

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the July 13, 2022 Meeting

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin following the adjournment of the Carson Area Metropolitan Planning Organization (CAMPO) meeting (starting at 4:30 p.m.) on Wednesday, July 13, 2022, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Lori Bagwell
Vice Chair Lisa Schuette
Commissioner Robert “Jim” Dodson
Commissioner Chas Macquarie
Commissioner Gregory Novak

STAFF: Dan Stucky, Deputy Public Works Director
Chris Martinovich, Transportation Manager
Adam Tully, Deputy District Attorney
Kelly Norman, Transportation Planner/Analyst
Marquis Williams, Transportation Planner/Analyst
Rebecca Bustos, Grant Analyst
Alex Cruz, Transit Coordinator
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 – REGIONAL TRANSPORTATION COMMISSION (RTC)

(5:17:40) – Chairperson Bagwell called the meeting to order at 5:17 p.m.

2. ROLL CALL

(5:17:43) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(5:17:55) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JUNE 8, 2022

(5:18:03) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

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(5:18:16) – Commissioner Dodson moved to approve the minutes of the June 8, 2022 RTC meeting as presented. The motion was seconded by Commissioner Novak and carried 4-0-1, with Commissioner Macquarie abstaining as he was not present at that meeting.

5. PUBLIC MEETING ITEMS

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING REESTABLISHING AND INCREASING FARES FOR JUMP AROUND CARSON (“JAC”) TRANSIT SERVICES.

(5:18:45) – Chairperson Bagwell introduced the item and entertained disclosures. Vice Chair Schuette read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and stated that she would participate in discussion and action.

(5:20:01) – Mr. Martinovich provided background and highlights from the Staff Report, incorporated into the record. Mr. Cruz reviewed a PowerPoint presentation that included enhancements such as contactless payment, onboard WiFi, and the recently delivered buses. He also presented the current and proposed fares and timelines and responded to the Commissioners’ questions. Chairperson Bagwell wished to see further clarification when defining “Capped Fares.” Mr. Cruz explained that seniors must sign up with the Nevada Aging and Disability Services (ADSD) for free passes and reduced fares. He also clarified for Commissioner Dodson that they were still working on cash payments that would be integrated into the contactless payment system. Mr. Cruz reviewed the timeline noting that driver training and testing out the many processes were a few of the reasons why the October deadline was required. He also explained that passes that were purchased in March 2020 but were unused would be honored. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(5:41:33) – Commissioner Dodson moved to approve the proposed JAC fare structure as presented with the implementation date to be no earlier than October 2022. The motion was seconded by Commissioner Novak and carried 5-0-0.

5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTION TO STAFF ON POTENTIAL FISCAL YEAR (“FY”) 2023 TRANSPORTATION INFRASTRUCTURE PROJECTS FOR PERFORMANCE DISTRICT 5, AS FUNDING PERMITS.

(5:45:07) – Chairperson Bagwell introduced the item. Ms. Norman reviewed a PowerPoint presentation, incorporated into the record, that included an overview of the project prioritization process and scoring matrix, based on which she recommended the following three District 5 FY 2023 projects and responded to clarifying questions:

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- Mountain Street – between West King Street and Winnie Lane, with an estimated cost of \$500,000.00.
- Medical Parkway – between North Carson Street and Medical Parkway, with an estimated cost of \$480,000.00.
- Winnie Lane – between Mountain Street and North Carson Street, with an estimated cost of \$920,000.00

(5:52:30) – Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(5:52:36) – Commissioner Novak moved to approve the three recommended District 5 projects as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTION TO STAFF ON PAVEMENT PRESERVATION PROJECTS FOR LOCAL NEIGHBORHOOD ROADWAYS IN EACH OF CARSON CITY’S FIVE PAVEMENT PERFORMANCE DISTRICTS (“PERFORMANCE DISTRICTS”) AND TO BE FUNDED WITH \$2.5 MILLION IN AMERICAN RESCUE PLAN ACT (“ARPA”) FUNDS.

(5:52:59) – Chairperson Bagwell introduced the item and read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and stated that she would participate in discussion and action. Ms. Norman presented the Staff Report and an accompanying map, both of which are incorporated into the record. She also responded to clarifying questions. Chairperson Bagwell noted that she had received calls regarding the prioritization of Menlo Drive over Lepire Drive and clarified that the traffic count on Menlo Drive was over 2,000 cars per day versus 200 cars per day on Lepire Drive. She also noted that improvements on Lepire Drive were being considered for a Safe Routes to School grant application, adding that “all the roads in much of these neighborhoods could really use improvements,” including the street on which she lives. There were no public comments; therefore, Chairperson Bagwell entertained a motion.

(6:03:00) – Vice Chair Schuette moved to direct staff to pursue the five recommended, ARPA-funded neighborhood pavement preservation projects as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT NEVADA BARRICADE & SIGN CO., INC. (“NBSC”), IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 23300050 FOR THE FISCAL YEAR (“FY”) 2023 SHORT LINE STRIPING PROJECT, TO NBSC, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$204,622.

(6:03:32) – Chairperson Bagwell introduced the item and entertained disclosures. Vice Chair Schuette read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and

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stated that she would participate in discussion and action. Chairperson Bagwell entertained Commissioner and public comments and when none were forthcoming, a motion.

(6:04:49) – Commissioner Novak moved to award the contract as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

5-E FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A FEDERAL FISCAL YEAR (“FFY”) 2022 SAFE STREETS AND ROADS FOR ALL (“SS4A”) GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION (“USDOT”) FOR A \$3.75 MILLION PROJECT, SUBJECT TO A 20% LOCAL MATCH TOTALING \$750,000, TO IMPROVE ROADWAY SAFETY AROUND THE EMPIRE ELEMENTARY SCHOOL (“PROJECT”).

(6:05:08) – Chairperson Bagwell introduced the item and entertained disclosures. Vice Chair Schuette read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and stated that she would participate in discussion and action. Mr. Martinovich gave background and presented the Staff Report which is incorporated into the record. Chairperson Bagwell entertained Commissioner and public comments and when none were forthcoming, a motion.

(6:09:31) – Commissioner Novak moved to approve the submission of the grant application as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

6. NON-ACTION ITEMS:

6-A TRANSPORTATION MANAGER’S REPORT

(6:10:04) – Mr. Martinovich announced the hiring of two new Safe Routes to School Champions and stated that they were working on a Douglas County Safe Routes to School Master Plan with NDOT, which would be presented to the Commission upon completion. He also announced the arrival of five new JAC buses and noted that many of the City’s signal lights had received improvements and had better visibility. Mr. Martinovich discussed the improvements on Fifth Street, part of the Lompa Ranch Project improvements, adding that the street would eventually be widened.

6-B STREET OPERATIONS ACTIVITY REPORT FOR MAY 2022

(6:13:25) – Mr. Martinovich referenced the Street Operations Activity Report, which is incorporated into the record, and responded to clarifying questions. He also highlighted the crack sealing activities.

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

- **FUTURE AGENDA ITEMS**

(6:12:50) – Mr. Martinovich stated that the JAC service provider contract would be discussed in the August RTC meeting.

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- **STATUS REVIEW OF ADDITIONAL PROJECTS**

(6:14:16) – Mr. Martinovich reviewed the Project Status Report, incorporated into the record.

- **INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- **CORRESPONDENCE TO THE RTC**
- **ADDITIONAL STATUS REPORTS AND COMMENTS FROM THE RTC**
- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

7. PUBLIC COMMENT

(6:20:14) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(6:20:26) – Chairperson Bagwell adjourned the meeting at 6:20 p.m.

The Minutes of the July 13, 2022 Carson City Regional Transportation Commission meeting are so approved this 10th day of August, 2022.