

CARSON AREA METROPOLITAN PLANNING ORGANIZATION

Minutes of the June 11, 2003, Meeting

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A regularly scheduled meeting of the Carson Area Metropolitan Planning Organization was held on Wednesday, June 11, 2003, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, beginning at 5:30 p.m.

**PRESENT:** Chairperson Richard S. Staub, Vice Chairperson Steve Reynolds, and Members Shelly Aldean, Charles Des Jardins, Bob Kennedy, and Jeff Fontaine

**STAFF PRESENT:** Acting City Manager Andrew Burnham, City Engineer Larry Werner, Street Operations Manager John Flansberg, RTC Engineer Harvey Brotzman, and Recording Secretary Katherine McLaughlin (M.P.O. 6/11/03 Tape 1-0351)

**A. ROLL CALL AND DETERMINATION OF A QUORUM** - Chairperson Staub convened the meeting at 5:30 p.m. Roll call was taken. A quorum was present although Member Kite was absent.

**B. APPROVAL OF MINUTES - 5/14/03 (1-0362)** - Member Des Jardins moved to approve. Member Reynolds seconded the motion. Motion carried 6-0.

**C. AGENDA MODIFICATIONS (1-0372)** - None.

**D. PUBLIC COMMENTS (1-0375)** - Chairperson Staub explained the necessity for two individuals to leave the meeting before their agendized item(s) is reached. Therefore, he allowed them to make their comments under this heading. Anne Macquarie explained that she is a resident of Carson City and a member of Muscle Power and Citizens for a Bikeable and Walkable Carson City and introduced Penny Fairfield who is a member of the same organizations. They wished to speak on Item F-4. The third item on the Nevada Dept. of Transportation Proposed 2004-2006 Transportation Improvement Program for Carson City is East Fifth Street from Saliman to the Carson River Road. She asked that bicycle lanes be added to the program as indicated on the City's Bicycle Plan. The Bicycle Plan is being used to develop a map of the City's bicycle routes. Saliman Road and East Fifth Street are the only routes that bicyclists can use to reach the Carson River Road and the Eagle Valley Middle School. This is a dangerous route without paved shoulders or bike lanes. The proposed map will include designations showing which streets are safe for the bicyclists and which are dangerous. Fifth Street has been designated as both a safe and a dangerous route. She was certain that bicyclists will use the route even though it is hazardous to do so. It is their understanding that the bike plan is to be implemented with other projects. This includes major maintenance. They asked that the bike lanes be added to Fifth Street. She also indicated her understanding that the Members could not respond to her comments under this heading. The Members can respond when they are discussing Item F-4. The maps were returned to Ms. Fairfield.

**E. DISCLOSURES (1-0465)** - None.

**F. PUBLIC MEETING ITEMS**

**F-1. PRESENTATION BY DOUGLAS AREA RURAL TRANSIT (DART) ON THEIR SERVICE WITHIN THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (1-0468)**

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- DART Senior Services Supervisor Warren Bottino introduced Transportation Coordinator Marvin Aultman. He explained DART's funding, its original purpose, and its present service program now includes dial-a-ride, medical rides, and service for the Markleeville, California, residents. They provide rides for individuals going to work, medical appointments, shopping, etc. This includes transporting individuals to and from Carson City. They have been asked repeatedly for a connection to the City's transit system. The monthly ridership was limned. The ridership in the MPO area totals approximately 34 percent of the rider-ship. Marketing and expansion plans were noted. Seniors comprise one-third of the population. Discussion explained the Markleeville program which Alpine County sponsors. The average cost per rider for the overall program is \$2.70. The average cost for a DART rider is \$4.58. The drivers are Douglas County employees. They hope that CAMPO will pickup the cost of the service in its area retroactively to the October 2, 2002, date of the urban grant. To date, Douglas County has been paying the entire cost. Mr. Flansberg explained that the Board will be considering its transportation improvement program at the next meeting. It includes a transit element. Once the transportation improvement plan is adopted, a presentation will be made regarding the DART program. The estimated cost for the next fiscal year is \$97,000. Staff will have to determine the cost of the service since October 2, 2002. Mr. Bottino indicated that it had cost \$30,000 for the service between October 2 and March 31, 2003. Clarification explained the ridership figures and that the DART program includes both a deviated fixed route and a dial-a-ride program. No formal action was required or taken.

**F-2. PRESENTATION BY MV TRANSPORTATION ON THE SERVICE CARSON CITY COMMUNITY TRANSPORTATION IS PROVIDING WITHIN THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION BOUNDARIES (1-0641)** - MV Transportation did not have a representative present. They had been advised about the meeting and were aware of the fact that CAMPO is funding the service. Member Reynolds explained that the ridership figures given to the Public Transportation Advisory Committee indicated that the ridership had been in the 50,000 rides range. It is now approximately 29,000. He was not sure if this was a misunderstanding regarding the terms or a change in how the figures are presented. Chairperson Staub pointed out that they had been asked, when the contract was renewed, to make quarterly presentations to CAMPO and biannual reports to the Board of Supervisors. Staff was directed to reschedule the presentation. Both Chairperson Staub and Acting City Manager Andrew Burnham felt that the presentation to the Board of Supervisors had indicated that there had not been a drop in ridership. No formal action was taken or required.

**F-3. PRESENTATION BY WASHOE COUNTY RTC ON THE PRIDE (PUBLIC RURAL RIDE) SERVICE THAT EXISTS BETWEEN RENO AND CARSON CITY. WASHOE COUNTY IS THE CONTRACTING AGENCY FOR THIS SERVICE WITHIN THE CARSON CITY METROPOLITAN PLANNING ORGANIZATION BOUNDARIES. (1-0700)** - Washoe RTC Senior Planner Roger Hanson briefly reviewed his report. The service level is at its lowest point. They are beginning to meet their goals. The target had been ten passengers per trip or seven in 1-1/2 hours. They are averaging eight passengers. The ridership composition and the reasons for riding the buses were noted. The difference between Citifare, Citilift, and the PRIDE programs were limned. He then reported on the advertising that had been conducted for the PRIDE program. A quarter of all the calls to his office are regarding PRIDE. There is a lot of interest in the service. A new advertising campaign may be warranted, however, the service needs to be ironed out. Discussion explained that the rider's purpose had been obtained by the drivers when the opportunities avail themselves. There

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is time on the trip to conduct the survey. It was felt that between one-half and one-third of the passengers are tourists. Mr. Hanson agreed to add this question to the survey. He then explained the goal to have ten passengers per trip. Comments also expressed the feeling that the survey may be slanted more toward individuals attempting to get to work than had been before the service was curtailed on June 2<sup>nd</sup>. The weekend, shopping and recreational component may decrease as a result of the service reduction. Mr. Hanson felt that the survey had been conducted during the workweek. The midday trip(s) have been reduced. This should increase the number of trips for work purposes. He felt that it was common for the riders to spend the entire day in Carson City. Chairperson Staub noted for the record that the PRIDE service subsidizes the passenger's fare by \$6.52. Carson City Community Transit is subsidized by \$10.60 per passenger. These are high numbers when compared to Citifare at \$1.78 and DART at \$4.40. Mr. Hanson pointed out that dial-a-ride meets needs of different individuals who cannot make it to a fixed route service. Fixed routes provides a schedule which people can meet. It is more productive. Chairperson Staub indicated that the subsidy for it is \$4.58 per passenger. Discussion indicated that a final decision has not been made regarding the PRIDE contractor. At this time Frontier, the former contractor, has agreed to rent its buses to PRIDE. Washoe RTC is considering getting the vehicles from another transit agency which will reduce the cost. The service will not be discontinued. He hoped to have suburban coaches in four to six months providing the service. He then explained the changes which had been made regarding which the pick up/drop off site for passengers at Clearview and College Parkway. The difference between suburban coaches and the Citifare buses was limned. The suburban coach is quieter and a smoother vehicle to ride in over long distances than the other coach.

Discussion ensued between Member Kennedy and Street Operations Manager John Flansberg regarding the acquisition of buses which Paratransit had used to provide service between Carson City and Minden. Paratransit had purchased these surplus vehicles. The City had charged Paratransit storage fees for parking the buses at the Corporate Yard. No formal action was required or taken.

**F-4. DISCUSSION AND ACTION ON APPROVAL OF THE NEVADA DEPARTMENT OF TRANSPORTATION'S (NDOT) PROPOSED 2004-2006 TRANSPORTATION IMPROVEMENT PROGRAM FOR CARSON CITY (1-1026)** - NDOT Assistant Director of Planning Kent Cooper introduced his staff members who were present. He encouraged the public/Board Members to contact him or NDOT Program Development Representative Michelle Gardner-Lilley if there are any questions/comments. The draft document with the Board's comments will be finalized and a budget developed in August. The State Transportation Board will consider them in September. Federal funding is provided in October. The funding level may be adjusted due to the uncertainty regarding federal allocations. The federal authorization program was described. The draft program had used last year's allocations to develop the proposed budget. Someone from his Department will contact Ms. Macquarie regarding the bicycle lanes on Fifth Street. He committed to attempting to add the lanes if at all possible and noted the limitations/challenges encountered with Fifth Street as the program proposes to slurry seal it as a maintenance program. There had not been any intent to widen it. He expressed a willingness to report back on this matter.

Discussion then explained that the trees along Fifth Street will be considered under the City's tree policy. They will address trees if they are a hazard or may fall. The roadway base is addressed as part of the speed and safety program. There are only three bicycle racks at Eagle Valley Middle School. There are other sites in the community

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with 50 or more racks. Safety concerns for bicyclists on Edmonds and Fifth Streets were noted. Mr. Cooper was not certain whether the Cottonwoods on Fifth Street were in the State right-of-way or the City's. He agreed to check this status. Chairperson Staub expressed his safety concerns regarding one of the trees and suggested that the City's arborist check it to determine its health. Discussion indicated that when the freeway is constructed, Fifth Street will be above ground and pass over the freeway, which will be at grade in this area. The freeway includes bicycle lanes. The City may want to coordinate NDOT the second phase of the freeway with NDOT to include a bicycle enhancement project on Fifth Street. Member Fontaine explained that NDOT's tree removal program requires high level approval and sufficient justification. If it is a safety issue, an arborist is brought in to determine if it should be removed. Chairperson Staub reiterated his belief that the tree is poises a safety hazard to motorists.

Mr. Cooper then gave Mr. Flansberg information regarding the 5307 grant. Applications must be submitted by July 11 or funding will not be provided during this fiscal year. He then described the 5307 grant program. NDOT assists MPOs with a population of 50,000. He could not replace the MPO projects with NDOT ones. NDOT's programs are added to the MPO's transportation improvement program. NDOT's services, the different program levels/terms, and funding levels were limned. Mr. Cooper stressed that NDOT is the City's ally and will lobby for funding for the area. Lobbying for urban funding is very strong at the national level. Support for Carson City funding is strengthened by the fact that a lot of State employees live here and want to work with the City. The timeframe for submittal of the applications for funding was then reiterated. Mr. Cooper then reviewed the remaining projects on the draft transportation improvement plan. He corrected the SR 512 project—King Street from North Ormsby Boulevard to Division—to be a slurry overlay with a lower funding level. This correction will be included in the August draft. A better method of handling the State Route 28 project is being sought due to the cost of handling the runoff. The US 395—freeway at Bonanza—project funding should be in the \$1 to \$2 million range. It will be corrected in the August draft report. Mr. Cooper then reviewed the enhancement projects including the V&T Railroad project. The delay in completing the V&T bike path on the west side of Carson City may impact the City's ability to obtain additional enhancement funds. The rights-of-way needs have delayed this project, however, progress is being made. The City's projects will be added to the State list of enhancement projects. Discussion explained the V&T bike path project, the delay in its completion, and the possibility that the City may be able to convince the Federal Highway Administration that progress on this project is occurring. This may reassure them so that they will continue to fund City projects. Discussion also noted the Feds are a partner in the V&T bike trail project. It is a complex project. Progress is being made on the environmental report and a resolution of the rights-of-way issues may be found. City Engineer Larry Werner described the progress that had occurred on obtaining the needed rights-of-way including the meeting that had occurred yesterday. He felt that the negotiations may be completed in a week or two. Clarification explained that the Deer Run Road bridge which is to be replaced is located near the BLM office. Mr. Cooper then described the progress that had been made to establish bicycle trails/lanes throughout the community including the signage that had been posted, the facilities along Fremont Elementary School, Edmonds, and from the Hospital to the V&T path. He then asked that the plan be approved. Member Aldean moved to approve the Nevada Department of Transportation—NDOT—proposed 2004-2006 transportation improvement program for Carson City. Member Reynolds seconded the motion. Public comments were solicited but none were given. The motion was voted and carried 6-0.

### **F-5. DISCUSSION AND ACTION ON AN INTERLOCAL AGREEMENT WITH THE REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY AND THE CARSON**

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**AREA METROPOLITAN PLANNING ORGANIZATION TO PROVIDE THE CONTINUATION OF THE RENO TO CARSON CITY PRIDE BUS SERVICE EFFECTIVE JULY 1, 2003 (1-1832)** -Street Operations Manager John Flansberg's introduction included an explanation of the Resolution adopted by the Board of Supervisors authorizing CAMPO to allocate its funds without reconsideration by the Supervisors. Washoe County RTC Senior Planner Roger Hanson explained its funding request and desire to continue to provide PRIDE service between Reno and Carson City. He expected to have a better performance level next year due to the recent changes that had been made. The marketing campaign will continue. The proposal has Washoe RTC administer the program and Citifare operating the buses. Frontier cannot provide the service as the overhead costs are too high for the reduced service level. Citifare has a larger system and can provide the service. Mr. Hanson also offered to help the City with its transit planning in the future.

Member Fontaine questioned the need to expand the service into Douglas County and amend the contract to allow this service. Mr. Hanson felt that there is time to develop this program and indicated that the present service could be readily extended to Walmart in Douglas County. Mr. Flansberg indicated that staff is working with Douglas County on this project and that the program will be brought back to the Board after the technical advisory committee has considered it. Clarification indicated that the PRIDE service is the only one discussed in the contract. Member Reynolds questioned the need to have the contract automatically renewed on its anniversary. Mr. Flansberg indicated that it could be renewed automatically or after the Board's review. The contract also includes a 30-day termination clause. The funding must be reviewed and approved annually even if the contract is automatically renewed. If funding problems are encountered, Washoe RTC will be advised during the budget discussions. The funding request for the next fiscal year is \$110,000 which is in addition to the \$110,000 already approved for last year. Acting City Manager Andrew Burnham explained that the Board of Supervisors had approved the matching funds of \$55,000 at its last meeting. CAMPO needs to approve the allocation of \$55,000 from the 5307 funds. Member Aldean suggested that the contract include a clause requiring its review 30 days before its anniversary date. Mr. Flansberg felt that quarterly reports should be given to the Board. If a problem arises, additional reviews could be requested. Mr. Hanson pointed out that automatic renewal does not force the Board to have a meeting to decide whether the renewal should be approved. It would be possible to revise the agreement at any time with 30 days notice if issues arise. Member Aldean suggested that a correction be made on Page 2 Paragraph 5 replacing CITY with CAMPO. Both Messrs. Flansberg and Hanson agreed.

Discussion explained the initial marketing effort and the reduced marketing that has occurred since then. Member Kennedy emphasized the need to include marketing within the Carson City area and elaborated on his reasons for feeling that it is needed now. He suggested that inexpensive ads be placed on CAT-10 and in the local newspaper. Mr. Hanson agreed to do so. Member Des Jardins supported Member Kennedy's recommendation and urged Mr. Hanson to develop a long range plan with intermediate goals and not just the fiscal impact. Mr. Hanson explained that advertisements have not been placed in the newspaper or on the television and radio due to the fact that not everyone reads a paper, listens to the radio, or watches television. In Reno they use billboards to advertise. He agreed that an advertising campaign is now needed. Member Fontaine explained that NDOT had asked Washoe RTC to do the advertising in the past. He suggested that Carson City consider doing it as it knows its community and where and how to get the best responses from the individuals who may use the system. Member Reynolds agreed that better ways of promoting transit as a whole should be undertaken. It could coordinate more programs in this jurisdiction than just the PRIDE system.

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Member Aldean moved to approve the Interlocal Agreement between the Carson Area Metropolitan Planning Organization, CAMPO, and Washoe County Regional Transportation Commission, WCRTC, for the provision of intercity transit service between Carson City and Reno subject to replacing the word CITY with the word CAMPO in Paragraph 5 of Page 2 of the agreement and that the fiscal impact is the net operating cost which is estimated at \$273,680 and that Carson City will contribute up to \$110,000, of which 50 percent is Federal, to cover the portion of the service operated in Carson City. Member Kennedy seconded the motion. Following a request for an amendment, Member Aldean corrected the fiscal impact amount to be \$272,680. Member Kennedy concurred. Public comments were solicited but none were given. The motion was voted and carried 6-0.

**F-6. DISCUSSION AND ACTION ON THE PUBLIC INVOLVEMENT PLAN FOR THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION (1-2224)** - Following RTC Engineer Harvey Brotzman's introduction, Member Fontaine explained his review of the plan. He suggested that the description of the public be expanded to that used by the Federal Register, which he read. Justification for the revision was provided. Street Operations Manager John Flansberg agreed to the revision. Public comments were solicited but none were given. Member Reynolds moved to approve the Public Involvement Plan for the Carson Area Metropolitan Planning Organization subject to the expansion of public as had been brought up and that no fiscal impact was identified. Mr. Flansberg indicated that the proposed plan was an effort to follow the requirements. Member Aldean seconded the motion. Motion carried 6-0.

RECESS: A recess was declared at 7:15 p.m. When Chairperson Staub reconvened the meeting it was as the Regional Transportation Commission. The Commission was adjourned at 8:27 p.m. on passage of a motion. A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

The Minutes of the June 11, 2003, Carson Area Metropolitan Planning Organization meeting

ARE SO APPROVED ON September 10, 2003.

/s/

Richard S. Staub, Chairperson