

CARSON AREA METROPOLITAN PLANNING ORGANIZATION

Minutes of the July 12, 2023 Meeting

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A regular meeting of the Carson Area Metropolitan Planning Organization (CAMPO) was scheduled for 4:30 p.m. on Wednesday, July 12, 2023, in the Community Center, Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Lori Bagwell
Vice Chairperson Gregory Novak
Member Robert “Jim” Dodson
Member Jon Erb
Member Wes Henderson
Member Lucia Maloney
Member Lisa Schuette
Ex-Officio Member Sondra Rosenberg

STAFF: Darren Schulz, Public Works Director
Chris Martinovich, Transportation Manager
Adam Tully, Deputy District Attorney
Kelly Norman, Senior Transportation Planner
Bryan Byrne, Transportation Engineer
Rebecca Bustos, Grant Analyst
Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the CAMPO’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 minutes are posted on <https://www.carson.org/minutes>.

1. CALL TO ORDER – CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

(4:30:39) – Chairperson Bagwell called the meeting to order at 4:30 p.m.

2. ROLL CALL

(4:30:42) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(4:31:20) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

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

(4:31:56) – Chairperson Bagwell introduced the item and entertained corrections, comments, or a motion.

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(4:32:02) – Vice Chair Novak moved to approve the minutes of the CAMPO May 10, 2023 meeting as presented. The motion was seconded by Member Schuette and carried 7-0-0.

5. PUBLIC MEETING ITEM(S):

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE CARSON AREA TRANSPORTATION SYSTEM MANAGEMENT PLAN (“CATSMP”) FINAL REPORT, INCLUDING POTENTIAL APPROVAL OF THE CATSMP FINAL REPORT.

(4:32:28) – Chairperson Bagwell introduced the item. Member 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 gave background and reviewed the Carson Area Transportation System Management Plan Goals and Objectives, incorporated into the record, and introduced the Kimley-Horn and Associates representatives Molly O’Brien and Anabel Hernandez.

(4:38:11) – Ms. O’Brien continued presenting the Management Plan (incorporated into the record) Major Project Tasks and noted that the last task, Traffic Signal System Optimization, had been rescoped for additional performance measures and benchmarks as a result of the Technical Advisory Committee meetings. She also reviewed the Final Report which included Stakeholder Engagement, Existing Conditions, Self-Assessment Workshop, Life-Cycle Costing, Performance Measures and Benchmarks, and Recommendations. Ms. O’Brien noted the coordinated and uncoordinated Corridor Redefinitions, and highlighted Pages 12-17 of the Report: Travel Time Index by Corridor (Peak Filtered), Performance Benchmarking, Signal Retiming Implementation Plan Options, Recommendations (partial list), and Next Steps. Ms. O’Brien and Ms. Hernandez also responded to member questions.

(4:52:01) – Member Schuette was informed that the recommendation for consistent language was to streamline the many agreements with different terms between the Nevada Department of Transportation (NDOT) and CAMPO for the maintenance of traffic signals. Vice Chair Novak wished to understand why some of the corridors were coordinated and some were not. Mr. Martinovich explained that many signals were independent due to today’s infrastructure issues. Chairperson Bagwell was informed that addressing final comments had been incorporated into the project cost. Ms. O’Brien clarified that the staffing recommendations were derived from the Federal Highway Administration’s best practices. There were no public comments.

(5:12:08) – Member Maloney moved to approve the Carson Area Transportation System Management Plan as discussed on the record. The motion was seconded by Member Henderson and carried 7-0-0.

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5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING RATIFICATION OF A SECOND AMENDMENT (“AMENDMENT 2”) TO COOPERATIVE AGREEMENT NO. P301-19-804 (“AGREEMENT”) WITH THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO FUND THE CARSON AREA TRANSPORTATION SYSTEM MANAGEMENT PLAN (“CATSMP”), WITH AMENDMENT 2 CHANGING THE AGREEMENT END DATE FROM JUNE 30, 2023, TO SEPTEMBER 30, 2023.

(5:12:48) – Chairperson Bagwell introduced the item. Member 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. Chairperson Bagwell entertained member comments. Member Maloney inquired about Phase 3 (Signal System Optimization/Implementation) on packet page 95. Mr. Martinovich clarified that Phase 3 was “redone from the original scope.” He also noted that addressing Members’ comments and correcting the typographical errors and technical edits would still allow more than enough time to meet the September 30, 2023 end date. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(5:15:58) – Vice Chair Novak moved to ratify Amendment 2, as presented. The motion was seconded by Member Dodson and carried 7-0-0.

5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (“CAMPO”) PUBLIC PARTICIPATION PLAN (“PPP”), INCLUDING POTENTIAL APPROVAL OF AN UPDATED PPP.

(5:16:16) – Chairperson Bagwell introduced the item. Ms. Norman presented the Draft Public Participation Plan, incorporated into the record, and reviewed the Public Participation Survey methodology and responses (also incorporated into the record) and responded to clarifying questions. Chairperson Bagwell recommended identifying the types of respondents to see if CAMPO is reaching specific groups versus individual respondents. Vice Chair Novak called it “a good plan and a good report.” There were no public comments; therefore, Chairperson Bagwell entertained a motion.

(5:31:35) – Member Henderson moved to approve the Public Participation Plan, as presented. The motion was seconded by Member Schuette and carried 7-0-0.

5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING FORMAL AMENDMENT 23-03 TO THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION’S (“CAMPO”) FEDERAL FISCAL YEAR (“FFY”) 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (“TIP”) TO ADD TWO NEW PROJECTS AND TO REVISE SCOPE, LIMITS, AND FUNDING ACROSS MULTIPLE PROJECTS.

(5:32:00) – Chairperson Bagwell introduced the item. Ms. Norman gave background and reviewed the proposed amendments outlined in the Staff Report. Chair Bagwell reminded the Board that the Project List introduced into the record as late material is the one to be acted upon, adding that the corrections in

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red and the summary of all the projects will be reflected (and changed as necessary) throughout the document. She also entertained public comments and when none were forthcoming, a motion.

(5:35:25) – Member Maloney moved to formally amend CAMPO’s Federal Fiscal Year 2023-2026 Transportation Improvement Program, as updated with late material and needed amendments from the late material. The motion was seconded by Vice Chair Novak and carried 7-0-0.

5-E FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING DOUGLAS COUNTY’S APPLICATION FOR THE DISTRIBUTION OF \$85,000 IN AVAILABLE FEDERAL TRANSIT ADMINISTRATION (“FTA”) SECTION 5339(A) PROGRAM FUNDS TO PURCHASE AN AMERICANS WITH DISABILITIES ACT (“ADA”) ACCESSIBLE TRANSPORT VAN FOR THE DOUGLAS AREA RURAL TRANSIT (“DART”) PROGRAM.

(5:36:02) – Chairperson Bagwell introduced the item. Ms. Norman presented the Staff Report and supporting documentation which are incorporated into the record. Member Erb praised the Douglas County Community Service Division for their support of the disabled and elderly community members. There were no public comments and Chairperson Bagwell entertained a motion.

(5:38:34) – Member Erb moved to award Douglas County \$85,000 from the FFY 2022 & 2023 FTA 5339(a) funds for use to purchase an ADA-accessible transport van for the DART program. The motion was seconded by Member Dodson and carried 7-0-0.

5-F FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) APPROVAL OF A TRANSIT ELECTRIFICATION GRANT PROGRAM AGREEMENT (“AGREEMENT”) WITH THE SIERRA PACIFIC POWER COMPANY D/B/A NV ENERGY (“NV ENERGY”) TO PROVIDE THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION A TOTAL OF \$225,000, WITH NO LOCAL MATCH REQUIREMENT, TO COMPLETE A ZERO-EMISSION TRANSITION PLAN (“PLAN”) EVALUATING OPPORTUNITIES AND CONSTRAINTS FOR FUTURE LOW- OR NO-EMISSION TRANSIT VEHICLE AND INFRASTRUCTURE PROJECTS; 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.

(5:39:08) – Chairperson Bagwell introduced the item. Member 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 presented the Staff Report and accompanying documentation. He also responded to clarifying questions noting the plans to coordinate with the Carson City School District as well. Vice Chair Novak indicated that he had watched the NDOT electric vehicle briefing and confirmed that the report contained no conflicts with the State. Member Maloney was informed that Staff time was eligible for grant funding. Chairperson Bagwell clarified that the document served as a planning

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document to help prepare Carson City for the future. There were no public comments. Chair Bagwell entertained a motion.

(5:43:43) – Member Dodson 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 Vice Chair Novak and carried 7-0-0.

6. NON-ACTION ITEMS

6-A TRANSPORTATION MANAGER'S REPORT

(5:46:20) – Mr. Martinovich indicated that the Transit Coordinator and Transportation Planner/Analyst positions were still open. He stated that not many applicants had come forward and offers were turned down. Mr. Martinovich announced the promotion of Ms. Norman to Senior Transportation Planner. He also updated the Board on the Local Road Safety Plan on which Staff were working with NDOT and Kimley-Horn and Associates, along with other partner agencies. Mr. Martinovich noted that they had not yet heard from NDOT on the status of the Transportation Alternatives Plan (TAP) application.

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

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

(5:48:01) – Vice Chair Novak inquired about the Highway 395 Corridor Study update from NDOT. He also announced that the Annual Tahoe Summit coincided with the upcoming CAMPO meeting and Mr. Martinovich indicated that no items were planned for the upcoming August 2023 CAMPO meeting. Member Maloney thanked Member Henderson for the Motorcycle Safety Month game recommendation to spot motorcycles on the road.

- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

7. PUBLIC COMMENT

(5:49:52) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(5:49:58) – Chairperson Bagwell adjourned the meeting at 5:49 p.m.

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The Minutes of the July 12, 2023, Carson Area Metropolitan Planning Organization meeting are so approved on this 13th day of September, 2023.