

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the October 12, 2022 Meeting**

### **Page 1**

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, October 12, 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  
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)**

(5:06:52) – Chairperson Bagwell called the meeting to order at 5:06 p.m.

#### **2. ROLL CALL**

(5:06:55) – Roll was called, and a quorum was present.

#### **3. PUBLIC COMMENT**

(5:07:05) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

#### **4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – SEPTEMBER 14, 2022**

(5:07:15) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

**(5:07:29) – Vice Chair Schuette moved to approve the minutes of the September 14, 2022 RTC meeting as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the October 12, 2022 Meeting**

### **Page 2**

#### **5. PUBLIC MEETING ITEMS**

##### **5-A FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING 30% DESIGN CONCEPTS FOR THE EAST WILLIAM STREET COMPLETE STREETS PROJECT (“PROJECT”).**

(5:08:01) – Chairperson Bagwell introduced the item. City Engineer Randy Rice, NCE Engineering and Environmental Services Principal Angie Hueftle, and Project Manager Darren Anderson reviewed a PowerPoint presentation, incorporated into the record, of the 30% design concept for the East William Street Complete Streets Project (including funding sources and the timeline for next steps) and responded to clarifying questions. Mr. Anderson recommended visiting [www.carsonproud.com](http://www.carsonproud.com) for up-to-date information on the project.

(5:22:05) – Commissioner Macquarie recommended not blocking sight lines with median landscaping, especially at the State Street intersection. He also suggested a “staggered crosswalk” to increase pedestrian awareness. Chairperson Bagwell inquired about the removal of the left-hand turn at Saliman Road. Mr. Anderson clarified that the left turn lanes to the high school will remain and only those away from the high school will be removed. Chairperson Bagwell noted that many residents will not be “happy” with the change and recommended revisiting the decision. She also suggested avoiding trees in medians for sight and safety issues. Commissioner Dodson was informed that the medians were primarily on the west side of the project and that the plan was to use “water-savvy plants” and put medians where roads need rehabilitation. Mr. Rice clarified for Commissioner Novak that Staff was having conversations with upcoming developments as well to mitigate future issues. There were no public comments. This item was not agendized for action.

##### **5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) AN INTERLOCAL AGREEMENT (“AGREEMENT”) WITH DOUGLAS COUNTY FOR THE DEVELOPMENT OF A DOUGLAS COUNTY SAFE ROUTES TO SCHOOL MASTER PLAN (“DOUGLAS COUNTY PLAN”) THROUGH THE WESTERN NEVADA SAFE ROUTES TO SCHOOLS PROGRAM (“WN-SRTS PROGRAM”) WITH DOUGLAS COUNTY RESPONSIBLE FOR PROVIDING \$20,000 TO SERVE AS LOCAL MATCHING FUNDS; AND (2) AUTHORITY FOR THE TRANSPORTATION MANAGER TO SIGN THE AGREEMENT AS WELL AS FUTURE AMENDMENTS TO THE AGREEMENT.**

(5:43:32) – Chairperson Bagwell introduced the item. Vice Chair Schuette read into the record a prepared disclosure statement that would apply to items 5-B and 5-C, advised of no disqualifying conflict of interest, and stated that she would participate in discussion and action. Mr. Martinovich gave background and reviewed the Staff Report and accompanying draft agreement, both of which are incorporated into the record. Chair Bagwell praised Staff for the agreement and entertained Commission and/or public comments; however, none were forthcoming. She also entertained a motion.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the October 12, 2022 Meeting**

**Page 3**

**(5:46:17) – Commissioner Macquarie moved to approve the Agreement as presented and to authorize the Transportation Manager to execute the Agreement as well as future amendments extending the time for performance or increasing Douglas County’s local match obligation. The motion was seconded by Commissioner Novak and carried 5-0-0.**

**5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE REGIONAL TRANSPORTATION COMMISSION’S (“RTC”) OPTION UNDER CONTRACT 21300284 (“CONTRACT”) TO DIRECT HDR ENGINEERING, INC. (“HDR”) TO PERFORM THE SECOND PHASE OF THE APPION WAY INTERSECTION AND TRAFFIC SIGNAL DESIGN PROJECT (“PROJECT”), WHICH COVERS 90% AND FINAL DESIGN SERVICES (“PHASE 2 SERVICES”), WITH A NOT TO EXCEED AMOUNT OF \$69,136 AND A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$223,120.**

(5:47:22) – Chairperson Bagwell introduced the item and acknowledged that Vice Chair Schuette’s disclosure during item 5-B would still stand. Mr. Martinovich reviewed the project and the agreement outlined in the Staff Report and incorporated into the record. Chairperson Bagwell entertained Commission and/or public comments and when none were forthcoming, a motion.

**(5:48:13) – Commissioner Dodson moved to approve exercising the Contract’s Phase 2 Services option. The motion was seconded by Commissioner Novak and carried 5-0-0.**

**5-D FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING THE JUMP AROUND CARSON (“JAC”) FEDERAL FISCAL YEAR (“FFY”) 2023–2026 TRANSIT ASSET MANAGEMENT (“TAM”) PLAN.**

(5:48:33) – Chairperson Bagwell introduced the item. Mr. Cruz presented the Jump Around Carson (JAC) Transit Asset Management (TAM) Plan for FFY 2023-2026, incorporated into the record, which included Inventory of Capital Assets, Condition Assessments, Decision Support Tools, and Investment Prioritization. He also responded to clarifying questions. Mr. Cruz informed Commissioner Dodson that five new buses had been in service since late August and that the vendor for contactless fares had been selected and an installation date would be finalized in a few weeks. He also informed Chair Bagwell that regardless of contactless fare implementation, the new fares will be in effect by early November. Mr. Martinovich explained that public outreach was needed prior to the fare increase. Commissioner Macquarie recommended “gearing up for electric buses” in the upcoming four-year period, which he believed would save the City money. Chairperson Bagwell noted that there was a six-year wait for electric buses according to the Tahoe Transportation District. There were no public comments, and this item was not agendized for action.

**6. NON-ACTION ITEMS:**

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

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the October 12, 2022 Meeting**

### **Page 4**

(5:59:18) – Mr. Martinovich explained that some of the new development projects in the City were participating in the City’s “pro rata share program,” adding that one was the traffic signal on South Carson Street and Appion Way and the other was the “Ormsby Boulevard Connector.”

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

(6:01:36) – Chairperson Bagwell entertained questions regarding the August 2022 Street Operations Report, incorporated into the record; however, none were forthcoming.

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

- **FUTURE AGENDA ITEMS**

(6:00:12) – Mr. Martinovich stated that “an update on our local roadway funding (Neighborhood Street Funding Initiative) would be agendized for the November RTC meeting, in addition to two Local Public Agency (LPA) agreements with NDOT. He also anticipated a bid award for the Colorado Street Project to be discussed at the next meeting.

- **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**

#### **7. PUBLIC COMMENT**

(6:01:56) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

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

(6:02:03) – Chairperson Bagwell adjourned the meeting at 6:02 p.m.

The Minutes of the October 12, 2022 Carson City Regional Transportation Commission meeting are so approved on this 8<sup>th</sup> day of November, 2022.