

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the January 11, 2023 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, January 11, 2023, 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 Lucia Maloney
Commissioner Gregory Novak

STAFF: Dan Stucky, Deputy Public Works Director
Chris Martinovich, Transportation Manager
Adam Tully, Deputy District Attorney
Bryan Byrne, Traffic Engineer
Kelly Norman, Transportation Planner/Analyst
Marquis Williams, Transportation Planner/Analyst
Scott Bohemier, Transportation Planner
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)

(5:17:23) – Chairperson Bagwell called the meeting to order at 5:17 p.m.

2. ROLL CALL

(5:17:28) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(5:17:43) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – DECEMBER 14, 2022

(5:17:47) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

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(5:18:04) – Vice Chair Schuette moved to approve the minutes of the December 14, 2022 RTC meeting as presented. The motion was seconded by Commissioner Maloney and carried 5-0-0.

5. PUBLIC MEETING ITEMS

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATION AND ELECTION OF A CHAIRPERSON AND VICE-CHAIRPERSON FOR CALENDAR YEAR 2023 FOR THE CARSON CITY RTC.

(5:18:23) – Chairperson Bagwell introduced the item and entertained nominations. She also reminded the Commission that the Chair must be a member of the Carson City Board of Supervisors.

(5:18:42) – Vice Chair Schuette moved to reappoint Chairperson Bagwell to the position of RTC Chair for a one-year term expiring on December 31, 2023. The motion was seconded by Commissioner Novak and carried 5-0-0.

(5:19:04) – Chairperson Bagwell entertained nominations for the position of Vice Chair and noted that the position did not require the nominee to be a member of the Board of Supervisors.

(5:19:20) – Commissioner Dodson moved to reappoint Vice Chair Schuette to the position of RTC Vice Chair for a one-year term expiring on December 31, 2023. The motion was seconded by Commissioner Maloney and carried 5-0-0.

5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT 23300195 (“CONTRACT”) FOR PARAMETRIX, INC. (“PARAMETRIX”) TO ASSIST IN THE DEVELOPMENT OF A DOUGLAS COUNTY SAFE ROUTES TO SCHOOL MASTER PLAN (“DOUGLAS COUNTY PLAN”) AS PART OF THE WESTERN NEVADA SAFE ROUTES TO SCHOOL (“WNSRTS”) GRANT PROGRAM, WITH A NOT TO EXCEED AMOUNT OF \$365,088.

(5:19:57) – Chairperson Bagwell introduced the item. Mr. Bohemier reviewed the Staff Report, the Douglas County Safe Routes to School Master Plan, and the Professional Services Consultant Agreement with Parametrix, all of which are incorporated into the record. He also responded to Commissioners’ questions. Chairperson Bagwell clarified that the “presentation to the RTC” reference in the agreement should mention that it’s the Douglas County RTC and not this Commission. She noted for the record “while this is a contract we are implementing because Safe Routes to School is within our jurisdiction with the federal dollars...everything that is a city responsibility here is coming via the interlocal [agreement] that we passed with Douglas County.” Commissioner Maloney complimented Staff on the new Safe Routes to School logo and recommended bringing back new ideas generated for the Douglas County program to Carson City. Vice Chair Schuette encouraged public participation. Chairperson Bagwell entertained public comments; however, none were forthcoming. She also entertained a motion.

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(5:31:50) – Vice Chair Schuette moved to approve the Contract [No. 23300195] as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.

5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT ARMAC CONSTRUCTION, LLC (“ARMAC”) IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 FOR THE ROOP STREET ROAD AND SEWER RECONSTRUCTION PROJECT (“PROJECT”) TO MAKE IMPROVEMENTS TO ROOP STREET BETWEEN 5TH STREET AND MUSSER STREET AND TO AWARD CONTRACT NO. 23300249 FOR THE PROJECT TO ARMAC FOR A TOTAL NOT TO EXCEED AMOUNT OF \$1,404,836.68.

(5:32:12) – Chairperson Bagwell introduced the item. Mr. Byrne reviewed the Staff Report and the Contract, both of which are incorporated into the record, and responded to clarifying questions. Commissioner Dodson was informed that Staff believed the bid was responsive. There were no public comments; therefore, the Chair introduced a motion.

(5:37:01) – Commissioner Dodson moved to approve the Contract [No. 23300249] as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.

5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) HIGHWAY AGREEMENT NO. PR699-22-063 (“AGREEMENT”) BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”) AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO PARTIALLY FUND PEDESTRIAN, BICYCLE, AND ROADWAY IMPROVEMENTS NEAR CARSON MIDDLE SCHOOL AND BORDEWICH BRAY ELEMENTARY SCHOOL (“PROJECT”) FOR A TOTAL OF \$1,052,632.00, WITH \$1,000,000 FROM FEDERAL EARMARK FUNDING KNOWN AS CONGRESSIONALLY DESIGNATED SPENDING (“CDS”) AND A 5% LOCAL MATCH OF \$52,632; AND (2) AUTHORIZATION FOR THE TRANSPORTATION MANAGER TO EXECUTE THE AGREEMENT AS WELL AS ANY FUTURE AMENDMENTS TO THE AGREEMENT REGARDING EXTENSIONS OF TIME OR CHANGES IN FUNDING AMOUNTS NOT EXCEEDING 10% OF THE PRESENT AMOUNT.

(5:37:23) – Chairperson Bagwell introduced the item. Mr. Byrne provided background and presented the Staff Report with the accompanying documentation. He also noted that the agreement would be modified to incorporate the signature of the new Clerk-Recorder Scott Hoen and responded to clarifying questions. Mr. Martinovich informed Commissioner Novak that because the project was federally funded, it would follow the State Historic Preservation Office guidelines. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(5:39:53) – Commissioner Novak moved to approve the Agreement as presented and to authorize the Transportation Manager to execute the Agreement and future amendments regarding extensions of time and changes in funding not exceeding 10 percent of the present amount. The motion was seconded by Commissioner Maloney and carried 5-0-0.

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6. NON-ACTION ITEMS:

6-A TRANSPORTATION MANAGER'S REPORT

(5:40:20) – Mr. Martinovich thanked the Street Operations team and invited Deputy Public Works Director Dan Stucky to update the Commission on the Storm activities. Mr. Stucky noted the severity of the New Year's Eve snow and the City's response to it. He highlighted the debris cleanup, sandbag availability, the full stormwater system, and the upcoming challenges with the expected heavy snowfall. Mr. Martinovich announced that a public meeting would take place at 5 p.m. on February 7, 2023, at the Carson City Sheriff's Office regarding the East William Street Complete Streets Project and anticipated agendaizing the 60 percent RTC review in March 2023. He updated the Commission on the JAC fares being in effect for a few weeks with no issues, adding that contactless fare purchases were encouraging. Mr. Martinovich thanked Mike Jacobs of First Transit "for keeping our transit system operating."

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

- **FUTURE AGENDA ITEMS**

(5:46:15) – Mr. Martinovich expected a discussion in the February meeting regarding Road Mileage Certification and a Materials Testing Contract for the Colorado Street project.

- **STATUS REVIEW OF ADDITIONAL PROJECTS**

(5:47:01) – Mr. Byrne Reviewed the status of the Capital Projects, incorporated into the record, and responded to clarifying questions. Chairperson Bagwell congratulated Staff for their work regarding the Kings Canyon Trailhead Improvements and Roadway Reconstruction Project and praised Staff for their work with Central Federal Lands.

- **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

(5:56:40) – Chairperson Bagwell thanked Staff for their cleanup efforts during the storms. She noted that they continue to receive calls from streets not on the list to be plowed. Chair Bagwell thanked Mr. Williams and Mr. Cruz for their time in Public Works. She also introduced the new Clerk-Recorder Scott Hoen and thanked him for attending this meeting. Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(5:58:40) – Chairperson Bagwell adjourned the meeting at 5:58 p.m.

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The Minutes of the January 11, 2023 Carson City Regional Transportation Commission meeting are so approved on this 8th day of February, 2023.