develop a logo at either the college or high school art class level. Mr. Flansberg indicated that there has been a desire to use the buses as traveling advertisements and questioned whether this program should be allowed and what to charge if it is allowed. Commissioner Reynolds explained his knowledge of the current advertiser and his support of the service when it operated on time. When it was not on time, the advertiser was unhappy. Discussion indicated the advertising was inside the buses and not on the outside. It was felt that outside advertising looks like a "rolling billboard". Outside bus advertising was felt to be more expensive and would require Board direction and/or an ordinance change. Discussion indicated that the current provider has some recommendations on the type of logo that should be on the buses. The current logo was felt to be hard to read and needed to be modified. It was suggested that the name be spelled out until a final decision on the logo is made. Mr. Hall also recommended that the drivers/MV Transit address any appearance/cosmetic problems as they are encountered. The no show and cancellation problems and their policies were explained. The policy requiring riders to be ready 30 minutes before the scheduled pick up time is more than that allowed by federal regulations. Better scheduling will provide more ridership. Considerations that must be evaluated before penalizing riders who are repeated no shows were noted. The Commission/provider can place more constraints on discretionary riders. This may provide for more usage during peak periods particularly if the discretionary riders are the individuals who cause the repeated no shows or cancellations. Commissioner Des Jardins suggested that educational material be given to the customer when acquiring the subscriptions. This program may not help with individuals who are mentally challenged. Discussion explained the current scheduling and cancellation requirements. Usage during peak periods limits the ability to promote the service and expand to other riders. Calling the rider to remind them may be an "overkill". The policy to attempt to contact the rider if no one responds when the driver arrives was explained.

Mr. Hall then explained the need for regular reports containing comparable and useful information. He recommended monthly reports until the Commission is comfortable with quarterly reports. He also believed that there is a potential for additional ridership development. Marketing may result in an increased revenue stream. Institutional campaigns benefit marketing and generate support for the system through either taxes or additional funding allocations from the City and Feds. More accurate feedback could be provided by merging reports on major repairs and maintenance. The current deficiencies were noted. MV Transit currently subcontracts the regular maintenance. The City performs the major maintenance. Mr. Flansberg indicated that the next contract should include a method of communication on the maintenance so as to allow better control and monitoring. He also indicated that better monitoring at this time will provide the true cost of the service. Mr. Hall justified his recommended monitoring program and explained contractual changes that would require the equipment to be returned in the same condition as it was in when received. Discussion indicated the belief that there is good communication between the provider and Fleet Maintenance. Relocation of the office to the Corporate Yard could improve the communications. Mr. Burnham explained

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that the City is looking at having the School District maintain the equipment as they service a lot of buses on a regular basis. Discussion also indicated that the interior maintenance is performed by the driver. Mr. Hall was unsure who performs the exterior maintenance. Commissioner Zola recommended having the City take over this function and that replacement funding be provided within the budget. Mr. Hall then reviewed the remainder of his report regarding the subscription agencies and potential improvement strategies including coordination with DART and PRIDE and development of short and long range transportation plans. Commission comments complimented Mr. Hall on his report. It was felt that the current service meets its market needs, however, at some point the City may desire to expand the service to provide for more discretionary riders. Promotion and advertising could generate more riders than the present service can provide. Other transit programs were noted. Chairperson Staub felt that the report had failed to evaluate whether the current equipment is appropriate for the service. Should a bus for 20 people be used to pick up just one rider? Mr. Hall explained that this is a policy decision driven by the type of service desired. He also encouraged the Commission to send comparable buses to all sites. A beat up bus should not be used for only one location. The riders demand convenience, friendly staff, and cleanliness.

Discussion then indicated that the City may need to have two types of services - a dial-a-ride system and a public deviated system. The systems in Douglas County and Reno were explained. Clarification indicated that service after 8 p.m. is provided for individuals with special needs. Commissioner Zola felt that extending the hours to 10 p.m. may have the driver waiting for riders. This service should be discretionary rather than a necessity. Commissioner Des Jardins also felt that there is a need for a diversity of equipment and for a linkage with the adjacent counties. The community needs to know what is available which will requires additional marketing. He also felt that the new residents are not aware of the service and questioned the reasons ridership has fallen off. Public comments were solicited but none were given. Chairperson Staub agreed that improvements in the service could be made. He also felt that the system should be increased to a deviated fixed route at some point. He thanked Mr. Hall for his thorough and informative report. Commissioner Aldean moved to accept the Carson City Community Transportation System Evaluation; fiscal impact is to be determined. Commissioner Reynolds seconded the motion. Motion carried 5-0.

N-1. PRESENTATION BY GARDENERS RECLAIMING OUR WAYSIDES (GROW) FOR LANDSCAPING AND BEAUTIFICATION OF THE CARSON CITY FREEWAY GATEWAYS (1-1135) - GROW President Mary Fischer introduced GROW Members Jan Miller and Becky Beisenstein . Ms. Fischer reviewed the history of GROW and its effort to obtain landscaping along the freeway. This effort has provided funding for the second phase of the freeway. The funding program is not retroactive for phase one. Efforts to find funding for phase one were limned. She believed that the project will cost \$1.4 million. Grant requests were built around GROW's plans. She was willing to accept funding for one gateway unless there is enough available for all three. The one gateway would be used as an example of what could be done and will, hopefully, obtain additional funding/resources for the other gateways. Engineered drawings and bid specifications are required. This may cost \$18,000. GROW has received donations and grants which should cover this estimate. Funding for development of the plans must be provided within a reasonable period or the plans will become "stale". She asked the Commission to make the project its top priority for MPO enhancement funding. Justification for her recommendation that the Terrace/Northridge gateway receive top billing was provided. Discussion explained the process for submittal to CAMPO for prioritization and the estimated cost to improve one gateway. Ms. Fischer also felt that improvement of the neighborhood gateways will encourage businesses to improve their gateways. Ms. Fischer gave the Commission copies of GROW's brochure. (A copy was not given to the Clerk.)

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Parks Planner Vern Krahn supported doing one gateway at a time and expressed his belief that they will all be constructed. He acknowledged the fiscal impact the landscaping could have on the Parks Department and Acting Parks and Recreation Director Scott Fahrenbruch's support for the Terrace/Northridge gateway as a demonstration project. Mr. Fahrenbruch had also asked that the record include that if the additional gateways are improved, it will impact his installation and maintenance staffing levels. The Board of Supervisors will need to consider this impact when it makes its decision. Photo simulations were illustrated to show the concept. The demonstration project at the Reno-Tahoe Airport was cited as an example. He also felt that the estimated \$100,000 to \$120,000 cost per gateway and \$130,000 cost for an interchange were correct. The cost difference is due to the fact that the interchanges are larger. Discussion indicated that staff had not discussed the possibility of having "naming rights" for the landscaping with NDOT. Justification for the naming and signage was provided. Discussion explained the landscaping responsibilities for NDOT and the City. The City will need an encroachment permit for the installation and must meet NDOT's safety standards and requirements. Discussion also explained the City's responsibility for maintaining the Carson Street medians. Mr. Krahn felt that the Department will need and will request additional employees if more than one gateway is constructed. Chairperson Staub suggested an "adopt a gateway program" be implemented.

Commissioner Des Jardins complimented Ms. Fischer on her dedication and successful efforts. He also expressed his pleasure at learning that the new NDOT administrator/administration is easier to work with previous administrator(s)/administration(s). He supported the concept of a demonstration project. He had supported such programs when he was employed at FHWA. He suggested that assistance be obtained from the Nevada's Congressional representatives for additional Federal landscape funding. Ms. Fischer indicated that they had provided verbal support and asked him for assistance in obtaining additional support.

Commissioner Zola suggested that Ms. Fischer discuss the project with "Reno's District 2". Ms. Fischer agreed to do so and explained the current NDOT agreement that provided some top soil, boulders, and infrastructure at the gateways. She supported the current engineered plans. She was willing to pursue any funding options and solicited assistance finding other funding sources. Her understanding of the enhancement funding process was limned. A demonstration grant application has been submitted. The difficulty encountered attempting to make people understand that landscaping had not been included in the freeway's first phase was described. Additional public comments were solicited but none were given. No formal action was taken or required.

N-2. DISCUSSION AND DIRECTION TO STAFF ON PROJECTS TO PURSUE FOR TRANSPORTATION ENHANCEMENT APPLICATIONS (1-1770) - Deputy City Engineer John Flansberg explained the funding for the North Carson Street medians and the list of projects included in the Commission's packet. Discussion between the Commission and Mr. Flansberg described the sidewalk along the west side of Roop Street between Northridge and Winnie. Mr. Flansberg asked the Commission to designate three or four of the projects for consideration. Staff will develop the applications and ask the Commission to establish the priorities at the next meeting. Comments stressed the safety concerns for students walking to Carson Middle School. Mr. Flansberg explained that the Hot Springs Road pedestrian project has been funded. Engineering is now occurring. Construction should occur next year. The two year application and funding process for the enhancement projects was limned. It was felt that the Fairview pedestrian/safety lighting project could be added to the Fairview widening project now being developed. The funding and construction timeframes will match the widening project timeframes. Mr. Flansberg also felt that the deferred

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gas tax funds could be used to fund the Fairview safety project. It was removed from the list of potential applications. Discussion ensued on the current, the proposed, and the needed pedestrian safety improvements for the Eagle Valley Middle School students along Edmonds, Graves Lane and Fifth Street including the potential need for a crossing guard/fencing; the distance of the V&T Multi-Use Path from Combs Canyon Road to Carson-Tahoe Hospital and the Mexican Ditch from Hidden Meadows 4 to Silver Saddle Ranch; the need for: an equestrian crossing over the freeway at Koontz, a multi-use path between/along the Fairview and South Edmonds to the Fifth Street roundabout/the Carson Middle School, a bicycle and pedestrian area along Goni Road above Arrowhead and/or an alternate route for the gravel trucks, and for improvements to Curry Street between Clearview and 10th Street. Funding for the multi-use path along the second phase of the freeway may be included in next year's funding considerations. As Curry Street improvements are included in a waterline improvement project, it was removed from the listing. Re-striping of Edmonds will provide a "very wide shoulder" for pedestrians/bicyclists. Pedestrian/bicyclist's safety concerns along this street were noted. Mr. Flansberg felt that individuals living along Saliman should use the linear path rather than Edmonds. The safety concerns for pedestrians/bicyclists along both Goni and Edmonds were discussed at length. It stressed the need for a pedestrian master plan which included deficiencies and future plans.

Development Services Director Andrew Burnham reiterated staff's request for direction from the Commission regarding the three or four items that staff should develop applications for the Commission to prioritize at the next meeting. The Commissioners explained their priorities. Mr. Flansberg explained the reasons a secondary Goni street truck route application would not be considered for funding. Staff will, however, analyze it as a separate project and attempt to develop a plan to remove the pedestrian/bicycle traffic. Goni Road enhancements would be considered. Mr. Flansberg indicated that applications will be developed for the Roop Street pedestrian safety improvements from Winnie to Bath Way, the Carson freeway gateway landscaping, the V&T multi-use path from Combs Canyon to the Carson-Tahoe Hospital, and the Eagle Valley Middle School pedestrian safety including analyzing a multi-use path from the roundabout to the Middle School and looking at a southward path and funding for same. No formal action was taken.

N-3. DISCUSSION AND APPROVAL OF APPLYING FOR A NEVADA DIVISION OF STATE LANDS QUESTION 1 GRANT FOR THE BRUNSWICK CANYON ROAD BRIDGE REPLACEMENT PROJECT (1-2629) - Commissioner Aldean moved to approve an application for a Nevada Division of State Lands Question 1 grant for the Brunswick Canyon Road Bridge Replacement Project. Commissioner Reynolds seconded the motion. Public comments were solicited but none were given. The motion was voted and carried 5-0. Mr. Flansberg explained that a letter will be submitted to NDOT to keep the project moving.

RECESS: A recess was declared at 8:30 p.m. The entire Commission was present when Chairperson Staub reconvened the meeting at 8:37 p.m., constituting a quorum.

N-5. DISCUSSION AND DIRECTION TO STAFF ON THE ROOP STREET/NORTH STEWART TRANSPORTATION CORRIDOR (1-2679) - Chairperson Staub and Deputy City Engineer John Flansberg explained that the original project's bids were \$7.2 million. With contingencies it totaled \$7.5 million. Development Services Director Andrew Burnham explained that when other funding portions were removed, the RTC portion of the project totaled \$3.5 million. The proposed transportation improvement program now contains \$3.5 million for this project. The City/Commission could, therefore, rebid the project.

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Mr. Flansberg explained that a copy of John Long's memo regarding the Roop Street corridor had been distributed to the Commission. (A copy is included in the file.) He had pointed out the need to widen the Fifth and Roop Street intersection. This need had not been identified or discussed previously. State Public Works has also recommended its widening. He then pointed out the impact that Walmart will have on Roop Street. Tables 3, 4 and 7 were used to illustrate the need to widen Roop Street. He then explained the pressing need to replace the water and sewer lines in Roop Street. The water line should have been replaced two years ago. The paving's dilapidated condition was noted. Reconstruction of it requires compliance with ADA standards. This will cost at least \$5 million to do as a single project. Commissioner Zola explained his personal observation of Roop Street at 2:30 p.m. He felt that an alternative route is needed particularly if additional State buildings are constructed. His support for the Stewart Street extension was indicated. Mr. Flansberg explained staff's belief that if the project is put out to bid this winter, more contractors will bid on it than had originally. His reasons for wanting to widen Roop Street at this time were indicated. He believed that it will take at least a year to complete negotiations for additional property to extend Stewart Street. Mr. Burnham indicated that the estimate for extending Stewart Street was in the \$2.3 million to \$3 million range. The estimate included \$750,000 which had already been spent to acquire the Church property. Commissioner Aldean stressed the need to have alternate north/south routes through the community. She also pointed out that the price of land continues to increase. She felt that if the City has the funds, the Stewart Street extension should be done. Mr. Burnham noted that it would not be possible to do Roop and Curry Streets if Stewart Street is done. Discussion with the local forester regarding extending Stewart to Curry has indicated that he is supportive of the concept, however, the State Regional Forester must approve the program. Indications are that he has some trepidations about it. Discussion pointed out that originally staff had strongly supported the Roop Street widening project. As the freeway will be to Highway 50 soon, the need for it is not as strong as it was originally. Fairview has become the number one project due to the NDOT commitments. Curry, Stewart, and Roop Street are all important projects to the community. Mr. Flansberg explained his support for widening Roop Street to four lanes at this time as it provides increased traffic movement in an area Stewart does not cover. Stewart Street would relieve congestion while Roop Street is under construction. Roop can be widened after it is completed. He was uncertain when and how the utility improvements in Roop will be accomplished, and, specifically, the reclaimed water line for Mills Park. Having the funds for both Roop and Stewart is the ideal situation. They will provide more capacity than is needed in the interim but in the long term view will be better for the community. Chairperson Staub felt that people will discontinue the use of Roop once the freeway is completed. Stewart Street is under utilized at this time. Its time has come and the price is right for its extension. The media had not supported Roop Street when it was proposed several months ago. He suggested that a meeting be held with the Governor and that the connector at the south end be reconsidered. This would provide a connection to Roop Street for the new State buildings. Mr. Flansberg felt that construction of the Stewart Street extension could occur in 2006. Fairview Drive will be completed in 2006. It will take two to three weeks to make the minor changes to Roop Street's design. It can then be put out for bid. Justification for proceeding with Stewart Street and delaying Roop Street was discussed. Mr. Flansberg also indicated that the Moody to Winnie portion of Roop will be included in the Stewart extension. This area and the need for additional signals may increase the estimated \$3 million project. Chairperson Staub indicated that the Commission's consensus supported proceeding with the extension of North Stewart Street.

Mr. Burnham indicated that staff should pursue the Fifth and Roop Street intersection as a separate project and bring back detailed information on it as well as a southern connectivity of Stewart and Roop Street. The Commission concurred. No formal action was taken.

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N-6. DISCUSSION AND POSSIBLE ACTION ON 2004-2008 CARSON CITY REGIONAL TRANSPORTATION COMMISSION TRANSPORTATION IMPROVEMENT PROGRAM (2-0108)

- Discussion pointed out the need to redo the program. Commission direction indicated Roop Street should be considered in 2019 and that Curry Street should follow Fairview and Stewart Streets in the priority listing. Clarification indicated that the short range program needed to be finalized. The long range program provides numbers. The North Stewart Street extension replaces Roop Street. The Commission did not need to approve the program this evening but should provide clear direction regarding any revisions. The Fandango agreement was felt to be the only agreement of significance that required street improvements in the near future. Mr. Burnham also indicated that there will be some significant drainage improvements in the "C" Hill area that could be affected by the FEMA fire/flood mitigation measures that the City is currently making. Discussion explained the reasons for doing Curry Street before the freeway is opened. Mr. Burnham recommended that the timeframe for Curry Street remain as indicated in the program. Mr. Flansberg then explained his concerns about the need for major maintenance work on Roop Street. Utility repair while help with some of it. Widening it may not be as expensive if the utilities participate. Mr. Burnham felt that staff should evaluate this option. The \$1 million for reconstruction projects included Northridge at Russell, the Hot Springs Enhancement Project, and a second unnamed Northgate project. Mr. Burnham explained his belief that funding will be able to handle Roop Street as illustrated by the decreased cost of the Brunswick Canyon Bridge. He agreed that funding will have to be analyzed as projects are constructed. Commissioner Zola suggested that Curry Street's priority be re-evaluated after Fairview is considered. Additional public comments were solicited but none were taken. Chairperson Staub deferred action on the item to next month's meeting. No formal action was taken by the Commission.

O. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS)

O-1. UPDATE ON THE HIGH ACCIDENT REVIEW MEETING WITH NEVADA DEPT. OF TRANSPORTATION (2-0225) - RTC Engineer Harvey Brotzman described the meeting of the Nevada Highway Patrol, the Carson City Sheriff's Office, and the City staff. The list of accidents did not include the accident at Northridge and Ridgecrest. They discussed extending the median at 395 and College Parkway. The signal at Lompa and College Parkway will be installed in October. The issue regarding re-striping Highway 50 and Graves Lane will be discussed at another meeting. NDOT will submit typed minutes from the meeting. They will be included in the Commission's packet for next month, if available. Commissioner Aldean explained the concerns with the Northridge and Ridgecrest intersection. She urged staff to evaluate the intersection and see what can be done to reduce the number of accidents at that intersection. No formal action was taken or required.

O-2. FUTURE AGENDA ITEMS (2-0264) - None.

P. ADJOURNMENT (2-0266) - Commissioner Aldean moved to adjourn. Commissioners Reynolds and Des Jardins seconded the motion. Motion carried 5-0. Chairperson Staub adjourned the meeting at 9:15 p.m.

A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours

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ARE SO APPROVED ON December 8, 2004.

/s/
Richard S. Staub, Chairperson