

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the December 11, 2019 Meeting

Page 1

A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to be held on Wednesday, December 11, 2019, at 4:30 p.m., 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 Macquairie
Commissioner Greg Stedfield

STAFF: Darren Schulz, Public works Director
Lucia Maloney, Transportation Manager
Rick Cooley, Operations Manager
Dirk Goering, Senior Transportation Planner
Todd Reese, Deputy District Attorney
Tamar Warren, Senior 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. All approved meeting minutes are available on carson.org/minutes.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM

(4:30:00) – Chairperson Bonkowski called the meeting to order at 4:30 p.m. Roll was called and a quorum was present.

2. AGENDA MANAGEMENT NOTICE

(4:30:24) – Ms. Maloney indicated that there were no changes to the agenda.

3. DISCLOSURES

(4:30:34) – Chairperson Bonkowski introduced the item and noted that he would have a disclosure on item 6-B, which he would read into the record at that time.

4. PUBLIC COMMENT

(4:30:49) – Chairperson Bonkowski entertained public comments; however, no members of the public were present to comment.

5. APPROVAL OF MINUTES

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the December 11, 2019 Meeting

Page 2

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE APPROVAL OF THE NOVEMBER 13, 2019 DRAFT MINUTES.

(4:31:01) – Chairperson Bonkowski introduced this item and entertained a motion.

(4:31:10) – Commissioner Bagwell moved to approve the minutes of the November 13, 2019 minutes with the submitted correction to item 6-D. The motion was seconded by Commissioner Macquairie. Motion carried 5-0-0.

6. PUBLIC MEETING ITEMS

6-A FOR INFORMATION ONLY – PRESENTATION AND DISCUSSION REGARDING THE 2019/2020 SNOW PLOW ROUTES.

(4:31:35) – Chairperson Bonkowski introduced the item. Mr. Cooley introduced himself and presented the Snow Plow Routes map, incorporated into the record, for 2019/2020 with “three small modifications”. He also responded to clarifying questions by the Commissioners.

(4:33:51) – In response to a question by Vice Chair Kimbrough, Ms. Maloney explained that “it has been some time since Staff have brought these Snow Plow [Route] maps in front of the [RTC]” and believed it would be beneficial to have a “refresher” on the primary and secondary routes, since they had evolved. Commissioner Macquairie requested “to not pile up a huge amount of snow between the pavement and the dirt” as people tended to ski in the Timberline area. Commissioner Stedfield was informed that the purple areas on the map represented private roads. Mr. Cooley gave an update on the snow storage areas downtown that would get cleared up as soon as possible using a special plow in order to avoid damage to the streets. Chairperson Bonkowski entertained public comments; however, none were forthcoming. No action was taken on the item as it was agendized for discussion only.

6-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED DEVELOPMENT AGREEMENT TEMPLATE FOR PRO-RATA CONTRIBUTIONS TO PLANNED TRANSPORTATION INFRASTRUCTURE CAPITAL IMPROVEMENTS.

(4:40:18) – Chairperson Bonkowski introduced the item and read into the record a prepared statement citing NRS 281a.420, advising of no disqualifying conflict of interest, noting that he would participate in the discussion and action.

(4:41:28) – Ms. Maloney gave background and referenced the two versions of the development agreement: one showing the redline changes and another showing the edited version with the accepted changes. She reviewed the template to be used to secure pro-rata contributions from development projects that have an impact on Carson City’s transportation system, and to be used for planned transportation infrastructure capital improvements. Ms. Maloney also responded to clarifying questions by the Commissioners.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the December 11, 2019 Meeting

Page 3

(4:46:30) – Chairperson Bonkowski received confirmation that the contributions would be based “on the full buildout of a project and not on projections.” Commissioner Stedfield requested adding “intersection projects” to the first paragraph of the Recitals section. Mr. Reese clarified that the language in said paragraph was directly lifted from the Carson City Charter; however, he offered to review the request. Chairperson Bonkowski suggested adding “but not limited to” to the paragraph, which would now read:

WHEREAS, Article 6, Section 6.010 and 6.020 of the Carson City Charter provide that the Carson City Board of Supervisors may authorize local improvements, including, but not limited to, curb and gutter projects, off-street parking projects, overpass projects, sidewalk projects, street projects, and underpass projects, Carson City Charter, § 6.010; and...

(4:49:38) – Commissioner Stedfield inquired about a sunset clause for the agreement and Chairperson Bonkowski believed that past documents had a 10-year life; however, that had not been a long enough time. Discussion ensued regarding the different complexities of projects and the different end dates for multiple projects. Commissioner Bagwell was in favor of having a timeline; however, Chairperson Bonkowski believed that the agreement was “what developers are going to expect to see; this is probably going to be agreeable, subject to working out the minutiae, the small details of the agreement.” Commissioner Bagwell was “comfortable with” starting the timeline once the project was constructed. The Commission was in agreement to giving Staff direction to work with a 25-year, post-construction timeline. Staff was also directed to bring back the agreement “if a developer insists on a termination date in the actual development agreement.” Mr. Reese did not object to the changes; however, he agreed to look into the 25-year timeline prior to returning with the next revision to the agreement. Commissioner Stedfield also pointed out a typographical error which needed to be corrected.

(5:08:49) – Vice Chair Kimbrough believed that projects such as sidewalks and off-street parking are handled by the Planning Commission. Supervisor Bonkowski noted that the language had come from the City’s charter. Ms. Maloney clarified that some of the items such as curbs and gutters could fall under “associated improvements for the project.” Discussion ensued regarding the elements of traffic studies and Ms. Maloney stated that the agreement may be used for items such as path extensions as well. Chairperson Bonkowski entertained public comment and read into the record a letter from the Nevada Builders Alliance Chief Executive Officer Aaron West, in favor of the agreement. There were no additional public comments; therefore, Chairperson Bonkowski entertained a motion.

(5:24:02) – Commissioner Bagwell moved to approve the development agreement template as presented with three corrections (on the redline version) to add “including but not limited to” to page 2 of 7 under the recitals: to strike the word “has” under the “Whereas at the bottom of page”; add “of the” to “payee arising out of City’s design and location add” on page 4 of 7; direct Staff to use 25 years for the post-construction timeline of the developer agreements; and bring back anybody that does not want to sign this [and] has a time-specific request to their agreement, and to authorize the City Engineer to execute agreements and modify the non-substantive terms as discussed on the record. The motion was seconded by Vice Chair Kimbrough. Motion carried 5-0-0.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the December 11, 2019 Meeting

Page 4

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS - Non-Action Items:

7-A TRANSPORTATION MANAGER'S REPORT

(5:25:50) – Ms. Maloney reported that the Redevelopment Authority Citizens Committee (RACC)-funded Southwest Carson Street Circulation Study “to look at the post South Carson project scenario” was underway. She noted that the traffic count and additional data collection had been conducted in Fall 2019 and that the consultant was preparing the draft recommendation to the City in early 2020. Ms. Maloney also updated the RTC on the 2019 School Safety Review Studies, funded as part of the Western Nevada Safe Routes to School Program, and stated that the draft recommendation and findings would be presented to this Commission and to the Carson City School Board.

7-B STREET OPERATIONS ACTIVITY REPORT

(5:28:20) – Ms. Maloney presented the Street Operations Activity Report which is incorporated into the record.

7-C PROJECT STATUS REPORT

(5:29:18) – Mr. Goering reviewed the Monthly Capital Project Status Report, incorporated into the record, and responded to clarifying questions by the Commissioners. Chairperson Bonkowski commended Staff for ensuring “every single project on this report is under budget.” The Commissioners echoed the Chair’s praise. Commissioner Bagwell also thanked Staff for the “updates to the methodologies in the reporting forms.”

8. BOARD COMMENTS: For Information Only

(5:39:23) – Chairperson Bonkowski entertained comments from Commission members. Commissioner Macquairie announced that he would be unable to attend the January RTC meeting. Ms. Maloney clarified for Vice Chair Kimbrough that interviews for the expiring RTC terms might take place during the Board of Supervisors’ December 19, 2019 meeting.

9. THE NEXT MEETING IS TENTATIVELY SCHEDULED FOR WEDNESDAY, JANUARY 8, 2019

(5:40:31) – Chairperson Bonkowski announced that the next meeting would take tentatively take place on Wednesday, January 8, 2019, immediately following the 4:30 p.m. CAMPO meeting, in the Carson City Community Center Sierra Room.

10. PUBLIC COMMENT

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the December 11, 2019 Meeting

Page 5

(5:40:43) – No public was present to comment.

11. ADJOURNMENT: For Possible Action

(5:41:01) – Chairperson Bonkowski adjourned the meeting at 5:41 p.m.

The Minutes of the December 11, 2019 Carson City Regional Transportation Commission meeting are so approved this 12th day of February, 2020.