

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the May 12, 2021 Meeting

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin at 4:30 p.m. on Wednesday, May 12, 2021, 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 Chas Macquarie
Commissioner Greg Stedfield

STAFF: Dan Stucky, Deputy Public Works Director
Lucia Maloney, Transportation Manager
Adam Tully, Deputy District Attorney
Rick Cooley, Operations Manager
Chris Martinovich, Transportation/Traffic Engineer
Alex Cruz, Transit Coordinator
Tamar Warren, Senior Public Meetings 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 on carson.org/minutes.

1. CALL TO ORDER – REGIONAL TRANSPORTATION COMMISSION (RTC)

(4:30:40) – Chairperson Bagwell called the meeting to order at 4:30 p.m.

2. ROLL CALL

(4:30:50) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(4:31:04) – Chairperson Bagwell welcomed Commissioner Dodson to the RTC and noted that item 5-B would be pulled from the agenda. She also entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – APRIL 14, 2021.

(4:31:41) – Chairperson Bagwell introduced the item and entertained comments and/or corrections.

(4:32:04) – Commissioner Macquarie moved to approve the minutes of the April 14, 2021 meeting as presented. The motion was seconded by Vice Chair Schuette and carried 4-0-1, with Commissioner Dodson abstaining as he was not present at that meeting.

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5. PUBLIC MEETING ITEMS

5-A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING (1) A FEDERAL TRANSIT ADMINISTRATION (“FTA”) SECTION 5339(A) GRANT APPLICATION TO CARSON AREA METROPOLITAN PLANNING ORGANIZATION (“CAMPO”) FOR \$244,817 WHICH WOULD FUND 80% OF A \$306,021 PROJECT TO PROVIDE SOLAR LIGHTING FOR JUMP AROUND CARSON (“JAC”) STOPS, WITH THE REMAINING \$61,204 COVERED BY A REQUIRED 20% LOCAL MATCH; AND (2) AUTHORIZATION FOR THE RTC CHAIR TO SIGN THE AUTHORIZING RESOLUTION FOR THAT APPLICATION.

(4:32:46) – Chairperson Bagwell introduced the item. Mr. Cruz presented the Staff Report and the accompanying grant information and application, all of which are incorporated into the record. He also responded to clarifying questions by the Commissioners. Chairperson Bagwell received confirmation that the proposed improvements would be “for every bus stop” and entertained a motion.

(4:34:40) – Vice Chair Schuette moved to approve the application as presented and to authorize the RTC Chair to sign the Authorizing Resolution section of the application. The motion was seconded by Commissioner Stedfield and carried 5-0-0.

5-B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING FOUR FEDERAL TRANSIT ADMINISTRATION (“FTA”) SECTION 5310 GRANT APPLICATIONS TO CARSON AREA METROPOLITAN PLANNING ORGANIZATION (“CAMPO”), NONE OF WHICH REQUIRES A LOCAL MATCH, AND AUTHORIZATION FOR THE RTC CHAIR TO SIGN THE AUTHORIZING RESOLUTION EACH OF THE FOUR APPLICATIONS FOR: (1) \$191,504 TO PROVIDE A CONTACTLESS FARE PAYMENT SYSTEM FOR JUMP AROUND CARSON (“JAC”) AND JAC ASSIST; (2) \$100,540 FOR CAPITALIZED OPERATING EXPENSES FOR JAC ASSIST; (3) \$25,780 FOR CAPITALIZED OPERATING EXPENSES FOR JAC ASSIST; AND (4) ANOTHER \$25,780 FOR CAPITALIZED OPERATING EXPENSES FOR JAC ASSIST.

This item was pulled from the agenda.

5-C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING COOPERATIVE AGREEMENT NO. PR135-21-063 (“AGREEMENT”) BETWEEN RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO PARTIALLY FUND THE COLORADO STREET REHABILITATION PROJECT USING SURFACE TRANSPORTATION BLOCK GRANT (“STBG”) FUNDS FOR \$741,292 AND 5% LOCAL MATCH OF \$39,015 FOR A TOTAL OF \$780,307, AND TO AUTHORIZE 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.

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(4:35:20) – Chairperson Bagwell introduced the item and entertained disclosures. 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. Mayor Bagwell clarified that Vice Chair Schuette’s disclosure statement applied to items 5-C, 5-D, and 5-E.

(4:36:38) – Mr. Martinovich presented the Staff Report which is incorporated into the record. Chairperson Bagwell entertained questions and when none were forthcoming, a motion.

(4:37:27) – Commissioner Stedfield moved to authorize the Transportation Manager to execute the Agreement as presented, and to execute future amendments to the Agreement regarding extensions of time or changes in funding amounts not exceeding 10% of the present amount. The motion was seconded by Commissioner Macquarie and carried 5-0-0.

5-D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT INTERMOUNTAIN SLURRY SEAL, INC. (“INTERMOUNTAIN”), IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 20300316, 2021 LONG LINE PROJECT, TO INTERMOUNTAIN FOR A TOTAL NOT TO EXCEED AMOUNT OF \$210,310.10.

(4:38:09) – Chairperson Bagwell introduced the item. Mr. Martinovich presented the Staff Report, incorporated into the record, and noted that he or Mr. Cooley would respond to the Commissioners’ questions. Chairperson Bagwell inquired why the Long Line projects are contracted externally and Mr. Cooley explained that the Public Works Department was not equipped to do the project internally, because the City did not have “truck mounted paint sprayers” and “full crews,” adding that the work is also performed at night. He also clarified that the project will “cover the entire town” and will be repeated every year. Mr. Cooley explained the bid discrepancies to Vice Chair Schuette and noted that at times contractor bids will depend on their workload. Commissioner Dodson was informed that contractors are aware of the engineer’s estimate which is part of their bid packets. Chairperson Bagwell entertained additional questions and when none were forthcoming, a motion.

(4:48:20) – Vice Chair Schuette moved to find Intermountain the lowest responsive and responsible bidder and to award Contract No. 20300316 as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

5-E FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT 20300348 FOR NICHOLS CONSULTING ENGINEERS, CHTD (“NCE”) TO PERFORM CIVIL ENGINEERING SERVICES FOR THE DISTRICT 3 CENTER DRIVE REHABILITATION PROJECT FOR A TOTAL NOT TO EXCEED AMOUNT OF \$114,805, THROUGH DECEMBER 31, 2022.

(4:48:55) – Chairperson Bagwell introduced the item. Mr. Martinovich reviewed the Staff Report and the accompanying contract details, all of which are incorporated into the record. Commissioner Stedfield believed the cost was high and was informed by Mr. Martinovich that Nichols Consulting

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Engineers, CHTD (“NCE”) was on the City’s preapproved list of consultants; however, no other consultants were requested to bid on the project. Mr. Martinovich also explained the internal process which staff had used to “backcheck some of the numbers.” Chairperson Bagwell was informed that the construction of the sanitary sewer and a portion of the construction management would be paid by the Sewer Fund. She also recommended addressing the “right mix” of the cost allocation by Staff (with the possible proration of the design cost as well) across the project. Chairperson Bagwell entertained additional questions and when none were forthcoming, a motion.

(4:53:36) – Commissioner Macquarie moved to approve Contract 20300348 as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

5-F FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING (1) A COOPERATIVE AGREEMENT (“AGREEMENT”) BETWEEN CARSON CITY AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO FUND THE WESTERN NEVADA SAFE ROUTES TO SCHOOLS PROGRAM (“WN-SRTS PROGRAM”) THROUGH SEPTEMBER OF 2023 IN THE AMOUNT OF \$626,595.90, WITH \$595,266.10 COMING FROM TRANSPORTATION ALTERNATIVES PROGRAM (“TAP”) FUNDS AND THE REMAINDER COMING FROM A 5%, IN-KIND LOCAL MATCH VALUED AT \$31,329.80; AND (2) AUTHORIZING THE TRANSPORTATION MANAGER TO SIGN THE AGREEMENT, AS WELL AS FUTURE AMENDMENTS TO THE AGREEMENT TO EXTEND THE TIME FOR PERFORMANCE OR TO APPROVE FUNDING CHANGES NOT EXCEEDING 10% OF THE PRESENT AGREEMENT AMOUNT.

(4:57:04) – Chairperson Bagwell introduced the item. Ms. Maloney gave background on the Western Nevada Safe Routes to Schools Program and presented the proposed agreement, incorporated into the record, which would allow the program to continue through September 30, 2023. She also clarified that the local match would be covered in the form of an in-kind match by Staff. Vice Chair Schuette praised the program and the grant, and encouraged members of the community to park a little further and allow the kids to walk part of the way “to reduce congestion, to increase safety, and to embrace community and neighborhood.” Commissioner Macquarie encouraged students to walk or ride bicycles to school. Discussion ensued regarding the declining nationwide trend of walking or bicycling to school and Ms. Maloney hoped to reverse that trend in Carson City. Chairperson Bagwell entertained a motion.

(5:01:33) – Commissioner Stedfield moved to approve the Agreement and to authorize the Transportation Manager to sign the Agreement as well as future amendments to the Agreement that extend the time for performance or approve funding changes not exceeding 10% of the present Agreement amount. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

6. NON-ACTION ITEMS:

6-A TRANSPORTATION MANAGER’S REPORT

(5:02:15) – Ms. Maloney announced that National Public Works Week (the week of May 10, 2020) was celebrated by a proclamation made by the Board of Supervisors during its May 6, 2021 meeting. She

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also announced that since May is Bike Month, Bike to Work Day would be celebrated on May 21, 2021, encouraging everyone to participate. Ms. Maloney announced Carson City's Celebrity Bike Ride on Friday, May 14, 2021 and invited the Commissioners to join the event.

6-B STREET OPERATIONS ACTIVITY REPORTS FOR MARCH 2021

(5:03:01) – Ms. Maloney referenced the Street Operations Activity Report, incorporated into the record, and offered to respond to clarifying questions; however, none were forthcoming.

6-C PROJECT STATUS REPORT

(5:03:25) – Mr. Martinovich reviewed the list of projects, incorporated into the record, and responded to clarifying questions.

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

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

(5:11:41) – None.

7. PUBLIC COMMENT

(5:12:05) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(5:12:14) – Chairperson Bagwell adjourned the meeting at 5:12 p.m.

The Minutes of the May 12, 2021 Carson City Regional Transportation Commission meeting are so approved this 9th day of June, 2021.