

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the November 18, 2020 Meeting**

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization (CAMPO) meeting on Wednesday, November 18, 2020, 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 (via WebEx)  
Commissioner Greg Stedfield

**STAFF:** Lucia Maloney, Transportation Manager  
Todd Reese, Deputy District Attorney (via WebEx)  
Dirk Goering, Senior Transportation Planner (via WebEx)  
Chris Martinovich, Transportation/Traffic Engineer (via WebEx)  
Kelly Norman, Transportation Planner/Analyst (via WebEx)  
Tamar Warren, Senior Public Meetings 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](http://carson.org/minutes).

### **1. CALL TO ORDER AND DETERMINATION OF A QUORUM**

(5:02:19) – Chairperson Bonkowski called the meeting to order at 5:02 p.m. Roll was called, and a quorum was present.

### **2. AGENDA MANAGEMENT NOTICE**

(5:02:52) – Ms. Maloney and the Commissioners indicated that they had no modifications to the agenda.

### **3. DISCLOSURES**

(5:03:00) – Chairperson Bonkowski entertained Commissioner disclosures; however, none were forthcoming.

### **4. PUBLIC COMMENT**

(5:03:07) – Chairperson Bonkowski introduced the item and read into the record the *Notice to the Public*, incorporated into the agenda, outlining the temporary public comment guidelines established during the Governor's COVID-19 Emergency Directive, incorporated into the agenda, and entertained public comments; however, none were forthcoming.

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**5. APPROVAL OF MINUTES**

**5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE APPROVAL OF THE SEPTEMBER 9, 2020 DRAFT MINUTES.**

(5:04:06) – Chairperson Bonkowski introduced the items.

(5:04:16) – Vice Chair Kimbrough moved to approve the minutes of the September 9, 2020 meeting as presented. The motion was seconded by Commissioner Stedfield and carried 5-0-0.

**6. PUBLIC MEETING ITEMS**

**6-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION BY THE PUBLIC WORKS DEPARTMENT SEEKING \$150,000 FOR SIDEWALK AND AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS AT INTERSECTIONS ALONG DESATOYA DRIVE, BETWEEN AIRPORT ROAD AND FAIRVIEW DRIVE.**

(5:04:45) – Chairperson Bonkowski introduced the item. Mr. Martinovich presented the grant information, incorporated into the record, and responded to Commissioner questions. Chairperson Bonkowski entertained a motion.

(5:08:32) – Commissioner Bagwell moved to approve the submission of the grant application as presented. The motion was seconded by Vice Chair Kimbrough and carried 5-0-0.

**6-B FOR INFORMATION ONLY – UPDATE REGARDING WESTERN NEVADA SAFE ROUTES TO SCHOOL (WNSRTS) OUTREACH ACTIVITIES AND SAFETY CAMPAIGN.**

(5:09:09) – Chairperson Bonkowski introduced the item. Ms. Norman reviewed a PowerPoint presentation, incorporated into the record, highlighting the activities that encouraged students to walk and bike to school safely. She also responded to questions from the Commissioners. Vice Chair Kimbrough praised Ms. Norman's efforts and recommended receiving this report "at least quarterly." Commissioner Bagwell highlighted the joint effort between the Public Works (RTC) and the Parks and Recreation Department (Parks and Recreation Commission) in accomplishing the successful Halloween "Boonanza" event and recommended coming up with "some best practices...to improve upon the great work of Boonanza." She called it a great and well-received event. Chairperson Bonkowski thanked Ms. Norman and noted that this item was not agendaized for action.

**6-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF A JUMP AROUND CARSON (JAC) VAN REPLACEMENT VEHICLE, UTILIZING THE STATE OF NEVADA'S COMPETITIVE BID LIST AND COOPERATIVE PURCHASING AGREEMENTS THROUGH R.O. BUS SALES FOR A TOTAL NOT TO EXCEED AMOUNT OF \$94,045.75.**

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(5:22:40) – Chairperson Bonkowski introduced the item. Ms. Maloney provided background and noted that the requested minivan will be used for on-demand paratransit services (JAC Assist) to replace one that has exceeded its Federal Transit Administration (FTA) Useful Life. She also noted that the purchase will be funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act federal transit funds. Chairperson Bonkowski entertained Commissioner questions or comments and when none were forthcoming, a motion.

**(5:25:29) – Vice Chair Kimbrough moved to approve the purchase of a JAC van replacement vehicle as presented. Commissioner Bagwell seconded the motion which carried 5-0-0.**

**6-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE PUBLIC WORKS TO PURCHASE FIVE ADA-COMPLIANT MID-SIZE, LOW FLOOR ROLLING STOCK (BUSES) FROM CREATIVE BUS SALES, INC. IN THE AMOUNT OF \$137,580 EACH, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$687,900.**

(5:25:50) – Chairperson Bonkowski introduced the item. Ms. Maloney gave background and presented the Staff Report, incorporated into the record. She also highlighted the change order in the record and the requested modifications for the buses. She noted that two of the buses will be funded from the approved Vehicle Purchase account (in the FY 2021 Capital Improvement Plan) and three buses will be funded from the CARES Act federal transit funds. Ms. Maloney also responded to clarifying questions. Chairperson Bonkowski entertained a motion.

**(5:29:30) – Commissioner Bagwell moved to authorize Public Works to purchase five buses as presented. The motion was seconded by Commissioner Stedfield and carried 5-0-0.**

## **7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS - NON-ACTION ITEMS:**

### **7-A TRANSPORTATION MANAGER’S REPORT**

(5:29:50) – Ms. Maloney reported on the shared use path on U.S. Highway 50 East and noted that the Nevada Department of Transportation “(NDOT) had initiated design of a project to rehabilitate the whole stretch of that multiuse path from Lompa [Lane] to Airport [Road].” She indicated that the path will be concrete with adjacent curb and gutter (which will also replace the section of concern near O’Reilly Auto Parts). Ms. Maloney updated the Commission on the one change made to this year’s snowplow route to accommodate one school route near Bigelow Drive. She also reminded the public and the Commission to provide comments to the Carson Area Metropolitan Planning Organization’s (CAMPO’s) Regional Transportation Plan.

### **7-B STREET OPERATIONS ACTIVITY REPORT**

#### **(1) AUGUST OPERATIONS ACTIVITY REPORT**

#### **(2) SEPTEMBER OPERATIONS ACTIVITY REPORT**

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(5:32:24) – Ms. Maloney reviewed the August and September Street Operations Activity Reports, incorporated into the record.

**7-C PROJECT STATUS REPORT**

(5:33:34) – Mr. Martinovich presented the Project Status Report which is incorporated into the record and responded to clarifying questions. Mr. Goring noted that the public comment period for the Colorado Street Pavement Project had officially ended; however, Staff were still in touch with residents to discuss the project. Vice Chair Kimbrough praised Staff for taking on a large number of projects for “the amount of Staff that are in this little City.”

**8. BOARD COMMENTS: FOR INFORMATION ONLY – STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE RTC BOARD.**

(5:42:44) – Chairperson Bonkowski entertained comments from the Commissioners. Vice Chair Kimbrough was pleased with the new bicycle path on Highway 50 and cautioned cyclists that some vehicles do not follow “the three-foot rule.” Commissioner Macquarie wished to see Community Development Block Grant (CDBG) funds allocated to a Safe Routes to School Program.

**9. THE NEXT MEETING IS TENTATIVELY SCHEDULED – 4:30 P.M., WEDNESDAY, DECEMBER 9, 2020, AT THE BOB BOLDRICK THEATER - COMMUNITY CENTER, 851 EAST WILLIAM STREET, IMMEDIATELY AFTER THE MEETING OF THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION.**

(5:44:52) – Chairperson Bonkowski read the agenda item into the record and clarified that the RTC meeting will immediately follow the Carson Area Metropolitan Planning Organization meeting which starts at 4:30 p.m. in the Bob Boldrick Theater. He also noted that this would be his last RTC meeting after six years.

**10. PUBLIC COMMENT**

(5:45:33) – Chairperson Bonkowski entertained public comments; however, none were forthcoming.

**11. ADJOURNMENT: FOR POSSIBLE ACTION**

(5:45:45) – Chairperson Bonkowski adjourned the meeting at 5:45 p.m.

The Minutes of the November 18, 2020 Carson City Regional Transportation Commission meeting are so approved this 9<sup>th</sup> day of December, 2020.