

CARSON CITY REGIONAL TRANSPORTATION COMMISSION
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A regularly scheduled meeting of the Carson City Regional Transportation Commission was held on Wednesday, February 14, 2007, at the Community Center Sierra Room, 851 East William Street, Carson City, Nevada, immediately following the regularly scheduled meeting of the Carson Area Metropolitan Planning Organization that began at 5:30 p.m.

PRESENT: Chairperson Richard S. Staub, Vice Chairperson Charles Des Jardins, and Members Shelly Aldean, Russell Carpenter, and Larry Hastings

STAFF PRESENT: Public Works Director Andrew Burnham, Senior Deputy District Attorney Ed Oueilhe, Transportation Program Manager Patrick Pittenger, RTC Engineer Harvey Brotzman, Parks Planner Vern Krahn, and Recording Secretary Katherine McLaughlin (RTC 2/14/07 Recording 6:09:36)

NOTE: Unless otherwise indicated, each item was introduced by staff's reading/outlining/clarifying the Request for Action Report and/or supporting documentation. Staff members making the presentation are listed after the Item's heading. Any other individuals who spoke are listed immediately following the staff listing. A recording of these proceedings is on file in the Clerk-Recorder's office. It is available for review and inspection during normal business hours.

A. ROLL CALL AND DETERMINATION OF A QUORUM - Chairperson Staub convened the meeting at 6:09 p.m. Roll call was taken. The entire Board was present, constituting a quorum.

B. APPROVAL OF MINUTES - REGULAR MEETINGS OF NOVEMBER 8, 2006, AND JANUARY 10, 2007 (6:09:36) - Discussion explained that as Commissioner Carpenter had not been in attendance at the November meeting, he should abstain from voting on these Minutes. Following Chairperson Staub's request for a motion on the November 8, 2006, Minutes, Commissioner Des Jardins "so moved". Commissioner Aldean seconded the motion. Motion carried 4-0-1 with Commissioner Carpenter abstaining.

Commissioner Aldean moved to approve the Minutes of January 10, 2007, as presented. Commissioners Hastings and Des Jardins seconded the motion. Motion carried 5-0.

C. MODIFICATION OF AGENDA (6:10:51) - Chairperson Staub announced that Item G-4 will be heard at the end of the meeting as additional information is needed regarding it and may arrive by that time. If the information does not arrive by that time, the item will be deferred.

D. STAFF PUBLIC SERVICE ANNOUNCEMENTS (6:11:20) - None.

E. PUBLIC COMMENT (6:11:30) - None.

F. DISCLOSURES (6:11:58) - None.

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G. PUBLIC MEETING ITEMS:

G-1. ELECTION OF OFFICERS (6:12:04) - Chairperson Staub referenced his CAMPO remarks, which are on the record, regarding the statutory requirement that the Chair be held by one of the Board of Supervisors representatives. He had offered the position to Commissioner Aldean, who had accepted it. Additional comments were solicited but none were given. Commissioner Carpenter moved to have Commissioner Aldean as the Chair. Commissioner Hastings seconded the motion. Motion carried unanimously. Chairperson Staub indicated that Commissioner Aldean will assume the duties in April.

Nominations were solicited for the Vice Chair position. For consistency, Chairperson Staub recommended that Commissioner Hastings be nominated. Commissioner Des Jardins nominated Commissioner Larry Hastings as Vice Chairman of the Regional Transportation Commission. Commissioners Carpenter and Aldean seconded the motion. Motion carried unanimously. Chairperson Staub also indicated that he will assume the duties in April.

Commissioner Aldean thanked the Commissioners for their support. She expressed a desire to keep the meetings short. She also explained that Chairperson Staub has been appointed as the Mayor Pro-Tem for the Board of Supervisors and congratulated him on this appointment.

G-2. ACTION TO RECOMMEND TO THE PLANNING COMMISSION AND BOARD OF SUPERVISORS CHANGES TO THE ADOPTED UNIFIED PATHWAYS MASTER PLAN (UPMP) (6:14:40) - Parks Planner Vern Krahn, Muscle Power President, a resident and member of Citizens for a Bikeable and Walkable Carson City President Anne Macquarie - The Board of Supervisors approved the Unified Pathways Master Plan on April 6, 2006. It included a blue line running along Arrowhead Drive from Goni to Centennial Park. The industrial business owners along Arrowhead were concerned about this pathway. Staff promised to work with them after the plan is accepted to find an alternative. Parks and Recreation Director Moellendorf worked with the Parks and Recreation Commission, the industrial business owners, the Airport Authority, and Muscle Power to develop an alternative. A light green line running along the east side of Goni around the southern end of the airport to Centennial Park is the alternative. It is to be an off-street paved, shared facility. The blue line on Arrowhead Drive will be removed. The aquatic trail master plan will be sent to the Board of Supervisors and the Planning Commission for approval after the public hearing process is completed. It will not be brought to RTC as it is a recreational component of the master plan. He then explained that "small" text and map changes had been made to the UPMP and need to be approved by the RTC. Commissioner Aldean supported the pathway revision due to the concerns expressed by the industrial business owners. The revised pathway will be more expensive and must not be a designated portion of the roadway. Mr. Krahn explained that both the Airport Authority and the Parks and Recreation Commission realized this. As the airport is developed, the developers will be required to include the pathway in their projects. Justification for having them participate in the development of the pathway was provided. He acknowledged the need for the UPMP to be fiscally constrained. At this time the pathway is only a vision and will seek funding on its own opportunities and merits. Public comments were solicited.

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Ms. Macquarie indicated that they had been “marginally” involved in the discussions on this item. They support the compromise with the caveat that they feel strongly that all of the City’s streets should be complete streets that will accommodate all users including bicycles, pedestrians, and transit users as well as vehicles. She thought that the pathway will be usable for bicycles when it is constructed. She reminded the Commission that there will still be bicycles in the Arrowhead industrial district. The agreement does not preclude the use of bicycles in that area. She also reminded the Commission that there are many businesses in that area that could potentially and probably do currently have people/employees who bicycle, walk, and take transit to work. If and when transit is expanded into the area, it will be difficult to justify having transit stops that meet modern standards without appropriate methods for pedestrians to reach the businesses/stops. Additional public comments were solicited but none were given.

Chairperson Staub thanked the Airport Authority for making the revisions possible. He disclosed that he is a member of the Airport Authority and that the Authority had unanimously supported the revision. Commissioner Aldean moved to recommend to the Planning Commission and Board of Supervisors changes to the adopted Unified Pathways Master Plan which consists of the following: removal of the shared street bicycle route depicted as a solid blue line on the attached map on Arrowhead Drive from Goni Road to JohnD Winters Centennial Park and the addition of an off-street/paved/shared path represented by a dashed light green line on the Assessor’s map on Carson City Airport property from Goni Road to JohnD Winters Centennial Park referenced as Exhibits A and B and accepting technical corrections, including minor test and map revisions, along with document and appendix coordination as identified by staff in red text in the Unified Pathways Master Plan as depicted on Exhibits C and D. Commissioners Hastings and Des Jardins seconded the motion. Motion carried 5-0.

G-3. STAFF UPDATE ON JAC TRANSIT SYSTEM RIDERSHIP AND MARKETING EFFORTS (6:23:32) - Transportation Program Manager Patrick Pittenger, MacWest Representatives Miya MacKenzie and Kerstian Plemel - Chairperson Staub disclosed for the record that he had seen the newspaper ads. Commissioner Des Jardins had allegedly advised him that he had seen other publicity regarding the system. Mr. Pittenger distributed a prototype of the College student pass to the Commission. Its sponsors’ logos are on the reverse side of the pass. They are helping spread the word about the program and helped obtain a cheaper printing rate. He then noted the bar chart showing the ridership. January 2007 had 7,000 riders. Bus passes are now being sold at the Senior Center. They have been making improvements to the bus stops and working to improve the market.

Ms. Plemel gave a brief slide presentation illustrating the advertising programs, the new telephone number – 841-RIDE, the new email address, media coverage of the service, and the advertisements. Ms. MacKenzie explained the publicity campaign “I know JAC”. The two television ads were shown. The ads will be in both English and Spanish. They are working with the Mentor Center at WNCC, the College itself, and the Carson-Tahoe Regional Medical Center marketing personnel to develop stories for their publications. A preview of the website was shown. New and improved schedules will be distributed in March. New passes will be issued in April. Future plans include contacting local event coordinators to determine how JAC can assist with/participate in the event. Justification for the use of riders in the ads was provided.

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Commissioner Des Jardins thanked them for their efforts. He believed that the numbers were an indication of their efforts. He applauded their article in the *Carson Times*. He suggested that the JAC icon be relocated to a higher position on the *Nevada Appeal* website. Discussion explained the prohibitive cost of using the song "Hit the Road Jack". As an alternative, a contest to find a tone may be undertaken. As more presentations are being made, additional support for the service is found. Comments indicated that there may be a need for the service in the Arrowhead industrial area, however, a survey has not yet been taken of that area. Mr. Pittenger explained that comments have indicated a need for more frequent service on Route 3 and to serve the middle school students and the industrial area as well as to provide night service. A general survey will be undertaken before the service is expanded in order to efficiently use the limited funds. The survey may be taken next fall. The short range transit plan's horizon was for only starting the program. It did not include any expansion plans. Mr. Pittenger hoped to be able to create a more comprehensive plan later in the year that may cover the needs for five years. This is an MPO function with 80% of the funding coming from 5303 funds. It could then be included in the uniform work program which begins July 1. Commissioner Carpenter congratulated them on the increased ridership. Discussion explained the service's schedule. Commissioner Carpenter suggested that service to Lake Tahoe/Sand Harbor be explored with Washoe County. Mr. Pittenger felt that it may be possible to provide the service on Sunday when the service does not operate in Carson City. Douglas County is providing service to Sand Harbor from Stateline.

Mr. Pittenger then described the advertising on the Washoe RTC buses. It is possible for the JAC buses to have similar advertisements, however, in doing so, the identity of the buses may be lost. Other options are being explored, i.e., putting the ads on the back of the bus only. This could provide another income source for the service. Clarification indicated that staff had not explored acquisition of the "Hit the Road Jack" song beyond the initial indication that the price was \$50,000. Commissioner Carpenter supported having logos on the bus and pointed out that race cars have logos all over them without losing their identities. A description of the ads on the Washoe RTC buses was given which included the ability to change the signs as needed. Mr. Pittenger agreed to check into the possibility of using magnetic signs. Justification was provided for the suggestion to use magnetic signs. Mr. Pittenger explained that the signage could be added when the three new buses and the new van are delivered in May. Public comments were solicited but none were given. Chairperson Staub noted for the record that representatives from MV Transit were present. The City/Com-mission depends on MV Transit for the excellent service. The complaints have been relative few and the service is superb. No formal action was required or taken.

G-4. ACTION TO RECOMMEND APPROVAL OF A WATER, SANITARY SEWER AND STORM SEWER PARTICIPATION IMPROVEMENTS AGREEMENT BY AND BETWEEN CARSON GAMING, LLC, AND CITY OF CARSON CITY, A POLITICAL SUB-DIVISION OF THE STATE OF NEVADA, FOR WORK INCLUDING, BUT NOT LIMITED TO THE CONSTRUCTION OF A WATER, SANITARY SEWER AND STORM SEWER ON CURRY STREET FROM CLEARVIEW DRIVE TO WIALAKI STREET (6:44:00) - Public Works Director Andrew Burnham, Senior Deputy District Attorney Edward Oueilhe - Mr. Burnham highlighted the history of the Curry Street improvements including the use of grindings on the extension between Clearview and Koontz, RTC's budget of \$1 million for its improvement, and Casino Fandango's expansion projects and

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partnership with RTC on the road's improvements. The improvements will cost \$3.5 million of which \$1,376,500 is the City's responsibility. RTC is responsible for \$568,500. Utilities will be responsible for the remainder. The Board of Supervisors must approve the use of utility funds. He then reviewed the changes that had been made to the contract. Discussion indicated that RTC has the funds to do the work, however, it will impact the ability to do other projects, such as other portions of Curry Street and the downtown project. Mr. Burnham also explained the hope that they will be able to increase the funding that NDOT will provide when it turns State owned streets over to the City. Negotiations regarding this transfer have not been completed. He indicated that the funds for Fairview, Stewart, and projects now underway will not be impacted. Chairperson Staub explained that the public should know that the casino is making \$50 million in improvements, which he listed. They will benefit the community. Discussion justified partnering with Fandango on the project. It was pointed out that the contract indicates Fandango's desire to have the City pay the subcontractors direct rather than reimburse Fandango for the work after it is completed. Fandango is currently paying the subcontractors as the work is done. Commissioner Aldean requested the clause be amended to have the City reimburse Fandango after the work is accepted. Clarification indicated that the contract does not specify a "not to exceed amount". It is possible for the project to cost more than is indicated. Fandango's justification for not having a cap was provided. Mr. Burnham indicated that the City is responsible for only its share of the project. He felt that the project is "in good shape" and a lot of the work has already been done. He had not seen any problems with it to date. The costs are close to the estimate. Engineering must approve and permit the entire project including all change orders. The City has already requested some changes. Commissioner Aldean felt that the change order should be the responsibility of the requesting party. Justification for having the City be responsible for projects which are needed for the public's benefit, i.e., storm drainage improvements, regardless of the party requesting the change was provided. Commissioner Aldean pointed out that the only way the City could object to a change order would be to hold the project hostage. She felt that the City should be able to approve or deny a change order. Mr. Burnham pointed out that the City owns the right-of-way and must approve any improvements in it. He felt that adequate control is provided under the City's police powers. Commissioner Aldean indicated that it is not as clear as it could be. Mr. Oueihle supported Commissioner Aldean's position. He also opposed submitting changes at the last minute. Commissioner Aldean suggested that the item be deferred until the agreement is in writing. Mr. Burnham indicated that the Commission could defer action on the agreement. The agreement will then be submitted to the Board of Supervisors for its action and returned to RTC. Commissioner Aldean pointed out that this process makes RTC perfunctory. Mr. Burnham explained the timeline required to bring it back to RTC and then the Board. Commissioner Hastings indicated that he would support whatever decision the Board makes on the contract. Commissioner Carpenter felt that the agreement as written was leaving the RTC open to cost overruns that could have "no end". He supported Commissioner Aldean and Mr. Oueihle's position. He would not vote for the contract as written this evening. Commissioner Des Jardins supported Commissioner Hastings' comments. He also indicated he is always concerned about having RTC review a contract "backwards" as suggested and with RTC's role becoming perfunctory. He was not aware of the day-to-day work with Fandango and whether the delay would upset its schedule. He preferred approving the contract prior to its consideration by the Board. He did not intend to negatively reflect on the two Board members who serve on RTC. Chairperson Staub disclosed that he had seen the contract previously and had recommended changes to it. The changes were included in the agreement. He also

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voiced his frustration at receiving contracts/amendments to contracts on the date of a meeting/at the meeting. In order to perform the necessary due diligence, the documents should be presented before the meeting with adequate time for review. The project is one which could generate liens/litigation. The agreement does not include a clause ensuring that a lien or encumbrance has not been placed against the City's portion of the project. He felt that this concern had been voiced previously and had believed that the contract would include terminology addressing it. He also felt that the Commission should review the contract before it goes to the Board. No one was present representing Carson Gaming, LLC (Casino Fandango). He indicated a desire to vote for deferring action this evening and bringing the contract back at the next meeting. No formal action was taken on the contract.

Chairperson Staub thanked City Manager Ritter for attending the meeting, bringing the agreement, and for her efforts on it.

G-5. CONSIDERATION AND ACTION ON REQUEST FOR \$2.0 MILLION FOR SIDEWALK IMPROVEMENTS TO BE SUBMITTED TO THE CONGRESSIONAL DELEGATION (7:03:42) - Transportation Program Manager Patrick Pittenger, Public Works Director Andrew Burnham, City Manager Linda Ritter, Muscle Power President Anne Macquarie - A survey of the sidewalks had been conducted by the bicycle and pedestrian consultant indicating the sidewalk deficiencies, including the lack of ADA ramps, textile surfaces, blocked sidewalks, gaps, etc. The funds will be used to target the most obvious deficiencies and to connect low income housing to shopping centers and school areas. The need has been well documented. Two million dollars will cover only a small portion of the overall cost. It will make major improvements. Examples of improvements that could be made were listed. A CDBG grant has also been applied for for other improvements. Mr. Burnham described the Department of Justice agreement mandating when the City will make ADA improvements whenever it is determined that a street project is a reconstruction project. An overlay does not justify making ADA improvements. Comments indicated that the City needs to install at least 2,000 ADA ramps. A ramp costs between \$5 and \$7,000. Ms. Ritter indicated that the \$2 million amount was developed during discussion with the City's lobbyist. A discussion with the Congressional delegates has not occurred. The difficulty in getting earmarked funding was noted. It was felt that \$2 million was a "doable" amount. The main justifications for the improvements are safety and mobility. It is not ADA requirements. Commissioner Des Jardins urged staff to increase the amount by at least two or three times. Chairperson Staub noted that if the amount is too high, the request could be denied. At the same time, however, the amount should not be too low. Public comments were solicited.

Ms. Macquarie commended staff on bringing the concept forward. Her personal knowledge of the sidewalk deficiencies was noted. She volunteered to obtain written support from local citizens, if desired. Additional public comments were solicited but none were given.

Chairperson Staub suggested that staff's recommended motion be amended to request a minimum amount of \$2 million in Federal funding. Commissioner Des Jardins moved to approve the request for Federal funds at a minimum of \$2 million for sidewalk improvements in Carson City as presented to the Carson

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City RTC; (and that) this request shall be presented to the Congressional delegation for their consideration. Commissioners Aldean and Hastings seconded the motion. Motion carried 5-0.

G-6. CONSIDERATION AND ACTION ON POTENTIAL APPLICATION FOR THE NEVADA DEPARTMENT OF TRANSPORTATION LANDSCAPE AND AESTHETICS COMMUNITY MATCH PROGRAM FUNDS FOR GATEWAY SIGNAGE (7:14:38) - Transportation Program Manager Patrick Pittenger, Public Works Director Andrew Burnham - Commissioner Aldean explained how she became aware of the grant and its subsequent denial. Justification for the improvements and the grant request were provided. Copies of three gateway signs were given to the Commissioners. (A copy was not given to the Clerk.) The proposed improvements to the freeway drainage basin located along the future freeway and South Carson Street were described. Commissioner Aldean suggested that funding from the Convention and Visitors Bureau be requested to match the grant. Additional funding sources may be available. Mr. Burnham indicated that discussions with the City's lobbyist had indicated that the freeway will create a large economic impact on the City. The signs are needed to help mitigate that impact. Other alternatives to provide the matching funds may be available. If the effort to obtain other funding sources is not successful, the City can turn down the grant. The funds will then be reallocated by NDOT. Chairperson Staub voiced his support for the improved signage. He was, however, concerned about the possibility that RTC will be liable for the matching funds. He agreed to support the application so long as all other funding avenues are considered including both the Convention and Visitors Bureau and Redevelopment. Justification for having other partners assist with the project was provided. Public comments were solicited but none were given. Commissioner Aldean moved to direct staff to develop and submit an application to the Nevada Department of Transportation for Landscape and Aesthetics Community Match program funds for gateway signage and enhanced fencing; if the application is successful, up to 50% of the total project will be provided by the Nevada Department of Transportation with the additional funding to be sought from other sources including the Convention and Visitors Bureau and Carson City Redevelopment. Discussion between Commissioners Hastings and Aldean and Mr. Burnham explained that the project is considered an RTC item as it addresses aesthetics and landscaping. Commissioner Carpenter seconded the motion. Motion carried 5-0.

H. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS - NON-ACTION ITEMS (7:24:10) - Chairperson Staub explained the protocol for the following items. Discussion on them will occur only if questions are posed by the Commissioners or public.

H-1. STREET OPERATIONS ACTIVITY REPORT (7:24:10) - Discussion between Commissioner Aldean and Public Works Director Andrew Burnham indicated the need for staff to check the buckled sidewalk on the corner of Division and Bath. Commissioner Des Jardins expressed his appreciation for the report. He also asked staff to fill a pot hole at the corner of Hells Bells Road and Fifth Street. Mr. Burnham explained the bids that were received for the Urban Fishing Pond at the Fairgrounds. An augmentation request will be submitted to the Department of Wildlife as the bids are above the estimate and funding. Mr. Burnham also corrected the Hot Springs Report to indicate that the cost is only \$540,000 as math errors had been made in the calculations. No funds have been spent on the project. No formal action was required or taken.

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H-2. PROJECT STATUS REPORT (7:27:43) - None.

H-3. CAPITAL IMPROVEMENT PROGRAM REPORT (7:28:03) - Staff is developing a map and plans to put it on the web with all of the information. The Board has authorized the purchase of the software for this project. Discussion ensued between Public Works Director Burnham and Chairperson Staub regarding the utility projects on/at South Saliman and Fairview. Chairperson Staub acknowledged that traffic is moved through the construction zone safely even though it is a “mess”. It was noted that the contractor is working on weekends and long hours. No formal action was taken or required.

H-4. REPORT ON RTC AND STREET FUNDS (7:30:00) - Public Works Director Burnham explained an intent to conduct a workshop in March or April on the budgets. This will occur after negotiations are completed between Carson City and NDOT regarding the City’s taking over State streets. Public comments were solicited but none were given. No formal action was taken or required.

H-5. FUTURE AGENDA ITEMS (7:31:08) - Transportation Program Manager Pittenger explained the intent to agenize for the next meeting the interlocal agreement and an amendment to MV Transit’s contract. Chairperson Staub asked staff to develop a traffic signal coordination program. Justification for the request was provided. Public Works Director Burnham suggested that a workshop be put on by the signal technicians explaining the process. RTC Engineer Harvey Brotzman explained the reasons for the timing at Highway 50, Lompa Lane, and the 395 Freeway. He acknowledged that the timing is a “headache”. No formal action was taken or required.

I. ADJOURNMENT (7:34:10) - Commissioner Aldean moved to adjourn. Commissioner Hastings seconded the motion. Motion carried 5-0. Chairperson Staub adjourned the meeting at 7:35 p.m.

The Minutes of the February 14, 2007, Carson City Regional Transportation Commission meeting

ARE SO APPROVED ON March 14, 2007.

/s/

Richard S. Staub, Chairperson