

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the January 27, 1999, Meeting

Page 1

A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, January 27, 1999, at the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada, beginning at 6 p.m.

COMMISSIONERS PRESENT: Kay Bennett, Jon Plank and Steve Reynolds

STAFF PRESENT: City Manager John Berkich, Deputy City Manager Dan St. John, Community Development Director Walter Sullivan, RTC Engineer Harvey Brotzman, Recording

Secretary Katherine McLaughlin, and Community Development Office Supervisor Pat Hughey (R.T.C. 1/27/99 Tape 1-0001)

A. ROLL CALL AND DETERMINATION OF A QUORUM - Ms. Hughey convened the meeting at 6:05 p.m. Roll call was taken and a quorum was present although Commissioner Bennett had not yet arrived.

B. APPROVAL OF MINUTES - None.

C. MODIFICATION OF AGENDA (1-0010) - Commissioner Plank requested Item F-6 be heard after Item F-1.

D. PUBLIC COMMENT (2-0001) - John Bullis supported the proposal to expand the Commission's membership by adding two citizens and requested the project priorities be re-evaluated. He distributed the May 1998 priority listing as developed by the Master Plan Transportation Element process. (A copy was given to the Clerk.) The Commission had considered Ormsby Boulevard prior to completion of the priority list. Larry Borges expressed his concern about the lack of pedestrian safety features on South Graves Lane. A cross walk is needed at Gordon. Reasons for making the request were provided. Although it will require funding, a sidewalk should be installed along the south side of Edmonds/Graves for the children.

E. DISCLOSURES (1-0065) - None.

F. PUBLIC HEARINGS (1-0069)

F-1. DISCUSSION AND POSSIBLE ACTION ON THE ELECTION OF A CHAIRPERSON AND VICE CHAIRPERSON - Commissioner Reynolds nominated Commissioner Plank for Chairperson and that the nomination for Vice Chairperson be held until Commissioner Bennett arrives. Commissioner Plank seconded the nomination. The nomination was voted and carried unanimously. Ms. Hughey passed the gavel to Chairperson Plank.

(2-2584) Chairperson Plank explained the Commission's action on the selection of a Chairperson. Commissioner Bennett moved that Steve Reynolds be appointed Vice Chair. Chairperson Plank seconded the motion. Motion carried 3-0.

F-6. DISCUSSION AND POSSIBLE ACTION ON A RECOMMENDATION TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES WITH JERRY HALL AS THE CITY'S LIAISON WITH THE NEVADA DEPARTMENT OF TRANSPORTATION FOR THE CARSON CITY BY PASS CONSTRUCTION (2-0081) - City Manager Berkich explained the proposal and justified using RTC funds for this expenditure. Chairperson Plank explained his personal relationship with Mr. Hall and feeling that he was capable of performing the proposed tasks. The final agreement will be approved by the Board of Supervisors. Mr. Hall indicated that he would be able to dedicate the necessary time to provide the services as proposed and explained the reasons for the variance in the time requirements. Mr. Berkich and Chairperson Plank described Mr. Hall's background. Commissioner Reynolds moved to approve in concept a professional services proposal from Jerry Hall to provide oversight and coordination for the construction of the 395 Bypass and direct staff to prepare a contract. Chairperson Plank seconded the motion. Motion carried 2-0.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the January 27, 1999, Meeting

Page 2

F-4. DISCUSSION AND POSSIBLE ACTION ON THE STATUS OF EDMONDS DRIVE AND

FIFTH STREET NEVADA DEPARTMENT OF TRANSPORTATION ROUNDABOUT
DEMONSTRATION PROJECT (2-0246) - RTC Engineer Brotzman and NDOT Representative Perry Gross described the proposed research demonstration project. NDOT will fund the temporary project. The experiment will be conducted for 30 to 45 days. The traffic term "yield" and the traffic flow operations were explained. Buses should be able to negotiate the roundabout without climbing onto the center. Semi-trailers may climb the outside portion which will be constructed to handle this weight and traffic. The speed limit will be 15 miles per hour. Deputy City Manager St. John pointed out that Fifth Street is a State road. The City had allocated \$170,000 for a signal at this intersection. If the project works, the City will save money. Mr. Gross described the project in more detail for Galen Gregory. The intersection will not be redesigned. Additional explanations were provided describing the traffic functions of both roundabouts and traffic signal controlled intersections. Mr. Gregory felt that traffic congestion will occur until the motorists learn how to merge with traffic. Scott Mayne questioned the safety of the proposal in view of the current problems experienced with four-way stop signs. Mr. Gross indicated that the experiment will include analyzing this point. There will be a learning curve for the drivers. Videos will be made of the traffic. If the project is unsuccessful, it will be removed. The study will be conducted for approximately 45 days. Ralph Buscher felt that if some curbing is removed, right turns will be permitted which will reduce the number of vehicles waiting to enter the intersection. Mr. Gross indicated that if the project works as conceived, the majority of the traffic delays will be eliminated. Mr. Gross explained for Beverly Hall that the speed limit would be 15 miles per hour. (Commissioner Bennett arrived during the explanation--6:40 p.m. The entire Commission was present, constituting a quorum.) The installation is contingent upon NDOT's need to use the crews for snow removal. If the weather conditions remain clear, they will be able to install the roundabout soon. Jennifer Albin suggested the test be conducted during the school year. Mr. Gross indicated that if the project is not installed before summer, it will be cancelled. Discussion ensued on the number of accidents which have occurred at the intersection. Mr. Brotzman explained the traffic counts for the intersection. Ms. Albin did not feel that the drivers will honor the 15 miles per hour speed limit as they do not honor the school zone. Michael Derloshon supported the project in principle, however, felt that an educational program should be conducted to teach drivers to yield and the laws regarding right of way as well as implementation of an enforcement program. Education should occur before implementation. He also felt that it was ridiculous to spend \$170,000 for signals which are only needed 1-1/2 to 2 hours a day. Mr. Gross responded by explaining the physical features of the roundabout which prohibit drivers from running over it and will slow the vehicles down. Signage will be installed. As the intersection has a very low accident rate, if successful, it may be used in high accident intersections. Educational programs are proposed. Beverly Hall explained the current traffic congestion problems. Chairperson Plank explained his personal knowledge of the intersection and its traffic congestion. He also questioned whether 35 to 45 days would provide a valid test and if DMV/Highway Patrol could assist with enforcement and education. NDOT will fund the project and no City funds are to be used. Mr. Borges questioned whether the proposed test period was adequate and the impact the roundabout would have on triple trailers. Ralph Buscher suggested the School District have staggered starting times for the different classes. This would eliminate a major portion of the congestion. John Divani questioned the construction period and the detour route proposed during construction. Commissioner Bennett re-enforced the request for public education. Chairperson Plank suggested that the schools give each student an information sheet to take home. Brad Hall questioned the construction and design plans for the permanent structure. Mr. Mayne suggested that the traffic speed at the top of the hill be lowered for the transition area. Mr. Gross described the signage proposed for that area. Mr. Brotzman, Chairperson Plank, and Mr. Gross indicated for an unidentified lady that there would be only one lane of traffic in each direction and that the traffic lane would be 13 feet in width. Discussion indicated that this process will establish the speed at which the roundabout will be negotiated. The signage was discussed. Mr. Mayne described his experience with the Northridge roundabouts. Mr. Brotzman explained the purpose of the Northridge roundabouts is to "calm traffic down". The proposed roundabout is to speed traffic through the intersection. Mr. Gross then responded to the cold weather issues. Construction will take approximately three days and may be done within three weeks. The cost is projected to be \$12,000, which is for a temporary structure. The permanent structure may include landscaping in the middle. Commissioner Bennett requested notification prior to installation of the permanent structure so that issues regarding landscaping, irrigation, maintenance, etc., can be addressed. Traffic patterns for triple trailers were described. Their rear tires will ride the outside portion of the roundabout. Informational ideas were solicited. Commissioner Bennett urged Mr. Gross to send home flyers with each of the Eagle Valley Junior High School students. Chairperson Plank suggested that it be sent home on two separate occasions.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the January 27, 1999, Meeting

Page 3

Commissioner Bennett also encouraged Mr. Gross to use the Public Access Channels. Discussion also suggested that the PTA newsletter include a flyer. Mr. Gross indicated that public feedback is included in the research. Chairperson Plank suggested copies be provided to the City Hall. Community Development Director Sullivan suggested a 15 minute educational video be developed and aired over the Public Access Channel as well as at three or four neighborhood meetings and during school assemblies. Discussion indicated that RTC will conduct a hearing after the study period is completed. Ms. Albin suggested that any surplus funds which are not needed for the signal/roundabout be used to address the College Parkway-Hot Springs intersection. Commissioner Bennett requested this intersection be agendized for a future meeting and for NDOT to be asked to participate in developing an alternative. Discussion indicated for Mr. Dittenber that if the project fails, it should not take a full year to install the signal. Mr. Gross indicated for Keith Work that a decision had not been made as to whom would fund the permanent structure. NDOT will pay for the temporary structure. Mr. St. John indicated that the City will work with the State and develop a program. It is not currently on NDOT's capitol projects list. Mr. Perry estimated the permanent structure would cost between \$30 and \$40,000 as there is no right-of-way issues involved. Commissioner Bennett suggested that the structure be left in place for six months with the study and decision being made in three months. This will eliminate the need to remove the structure, if it is successful, install the stop signs, then when construction can be done on the permanent structure, removing the stop signs and re-educating the drivers on the roundabout program. Chairperson Plank supported her suggestion that the temporary structure be followed with a permanent structure for continuity. Mr. Perry responded by reiterating the intent to install a temporary structure and its purpose. He did not feel that it would survive longer than three months. This keeps the costs low. Commissioner Bennett suggested that City staff work with NDOT and develop an agreement which would allow the City to take over the project and maintain it until a decision is made and construction is undertaken on the final plan. Mr. St. John felt that 30 days may provide an adequate test period so that staff direction could be provided on the final design. This will provide time to develop the final project prior to termination of the research. Mr. Brotzman also indicated that the signal design is ready to go to bid and is being held pending the outcome of the proposed project. Chairperson Plank thanked the audience for attending and participating. Mr. Gross provided his NDOT telephone number and physical address for people wishing to contact him.

BREAK: A seven minute recess was declared at 7:30 p.m. The entire Commission was present when the meeting was reconvened at 7:37 p.m., constituting a quorum.

F-5. DISCUSSION AND POSSIBLE ACTION ON THE PRIORITIZATION OF A TRAFFIC SIGNAL AT ROOP STREET AND LITTLE LANE (2-1362) - Mr. Brotzman distributed new information on the signal to the Commission and Clerk. Mr. St. John explained Mr. Bernhard's request to prioritize the signal due to the main post office's proposed relocation. The original proposal was for the City to fund the entire signal, however, the current offer is to share the costs with the developer. The master plan had included the signal, however, it is not on the priority list. The master plan indicates that warrants for the signal will be met in 2005. Discussion indicated the postal service proposed to fund 25 percent of the cost--\$45,000. The developer proposed to fund 25 percent--\$45,000. Totalling \$90,000 for a project estimated to cost \$181,000. Mr. Brotzman indicated the signal will cost approximately \$150-\$160,000 and that the microwave communication system would cost the remainder. The post office had conducted a study to determine the need for a signal. The Fire Department supported the project as it will provide another access to Saliman. Discussion explored the traffic analysis developed for the proposed mobile home park and neighborhood business district. A post office will increase the traffic volume used in this study. A site plan will be reviewed by staff. Discussion indicated that access/egress for the post office will be provided via Little Lane and Randall Drive. Mr. Brotzman explained that the difference between the staff report's fiscal impact of \$221,400 and the proposed project was created due to the feeling that the communications system would have to be trenched. Research has since indicated that a microwave system would be less expensive. It is currently estimated at approximately \$20,000.

John Bullis explained that the Transportation Advisory Committee had not included Little Lane as a higher priority on the master plan due to the lack of knowledge about the plan to construct a post office on it. Mr. Brotzman and Chairperson Plank agreed that this information had not been available at that time. Discussion also indicated that construction would commence in February and be completed by May/June. The drawings have been submitted to staff for review. Hugh Nellis suggested that a roundabout be used as it will save a lot of money. Mr. Brotzman indicated that this proposal had not been studied. He felt that the post office preferred a signal as indicated by its

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the January 27, 1999, Meeting

Page 4

funding commitment. Commissioner Bennett pointed out the difference in uses as the Edmonds and Fifth Street will facilitate through traffic. This project will be for a high circulation development. Discussion indicated the roundabout should be considered as an alternative although the right-of-way could pose a problem.

Commissioner Bennett moved that the Regional Transportation Commission direct staff to change the priorities of the Regional Transportation Commission recommended roadway improvements to include---. Mr. Brotzman explained the need to realign the project summary list and insert the signal in place of an unspecified signal which had been funded. Commissioner Bennett then restated her motion to be that the Regional Transportation Commission move priority number 21 as listed on Page 33 of the Carson City Transportation Master Plan adopted in January 1999 and move that to, which is Line 21 of the Capital Budget, put it into Line Item 21 of the budget and that the City proceed to negotiate with the post office and the developer, Mr. Bernhard, for their 25 each percent of their contribution to the construction of that and that the commitment of the City not exceed \$91,000. Commissioner Reynolds seconded the motion. Motion carried 3-0.

F-7. DISCUSSION AND POSSIBLE ACTION ON A CITY POLICY FOR PLACEMENT OF ASPHALT GRINDINGS ON UNPAVED ROADS (2-1784) - Continued to a future meeting.

F-3. DISCUSSION AND POSSIBLE ACTION ON THE SETTING OF THE REGIONAL TRANSPORTATION COMMISSION'S MEETING SCHEDULE (2-1800) - Considerable discussion ensued between the Commission, staff, Mr. Bullis, and Mr. Work on the schedule conflicts, various starting times, the need for public access and participation, the desire to telecast the meetings, a plan which would hold quarterly/special meetings in the evening, and the desire to maintain the meeting date as the third Wednesday of each month. Mr. Sullivan distributed information delineating the deadline for agendizing and circulating material to the Commission and Clerk. Special meetings should be coordinated with Ms. Hughey. Mr. Work suggested that public comments be taken later in the meeting rather than first thing. Chairperson Plank explained his intent to agendize any item for an evening session when warranted even though the remainder of the meeting may be held at 3 p.m. Consensus supported having the next meeting at 3 p.m. on February 17 due to commitments made earlier regarding the policy on grindings and the plan to asphalt Pursia. Mr. Bullis felt that his experience on the Transportation Committee had indicated there is a lack of coordination with the School District and urged the Commission to consider this issue. Chairperson Plank indicated that this issue had not been agendized and that he would address this issue with staff. Chairperson Plank then stated that the next meeting would be on February 17 at 3 p.m. in the Sierra Room and that this issue will be considered. No formal action was taken.

F-2. DISCUSSION AND POSSIBLE ACTION ON FORMAT OF REGIONAL TRANSPORTATION COMMISSION AGENDA (2-2258) - Mr. Sullivan explained the agenda format and procedure used by his Department. The Commissioners were urged to contact his office when wishing to agendize an item. Legal requirements for agendas were noted. Staff report data and procedures used for agendizing public requests were discussed. Chairperson Plank indicated his intent to review public requests to assure that all aspects can be addressed appropriately. The process included, when necessary, contacting the individual to delay the issue if additional information is needed. He also expressed his objection to late material which is presented during the meeting. He preferred to delay the item to the next meeting. No formal action was required or taken on this Item.

G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS)
- COMMISSIONER REPORTS, STAFF REPORTS, AND FUTURE AGENDA ITEMS (2-2610) - Mr. St. John reported on the status of Graves Lane. The project should go out to bid next week. Bids will be opened on March 30. Bid award should be considered by the Board of Supervisors on April 15. Ormsby Boulevard extension has been delayed for Parks and Recreation Commission's consideration. It should be ready to go to bid within a month. The Little Lane agreement should be considered by the Board after the Graves project has been finalized. The financial status will then be determined and a report provided to the Commission in March. Discussion explained the bid opening procedure and timeframes. Commissioner Bennett suggested NDOT be asked to provide a report on the Highway 28 erosion control project scheduled for 1999-2000-2001 as well as the Tahoe Transportation District, the shuttle project, and additional parking spaces at Chimney and Secret Harbors. Chairperson Plank indicated that this report should be made to the Board of Supervisors. If the project information is reduced to the issues considered by the Commission, it could be agendized. Commissioner Bennett then

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the January 27, 1999, Meeting

Page 5

explained a Forest Service parking lot project which she felt should be discussed by the Commission. Chairperson Plank indicated that this issue should also be considered by the Board. He felt that the portion dealing with the Carson City drainage problem could be considered by the Commission, however, the entire project should be considered by the Board of Supervisors. Commissioner Bennett then explained her feeling that some of the Tahoe Bond Act funds could be used for drainage problems outside of the right-of-way as well as along the highway right-of-way. No formal action was required or taken.

H. ADJOURNMENT (2-2944) - Commissioner Bennett moved to adjourn. Commissioner Reynolds and Chairperson Plank seconded the motion. Motion carried unanimously. Chairperson Plank adjourned the meeting at 8:50 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.

The Minutes of the January 27, 1999, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON September 8,
1999.

/s/

Jon Plank, Chairperson