

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the May 9, 2018 Meeting**

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A meeting of the Carson City Regional Transportation Commission was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization meeting on Wednesday, May 9, 2018 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Brad Bonkowski  
Vice Chairperson Lori Bagwell  
Commissioner Mark Kimbrough  
Commissioner Chas Macquarie  
Commissioner Greg Stedfield

**STAFF:** Darren Schulz, Public Works Department Director  
Lucia Maloney, Transportation Manager  
Graham Dollarhide, Transit Coordinator  
Hailey Lang, Transportation Planner  
Courtney Bloomer, Bicycle and Pedestrian Coordinator  
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 Clerk's Office, during regular business hours.

**1. CALL TO ORDER AND DETERMINATION OF A QUORUM** (4:55:37) - Chairperson Bonkowski called the meeting to order at 4:55 p.m. Ms. King called the roll; a quorum was present.

**2. AGENDA MANAGEMENT NOTICE** (4:56:10) - Chairperson Bonkowski entertained modifications to the agenda; however, none were forthcoming.

**3. DISCLOSURES** (4:56:30) - Chairperson Bonkowski entertained disclosures; however, none were forthcoming.

**4. PUBLIC COMMENT** (4:56:40) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

**5. ACTION ON APPROVAL OF MINUTES - April 11, 2018** (4:56:53) - Chairperson Bonkowski introduced this item, and entertained a motion. **Vice Chairperson Bagwell moved to approve the minutes, with a previously-noted correction. Commissioner Kimbrough seconded the motion. Motion carried 5-0.**

**6. PUBLIC MEETING ITEMS:**

**6(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. 1718-174, "NORTH CARSON STREET ADA IMPROVEMENT PROJECT," FOR A BASE BID OF \$175,072.00, PLUS A 10% CONTINGENCY AMOUNT OF UP TO \$17,507.20, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$192,579.20, TO BE FUNDED FROM THE RTC FUND, AS PROVIDED IN THE FY 18 BUDGET** (4:57:38) - Chairperson Bonkowski introduced this item, and Ms. Maloney reviewed the agenda materials. Ms. Maloney noted a correction to the funding source reflected in the staff

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report. She responded to questions of clarification, and discussion followed. Chairperson Bonkowski entertained additional questions or comments of the commissioners and of the public and, when none were forthcoming, a motion. **Vice Chairperson Bagwell 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. 1718-174, "North Carson Street ADA Improvement Project," for the base bid of \$175,072.00, plus a ten percent contingency amount up to \$17,507.20, for a total not-to-exceed amount of \$192,579.20, to be funded from the grant fund 275, as provided in the FY 18 budget. Commissioner Stedfield seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

**6(B) POSSIBLE ACTION TO ACCEPT RESPONSIBILITY FOR THE MATCH PORTION, IN THE AMOUNT OF \$191,776, FOR THE FEDERAL TRANSIT ADMINISTRATION FISCAL YEAR 2017 SECTION 5339(b) DISCRETIONARY FUNDS AWARDED FOR THE REPLACEMENT OF TWO JUMP AROUND CARSON FIXED-ROUTE BUSES** (5:03:09) - Chairperson Bonkowski introduced this item. Mr. Dollarhide reviewed the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained additional questions or comments of the commissioners and of the public and, when none were forthcoming, a motion. **Commissioner Kimbrough moved to accept responsibility for the match portion, in the amount of \$191,776, for the Federal Transit Administration Fiscal Year 2017 Section 5339(b) discretionary funds awarded for the replacement of two Jump Around Carson fixed-route buses. Vice Chairperson Bagwell seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

**6(C) INFORMATION ON ACTIONABLE ITEMS OF IDENTIFIED IMPROVEMENTS TO THE JUMP AROUND CARSON TRANSIT SYSTEM RESULTING FROM THE JAC TRANSIT SURVEY** (5:06:27) - Chairperson Bonkowski introduced this item. Mr. Dollarhide reviewed the agenda materials, and responded to questions of clarification. Commissioner Kimbrough commended Mr. Dollarhide on his work. Chairperson Bonkowski entertained additional questions or comments and, when none were forthcoming, requested the commissioners to contact Mr. Dollarhide with any additional questions or comments. Chairperson Bonkowski entertained public comment; however, none was forthcoming.

## 7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:

**7(A) TRANSPORTATION MANAGER'S REPORT** (5:10:46) - Chairperson Bonkowski introduced this item, and Ms. Maloney presented her report. Chairperson Bonkowski entertained questions or comments; however, none were forthcoming.

**7(B) STREET OPERATIONS ACTIVITY REPORT** (5:11:30) - Chairperson Bonkowski introduced this item, and Ms. Maloney presented the report which was included in the agenda materials. Chairperson Bonkowski entertained questions or comments; however, none were forthcoming.

**7(C) PROJECT STATUS REPORT** (5:12:22) - Chairperson Bonkowski introduced this item, and Ms. Maloney presented the report which was included in the agenda materials. Ms. Maloney responded to questions of clarification, and discussion followed. Chairperson Bonkowski entertained additional questions or comments; however, none were forthcoming.

**7(D) FUTURE AGENDA ITEMS** (5:18:46) - Chairperson Bonkowski introduced this item,

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and Ms. Maloney reviewed the tentative agenda for the June commission meeting.

**8. COMMISSIONER COMMENTS** (5:19:18) - Chairperson Bonkowski entertained commissioner comments; however, none were forthcoming.

**9. PUBLIC COMMENT** (5:19:27) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

**10. THE NEXT MEETING IS TENTATIVELY SCHEDULED FOR 4:30 P.M. ON WEDNESDAY, JUNE 13, 2018, IN THE COMMUNITY CENTER SIERRA ROOM, 851 EAST WILLIAM STREET** (5:19:39) - Chairperson Bonkowski read this information into the record.

**11. ACTION ON ADJOURNMENT** (5:19:55) - A motion was made, seconded, and carried unanimously to adjourn the meeting at 5:19 p.m.

The Minutes of the May 9, 2018 Carson City Regional Transportation Commission meeting are so approved this 11<sup>TH</sup> day of July, 2018.

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BRAD BONKOWSKI, Chair