

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the September 13, 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, September 13, 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  
Bryan Byrne, Transportation Engineer  
Scott Bohemier, Transportation Planner/analyst  
Rebecca Bustos, Grant 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)**

(5:00:20) – Chairperson Bagwell called the meeting to order at 5:00 p.m.

### **2. ROLL CALL**

(5:00:38) – Roll was called, and a quorum was present.

### **3. PUBLIC COMMENT**

(5:01:10) – Chairperson Bagwell entertained public comment; however, none were forthcoming.

### **4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – AUGUST 16, 2023**

(5:01:20) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

**(5:01:32) – Commissioner Maloney moved to approve the minutes of the August 16, 2023 RTC meeting as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

### **5. PUBLIC MEETING ITEM(S):**

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**5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) INTERLOCAL AGREEMENT NO. NM519-23-016 (“AGREEMENT”) FOR THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO PROVIDE TRAFFIC SIGNAL EQUIPMENT (“EQUIPMENT”), AT NO COST, TO THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”) FOR INSTALLATION AT VARIOUS TRAFFIC SIGNALS PRIOR TO DECEMBER 31, 2024; AND (2) AUTHORIZATION FOR THE TRANSPORTATION MANAGER TO EXECUTE THE AGREEMENT AS WELL AS ANY FUTURE AMENDMENTS TO THE AGREEMENT REGARDING CHANGES TO EQUIPMENT MATERIALS, CHANGES TO INSTALLATION LOCATION, AND EXTENSIONS OF TIME.**

(5:01:45) – 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 gave background and noted that the traffic signals were being provided by the Nevada Department of Transportation (NDOT) at no cost, adding that Staff would be responsible for installing the equipment at the signals over the course of next year. He also highlighted the following priorities from the Staff Report, incorporated into the record:

- The installation of battery backup systems at traffic signals which are lacking an acceptable system,
- The replacement of end-of-life vehicle detection systems at select locations.
- The replacement of traffic controllers to support increased operational capability and efficiency.

(5:04:20) – Mr. Martinovich stated that the equipment would be installed at signals in Lyon and Douglas Counties as well and would be maintained by Carson City (for a reimbursable fee). Commissioner Dodson was informed that the signals do not have to be on NDOT property. Commissioner Novak inquired about the purchase of spares and Control Systems Operations. Manager James Jacklett explained that they would have a few additional units to be used as spares. Mr. Jacklett also responded to clarifying questions and explained that agenda items 5-B and 5-C would address purchasing battery packs for existing equipment and purchasing vehicle detection equipment. He clarified that 10 intersections would receive the vehicle detection systems because “the scope of work was constructed around the available budget from NDOT.” As for the signals that need repairs, Mr. Jacklett explained that the spare parts would be used to repair and replace what is necessary. There were no public comments. Chairperson Bagwell entertained a motion.

**(5:15:05) – Commissioner Maloney moved to approve the Agreement as presented and to authorize the Transportation Manager to execute the Agreement as well as any future amendments to the Agreement regarding changes to Equipment materials, changes to installation location, and extensions of time. The motion was seconded by Commissioner Novak and carried 5-0-0.**

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**5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE TRAFFIC SIGNAL BATTERY BACKUP EQUIPMENT (“EQUIPMENT”) FROM SIERRA TRANSPORTATION TECHNOLOGIES (“SIERRA”) FOR A NOT-TO-EXCEED AMOUNT OF \$63,190.**

(5:15:34) – 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 clarified that this item was to purchase traffic signal battery backup equipment for Carson City-specific traffic signals, adding that each set of replacement batteries would be equipped with a remote battery monitoring system to increase the service life and warranty coverage of the batteries from three to five years. He clarified that the City recycled its batteries. Chair Bagwell was informed that the price outlined in the contract was still valid. There were no public comments; therefore, Chair Bagwell entertained a motion.

**(5:18:42) – Commissioner Dodson moved to approve the purchase of the Equipment 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 AUTHORIZATION TO PURCHASE VEHICLE DETECTION EQUIPMENT (“EQUIPMENT”) FROM ITERIS, INC. (“ITERIS”) FOR A NOT-TO-EXCEED AMOUNT OF \$95,544.00.**

(5:19:02) – 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 reviewed the Staff Report, incorporated into the record, and highlighted that the purchased equipment would replace older, aging systems that were beginning to fail. The following three intersection vehicle detection systems would be using the purchased Equipment:

- Carson Street and College Parkway.
- College Parkway and Roop Street.
- College Parkway and Retail Drive.

(5:20:42) – Commissioner Maloney inquired about the budget augmentation and Mr. Martinovich clarified that the augmentation was the result of unspent funds in FY 23 being rolled over to FY 24. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

**(5:23:25) – Commissioner Maloney moved to approve the purchase of the Equipment as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

**5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) COOPERATIVE AGREEMENT NO. PR463-23-063 (“AGREEMENT”)**

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**BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”) AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO FUND THE WESTERN NEVADA SAFE ROUTES TO SCHOOL PROGRAM (“WN-SRTS PROGRAM”) THROUGH SEPTEMBER 30, 2024 IN THE AMOUNT OF \$223,730 COMPRISING \$212,543 IN TRANSPORTATION ALTERNATIVES PROGRAM (“TAP”) FUNDS PLUS THE REQUIRED 5% LOCAL MATCH OF \$11,187, AND (2) AUTHORIZATION FOR THE TRANSPORTATION MANAGER TO EXECUTE THE AGREEMENT AS WELL AS ANY FUTURE AMENDMENTS TO THE AGREEMENT TO REVISE SCOPE OF WORK, TO EXTEND THE TIME OF PERFORMANCE, OR TO APPROVE FUNDING CHANGES NOT EXCEEDING 10% OF THE AGREEMENT AMOUNT.**

(5:23:53) – Chairperson Bagwell introduced the item. Mr. Bohemier gave background, presented the Staff Report, which is incorporated into the record, and responded to clarifying questions. Commissioner Novak was informed by Mr. Bohemier that he would be working with school districts to ensure that new schools have the appropriate design and circulation patterns. Chair Bagwell noted that Carson City had been recognized during the last Move with the Mayor Event as a fine example of what other communities must do.” There were no public comments.

**(3:29:50) – Vice Chair Schuette moved to approve the Agreement as presented and to authorize the Transportation Manager to execute the Agreement as well as any future amendments to the Agreement to revise the scope of work, to extend the time of performance, or to approve all funding changes not exceeding 10% of the Agreement amount. The motion was seconded by Commissioner Novak.**

**5-E FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) AMENDMENT 1 (“AMENDMENT”) TO COOPERATIVE AGREEMENT NO. PR320-21-063 (“AGREEMENT”) BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”) AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO REVISE THE SCOPE OF THE EAST 5TH STREET RECONSTRUCTION PROJECT (“PROJECT”), REPLACE A PORTION OF THE PROJECT’S SURFACE TRANSPORTATION BLOCK GRANT (“STBG”) FUNDING WITH HIGHWAY IMPROVEMENT PROGRAM (“HIP”) FUNDING, REVISE THE TOTAL PROJECT FUNDING, EXTEND THE TERMINATION DATE TO JUNE 30, 2027, AND UPDATE THE CONTACT INFORMATION; AND (2) TO AUTHORIZE THE TRANSPORTATION MANAGER TO SIGN THE AMENDMENT.**

(5:30:38) – Chairperson Bagwell introduced the item. Mr. Byrne presented the Staff Report and explained that the total estimated construction cost of the Project is \$2,120,000 following revisions to the Project scope. He stated that the Amendment reduces the Project scope by shortening the project limits, replacing \$259,119 in Surface Transportation Block Grant (STBG) funding with an equal amount of Highway Improvement Program (HIP) funding (as requested by NDOT). It also revises the Project costs by decreasing the total federal funding from \$2,366,000 to \$1,382,000,

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updating the local funding outside of the Agreement, extending the termination date of the agreement from June 30, 2026 to June 30, 2027, and updating the contract information for NDOT and Carson City. Chairperson Bagwell was informed that the cost savings would be applied to the Colorado Street project. Mr. Martinovich reminded the Commissioners that they should consider the late material when taking action. Chair Bagwell entertained public comments and when none were forthcoming, a motion.

**(5:32:36) – Commissioner Dodson moved to approve the Amendment, as presented in the late material, and to authorize the Transportation Manager to sign the Amendment. The motion was seconded by Commissioner Maloney and carried 5-0-0.**

**5-F FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) AMENDMENT 2 (“AMENDMENT”) TO COOPERATIVE AGREEMENT NO. PR135-21-063 (“AGREEMENT”) BETWEEN THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”) AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) FOR THE COLORADO STREET REHABILITATION PROJECT (“PROJECT”) TO INCREASE SURFACE TRANSPORTATION BLOCK GRANT (“STBG”) FUNDING BY \$750,000 FOR A NEW TOTAL OF \$1,491,292, WITH A \$37,494 INCREASE IN THE 5% LOCAL MATCH FOR A NEW TOTAL OF \$78,489; REVISE FUNDS OUTSIDE THE AGREEMENT; EXTEND THE TERMINATION DATE TO JUNE 30, 2027; AND UPDATE THE CONTACT INFORMATION, AND (2) TO AUTHORIZE THE TRANSPORTATION MANAGER TO SIGN THE AMENDMENT.**

(5:32:56) – Chairperson Bagwell introduced the item. Mr. Byrne presented the Staff Report which is incorporated into the record. He highlighted the fact that the Amendment would increase STBG funding for the Project, revise the total additional funds outside the Agreement, extend the termination date of the Agreement from June 30, 2026, to June 30, 2027, and update the contract information for NDOT and Carson City. According to Mr. Byrne, the increase in STBG funds for this Project will reduce the local funding obligation, allowing existing local funds to be programmed to other projects. Mr. Martinovich explained that the new Agreement date “is the term of the agreement which allows NDOT to close out all the federal requirements including the audits and all the processes that go into the post-construction activities of the project.” He also clarified that the work on Colorado Street would be done at “the end of October.” There were no public comments. Chair Bagwell entertained a motion.

**(5:37:10) – Vice Chair Schuette moved to approve the Amendment, as presented, and to authorize the Transportation Manager to sign the Amendment. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

**5-G FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT 24300078 (“CONTRACT”) FOR J-U-B ENGINEERS, INC. (“JUB”) TO PERFORM CIVIL ENGINEERING DESIGN SERVICES FOR ROADWAY**

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#### **PROJECTS IN PERFORMANCE DISTRICTS 2, 3, AND 4 (“PROJECT”) FOR A TOTAL NOT TO EXCEED AMOUNT OF \$179,100.**

(5:37:27) – Chairperson Bagwell introduced the item. Mr. Byrne presented the Staff Report which is incorporated into the record. He explained that the Project included civil engineering design services for the preservation and reconstruction of various roadways across Carson City located in Performance Districts 2, 3, and 4 based on the Pavement Preservation Plan for Fiscal Years 2024-2028. He also clarified that the District 1 projects were being designed in-house and District 5 projects were “wrapping up.” There were no public comments.

**(5:39:46) – Commissioner. Novak moved to approve the contract as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

#### **5-H FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING FISCAL YEAR (“FY”) 2023 TRANSPORTATION ACTIVITIES.**

(5:40:05) – Chairperson Bagwell introduced the item. Mr. Martinovich presented a summary of FY 2023 transportation activities and accomplishments which closed on June 30, 2023, outlined in the Staff Report, and incorporated into the record. He also responded to clarifying questions. He explained to Commissioner Novak that Carson City did not have a road impact fee like Washoe County. This item was not agendized for action.

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

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

(5:47:53) – Mr. Martinovich announced that the Local Roads Funding Workshops were scheduled for October 4, 2023 (in the Robert “Bob” Crowell Boardroom) and October 9, 2023 (at Seeliger Elementary School). He also reported that the Jump Around Carson (JAC) ridership survey would begin on September 11, 2023 and that free rides on JAC buses would be offered on October 7, 2023, in partnership with the City’s Elks’ Lodge as part of their Stand Down Event for veterans. Mr. Martinovich announced the Walk to School Day on October 4, 2023.

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

(5:50:05) – Mr. Martinovich pointed out that the Staff Report contained both the June and July 2023 Street Operations Reports and responded to clarifying questions. Chairperson Bagwell noted that she had read somewhere that the City would repair potholes when notified by the public. She inquired about the definition of a pothole as she had been receiving many phone calls regarding the item. Mr. Martinovich offered to consult the Street Operations Manager and return with a definition. Mr. Schulz explained the rule of thumb on potholes: “If you drive over with your car, it can cause damage to the suspension, the tire of your car, or if it’s in a crosswalk where you’re walking, you could step in it, fall, trip...that sort of thing.” He also noted it was “not an exact science.” Mr. Schulz clarified that the information had been posted on social media by Staff,

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adding that they couldn't get to the cracks at this time. Chair Bagwell thanked the Street Operations Crews who have been working hard after this year's storms.

(5:54:48) – Commissioner Maloney reported “a piece of missing asphalt in front of the Transit Center on Plaza (street)” and wished to have that paved before snowfall as many seniors walked that street. Mr. Martinovich offered to follow up.

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

- FUTURE AGENDA ITEMS**

- Developer agreement related to the Appion Way traffic signal project.

- STATUS REVIEW OF ADDITIONAL PROJECTS**

(5:56:42) – Mr. Byrne reviewed the Project Status Report incorporated into the record and responded to clarifying questions. Chair Bagwell called the report her “favorite.” She also thanked Mr. Byrne and wished him luck as this was his last RTC meeting.

- 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**

(6:01:28) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

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

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

The Minutes of the September 13, 2023, Carson City Regional Transportation Commission meeting are so approved on this 11<sup>th</sup> day of October, 2023.