

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the August 9, 2017 Meeting

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A regular meeting of the Carson City Regional Transportation Commission was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization meeting on Wednesday, August 9, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Brad Bonkowski
Vice Chairperson Jim Smolenski
Commissioner Lori Bagwell
Commissioner Mark Kimbrough
Commissioner Jack Zenteno

STAFF: Darren Schulz, Public Works Department Director
Dirk Goering, Senior Transportation Planner
Graham Dollarhide, Transit Coordinator
Hailey Lang, Transportation Planner
Cortney Bloomer, Bicycle and Pedestrian Coordinator
Dan Yu, Deputy District Attorney
Kathleen King, Chief 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 Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM (5:16:49) - Chairperson Bonkowski called the meeting to order at 5:16 p.m. Ms. King called the roll; a quorum was present.

2. AGENDA MANAGEMENT NOTICE (5:17:16) - Chairperson Bonkowski entertained modifications to the agenda; however, none were forthcoming.

3. DISCLOSURES (5:17:31) - Chairperson Bonkowski entertained disclosures; however, none were forthcoming.

4. PUBLIC COMMENT (5:17:45) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

5. ACTION ON APPROVAL OF MINUTES - July 12, 2017 (5:18:04) - Chairperson Bonkowski entertained suggested revisions and, when none were forthcoming, a motion. **Commissioner Kimbrough moved to approve the minutes, as presented. Commissioner Bagwell seconded the motion. Motion carried 5-0.**

6. PUBLIC MEETING ITEMS:

6(A) POSSIBLE ACTION TO ACCEPT AWARD OF A GRANT THROUGH THE NEVADA AGING AND DISABILITY SERVICES DIVISION, IN THE AMOUNT OF \$50,000, FOR THE PERIOD JULY 1, 2017 TO JUNE 30, 2018, AND TO AUTHORIZE THE TRANSPORTATION MANAGER TO SIGN THE QUARTERLY REQUEST FOR FUNDS (5:18:26) - Chairperson Bonkowski introduced this item. Mr. Dollarhide reviewed the agenda materials,

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and responded to questions of clarification. Chairperson Bonkowski entertained questions or comments of the commissioners and of the public. When no questions or comments were forthcoming, Chairperson Bonkowski entertained a motion. **Vice Chairperson Smolenski moved to accept award of a grant, through the Nevada Aging and Disability Services Division, in the amount of \$50,000, for the period July 1, 2017 to June 30, 2018, and to authorize the Transportation Manager to sign the quarterly Request for Funds. Commissioner Bagwell seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

6(B) POSSIBLE ACTION TO APPROVE CONTRACT NO. 1718-046, SOUTH CARSON STREET SURVEY, TO LUMOS AND ASSOCIATES, FOR A NOT-TO-EXCEED AMOUNT OF \$87,950, TO BE FUNDED FROM THE RTC ACCOUNT (5:21:16) - Chairperson Bonkowski introduced this item, and read a prepared disclosure statement into the record advising that he would abstain from discussion and action. Chairperson Bonkowski passed the gavel to Vice Chairperson Smolenski. Mr. Goering reviewed the agenda materials, noting a correction to the funding source cited in the staff report. He advised that the contract documents were revised accordingly, and provided direction with regard to a necessary revision to the recommended motion.

In response to a question, Mr. Schulz described the biennial process for developing an on-call list of consultants. He responded to follow-up questions of clarification. Vice Chairperson Smolenski entertained additional questions or comments and, when none were forthcoming, entertained public comment. When no public comment was forthcoming, Vice Chairperson Smolenski entertained a motion. **Commissioner Kimbrough moved to approve Contract No. 1718-046, South Carson Street Survey, to Lumos and Associates, for a not-to-exceed amount of \$87,950, to be funded from the Infrastructure Fund. Commissioner Bagwell seconded the motion.** Vice Chairperson Smolenski called for a vote on the pending motion. **Motion carried 4-0-1, Chairperson Bonkowski abstaining.** Vice Chairperson Smolenski returned the gavel to Chairperson Bonkowski.

6(C) POSSIBLE ACTION TO DETERMINE THAT SIERRA NEVADA CONSTRUCTION, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1718-021, CARSON CITY PAVEMENT PRESERVATION - MICRO-SURFACING PROJECT, FOR A BASE BID OF \$664,007.00, PLUS A 10 PERCENT CONTINGENCY AMOUNT OF UP TO \$66,400.70, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$730,407.70, TO BE FUNDED FROM THE RTC ACCOUNT, AS PROVIDED IN THE FY 2018 BUDGET (5:26:59) - Chairperson Bonkowski introduced this item, and Mr. Goering reviewed the agenda materials. Chairperson Bonkowski entertained commissioner questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, Chairperson Bonkowski entertained a motion. **Commissioner Zenteno moved to determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1718-021, Carson City Pavement Preservation - Micro-Surfacing Project, for a base bid of \$664,007.00, plus a 10% contingency amount of up to \$66,400.70, for a total not-to-exceed amount of \$730,407.70, to be funded from the RTC Account, as provided in the FY18 budget. Commissioner Kimbrough seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

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6(D) POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR A FEDERAL TRANSIT ADMINISTRATION (“FTA”) GRANT UNDER 49 U.S.C. CHAPTER 53, AND TO AUTHORIZE THE RTC CHAIR TO SIGN THE FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES SECTION OF THE RTC APPLICATION FOR 5310 FUNDS (5:29:45) - Chairperson Bonkowski introduced this item. Mr. Dollarhide reviewed the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Vice Chairperson Smolenski moved to adopt Resolution No. 2017-RTC-R-2, authorizing the filing of an application for a Federal Transit Administration Grant, under 49 U.S.C. Chapter 53, and to authorize the RTC Chair to sign the FTA Fiscal Year 2017 Certifications and Assurances section of the RTC application for 5310 funds. Commissioner Bagwell seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

6(E) POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR A FEDERAL TRANSIT ADMINISTRATION (“FTA”) GRANT UNDER 49 U.S.C. CHAPTER 53, AND TO AUTHORIZE THE RTC CHAIR TO SIGN THE FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES SECTION OF THE RTC APPLICATION FOR 5339 FUNDS (5:32:56) - Chairperson Bonkowski introduced this item. Mr. Dollarhide reviewed the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained additional commissioner questions or comments and, when none were forthcoming, public comment. When no additional questions or comments were forthcoming, Chairperson Bonkowski entertained a motion. **Commissioner Bagwell moved to adopt Resolution No. 2017-RTC-R-3, authorizing the filing of an application for a Federal Transit Administration grant, under 49 U.S.C. Chapter 53, and to authorize the RTC Chair to sign the FTA Fiscal Year 2017 Certifications and Assurances section of the RTC application for 5339 funds. Vice Chairperson Smolenski seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:

7(A) STREET OPERATIONS ACTIVITY REPORT (5:36:10) - Chairperson Bonkowski introduced this item, and Mr. Goering reviewed the agenda materials. Commissioner Bagwell requested to see the “items that are number driven ... annualized.” Chairperson Bonkowski entertained questions or comments of the commissioners; however, none were forthcoming.

7(B) PROJECT STATUS REPORT (5:37:46) - Chairperson Bonkowski introduced this item, and Mr. Goering reviewed the agenda materials. In response to a question, Mr. Goering provided additional detail on the status of the Sierra Vista Lane project. In response to a further question, Mr. Goering provided additional detail on roads to be microsealed or slurry sealed which had already been long-line striped.

7(C) FUTURE AGENDA ITEMS (5:43:05) - Chairperson Bonkowski introduced this item, and Mr. Goering reviewed the tentative agenda for the September commission meeting. Chairperson Bonkowski entertained requests for future agenda items from the commissioners; however, none were forthcoming.

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8. COMMISSIONER COMMENTS (5:44:03) - Chairperson Bonkowski advised that a new Transportation Manager has been hired, Lucia Maloney. Chairperson Bonkowski entertained additional commissioner comments; however, none were forthcoming.

9. PUBLIC COMMENT (5:44:38) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

10. THE NEXT MEETING IS TENTATIVELY SCHEDULED FOR 4:30 P.M. ON WEDNESDAY, SEPTEMBER 13, 2017 IN THE COMMUNITY CENTER SIERRA ROOM, 851 EAST WILLIAM STREET, CARSON CITY (5:44:49) - Chairperson Bonkowski read this information into the record.

11. ACTION ON ADJOURNMENT (5:45:03) - Commissioner Kimbrough moved to adjourn the meeting at 5:45 p.m.

The Minutes of the August 9, 2017 Carson City Regional Transportation Commission are so approved this 13TH day of September, 2017.

BRAD BONKOWSKI, Chair