

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the April 14, 2021 Meeting

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin at 4:30 p.m. on Wednesday, April 14, 2021, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Lori Bagwell
Vice Chair Lisa Schuette
Commissioner Chas Macquarie
Commissioner Greg Stedfield
Commissioner John Terry (via WebEx)

STAFF: Darren Schulz, Public Works Director
Dan Stucky, Deputy Public Works Director
Lucia Maloney, Transportation Manager
Adam Tully, Deputy District Attorney
Chris Martinovich, Transportation/Traffic Engineer
Kelly Norman, Transportation Planner/Analyst
Marquis Williams, Transportation Planner/Analyst
Alex Cruz, Transit Coordinator
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.

1. CALL TO ORDER – REGIONAL TRANSPORTATION COMMISSION (RTC)

(4:55:50) – Chairperson Bagwell called the meeting to order at 4:55 p.m.

2. ROLL CALL

(4:55:56) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(4:56:40) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – MARCH 10, 2021.

(4:57:01) – Chairperson Bagwell introduced the item and entertained comments and/or corrections.

(4:57:08) – Commissioner Stedfield moved to approve the minutes of the March 10, 2021 meeting as presented. The motion was seconded by Commissioner Macquarie and carried 5-0-0.

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5. PUBLIC MEETING ITEMS

5-A FOR INFORMATION ONLY: PRESENTATION AND DISCUSSION ON PAVEMENT PRESERVATION PROJECTS FOR PERFORMANCE DISTRICT 3 AND OTHER ONGOING TRANSPORTATION PROJECTS.

(4:57:35) – Chairperson Bagwell introduced the item. Mr. Martinovich gave background, presented the Staff Report, incorporated into the record, and responded to clarifying questions. Commissioner Macquarie recommended “good signage” during the District 3, East 5th Street Project discussion on the roundabout, noting he found the Stewart Street one “confusing.” He also encouraged ADA improvements “if the opportunity arises.” Chairperson Bagwell noted the complexities of the Eagle Valley Middle School expansion and the increased traffic, coupled with the need to address the street’s level of service. She recommended further discussion of the item during agenda item 5-B “when we discuss dollars and opportunities.” This item was not agendized for action.

5-B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON THE FISCAL YEAR (FY) 2022 BUDGETS FOR THE REGIONAL TRANSPORTATION, TRANSIT, CAMPO, AND STREET MAINTENANCE FUNDS.

(5:26:20) – Chairperson Bagwell introduced the item. Ms. Maloney presented the Staff Report which included the Budget Preparation Worksheets, and acknowledged the virtual presence of Carson City Chief Financial Officer Sheri Russell and Public Works Operations Manager Rick Cooley (present in person) who were available to answer the Commissioners’ questions. Chairperson Bagwell wished to revisit the Transportation District 3 discussion during item 5-A, and considered bringing to the Board of Supervisors the possibility of adding \$725,000 to the budget and to “request the projects in their entirety.” Vice Chair Schuette was in agreement and believed “it’s important to be consistent...with the progress made in the community with Complete Streets.” Ms. Russell reminded the Commission that this was a tentative budget and it would be presented to the Board of Supervisors as such. Ms. Maloney noted that the addition to the budget would be \$753,000 instead of the previously mentioned \$725,000 for the Regional Transportation Fund.

(5:44:18) – Mr. Cooley presented the Street Maintenance Funds budget and responded to clarifying questions. Discussion ensued regarding the lack of funding for Short Line projects and Chairperson Bagwell recommended considering “a one time funding opportunity” by transferring funds received from the federal government “that can be spent at 100 percent...into this account so we can handle Short Line.” Commissioner Macquarie agreed with Chair Bagwell that it was “a safety issue” and was in favor of allocating the funds. Chairperson Bagwell summarized the discussion by stating the following proposed budget amendments: “to not transfer the \$466,000 of the General Fund to the Transit Account; if funding is available, to add \$753,00 to the RTC fund to complete the two projects as scoped [per the earlier discussion above]; and add approximately \$466,000 to the Street Maintenance Account to handle the Short Line.” Ms. Maloney clarified that the budget would be augmented upon receipt of the grant funds. Chairperson Bagwell entertained a motion.

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(5:55:14) – Commissioner Macquarie moved to recommend to the Board of Supervisors approval of the Fiscal Year 2022 budgets for the Regional Transportation, Transit, CAMPO, and Street Maintenance funds with the additional recommendations as summarized by the Chair. The motion was seconded by Commissioner Stedfield and carried 5-0-0.

5-C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED REVISIONS TO THE JAC FIXED-ROUTE ADA POLICIES AND PROCEDURES AND JAC ASSIST ADA COMPLEMENTARY POLICIES AND PROCEDURES.

(5:55:51) – Chairperson Bagwell introduced the item. Mr. Cruz presented the Staff Report and clarified for Chairperson Bagwell that the inclusion of the term “Extended Service Area” in the *JAC Assist ADA Complementary Paratransit* document reflected the formalized name of the provided service. Ms. Maloney clarified that the justification for the Extended Service Area (with a higher ridership price) was to accommodate riders “so far away from our fixed route” and only in the Carson City area. Chairperson Bagwell entertained a motion.

(6:00:57) – Commissioner Stedfield moved to approve the proposed administrative revisions as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

6. NON-ACTION ITEMS:

6-A TRANSPORTATION MANAGER’S REPORT

(6:01:22) – Ms. Maloney reviewed upcoming agenda items for the May 2021 RTC meeting which would include the funding agreement for the Colorado Street project, the Center Drive design contract, and possibly a review of the Long Line contract. She updated the Commission on the JAC Assist/Carson City Senior Center partnership to provide rides to seniors to receive their COVID-19 vaccinations at the Senior Center. Ms. Maloney explained that Staff were looking into electronic payments and introduced newly hired Transportation Planner/Analyst Marquis Williams, noting that he would be developing a Fixed Route Riders’ Guide along with Mr. Martinovich. She also praised Ms. Norman for her behind-the-scenes asset management digitization work. In response to a question from Chairperson Bagwell, Ms. Maloney explained that the school zone discussion was planned for the May 20, 2021 Board of Supervisors meeting. Vice Chair Schuette praised Staff for the JAC Assist partnership with the Senior Center. Chairperson Bagwell wished Commissioner Terry well as this was his last meeting. Mr. Martinovich clarified for Commissioner Macquarie that the Nevada Department of Transportation planned to conduct the environmental/cultural studies relating to “the path along the freeway to the Livermore Sports Complex.”

6-B STREET OPERATIONS ACTIVITY REPORTS FOR FEBRUARY 2021

Incorporated into the record.

6-C OTHER COMMENTS AND REPORTS, WHICH COULD INCLUDE:

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- **FUTURE AGENDA ITEMS**
- **STATUS REVIEW OF ADDITIONAL PROJECTS**
- **INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- **CORRESPONDENCE TO THE RTC**
- **ADDITIONAL STATUS REPORTS AND COMMENTS FROM THE RTC**
- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

Previously discussed.

7. PUBLIC COMMENT

(6:07:57) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. ADJOURNMENT: FOR POSSIBLE ACTION

(6:08:04) – Chairperson Bagwell adjourned the meeting at 6:08 p.m.

The Minutes of the April 14, 2021 Carson City Regional Transportation Commission meeting are so approved this 12th day of May, 2021.