

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the April 12, 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, April 12, 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  
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 at <https://www.carson.org/minutes>.

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

(5:10:38) – Chairperson Bagwell called the meeting to order at 5:10 p.m.

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

(5:10:42) – Roll was called, and a quorum was present.

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

(5:10:55) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

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

(5:11:20) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

**(5:11:45) – Commissioner Novak moved to approve the minutes of the March 8, 2023 RTC meeting as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.**

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

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#### **5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CARSON CITY BOARD OF SUPERVISORS CONCERNING THE FISCAL YEAR (“FY”) 2024 BUDGETS AND SUPPLEMENTAL REQUESTS FOR THE REGIONAL TRANSPORTATION, TRANSIT, CAMPO, AND STREET MAINTENANCE FUNDS (COLLECTIVELY, “FUNDS”).**

(5:12:10) – 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. Mr. Martinovich introduced Carson City Chief Financial Officer Sheri Russell-Benabou and Public Works Operations Manager Rick Cooley. He also presented the Fiscal Year (FY) 2024 budgets and supplemental requests for the Regional Transportation, Transit, CAMPO, and Street Maintenance funds, all of which are incorporated into the record, and responded to clarifying questions along with Ms. Russell-Benabou and Mr. Cooley. Ms. Russell-Benabou also announced that the savings from the unanticipated savings (due to a less-than-anticipated employee health insurance rate increase) would fund additional street repairs.

(5:24:20) – Discussion ensued regarding Transit undesignated accounts and Chair Bagwell noted that she would not be amenable to “approve nine and 10 years of use of General Fund dollars sitting in an undesignated account...because lots of things change federally...lots of other grants become available.” She was, however, in favor of “capital requests for the buses, making sure we have enough match for that and also the \$30,000 for the capital request for the [Transit Center Administration].” Vice Chair Schuette requested clarification on the undesignated Transit funds and Ms. Russell-Benabou and Chair Bagwell explained that “it’s a budget transfer...within their own fund.” Chairperson Bagwell also noted that she wished to “see all the federal grants...to have a clear understanding of the path and the matches...to make sure we can continue to supply the service.” She also clarified that a supplemental budget meant that the funds were added to the budget every year and were not a one-time addition and that was why she was not in favor of the \$284,000 supplemental allocation but would be amenable to the \$125,000 amount. Commissioner Dodson wished to see a table that would show the local match amounts. Commissioner Maloney received confirmation from Mr. Martinovich that most operating expenses of federal transit grants were eligible for a 50/50 match with the exception of vehicle repair and technical equipment that would qualify for an 80/20 match. She also supported the \$284,000 supplemental allocation.

(6:12:45) – Chairperson Bagwell entertained public comments; however, none were forthcoming. Mr. Martinovich referenced the written comments received as late material and incorporated into the record, from Monica Ward, Office Manager at Pioneer Academy, and three students. She also entertained Commissioner discussion and a motion. Commissioner Dodson was informed that “City Staff, as in the City Manager’s [Office] has agreed to give them a supplemental [budget] of \$125,000.” Commissioner Maloney was informed that the \$125,000 was the total supplemental budget which would include the Transit Coordinator job reclassification. Chair Bagwell entertained a motion.

**(6:33:03) – Chairperson Bagwell moved to recommend that the Board of Supervisors approve the Fiscal Year 2024 budgets with the adjustments discussed on the record and the supplemental requests, with the exception of the Transit System at \$125,000 for the match. The motion was**

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seconded by Commissioner Novak and carried 4-1-0, with Commissioner Maloney as the “nay” vote.

(6:34:16) – Chairperson Bagwell instructed Staff to work on a retreat-type transit discussion meeting.

**5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT 2 (“AMENDMENT”) TO CONTRACT 21300242 (“CONTRACT”) FOR HANSFORD ECONOMIC CONSULTING, LLC (“HANSFORD CONSULTING”) TO EXPAND THE SCOPE OF SERVICES AND INCREASE THE AMOUNT OF THE CONTRACT BY \$46,310 FOR THE CARSON CITY ROADS FUNDING PROJECT (“PROJECT”) FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF \$96,275 FOR THE CONTRACT.**

(6:34:28) – Chairperson Bagwell introduced the item. Mr. Stucky gave background and presented the Staff Report with accompanying documentation, including the proposed contract amendment. He also responded to clarifying questions. Commissioner Novak received clarification that another amendment might be presented to the RTC with options on what General Improvement District “could look like.” Chair Bagwell entertained public comments and when none were forthcoming, a motion.

(6:37:34) – Commissioner Dodson moved to approve Amendment 2, as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

**5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT WEST COAST PAVING, INC. (“WEST COAST”) IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 FOR THE DESATOYA ADA IMPROVEMENTS COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT (“PROJECT”) AND TO AWARD CONTRACT NO. 23300297 (“CONTRACT”) FOR THE PROJECT TO WEST COAST FOR A TOTAL NOT TO EXCEED AMOUNT OF \$305,800.00.**

(6:37:49) – Chairperson Bagwell introduced the item and entertained Commissioner and/or public comments and discussion; however, none were forthcoming. She also entertained a motion.

(6:38:30) – Commissioner Maloney moved to award the Contract as presented and authorize the Public Works Director to approve expenditure of the 10 percent contingency, if necessary. The motion was seconded by Commissioner Novak and carried 5-0-0.

**5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT INTERMOUNTAIN SLURRY SEAL, INC. (“ISS”) IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 FOR THE DISTRICT 5 MEDICAL PARKWAY PAVEMENT PRESERVATION PROJECT (“PROJECT”) AND TO AWARD CONTRACT NO. 23300283 (“CONTRACT”) FOR THE PROJECT TO ISS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$484,954.98.**

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(6:38:48) – Chairperson Bagwell introduced the item and entertained Commission and/or public comments. When none were forthcoming, she entertained a motion.

**(6:39:31) – Vice Chair Schuette moved to award the contract as presented and authorize the Public Works Director to approve expenditure of the 10 percent contingency, if necessary. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

**5-E FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT SIERRA NEVADA CONSTRUCTION, INC. (“SNC”), IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338, FOR THE DISTRICT 5 MOUNTAIN STREET PAVEMENT PRESERVATION PROJECT (“PROJECT”) AND TO AWARD CONTRACT NO. 23300284 (“CONTRACT”) FOR THE PROJECT TO SNC FOR A TOTAL NOT TO EXCEED AMOUNT OF \$426,807.70.**

(6:39:58) – Chairperson Bagwell introduced the item and entertained Comments by the Commissioners and members of the public. Deni French commented that the ADA ramps do not work especially during cold weather. He believed ramps “need to be redesigned or set to go with drainage so that they don’t become small lakes and river crossings.” Mr. Byrne noted that there hadn’t been any significant changes to the federal ADA requirements. Chairperson Bagwell entertained a motion.

**(6:43:43) – Commissioner Dodson moved to award the Contract as presented and authorize the Public Works Director to approve expenditure of the 10 percent contingency, if necessary. The motion was seconded by Commissioner Novak and carried 5-0-0.**

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

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

(6:44:17) – Mr. Martinovich announced being awarded the NV Energy Transit Electrification Study for \$225,000 with no match requirement.

### **6-B STREET OPERATIONS REPORT**

(6:45:41) – Mr. Martinovich referenced the January and February 2023 Bi-Monthly Capital Project Status Reports, incorporated into the record, and highlighted the increased pothole repair numbers in February. He also pointed out the major increases in Snow and Ice Control, Sand/Salt mixture application, and Brine mixture application. Chair Bagwell praised the efforts of the Street Maintenance staff and noted she had received a positive public comment regarding a specific pothole repair. Vice Chair Schuette provided additional “kudos” she had received from citizens regarding Carson Connect. Discussion ensued regarding the overtime costs with the increased maintenance needs. Mr. Stucky called it “a rough year all around.” Commissioner Dodson noted that he had served as a planning

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committee member of the Nevada Transportation Conference for several years and noted that Mr. Martinovich's presentation last year was "very well received."

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

- **FUTURE AGENDA ITEMS**

(6:44:48) – Mr. Martinovich stated that the District 1 Preservation Projects, an update to the City's pavement management plan, the Edmonds Path construction contract with a Local Public Agency Amendment, and District 3, Fifth Street Project-related items would be agendized for the May 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**

(6:50:10) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

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

(6:50:25) – Chairperson Bagwell adjourned the meeting at 6:50 p.m.

The Minutes of the April 12, 2023 Carson City Regional Transportation Commission meeting are so approved on this 10<sup>th</sup> day of May, 2023.