

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the July 14, 2021 Meeting

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization (CAMPO) meeting on Wednesday, July 14, 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 (via WebEx)
Commissioner Greg Stedfield

STAFF: Dan Stucky, Deputy Public Works Director
Lucia Maloney, Transportation Manager
Adam Tully, Deputy District Attorney
Chris Martinovich, Transportation/Traffic Engineer
Kelly Norman, Transportation Planner/Analyst
Marquis Williams, Transportation Planner/Analyst
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)

(4:47:49) – Chairperson Bagwell called the meeting to order at 4:47 p.m.

2. ROLL CALL

(4:47:51) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(4:48:13) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JUNE 9, 2021.

(4:48:27) – Chairperson Bagwell introduced the item and entertained comments and/or corrections.

(4:48:35) – Commissioner Stedfield moved to approve the minutes of the June 9, 2021 meeting as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

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5. PUBLIC MEETING ITEMS

5-A FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING THE 2021-2023 ACTION PLAN FOR THE WESTERN NEVADA SAFE ROUTES TO SCHOOL (“WN-SRTS”) PROGRAM, WHICH WILL GUIDE THE WN-SRTS PROGRAM DURING ITS NEW GRANT CYCLE.

(4:48:55) – Chairperson Bagwell introduced the item. Ms. Norman provided background (via the Staff Report), reviewed the *Western Nevada Safe Routes to School Action Plan*, incorporated into the record, and responded to clarifying questions. This item was not agendized for action.

5-B FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 20300333 WITH LSC TRANSPORTATION CONSULTANTS, INC. (“LSC”), TO PROVIDE A PRELIMINARY FEASIBILITY STUDY FOR A DOWNTOWN TRANSIT CENTER FOR JUMP AROUND CARSON (“JAC”) FOR A NOT TO EXCEED AMOUNT OF \$60,000.

(5:02:15) – Chairperson Bagwell introduced the item and entertained questions or comments. When none were forthcoming, she entertained a motion.

(5:02:46) – Commissioner Dodson moved to approve the contract as presented. The motion was seconded by Commissioner Stedfield and carried 5-0-0.

5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTION TO STAFF ON THE PURSUIT OF TRANSPORTATION INFRASTRUCTURE PROJECTS IN FISCAL YEAR (“FY”) 2022 FOR PERFORMANCE DISTRICT 4, AS FUNDING PERMITS.

(5:03:01) – 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. She added that the disclosure statement would apply to item 5-E as well.

(5:04:10) – Mr. Martinovich provided background and reviewed the Staff Report and the accompanying PowerPoint presentation, which are incorporated into the record. He also responded to clarifying questions.

(5:15:12) – Commissioner Macquarie recommended either widening King Street and adding a sidewalk, or having a separate multiuse path as part of the Safe Routes to School Program. He was also in favor of pursuing additional grant opportunities. Mr. Martinovich offered to provide Chairperson Bagwell clarification on whether of any portion of King Street was identified as a Safe Routes to School project; however, he clarified that it was on the Unified Pathways Master Plan. Commissioner Dodson recommended clearly stating ADA improvements on the Curry Street North project. Chairperson Bagwell entertained a motion.

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(5:23:06) – Commissioner Dodson moved to direct staff to pursue the four recommended District 4 projects, as presented. The motion was seconded by Commissioner Stedfield and carried 5-0-0.

5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT NEVADA BARRICADE & SIGN COMPANY, INC. (“NBSC”), IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 21300010 FOR THE FISCAL YEAR (“FY”) 2022 SHORT LINE STRIPING PROJECT TO NBSC FOR A TOTAL AMOUNT NOT TO EXCEED \$416,979.75.

(5:23:27) – Chairperson Bagwell introduced the item and entertained board questions or comments. When none were forthcoming, she entertained a motion.

(5:23:59) – Commissioner Stedfield moved to award the contract as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

5-E FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) HIGHWAY AGREEMENT NO. PR320-21-063 (“AGREEMENT”) BETWEEN RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION (“NDOT”) TO PARTIALLY FUND THE EAST 5TH STREET RECONSTRUCTION PROJECT (“PROJECT”) FOR A TOTAL OF \$2,490,526.00, WITH \$2,366,000 FROM SURFACE TRANSPORTATION BLOCK GRANT (“STBG”) FUNDS AND A 5% LOCAL MATCH OF \$124,526; AND (2) AUTHORIZATION FOR 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.

(5:24:16) – Chairperson Bagwell introduced the item and noted that Vice Chair Schuette’s disclosure statement (item 5-C) would apply to this item as well. Mr. Martinovich highlighted that packet pages 191 and 192 were duplicates to earlier packet pages and should be removed from the agreement. He also offered to notify the Nevada Department of Transportation (NDOT) that the pages would be removed from the agreement. Chairperson Bagwell entertained questions or comments and when none were forthcoming, a motion.

(5:25:20) – Commissioner Stedfield moved to approve the Agreement as presented and to authorize the Transportation Manager to execute the Agreement (and remove the duplicate pages mentioned above by Mr. Martinovich) as well as future amendments regarding extensions of time and changes in funding not exceeding 10 percent of the present amount. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

6. NON-ACTION ITEMS:

6-A TRANSPORTATION MANAGER’S REPORT

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(5:26:01) – Ms. Maloney informed the Commission that the bid process for the School Zone signage had begun and was confident that the signs would be in place prior to snowfall. She also indicated that the Stewart Street signs near Pioneer High School had been removed and that an update was scheduled for the Carson City School Board. Ms. Maloney announced potential service enhancements (without cost increase) to Jump Around Carson (JAC) and invited the community to take the survey on: <https://www.surveymonkey.com/r/JAC2021RouteEnhancements>. She also provided an update on the Kings Canyon construction project, noting that it was scheduled to begin “in the next couple of weeks.” Ms. Maloney announced the submission of an application for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) \$9.3 million grant for the William Street project and thanked all the organizations that had submitted letters in support of the project. She also thanked Sr. Transportation Planner Dirk Goering for his work on the grant application.

6-B STREET OPERATIONS ACTIVITY REPORTS FOR APRIL 2021

(5:29:22) – Chairperson Bagwell referenced the Street Operations Activity Report, incorporated into the record, and entertained Commissioner comments; however, none were forthcoming.

6-C PROJECT STATUS REPORT

(5:29:36) – Mr. Martinovich presented the Project Status Report, incorporated into the record, and responded to clarifying questions. Chairperson Bagwell relayed concerns from the residents affected by the Kings Canyon Trailhead Improvement Project and noted that Staff would work diligently to mitigate the impact to the area residents. Mr. Martinovich confirmed that the targeted end date for the project was November 2021.

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**

(5:35:35) – None.

7. PUBLIC COMMENT

(5:35:52) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(5:36:05) – Chairperson Bagwell adjourned the meeting at 5:36 p.m.

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The Minutes of the July 14, 2021 Carson City Regional Transportation Commission meeting are so approved this 11th day of August, 2021.