

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the February 8, 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, February 8, 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
Scott Bohemier, Transportation Planner
Rebecca Bustos, Grant Analyst
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)

(5:31:32) – Chairperson Bagwell called the meeting to order at 5:31 p.m.

2. ROLL CALL

(5:31:38) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(5:31:49) – Chairperson Bagwell entertained public comments. Dee Dee Foremaster explained that she had addressed this issue with Mr. Martinovich during the break. She wished to be ensured that the seniors and the disabled members of the community can receive their free Jump Around Carson (JAC) bus passes and urged Staff to pursue a grant to accomplish it. Ms. Foremaster expressed concern that the JAC office is not on the bus route and offered to have the passes in her office to distribute. She also reminded the Commission that the snow has prohibited accessibility and requested a bus stop near “the Food Mart” near her office. Ms. Foremaster expressed concern that bicycle riders such as her client who was hit by a car on his way to Mound House need a green line to ensure their safety in bicycle lanes.

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(5:39:10) – Deni French urged the District Attorney’s Office to use the “Plain Language Act” [which requires federal agencies to write clear government communication that the public can understand and use]. He also wished to ensure that sidewalks and ramps are accessible to disabled persons. Mr. French wished to see a tax on electric cars and suggested using slurry for potholes.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JANUARY 11, 2023

(5:42:12) – Chairperson Bagwell introduced the item and entertained corrections or a motion. Commissioner Novak noted a date error which has been corrected.

(5:43:25) – Commissioner Maloney moved to approve the minutes of the January 11, 2023 RTC meeting as corrected. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

5. PUBLIC MEETING ITEMS

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION TO CERTIFY TO THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) THE (1) TOTAL MILEAGE OF THE CITY’S PUBLIC ROADS, AS DEFINED BY FEDERAL REGULATIONS FOR HIGHWAY SAFETY FUNDING, AND (2) IDENTITY AND TOTAL MILEAGE OF THE IMPROVED ROADS MAINTAINED BY THE CITY FOR THE PURPOSES OF NEVADA’S MOTOR FUEL TAX AND NRS 365.550(8).

(5:43:50) – Chairperson Bagwell introduced the item. Ms. Norman presented the Staff Report and accompanying documentation, all of which are incorporated into the record, and responded to clarifying questions. Commissioner Novak inquired about upgrading Kings Canyon Road. Mr. Martinovich explained that portions of Kings Canyon Road were maintained by the Parks, Recreation, and Open Space Department and believed they had not planned on upgrading it to “a different type of road.” Chairperson Bagwell suggested including the prior year’s mileage in future presentations to ensure the capitalization dollars in the audit match the report. Ms. Norman and Mr. Martinovich defined Centerline Mile as a single line down the center of the road. Chairperson Bagwell entertained public comments.

(5:56:44) – Jediah Haller recommended including “lane miles” in the report to ensure better decisions on infrastructure projects. There were no other public comments; therefore, Chairperson Bagwell entertained a motion.

(5:57:33) – Commissioner Maloney moved to certify (1) the total mileage of Carson City public roads, as presented, and (2) the identity and mileage of roads maintained by the City, as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.

5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 23300244 (“CONTRACT”) FOR CONSTRUCTION MATERIALS ENGINEERS, INC. (“CME”) TO PERFORM MATERIAL TESTING SERVICES FOR THE COLORADO STREET CORRIDOR PROJECT (“PROJECT”) FOR A TOTAL NOT TO EXCEED AMOUNT OF \$89,360.

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(5:58:00) – Chairperson Bagwell introduced the item. Mr. Byrne referenced the Staff Report, incorporated into the record, noting that the contract was for a pavement reconstruction project on Colorado Street, between California Street and Saliman Road, and included concrete curb, gutter, and sidewalk upgrades, as well as utility improvements. There were no Commissioner or public comments. Chairperson Bagwell entertained a motion.

(5:58:58) – Commissioner Novak moved to approve the contract (No. 23300244) as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT 23300288 FOR LUMOS & ASSOCIATES, INC. (“LUMOS”) TO PERFORM CIVIL ENGINEERING SERVICES FOR THE DISTRICT 5 WINNIE LANE RECONSTRUCTION PROJECT (“PROJECT”) FOR A TOTAL NOT TO EXCEED AMOUNT OF \$84,820.

(5:59:15) – Chairperson Bagwell introduced the item. Mr. Byrne referenced the Staff Report and explained that the contract was for a pavement reconstruction project in Performance District 5 and included roadway reconstruction on Winnie Lane between North Carson and Mountain Streets. He also noted that the Project included pedestrian and bicycle improvements. Mr. Martinovich clarified for Chair Bagwell that the Project had initially included School Zone beacons which had been installed earlier as part of the Safe Routes to School Program. Commissioner Dodson recommended changing *Section 5 Compensation* to match the *Fees* section on the last page of the Contract, noting that one was for time and materials and the other cited fixed fees. Mr. Tully agreed that the change should be made. Mayor Bagwell entertained public comments.

(6:04:26) – Mr. French believed he had the wrong supporting documents and requested that Staff check them. There were no additional public comments. Chairperson Bagwell entertained a motion.

(6:05:58) – Chairperson Bagwell moved to approve the contract (No. 23300288) and to allow the District Attorney’s Office to conform the required changes for time and materials versus a fixed fee. The motion was seconded by Commissioner Dodson and carried 5-0-0.

5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT NO. 4 (“AMENDMENT”) TO CONTRACT NO. 1516-018 (“CONTRACT”) FOR ECOLANE USA, INC. (“ECOLANE”) TO PROVIDE TRANSIT SERVICE SOFTWARE AND SUPPORT FOR JUMP AROUND CARSON (“JAC”) TRANSIT SERVICE OPERATIONS THROUGH JANUARY 1, 2026 FOR \$6,987.50 ANNUALLY, RESULTING IN A NOT TO EXCEED AMOUNT OF \$20,962.50 FOR THE AMENDMENT’S THREE-YEAR TERM AND A NEW, TOTAL NOT TO EXCEED AMOUNT OF \$123,323.50 FOR THE CONTRACT.

(6:06:34) – Chairperson Bagwell introduced the item. 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. In response to a question by Commissioner Maloney, Mr. Tully clarified that because the RTC is a governing body, “this contracting can be done via amendments.” Mr.

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Martinovich referenced the late material, incorporated into the record, and noted that the lobbying form for contracts with the Federal Transit Administration (FTA) over \$100,000 would be attached to the contract for the vendor to sign. He also recommended amending the motion to make the approval contingent upon FTA approval, although he did not anticipate any issues with the approval. Chairperson Bagwell inquired whether federal contract bidding requirements would be followed since the contract involved federal funds, and Mr. Martinovich noted that he would confirm with the FTA when he meets with them. He also stated that the FTA's bidding threshold was below \$150,000; however, should the FTA require bids, the contract will not be signed and Staff "will go out for bids." Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(6:12:44) – Commissioner Maloney moved to approve Amendment No. 4 as presented, with the addition of the lobbying form in late material and contingent upon FTA approval. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

6. NON-ACTION ITEMS:

6-A TRANSPORTATION MANAGER'S REPORT

(6:13:29) – Mr. Martinovich called the transit and FTA financing and grant coordination "very challenging" and thanked the Commission for their patience. He explained that the Board of Supervisors would hear about Roadway Funding in its upcoming meeting. Mr. Martinovich announced that Carson City had not been awarded a *Safe Street for All* grant due to a large pool of projects. He also noted that Staff were working with Public Works to develop an electric vehicle charging station policy with possible collaboration with, and funding from, NV Energy and explained that they were exploring scooter or bicycle share programs. Mr. Martinovich updated the Commission on the William Street Project's 60 percent design public meeting, calling the discussion great and lively.

6-B STREET OPERATIONS REPORT

(6:17:26) – Mr. Martinovich reviewed the Street Operations Activity Report for November 2022 and December 2022, which are incorporated into the record. He also noted that 43 potholes had been filled in November. Chairperson Bagwell relayed a question from a member of the public who had inquired about salt and brine usage and Mr. Martinovich offered to bring the information to the next RTC meeting.

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

- **FUTURE AGENDA ITEMS**

Previously discussed (item 6-A).

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

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• **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

7. PUBLIC COMMENT

(6:20:04) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(6:20:17) – Chairperson Bagwell adjourned the meeting at 6:20 p.m.

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