

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the August 16, 2023 Special Meeting

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A special meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin at 4:00 p.m. on Wednesday, August 16, 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: Darren Schulz, Public Works Director
Chris Martinovich, Transportation Manager
Adam Tully, Deputy District Attorney
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)

(3:59:53) – Chairperson Bagwell called the meeting to order at 3:59 p.m.

2. ROLL CALL

(3:59:58) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(4:00:11) – Chairperson Bagwell entertained public comments. Deni French noted his appreciation of the Jump Around Carson (JAC) bus system and called for functional bus shelters, noting that the riders could not see past the advertisements. He also stated that the bus stops, especially the one near Walmart, require frequent trash cleanup.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JULY 12, 2023

(4:01:12) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

(4:01:18) – Commissioner Maloney moved to approve the minutes of the July 12, 2023 RTC meeting as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.

5. PUBLIC MEETING ITEM(S):

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5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 23300358 (“CONTRACT”) FOR FIRST TRANSIT, INC. (“FIRST TRANSIT”) TO PERFORM PUBLIC TRANSPORTATION OPERATING SERVICES FOR JUMP AROUND CARSON (“JAC”) FOR A THREE-YEAR TERM BEGINNING SEPTEMBER 1, 2023, AND ENDING SEPTEMBER 30, 2026, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$4,479,506.46, PLUS TWO ONE-YEAR OPTIONS, REQUIRING MUTUAL ASSENT, TO EXTEND THE CONTRACT FOR AN AMOUNT NOT TO EXCEED \$1,634,029.79 FOR EACH OPTION YEAR.

(4:01:26) – 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 read into the record a card he had received from an elementary school-age girl named Ramona, thanking JAC and JAC Assist “for letting me ride your bus.” He presented the Staff Report and referenced the accompanying proposed agreement, noting that the current contract would end on August 31, 2023, and not on August 30, 2023. Mr. Martinovich acknowledged the presence of Lora Mallory, Senior Regional Director of Operations, and Mike Peoples, General Manager both with First Transit.

(4:06:02) – Mr. Martinovich reviewed the Staff Report and the accompanying proposal for the Independent Contractor Agreement. He referenced the three proposals that were received on June 13, 2023, and discussed the selection criteria which is incorporated into the Staff Report. He specifically highlighted the following section of the agreement, noting the availability of the documents for those wishing to see them...

2.1.1 CONTRACTOR agrees that the Contract Documents for Request for Proposal No.23300358 including, but not limited to, the Instruction to Proposers, Attachments A through J thereto, and Addendum 1; CONTRACTOR’S response to Request for Proposal No. 23300358, Exhibit A to the Contract; and Exhibit B to the Contract, are intended to be complete and complementary and are intended to describe the complete SERVICES. These documents are incorporated herein by reference and made a part of this Contract. All of these documents can be reviewed through the Carson City Website <http://www.carson.org/bids>.

(4:07:46) – Mr. Martinovich referenced Exhibit 2 of the Staff Report (packet pages 159 and 160) and reviewed the current contract values. He compared them to the three proposals that were received, specifically highlighting several items such as the increase in liability insurance. He noted that the termination clause had been extended from 45 days to 120 days and referenced packet page 10 which outlines the federal funding to cover the three-year contract, and funding sources for expenditures such as operating and maintenance costs. Mr. Martinovich also responded to clarifying questions. Chairperson Bagwell believed that for “a small differential” it was beneficial to continue with the existing service provider, calling it less disruptive. Vice Chair Schuette shared anecdotal data from her experience in riding the JAC buses and speaking with riders. There were no public comments; therefore, Chairperson Bagwell entertained a motion.

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(4:19:55) – Vice Chair Schuette moved to approve the Contract as presented. The motion was seconded by Commissioner Novak and carried 5-0-0.

6. NON-ACTION ITEMS

6-A TRANSPORTATION MANAGER’S REPORT

(4:20:13) – Mr. Martinovich announced the upcoming bi-annual JAC riders’ survey in September. Additionally, he stated that two public workshops were scheduled for October 4, 2023, and October 9, 2024 (in the Community Center Robert “Bob” Crowell Boardroom and at Al Seeliger Elementary School) regarding local road funding. Mr. Martinovich announced the purchase of cellular modems for the interconnectivity of traffic signals in Douglas County and updated the Commission on many ways to collaborate on regional traffic management such as the use of message boards. He also indicated that Transportation Engineer Bryan Byrne had resigned, and plans were underway to begin the replacement hiring process.

6-B STREET OPERATIONS REPORT

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

- **FUTURE AGENDA ITEMS**

- Annual reports for CAMPO and RTC
- LPA amendments for Fifth Street and Colorado Street projects
- Design contract for ARPA funding projects
- 90 percent design for the William Street Project
- Signal equipment purchases

- **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

(4:24:34) – Chairperson Bagwell entertained final public comments. Dee Dee Foremaster from Rural Center for Independent Living requested a bus stop in the area near Classy Seconds and the Dream Center as soon as possible to service those visiting the local non-profits. She believed that access to food from the Dream Center was difficult for the disabled community. Ms. Foremaster also highlighted the issue of “improper sidewalk signage,” especially when sidewalks are closed. She believed signs to guide pedestrians when sidewalks are closed would save lives. Ms. Foremaster invited everyone to attend a State Independent Living Council town hall meeting on Tuesday, August 29, 2023, at 5:30 p.m. at the Carson City Library and to speak in favor of a local Independent Living Center.

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8. FOR POSSIBLE ACTION: TO ADJOURN

(4:29:52) – Chairperson Bagwell adjourned the meeting at 4:29 p.m.

The Minutes of the August 16, 2023, Carson City Regional Transportation Commission special meeting are so approved on this 13th day of September, 2023.