

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the March 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, March 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:** 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  
Danielle Howard, Deputy Clerk  
Minutes by: 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)**

(5:09:48) – Chairperson Bagwell called the meeting to order at 5:09 p.m.

### **2. ROLL CALL**

(5:09:52) – Roll was called, and a quorum was present.

### **3. PUBLIC COMMENT**

(5:10:07) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

### **4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – FEBRUARY 8, 2023**

(5:10:23) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

**(5:10:35) – Vice Chair Schuette moved to approve the minutes of the February 8, 2023 RTC meeting as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.**

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### 5. PUBLIC MEETING ITEMS

#### **5-A FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING 60% DESIGN CONCEPTS FOR THE EAST WILLIAM STREET COMPLETE STREETS PROJECT (“PROJECT”).**

(5:10:55) – Chairperson Bagwell introduced the item. Mr. Byrne introduced the presenting team comprising City Engineer Randall Rice, Project Manager Darren Anderson, Consultants Angie Hueftle Principal at NCE, and Sean Teeter, Senior Designer at NCE. Mr. Rice gave background and presented the progress made to date on the East William Street Complete Streets Project. The team reviewed a PowerPoint presentation, incorporated into the record, outlining the 60% design concept, a summary of the public meeting, and a Project timeline update. Ms. Hueftle also led the discussion on the Mills Park pedestrian crossing portion of the Project and, along with the rest of the team members, responded to clarifying questions.

(5:26:32) – Chairperson Bagwell recommended observing the crossing habits of pedestrians prior to placing a crosswalk to prohibit jaywalking. Mr. Rice believed that crosswalk costs were relatively minor and wanted to ensure persons with mobility issues could cross safely at a dedicated crosswalk with appropriate signals and ramps. He also noted that Staff would recommend Option 2 because it avoided people crossing the street into a parking lot. Chair Bagwell inquired about the safety of the medians due to snow accumulation. Commissioner Maloney explained that her past experience with transportation had revealed that most of the pedestrian crossings had taken place during special events at Mills Park or after using the skate park and pavilion; therefore, she was in favor of crosswalk Option 2 but without the median. Commissioner Novak was in favor of raised medians to slow down traffic and offer jaywalkers a safe refuge. Mr. Rice noted that they were encouraging pedestrians to go to crosswalks with flashing beacons instead of using medians.

(5:40:58) – Vice Chair Schuette was in favor of crosswalk Option 2 to keep people safe. Chairperson Bagwell entertained public comments. Porter Wilder introduced himself and inquired about a pedestrian bridge instead of a crosswalk. Mr. Rice explained that the location serves as a truck route; therefore, any pedestrian bridge would have to be very high, preventing persons with mobility issues to utilize it, adding that they work well during large events; however, the price would be exorbitant. Mr. Anderson also reviewed the next steps of the Project, noting that construction would most likely begin in early 2024. He also encouraged viewing Project updates on [www.CarsonProud.com](http://www.CarsonProud.com) or being added to a text message option by contacting (775) 522-5722. Mr. Rice informed Commissioner Novak that they were working with new housing developers and especially with the design team of one upcoming development. Commissioner Dodson was informed that the Rand Street portion of the design was modified to allow a left turn, adding that they were still working on lane configurations for Plaza Street. Discussion ensued regarding generating additional truck traffic near State Street and Mr. Rice explained that alterations could be made in the future, based on safety, and changing modes of transportation. Chair Bagwell thanked Staff for their hard work and great discussion, noting that contrary to what some may believe, the Commission does not “rubber stamp” Staff recommendations. She also was pleased to hear that “if it doesn’t work” changes could be made to the Project in the future. Commissioner Maloney complemented Staff on the bus turnouts. This item was not agendized for action.

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**5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE CARSON CITY TRANSIT CENTER FEASIBILITY STUDY (“STUDY”) FOR JUMP AROUND CARSON’S (“JAC”) BUS SERVICE AND THE IDENTIFICATION OF A RECOMMENDED LOCATION ALLOWING FOR DESIGN OF THE JAC TRANSIT CENTER (“PROJECT”).**

(6:06:00) – Chairperson Bagwell announced that this item would not be heard at this time and would be tabled to a future date.

**ITEMS 5-C AND 5-D**

(6:06:20) – Chairperson Bagwell introduced both items and noted that they would be heard concurrently but acted upon separately. Mr. Byrne reviewed both Staff Reports, which are incorporated into the record, and responded to clarifying questions. Mr. Martinovich clarified that the right-of-way for item 5-C had already been acquired. There were no public comments.

**5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A 2023 TRANSPORTATION ALTERNATIVES PROGRAM (“TAP”) GRANT APPLICATION TO THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) FOR \$766,000, SUBJECT TO A 5% LOCAL MATCH TOTALING \$38,300, TO COMPLETE NORTH LOMPA MULTI-USE PATH (“PROJECT”).**

(6:10:44) – Based on the discussion above, Chairperson Bagwell entertained a motion.

**(6:10:50) – Commissioner Dodson 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-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A 2023 TRANSPORTATION ALTERNATIVES PROGRAM (“TAP”) GRANT APPLICATION TO THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) FOR \$1,312,321.50, SUBJECT TO A 5% LOCAL MATCH TOTALING \$62,491.50, TO FUND THE WESTERN NEVADA SAFE ROUTES TO SCHOOL PROGRAM (“WN-SRTS PROGRAM”) THROUGH FEDERAL FISCAL YEAR (“FFY”) 2027.**

(6:11:07) – Based on the discussion above, Chairperson Bagwell entertained a motion.

**(6:11:11) – Commissioner Maloney moved to approve the submission of the grant application as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.**

**5-E FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION AUTHORIZING THE SUBMISSION OF A FEDERAL TRANSIT ADMINISTRATION (“FTA”) SECTION 5310 GRANT APPLICATION TO THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (“CAMPO”) FOR \$477,499, SUBJECT TO A 20% LOCAL MATCH ESTIMATED TO BE \$95,500, TO FUND**

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**CAPITALIZED OPERATING EXPENSES FOR JUMP AROUND CARSON'S ("JAC") JAC ASSIST PARATRANSIT SERVICE.**

(6:11:31) – Chairperson Bagwell introduced the item. Mr. Byrne presented the Staff Report which is incorporated into the record. Chair Bagwell clarified that this grant submission must be done by a resolution. Mr. Byrne and Mr. Martinovich also responded to clarifying questions. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

**(6:14:15) – Commissioner Maloney moved to approve Resolution Number 2023-RTC-R-1 as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

**5-F FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A LETTER OF INTENT ("LOI") AND TRAFFIC SAFETY GRANT ("GRANT") APPLICATION TO THE NEVADA DEPARTMENT OF PUBLIC SAFETY'S OFFICE OF TRAFFIC SAFETY ("OTS") FOR \$200,000, SUBJECT TO A 25% LOCAL MATCH TOTALING \$50,000, FOR THE CARSON CITY SCHOOL CROSSWALK STRIPING AND EDUCATION PROJECT ("PROJECT").**

(6:14:40) – Chairperson Bagwell introduced the item. Vice Chair Schuette read into the record a 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, incorporated into the record, and responded to clarifying questions. He also explained to Chair Bagwell that this was the first time Staff would apply for this grant and clarified for Commissioner Novak that the Nevada Department of Transportation (NDOT) was not involved in this public safety grant. Mr. Martinovich agreed with Vice Chair Schuette that the informational mailer should attract the reader's attention and be impactful. He also informed Commissioner Maloney that the local match to be paid from the Street Maintenance Fund, Long Line Striping account 2563028-500488 was sufficiently funded to accommodate the match. There were no public comments. Chairperson Bagwell entertained a motion.

**(6:20:00) – Vice Chair Schuette moved to approve the submission of a letter of intent and grant application as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.**

**5-G FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A REQUEST TO CARSON CITY'S CONGRESSIONAL DELEGATION SEEKING \$2.6 MILLION IN FEDERAL COMMUNITY PROJECT FUNDING ("CPF") FOR FEDERAL FISCAL YEAR ("FFY") 2024 FOR THE CURRY STREET COMPLETE STREETS IMPROVEMENT PROJECT ("PROJECT"), WITH AN ESTIMATED \$1.3 MILLION IN LOCAL FUNDS CONTRIBUTED TO COVER THE PROJECT'S PRELIMINARY ESTIMATED COST OF \$3.9 MILLION.**

(6:20:19) – Chairperson Bagwell introduced the item. Vice Chair Schuette read into the record a disclosure statement, advised of no disqualifying conflict of interest, and stated that she would

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participate in discussion and action. Mr. Martinovich reviewed the Staff Report which is incorporated into the record and responded to clarifying questions. He also informed Chairperson Bagwell that Staff had identified this as the best project for the Congressionally Directed Spending, otherwise known as “earmarks.” Chair Bagwell stated that this was not the only project that would be submitted by Carson City. Commissioner Dodson was informed that Carson City had a greater chance of receiving the funding due to the higher local match amount. Commissioner Maloney recommended including photos from the most recent flooding and Chairperson Bagwell offered to lobby for the project during her upcoming trip to Washington, DC. There were no public comments; therefore, Chairperson Bagwell entertained a motion.

**(6:28:27) – Commissioner Novak moved to approve the Community Project Funding request as presented. The motion was seconded by Commissioner Maloney and carried 5-0-0.**

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

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

(6:28:52) – Mr. Martinovich praised the Public Works Staff for their snow removal efforts and recommended that residents exercise caution when driving through flooded areas to avoid hydroplaning. He also reminded everyone of the upcoming time change to Daylight Savings Time and cautioned drivers near schools to be careful as it would be darker in the mornings. Mr. Martinovich responded to a question he had received in the last meeting regarding the amount of brine used on Carson City streets noting that around 3,500-4,000 gallons of solution (consisting of 23 percent salt and 77 percent water) is used per storm. He also informed the Commission that Amendment No. 4 to Contract No. 1516-018 for Ecolane USA, Inc. to provide transit service software and support for Jump Around Carson (JAC) transit service operations through January 1, 2026 {voted on by RTC in the February 8, 2023 meeting as contingent upon the Federal Transit Administration (FTA) approval} had not been approved by the FTA. Mr. Martinovich explained that Staff was looking into alternative funding to procure the software. He also announced several upcoming Safe Routes to School events in Carson City, Douglas County, and Lyon County, and thanked Mr. Bohemier for his activities in the community.

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

- **FUTURE AGENDA ITEMS**
- **STATUS REVIEW OF ADDITIONAL PROJECTS**

(6:32:43) – Mr. Byrne reviewed the Bi-Monthly Capital 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**

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**7. PUBLIC COMMENT**

(6:36:50) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

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

(6:37:01) – Chairperson Bagwell adjourned the meeting at 6:37 p.m.

The Minutes of the March 8, 2023 Carson City Regional Transportation Commission meeting are so approved on this 12<sup>th</sup> day of April, 2023.