

CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
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A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, December 13, 2006, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, immediately following the regularly scheduled meeting of the Carson Area Metropolitan Planning Organization that began at 5:30 p.m.

**PRESENT:** Chairperson Richard S. Staub, Vice Chairperson Charles Des Jardins, and Commissioners Shelly Aldean and Larry Hastings

**STAFF PRESENT:** Transportation Program Manager Patrick Pittenger, Senior Deputy District Attorney Michael Suglia, RTC Engineer Harvey Brotzman, and Recording Secretary Katherine McLaughlin (RTC 12/13/06 Recording 5:41:08)

**NOTE:** Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the Request for Action Report and/or supporting documentation. Staff members making the presentation are listed after the Item's heading. Any other individuals who spoke are listed immediately following the staff listing. A recording of these proceedings is on file in the Clerk-Recorder's office. It is available for review and inspection during normal business hours.

**J. ROLL CALL AND DETERMINATION OF A QUORUM** - Chairperson Staub convened the meeting at 5:42 p.m. Roll call was taken. The entire Commission was present, constituting a quorum. (A replacement for Member Zola, who resigned prior to the October 11, 2006, meeting, had not yet been selected by the Board of Supervisors.)

**K. APPROVAL OF MINUTES (5:42:00)** - None.

**L. AGENDA MODIFICATION (5:42:35)** - Item P-4 was deferred to the January meeting. No formal action was required or taken.

**M. STAFF PUBLIC SERVICE ANNOUNCEMENTS (5:43:00)** - None.

**N. PUBLIC COMMENT (5:43:21)** - None.

**O. DISCLOSURES (5:43:40)** - Chairperson Staub disclosed that applications for the vacant Commission position closed on Tuesday. Three applications have been received. They will be interviewed by the Board of Supervisors.

**P. PUBLIC MEETING ITEMS:**

**P-1. ACTION TO ACCEPT PUBLIC WORKS RECOMMENDATION ON THE ENGINEERING DESIGN OF A TYPE IV INTERSECTION AT US HIGHWAY 395 AND SILVER OAK DRIVE PROJECT, CONTRACT NO. 2006-019, AND AUTHORIZE PUBLIC WORKS TO ISSUE PAYMENTS FROM PROFESSIONAL SERVICES OF THE REGIONAL TRANSPORTATION COMMISSION FUND TO PALMER ENGINEERING GROUP, LTD., FOR AN AMENDMENT NO.1 AMOUNT OF \$4,375. THE ORIGINAL AGREEMENT WAS ISSUED FOR \$24,999. WITH THE INCLUSION OF THIS AMENDMENT THE TOTAL CONTRACT AMOUNT IS \$29,374**

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**(5:43:51)** - Transportation Program Manager Patrick Pettinger, RTC Engineer Harvey Brotzman - The delay in presenting the contract to the Commission for consideration was explained. The developers' funds are in the bank and are ready to be spent. The original contract's contingency was inadequate to cover the additional work. The design has been completed. Construction can now occur. Public comments were solicited but none were given. Commissioner Aldean moved to accept Public Works recommendation on Engineering Design of a Type IV Intersection of U.S. Highway 395 and Silver Oak Drive Project, Contract No. 2006-019, and authorize Public Works to issue payments from Professional Services of the Regional Transportation Commission Fund to Palmer Engineering Group, Limited, for an Amendment No. 1 amount of \$4,375; the original agreement was issued for \$24,999; with the inclusion of this amendment, the total contract amount is \$29,374. Commissioner Hastings seconded the motion. Motion carried 4-0.

**P-2. DISCUSSION AND ACTION TO APPROVE A PROCESS FOR THE REVIEW AND CONSIDERATION OF REQUESTS FOR NEW TRAFFIC CONTROL DEVICES (5:46:01)** - Transportation Program Manager Patrick Pettinger, RTC Engineer Harvey Brotzman - A pamphlet containing criteria for the installation of Stop Signs from *The Institute of Transportation Engineers Traffic Engineering Council* was distributed to the Commission and Clerk. (A copy is in the file.) The current and proposed processes were described. If the applicant appeals the staff's decision, the request will be submitted to the Commission. The Commission's decision is final. An appeal process to its decision was not suggested. Three years after the original application is submitted, staff will review the request to determine if conditions have changed that will justify approving the application. The review will be submitted to RTC only if changes have occurred justifying reconsideration by RTC. A pending appeal will be submitted to the Commission if the proposed process is approved. The three-year period was felt to be a reasonable length of time, however, the Commission could change the period, if desired. The intent is to avoid annual reviews. Staff will inform an applicant if a pending project will remedy the situation for the individual. Traffic control devices are listed in the manual. Examples could be added to the proposed process, however, caution should be taken regarding the specificity of the terminology used in those examples. It was suggested that prior to the list of examples the following terminology "included but not limited to" be stated. Public comments were solicited but none given. Commissioner Des Jardins moved to accept the policy for the review and consideration of requests for traffic control devices as presented in the document transmitted to the Carson City Regional Transportation Commission for review with the inclusion of examples of traffic control devices. Commissioner Aldean seconded the motion. Motion carried 4-0.

**P-3. PRESENTATION ON MARKETING CAMPAIGN FOR JAC TRANSIT SYSTEM (5:55:36)** - Transportation Program Manager Patrick Pettinger, Senior Deputy District Attorney Michael Suglia, MacWest Marketing Partner Miya MacKenzie and Michelle Tibma - Chairperson Staub explained a notice in the *Nevada Appeal* indicating that "All RTC public transit services including RTC RIDE, RTC ACCESS, Sierra Spirit, and RTC InterCity will accept nonperishable food donations as payment for fares on Thursday and Friday." Discussion indicated that JAC is not participating in this program. Justification for allowing JAC riders to make similar donations was provided. It was felt that the City's service should participate as the riders could be confused due to the wording in the announcements. Mr. Pettinger agreed to notify the service provider and inform them to accept the donations in lieu of the fare for the next two days. He also indicated an intent to discuss the matter with Washoe RTC. He noted that Washoe RTC has been very helpful to staff on other items. Chairperson Staub explained that it is a matter of continuity and providing Carson City riders with the ability to donate to the services for needy individuals during the holidays. Mr. Suglia felt that the issue related to marketing and had not violated the Open Meeting Law.

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Ms. MacKenzie provided an overview of the marketing status, plans for the future, and what the Commissioners will begin to see happening through the use of computerized slides. The ads and public relations campaigns have commenced. Their key targets were limned. Examples were shown illustrating how the seniors will be targeted. The campaign includes advertising, community relations, public relations, and updating the JAC website. Permission is being sought from Ray Charles before "Hit The Road JAC" is used. January's advertising campaign was described. Chairperson Staub suggested that the banners include the availability of coupon books. Ms. MacKenzie agreed to work on it. The student pass was described. It will be launched in January. They are on sale at the College book store. Value ads for businesses are being offered. It allows the firm to have its logo on the ads, banners, and press releases. They have been well received. Businesses are interested in working with them. The more people who know about the service, the more riders there will be. More pass outlets are being sought. Presentations are being made to service organizations at a rate of two to four per month. Event opportunities and newsletter publications were listed. Information regarding other opportunities were solicited. Press releases launching the student program were limned. Improvements to the JAC website are being made. Connections to other web sites will be provided. Discussion suggested that a connection to the Chamber of Commerce web site be added to the list. An easy to recall telephone number is being developed and will be added to the advertisements/presentations. Suggestions were welcomed. Paul Summers absence was explained. He will attend the presentation with Mr. Pettinger. A process allowing individuals to make comments online will be added to the web site in the near future. The ridership level was the same for November as in October even though the Friday after Thanksgiving was a holiday and no service was provided. Public comments were solicited but none were given. No formal action was required or taken.

**P-4. ACTION TO RECOMMEND APPROVAL OF A WATER, SANITARY SEWER AND STORM SEWER PARTICIPATION IMPROVEMENTS AGREEMENT BY AND BETWEEN CARSON GAMING LLC, AND CITY OF CARSON CITY, A POLITICAL SUBDIVISION OF THE STATE OF NEVADA, FOR WORK INCLUDING, BUT NOT LIMITED TO THE CONSTRUCTION OF A WATER, SANITARY SEWER AND STORM SEWER ON CURRY STREET - FROM CLEARVIEW DRIVE TO WIALAKI STREET. THE TOTAL CITY COMMITMENT TO THIS PROJECT, AS SPECIFIED IN THE AGREEMENT, SHALL NOT EXCEED A TOTAL OF \$1,000,000 FROM THE RTC AND STORM WATER FUNDS AND OTHER MATTERS PROPERLY RELATED THERETO. THE RTC FUND SHARE IS \$550,000. (5:42:35) - Deferred.**

### **Q. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS)**

**Q-1. STREET OPERATIONS ACTIVITY REPORT (6:13:51) - RTC Engineer Harvey Brotzman -** The reason for this item was noted. A lot of work has been performed as ongoing maintenance and at Governors Field. Public comments were solicited but none given. No formal action was required or taken.

**Q-2. PROJECT STATUS REPORT (6:14:44) -** The report had been reviewed by the Commission. Comments/questions were solicited but none were given. Chairperson Staub noted that all projects are moving forward, including the North Stewart Street extension. Dirt should be turned on it in the spring. Public comments were solicited but none given. No formal action was required or taken.

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**Q-3. FUTURE AGENDA ITEMS (6:15:13) - None.**

**R. ADJOURNMENT - RTC (6:15:20) -** Chairperson Staub wished everyone happy and safe holidays. He also wished Mr. Suglia luck in the future. Commissioner Aldean moved to adjourn. Commissioner Des Jardins seconded the motion. Motion carried 4-0. Chairperson Staub adjourned the meeting at 6:16 p.m.

The Minutes of the December 13, 2006, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON January 10, 2007.

/s/  
Richard S. Staub, Chairperson