

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the September 14, 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, September 14, 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:** Jason Woodbury, District Attorney  
Dan Stucky, Deputy Public Works Director  
Chris Martinovich, Transportation Manager  
Bryan Byrne, Transportation Engineer  
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](http://carson.org/minutes).

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

(5:07:41) – Chairperson Bagwell called the meeting to order at 5:07 p.m.

### **2. ROLL CALL**

(5:07:47) – Roll was called, and a quorum was present.

### **3. PUBLIC COMMENT**

(5:08:02) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

### **4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – AUGUST 10, 2022**

(5:08:07) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

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**(5:08:22) – Commissioner Novak moved to approve the minutes of the August 10, 2022 RTC meeting as presented. The motion was seconded by Commissioner Macquarie and carried 5-0-0.**

### 5. PUBLIC MEETING ITEMS

**5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) A CONTRACT (“CONTRACT”) WITH TRANSLOC INC. (“TRANSLOC”) TO PROVIDE THE EQUIPMENT, SOFTWARE, AND SERVICES NEEDED TO EQUIP JUMP AROUND CARSON’S (“JAC”) JAC ASSIST PARATRANSIT BUSES WITH COMPUTER-AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION (“CAD/AVL”), AUTOMATIC PASSENGER COUNTING (“APC”) AND WIFI (COLLECTIVELY, “SERVICES”) FOR AN INITIAL TERM OF THREE YEARS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$76,368, THEN AUTOMATICALLY RENEWING EACH YEAR UNLESS TERMINATED, AND (2) AUTHORITY FOR THE TRANSPORTATION MANAGER TO PERMIT UP TO TWO ONE-YEAR OPTIONS TO EXTEND THE CONTRACT BEYOND THE INITIAL THREE-YEAR TERM.**

**(5:08:41) – Chairperson Bagwell introduced the item. Mr. Cruz referenced the Staff Report and the accompanying proposed contract. He also recommended awarding the contract to TransLoc, as they had the lowest responsible proposal that met all the Jump Around Carson (JAC) paratransit requirements. There were no Commissioner or public comments; therefore, Chairperson Bagwell entertained a motion.**

**(5:10:17) – Commissioner Dodson moved to award the contract, as presented, to make the not-to-exceed amount on this contract \$76,368, and to authorize the Transportation Manager to permit up to two one-year options to extend the contract beyond the initial three-year term. The motion was seconded by Vice Chair Schuette and carried 5-0-0.**

**5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED FIXED-ROUTE RIDER POLICIES AND PROCEDURES (“POLICY”) FOR JUMP AROUND CARSON (“JAC”). STAFF SUMMARY: THE PROPOSED POLICY PROVIDES JAC’S FIXED-ROUTE RIDERS A SINGLE REFERENCE DOCUMENT TO HELP THEM NAVIGATE AND UNDERSTAND JAC’S OPERATIONS, FARES, AND RULES. STAFF IS SEEKING APPROVAL OF THE POLICY, WHICH IS INTENDED TO IMPROVE THE CLARITY AND READABILITY OF EXISTING GUIDANCE AND POLICIES, AS WELL AS INCORPORATE FORTHCOMING CHANGES TO JAC FARES.**

**(5:10:50) – Chairperson Bagwell introduced the item and noted that the discussion would be based on the late material received by the Commission and incorporated into the record. Mr. Cruz explained that currently, JAC did not have an RTC-approved fixed-route rider policy, adding that Staff had reviewed the existing guidance for fixed-route riders, and had adapted that guidance into a single document now presented as the Policy that can be distributed to riders at various locations, and made available on RideJAC.com. Mr. Cruz noted that the document would include the new fares. He also reviewed the**

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Staff Report and the late material and responded to clarifying questions. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

**(5:13:54) – Commissioner Macquarie moved to approve the JAC Fixed-Route Rider Policies and Procedures, as presented in the late material, effective on the date JAC’s new fare schedule goes into effect. The motion was seconded by Commissioner Novak and carried 5-0-0.**

**5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) AMENDMENT 1 (“AMENDMENT”) TO COOPERATIVE AGREEMENT NO. PR214-21-063 (“AGREEMENT”) WITH THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) INCREASING THE AGREEMENT FUNDING FROM NDOT FROM \$626,595.90 TO \$784,490.63, WITH A CORRESPONDING LOCAL MATCH INCREASE UNDER THE AGREEMENT FROM \$31,329.80 TO \$39,224.53, TO FUND A SAFE ROUTES TO SCHOOL MASTER PLAN FOR DOUGLAS COUNTY (“DOUGLAS COUNTY PLAN”) THROUGH THE WESTERN NEVADA SAFE ROUTES TO SCHOOLS PROGRAM (“WNSRTS PROGRAM”); AND (2) AUTHORITY FOR THE TRANSPORTATION MANAGER TO SIGN THE AMENDMENT AS WELL AS FUTURE AMENDMENTS TO THE AGREEMENT TO EXTEND THE TIME FOR PERFORMANCE OR TO APPROVE FUNDING CHANGES NOT EXCEEDING 10% OF THE AMENDED AGREEMENT AMOUNT.**

(5:14:30) – 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 reviewed the Staff Report and the accompanying documentation and responded to clarifying questions. Commissioner Macquarie inquired whether the item discussion should be held during the Carson Area Metropolitan Planning Organization (CAMPO) meeting. Mr. Martinovich clarified that the Western Nevada Safe Routes to School Program was not a CAMPO program as it encompassed a larger area with Carson City taking on a leadership role. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

**(5:17:51) – Vice Chair Schuette moved to approve Amendment 1, as presented and to authorize the Transportation Manager to sign the Amendment as well as future amendments to the Agreement that extend the time for performance or approve funding changes not exceeding 10 percent of the amended Agreement amount. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

**5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) APPLICATION BY THE CARSON CITY PUBLIC WORKS DEPARTMENT SEEKING \$350,000 FOR SIDEWALK, AMERICANS WITH DISABILITIES ACT (“ADA”), AND OTHER IMPROVEMENTS ALONG SELECT PORTIONS OF CARMINE STREET, INCLUDING INTERSECTIONS, BETWEEN N. LOMPA LANE AND JUST EAST OF AIRPORT ROAD.**

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(5:18:24) – Chairperson Bagwell introduced the item. Mr. Byrne gave background and presented the Staff Report which is incorporated into the record. He also highlighted the fact that the grant application required no local match and responded to clarifying questions. Chairperson Bagwell noted the flooding issues on Carmine Street and Mr. Byrne clarified that the application would address the drainage issues, adding that Carmine Street had been designated as a high priority on the District One Projects list. Chairperson Bagwell also recommended looking into trimming some of the trees to help with the visibility issues. She also entertained public comments; however, none were forthcoming.

**(5:22:31) – Commissioner Novak moved to approve the submission of the grant application as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.**

### **5-E FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING FISCAL YEAR (“FY”) 2022 TRANSPORTATION ACTIVITIES.**

(5:22:54) – Chairperson Bagwell introduced the item. Mr. Martinovich provided background on the City’s Transportation Division of the Public Works Department and reviewed the Division’s fiscal year (FY) 2022 activities outlined in the Staff Report and incorporated into the record. He also responded to clarifying questions. Chairperson Bagwell thanked the Board of Supervisors and Staff for responding to the issues raised by the public and for making improvements in the school zones. She also received clarification from Mr. Martinovich that the Schulz Ranch area stop warrant study had resulted in a recommendation for a stop sign which had been forwarded to Douglas County. Chairperson Bagwell entertained public comments; however, none were forthcoming. This item was not agendized for action.

## **6. NON-ACTION ITEMS:**

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

Please see item 6-C.

### **6-B STREET OPERATIONS ACTIVITY REPORT FOR JULY 2022**

(5:33:36) – Mr. Martinovich referenced the Street Operations Activity Report, which is incorporated into the record, and explained that the 2,120 gallons noted as Tree Care Chemical Treatment should be added to Weed Abatement Chemical Sprayed quantity

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

- FUTURE AGENDA ITEMS**

(5:32:30) – Mr. Martinovich explained that a Western Nevada Safe Routes to School Program agreement with Douglas County and a discussion on the 30 percent design of the William Street Complete Streets Project would be agendized for the next meeting. He also noted that an upcoming discussion was being planned regarding the Downtown Transit Center.

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### **• STATUS REVIEW OF ADDITIONAL PROJECTS**

(5:35:40) – Mr. Byrne reviewed the Project Status Report, which is incorporated into the record, and responded to clarifying questions.

- 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**

(5:47:07) – Chairperson Bagwell entertained final public comments. Kelly Clark introduced herself as a local bicyclist and a citizen advocate. Ms. Clark praised the accomplishments in Carson City as “really good work,” especially the South Carson Street Complete Streets project.” She also inquired whether the Roop Street improvements would include sidewalks, requested consideration for cyclists when building the multiuse path project near the Department of Motor Vehicles, and was in favor of the “freeway multiuse path to Edmonds Drive.”

### **8. FOR POSSIBLE ACTION: TO ADJOURN**

(5:50:05) – Chairperson Bagwell adjourned the meeting at 5:50 p.m.

The Minutes of the September 14, 2022 Carson City Regional Transportation Commission meeting are so approved this 12<sup>th</sup> day of October, 2022.