

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the June 14, 2023 Meeting

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin on Wednesday, June 14, 2023, at 4:30 p.m. 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: Rick Cooley, Deputy Public Works Director
Chris Martinovich, Transportation Manager
Adam Tully, Deputy District Attorney
Bryan Byrne, Transportation Engineer
Kelly Norman, Transportation Planner/Analyst
Rebecca Bustos, Grant Analyst
Brian Elder, Project Manager
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)

(4:29:43) – Chairperson Bagwell called the meeting to order at 4:30 p.m.

2. ROLL CALL

(4:29:49) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(4:30:01) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – MAY 10, 2023

(4:30:08) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

(4:30:15) – Commissioner Maloney moved to approve the minutes of the May 10, 2023 RTC meeting as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

5. PUBLIC MEETING ITEM(S):

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5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING POTENTIAL FISCAL YEAR (“FY”) 2024 TRANSPORTATION INFRASTRUCTURE PROJECTS FOR PERFORMANCE DISTRICT 1, AS FUNDING PERMITS, AND A PRELIMINARY REVIEW OF POTENTIAL PERFORMANCE DISTRICT 2 PROJECTS FOR FY 2025.

(4:30:39) – Chairperson Bagwell introduced the item. Mr. Byrne gave background and reviewed the Staff Report and a PowerPoint presentation titled *District 1 Project Selection FY2024*, both of which are incorporated into the record. He, along with Mr. Martinovich, also responded to clarifying questions. There were no public comments; therefore, Chairperson Bagwell entertained a motion.

(4:35:34) – Vice Chair Schuette moved to approve the recommended Performance District 1 projects, as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.

5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) HIGHWAY AGREEMENT PR243-23-063 (“AGREEMENT”) BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”) AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO PARTIALLY FUND THE EAST WILLIAM STREET UTILITY UNDERGROUNDING PROJECT (“PROJECT”) FOR A TOTAL OF \$2,105,263, WITH \$2,000,000 FROM FEDERAL CONGRESSIONALLY DESIGNATED SPENDING (“CDS”) AND A 5% LOCAL MATCH OF \$105,263; 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.

(4:35:51) – 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 Chairperson Bagwell, Mr. Martinovich noted that this spending is congressionally designated. He also clarified that the project would not be combined with the rest of the East William Street Project; however, both projects would use the same environmental and right-of-way certifications and would undergo the same processes. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(4:38:52) – Commissioner Maloney 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 Dodson and carried 5-0-0.

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5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE TRAFFIC SIGNAL VEHICLE DETECTION EQUIPMENT (“EQUIPMENT”) FROM ALTITUDE SIGNAL, LLC (“ALTITUDE”) FOR A NOT TO EXCEED AMOUNT OF \$88,486.00.

(4:39:18) – 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 highlighted the section of the Staff Report which explained that Carson City had installed three GridSmart systems in late 2022 and clarified that they were located at the intersections of Carson Street and Musser Street, Carson Street and Fifth Street, and Carson Street and Robinson Street. He also responded to clarifying questions. There were no public comments; therefore, Chairperson Bagwell entertained a motion.

(4:42:52) – Commissioner Dodson moved to approve the purchase of the Equipment as presented. 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 NEVADA BARRICADE & SIGN CO., INC. (“NBSC”), IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 23300333 (“CONTRACT”) FOR THE 2023 SHORT LINE STRIPING PROJECT (“PROJECT”) TO NBSC, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$390,174.

(4:43:10) – Chairperson Bagwell introduced the item and entertained Commissioner and/or public comments and when none were forthcoming, a motion.

(4:43:55) – Vice Chair Schuette moved to award the Contract as presented and authorize the Public Works Director to approve expenditure of the 10% 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 INTERMOUNTAIN SLURRY SEAL, INC. (“ISS”), IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 23300332 (“CONTRACT”) FOR THE 2023 LONG LINE PAVEMENT STRIPING PROJECT (“PROJECT”) TO ISS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$255,555.

(4:44:17) – Chairperson Bagwell introduced the item and entertained Commissioner and/or public comments or questions and when none were forthcoming, a motion.

(4:45:02) – Vice Chair Schuette moved to award the Contract as presented and authorize the Public Works Director to approve expenditure of the 10 percent

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contingency, if necessary. The motion was seconded by Commissioner Novak and carried 5-0-0.

5-F 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 NRS CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 23300327 (“CONTRACT”) FOR THE 2023 NORTH CARSON STREET MILL AND PATCHING PROJECT (“PROJECT”) TO SNC FOR A TOTAL NOT TO EXCEED AMOUNT OF \$411,408.

(4:45:45) – Chairperson Bagwell introduced the item and entertained Commissioner comments. Mr. Martinovich clarified for Commissioner Novak that the reconstruction of North Carson Street would take place during the North Carson Complete Streets Project possibly around 2026/2027 or later, adding that the patching identified in this item was needed now. Commissioner Dodson recommended coordinating the other striping projects and this one. Mr. Elder clarified for Commissioner Dodson that only one of the manholes was being addressed. There were no public comments; therefore, Chairperson Bagwell entertained a motion.

(4:48:33) – 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 Maloney and carried 5-0-0.

6. NON-ACTION ITEMS

6-A TRANSPORTATION MANAGER’S REPORT

(4:49:02) – Mr. Martinovich referenced the PowerPoint presentation slide titled *District 2 – Preliminary Project List FY 2025* (packet page 18) and invited the commissioners to reach out to Staff with any questions regarding any of the projects on the list. He also noted that they were working on the Local Roadway Funding Initiatives and explained that the consultant was in the process of collecting data and looking into funding options. Mr. Martinovich announced the Free Senior Bus Pass signup event on June 15 and 16, 2023, and stated that the District 1 ARPA Projects were being designed along with projects in Districts 2, 3, and 4, adding that he hoped the designs would be completed “by this time next year” with possible construction in 2025.

6-B STREET OPERATIONS REPORT

(4:51:50) – Mr. Martinovich reviewed the Street Operations Report, which is incorporated into the record, and highlighted the mud-clearing activities taking place due to the last storm.

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

- FUTURE AGENDA ITEMS**

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(4:51:00) – Mr. Martinovich expected to have an update on the Fifth Street discussion agenda for the July 2023 meeting, along with several contracts and amendments.

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

(4:52:24) – Chairperson Bagwell announced that she had received “quite a few compliments” from City residents regarding the work performed by Staff, especially a project referred to Staff by the Chair regarding a storm drain issue. Vice Chair Schuette also thanked Staff for their great work on the Edmonds Drive and Curry Street stormwater mitigation efforts. Commissioner Novak also praised Staff for their work after the last storm.

- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

7. PUBLIC COMMENT

(4:55:02) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(4:55:10) – Chairperson Bagwell adjourned the meeting at 4:55 p.m.

The Minutes of the June 14, 2023 Carson City Regional Transportation Commission meeting are so approved on this 12th day of July, 2023.