

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the August 14, 2019 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, August 14, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

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

STAFF: Darren Schulz, Public Works Department Director
Lucia Maloney, Transportation Manager
Dirk Goering, Senior Transportation Planner
Daniel Anderson, Transportation Planner / Analyst
Michael Reynolds, Transit Coordinator
Todd Reese, 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 (5:09:56) - Chairperson Bonkowski called the meeting to order at 5:09 p.m. Ms. King called the roll; a quorum was present.

2. AGENDA MANAGEMENT NOTICE (5:10:15) - Chairperson Bonkowski entertained modifications to the agenda; however, none were forthcoming.

3. DISCLOSURES (5:10:20) - Chairperson Bonkowski introduced this item, and Vice Chairperson Kimbrough advised of the need to abstain from participating in discussion and action on item 6(E).

4. PUBLIC COMMENT (5:10:44) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

5. ACTION ON APPROVAL OF MINUTES - July 10, 2019 (5:11:15) - Chairperson Bonkowski introduced this item, and entertained a motion. **Vice Chairperson Kimbrough moved to approve the minutes. Commissioner Bagwell seconded the motion. Motion carried 5-0.**

6. PUBLIC MEETING ITEMS:

6(A) INFORMATIONAL PRESENTATION REGARDING FISCAL YEAR 2019 TRANSPORTATION ACTIVITIES (5:11:42) - Chairperson Bonkowski introduced this item. Ms. Maloney presented the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained additional commissioner questions or comments and public comments; however, none were forthcoming.

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6(B) DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT V&C CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND AWARDING CONTRACT NO. 1819-237, CDBG COLLEGE PARKWAY ADA IMPROVEMENTS PROJECT TO V&C CONSTRUCTION, INC. FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$200,233 (5:15:29) - Chairperson Bonkowski introduced this item, and City Engineer Dan Stucky presented the agenda materials. Mr. Reese acknowledged that the contract was never fully executed. “Carol Akers is a required signature on the contract and she has not signed the contract pending receipt of all the required documents to execute the contract.” At Chairperson Bonkowski’s request, Mr. Reese explained the process for the City to declare a bidder non-responsive and / or to cancel a bid in the best interests of the City.

Chairperson Bonkowski inquired as to a representative of NVNJ Construction; however, no one was forthcoming. Chairperson Bonkowski entertained commissioner questions or comments. Mr. Reese and Purchasing and Contracts Administrator Carol Akers responded to questions of clarification. Chairperson Bonkowski read language from the first “Whereas” paragraph of the contract into the record. Ms. Akers responded to additional questions of clarification.

Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Commissioner Bagwell moved to award the contract, as presented, to V&C Construction. Vice Chairperson Kimbrough seconded the motion.** Chairperson Bonkowski entertained discussion on the motion. Commissioner Bagwell advised of having been interested in hearing from a NVNJ Construction representative. Chairperson Bonkowski noted that awarding the contract to V&C Construction is only at an additional cost of less than \$3,000 over the initial bid. Chairperson Bonkowski entertained additional discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

6(C) DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDING TO THE BOARD OF SUPERVISORS ACCEPTANCE OF THE 90% DESIGN OF THE SOUTH CARSON COMPLETE STREETS PROJECT (5:32:21) - Chairperson Bonkowski introduced this item, and City Engineer Dan Stucky introduced Project Manager Tom Grundy. Mr. Stucky provided an overview of this item, and then narrated a PowerPoint presentation which was displayed in the meeting room and copies of which had been distributed to the commissioners and made available to the public prior to the start of the meeting. Mr. Stucky and Mr. Grundy responded to questions throughout the presentation, and extensive discussion took place. Mr. Stucky introduced and presented an instructional video on how to properly navigate a roundabout.

Chairperson Bonkowski entertained public comment. (6:47:17) Donna Inversin, representing Muscle Powered, commended the instructional video and requested that bicyclists be included. She thanked the staff for their “forward-thinking” approach and for working with Muscle Powered “regarding pedestrians and bicyclists ...” Ms. Inversin discussed concerns over the roundabout in consideration of the two pedestrian crossings. She requested consideration be given to further decreasing vehicle speeds in the roundabout.

(6:51:43) Louis Lem commended the discussion to include green striping in the roundabout to accommodate bicycle transition.

(6:53:04) Dan Leck discussed concerns over the roundabout relative to bicyclists, and requested consideration be given to eliminating the frontage road between Colorado and Moses Streets.

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Chairperson Bonkowski entertained additional public comment and, when none was forthcoming, a motion. **Commissioner Macquarie moved to recommend to the Board of Supervisors acceptance of the 90% design of the South Carson Street Complete Streets Project, with the understanding that staff will take into account the comments received during this meeting and during other public meetings and have a serious look at the roundabout and other issues that have been brought up. Vice Chairperson Kimbrough seconded the motion for purposes of discussion.** Chairperson Bonkowski entertained discussion on the motion. Vice Chairperson Kimbrough requested acknowledgment of staff's understanding of the motion relative to responsibility. Commissioner Macquarie explained the purpose of his motion, and discussion followed. Mr. Stucky acknowledged an understanding of the commission's direction "of the areas that we need to evaluate further. Again, ... some of these we do feel like the design that you see today is the best design. So ... I'm not going to change stuff that ... staff disagrees with from an engineering standpoint but some of these things, ... the feedback we got today, there's some areas that we definitely need to look at further and find a solution for and then there's some areas that ... are pretty simple things that we can do and tweak in the design and implement and make you all happy with that. So I believe that we have clear direction based off the feedback that we've received from you today." Mr. Stucky and Public Works Department Director Darren Schulz responded to questions of clarification, and discussion followed. Chairperson Bonkowski suggested an amendment to the motion to indicate that staff will present an update at the September commission meeting. **Commissioner Macquarie so amended his motion. Vice Chairperson Kimbrough continued his second.** Mr. Stucky again acknowledged sufficient direction. Chairperson Bonkowski entertained additional discussion and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 5-0.**

6(D) DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT NO. 2 TO RENEW CONTRACT NO. 1516-129, PUBLIC TRANSPORTATION OPERATING SERVICES, WITH MV TRANSPORTATION, INC. FOR THE ANNUAL AMOUNT OF \$844,898, THROUGH SEPTEMBER 30, 2020 (7:12:51) - Chairperson Bonkowski introduced this item. Ms. Maloney presented the agenda materials, and responded to questions of clarification.

Chairperson Bonkowski entertained additional questions or comments of the commissioners and of the public. (7:21:04) MV Transportation General Manager Christy Park expressed appreciation for the working relationship between MV Transportation staff and Transportation Division staff.

Chairperson Bonkowski entertained additional public comment and, when none was forthcoming, a motion. **Vice Chairperson Kimbrough moved to approve Amendment No. 2 to Contract No. 1516-129, as proposed. Commissioner 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(E) DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 1819-181, 2019 BICYCLE AND PEDESTRIAN SCHOOL SAFETY REVIEW STUDIES, BETWEEN CARSON CITY AND HEADWAY TRANSPORTATION, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$149,860.00, TO BE FUNDED FROM THE RTC - SAFE ROUTES TO SCHOOL PROGRAM (7:22:12) - Chairperson Bonkowski introduced this item, and entertained disclosures. Vice Chairperson Kimbrough advised of a conflict of interest and that he would not participate in discussion and action. Mr. Reese advised that Vice Chairperson Kimbrough's recusal would reduce the quorum for this item.

Ms. Maloney presented the agenda materials. Chairperson Bonkowski entertained questions or comments of the commissioners and of the public and, when none were forthcoming, a motion. **Commissioner**

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Bagwell moved to award the contract, as presented. Commissioner Stedfield seconded the motion. Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 4 - 0 - 1, Vice Chairperson Kimbrough abstaining.**

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

7(A) TRANSPORTATION MANAGER'S REPORT (7:31:17) - Chairperson Bonkowski introduced this item. Ms. Maloney reported that a Transportation Traffic Engineer had been selected. Chairperson Bonkowski entertained questions or comments; however, none were forthcoming.

7(B) STREET OPERATIONS ACTIVITY REPORT (7:31:52) - 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 (7:32:33) - Chairperson Bonkowski introduced this item. Mr. Goering presented the report which was included in the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained additional questions or comments; however, none were forthcoming.

7(D) FUTURE AGENDA ITEMS (7:37:37) - Chairperson Bonkowski introduced this item, and Ms. Maloney reviewed the tentative agenda for the September commission meeting.

8. COMMISSIONER COMMENTS (7:38:36) - Chairperson Bonkowski entertained commissioner comments. Vice Chairperson Kimbrough expressed disappointment that the Safe Routes to School Coordinator job description was not submitted to the commission. He expressed understanding that the job description was a personnel matter, but suggested that it would have fit the purview of the commission. Commissioner Stedfield discussed concerns over the intersection of Topsy Lane and Center Drive, and suggested it should be a four-way stop. Ms. Maloney provided background information and advised that the Douglas County Commissioners would have to decide on a four way stop at that portion of Center Drive. Commissioner Macquarie expressed concern that the needs description does not adequately provide for bicyclists and pedestrians.

9. THE NEXT MEETING IS TENTATIVELY SCHEDULED FOR WEDNESDAY, SEPTEMBER 11, 2019 IN THE COMMUNITY CENTER SIERRA ROOM, 851 EAST WILLIAM STREET, CARSON CITY (7:42:26) - Chairperson Bonkowski read this information into the record.

10. PUBLIC COMMENT (7:42:33) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

11. ACTION ON ADJOURNMENT (7:42:47) - Upon motion by Vice Chairperson Kimbrough, Chairperson Bonkowski adjourned the meeting at 7:42 p.m.

The Minutes of the August 14, 2019 Carson City Regional Transportation Commission meeting are so approved this 11th day of September, 2019.

BRAD BONKOWSKI, Chair