

MINUTES
Regular Meeting
Carson City Regional Transportation Commission
Wednesday, March 11, 2015 ● 4:53PM
Community Center Sierra Room, 851 East William Street, Carson City, Nevada

Commission Members

Chairperson – Brad Bonkowski Vice Chair – Jim Smolenski
Commissioner – Robert Crowell Commissioner – Mark Kimbrough
Commissioner – Robert McQueary

Staff

Patrick Pittenger, Transportation Manager
Daniel Doenges, Senior Transportation Planner
Dirk Goering, Transportation Planner
Graham Dollarhide, Transit Coordinator
Joseph Ward, Senior Deputy District Attorney
Tamar Warren, Deputy Clerk/Recording Secretary

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

The televised Regional Transportation Commission (RTC) meeting recordings are available on:
<https://www.youtube.com/watch?v=AiuzK3EEQUU>.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (4:53:30) – Chairperson Bonkowski called the meeting to order. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Brad Bonkowski	Present	
Vice Chairperson Jim Smolenski	Present	
Commissioner Robert Crowell	Present	
Commissioner Mark Kimbrough	Absent	
Commissioner Robert McQueary	Present	

B. PUBLIC COMMENT

(4:54:16) – Carson City Supervisor Jim Shirk introduced himself and noted that his comment was not on behalf of the Board of Supervisors. Supervisor Shirk indicated that he had been addressing every board, committee, and commission to request that all their meeting start at 5:30 p.m. to provide an opportunity for citizens in the community to attend the meetings, should they wish to do so.

C. FOR POSSIBLE ACTION: APPROVAL OF MINUTES

C-1 FOR POSSIBLE ACTION: ACTION TO APPROVE THE MINUTES OF THE JANUARY 5, 2015 MEETING.

(4:55:11) – **MOTION: I move to approve the minutes of the January 5, 2015 RTC meeting as presented.**

RESULT:	APPROVED (4-0-0)
MOVER:	Smolenski
SECONDER:	McQueary
AYES:	Bonkowski, Smolenski, Crowell, McQueary
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kimbrough

D. AGENDA MANAGEMENT NOTICE (4:55:30) – None.

E. DISCLOSURES (4:56:00) – None.

F. PUBLIC HEARING ITEMS

F-1 INFORMATION REGARDING AN UPDATE ON THE DOWNTOWN CARSON STREET PROJECT AND DISCUSSION REGARDING THE RTC’S ROLE AS A PROJECT OVERSIGHT COMMITTEE.

(4:56:10) – Chairperson Bonkowski introduced the item.

(4:56:20) – Mr. Pittenger presented background information and the agenda materials, which are incorporated into the record. He also introduced Danny Rotter, Public Works Engineering Manager and Project Manager for the Downtown Carson Street Project; and Mike Bennett, Design Team Lead, Lumos and Associates.

(4:58:45) – Mr. Rotter gave a brief background on his ties to the project and Carson City and announced that the public meeting on the 30 percent design update would take place on June 22, 2015, and the themeing workshop is scheduled on April 20, 2015. He stated that a mid-day and an evening session are scheduled on both days and an electronic polling method will be utilized. Mr. Rotter thanked the street operations crew and noted that the three-dimensional (3D) scan was complete and no additional street closures would be required.

(5:01:03) – Mr. Bennett also gave background on his Carson City roots and noted the completion of the data-gathering stage. Upon the request of Vice Chairperson Smolenski, Mr. Bennett explained the 3D scanning process and stated that the results would be used for conceptual plans and design team use, as visits to the site would no longer be necessary. He also noted that a conventional survey would have taken “a couple of weeks” and would not have accumulated as much detail. As for underground utilities, Mr. Rotter explained that they would be modeled and overlaid on the 3D map. Chairperson Bonkowski suggested having all applicable staff attend the public meetings.

There were no public comments.

F-2 FOR POSSIBLE ACTION: TO ACCEPT PUBLIC WORKS’ RECOMMENDATION TO APPROVE AMENDMENT NO. 4 TO CONTRACT NO. 1011-126 WITH SWIFT COMMUNICATIONS, INC., TITLED “JAC BUS ADVERTISING PROGRAM” TO EXERCISE A ONE-YEAR CONTRACT EXTENSION FROM JANUARY 1, 2015 TO DECEMBER 31, 2015.

(5:06:21) – Chairperson Bonkowski introduced the item.

(5:06:48) – Mr. Dollarhide presented the agenda materials, which are incorporated into the record, and recommended renewal of the program for another year. Mr. Pittenger noted the good working relationship with the Nevada Appeal Staff and explained that the revenues generated by this program decrease the amount of the funds transferred from the General Fund. Chairperson Bonkowski received confirmation that the \$30,000 revenue was the RTC’s share.

There were no public comments.

(5:09:31) – MOTION: I move to accept Public Works’ recommendation to approve Amendment No. 4 to Contract No. 1011-126 with Swift Communications, Inc., titled “JAC Bus Advertising Program” to exercise a one-year contract extension from January 1, 2015 to December 31, 2015.

RESULT:	APPROVED (4-0-0)
MOVER:	Crowell
SECONDER:	McQueary
AYES:	Bonkowski, Smolenski, Crowell, McQueary
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kimbrough

F-3 FOR POSSIBLE ACTION: TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT IN THE AMOUNT OF \$9,855.99 FOR CONTRACT 1415-065 TITLED NYE LANE PEDESTRIAN IMPROVEMENTS TO V & C CONSTRUCTION, INC.

(5:10:01) – Chairperson Bonkowski introduced the item.

(5:10:27) – Mr. Pittenger presented the agenda materials, incorporated into the record, and noted that the entire project was funded by Community Development Block Grant (CDBG) funds. He also explained that the project was under budget and that the remaining funds would be used to build other sidewalks.

There were no commissioner or public comments.

(5:11:49) – MOTION: I move to accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$9,855.99 for Contract 1415-065 titled Nye Lane Pedestrian Improvements to V & C Construction, Inc.

RESULT:	APPROVED (4-0-0)
MOVER:	McQueary
SECONDER:	Crowell
AYES:	Bonkowski, Smolenski, Crowell, McQueary
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kimbrough

F-4 FOR POSSIBLE ACTION: TO APPROVE A GRANT APPLICATION WITH THE NEVADA AGING AND DISABILITY SERVICES DIVISION (ADSD) IN THE AMOUNT OF \$65,000 FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016, AND AUTHORIZING THE RTC CHAIRMAN TO SIGN THE APPLICATION AND ASSOCIATED CERTIFICATIONS AND ASSURANCES.

(5:12:38) – Chairperson Bonkowski introduced the item.

(5:13:00) – Mr. Dollarhide presented the agenda materials which are incorporated into the record. He also clarified that the program had been successfully implemented for several years and that an average of 70,000 annual free rides had been provided to seniors. Vice Chairperson Smolenski was informed that the enrollment process would begin at the Senior Center and forwarded to the JAC operations. Chairperson Bonkowski received clarification that the grant request would equal 100 percent of the utilized funds. In response to a question, Mr. Pittenger confirmed that identification was required as proof of age.

There were no public comments.

(5:08:40) – MOTION: I move to approve a grant application with the Nevada Aging and Disability Services Division (ADSD) in the amount of \$65,000 for the period July 1, 2015 to June 30, 2016, and authorizing the RTC Chairman to sign the application and associated Certifications and Assurances.

RESULT:	APPROVED (4-0-0)
MOVER:	Smolenski
SECONDER:	McQueary
AYES:	Bonkowski, Smolenski, Crowell, McQueary
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kimbrough

F-5 INFORMATION REGARDING AN UPDATE ON THE CARSON CITY ADA TRANSITION PLAN FOR TRANSPORTATION FACILITIES.

(5:19:21) – Chairperson Bonkowski introduced the item.

(5:19:26) – Mr. Doenges presented the agenda materials informing the Commission of the completion of the draft plan, including obtaining stakeholder and City staff input. He also announced an upcoming public information meeting on March 17, 2015, 4:00 – 6:00 p.m. in the Bonanza Room of the Community Center. Mr. Doenges noted that the plan was available on the City’s Public Works Department website as well. In response to a question by Chairperson Bonkowski, Mr. Doenges estimated the inventoried 30 miles of sidewalk to be around 15 percent of the City’s sidewalks, noting that many rural parts of Carson City did not have sidewalks. Mr. Pittenger explained that Staff would be following the national accessibility guidelines, adding that the City had met and “moved beyond” a settlement agreement reached with the Department of Justice years ago.

There were no public comments.

G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**G-1: STREET OPERATIONS REPORT – JANUARY 2015.**

(5:28:07) – Mr. Pittenger presented the Carson City Public Works Street Operations Division’s Staff Report for activities as of January 2015, incorporated into the record. He also noted that even without snow operations, day-to-day street management such as crack seal operations and signs were carried out. In response to a question by Chairperson Bonkowski, Mr. Pittenger offered to report back on the exact locations of the seven removed City trees.

There were no public comments.

G-2: PROJECT STATUS REPORT.

(5:31:55) – Mr. Pittenger presented the Public Works Project Status Report, incorporated into the record, and highlighted the East/West Water Transmission Project which has impacted traffic on Roop Street near the Community Center. He added that other streets will also be impacted as the project progresses. Mr. Pittenger also noted that the East Fifth Street Pedestrian Improvements had been completed at a zero net cost to the City. He also clarified for Commissioner Crowell that the work on Robinson Street this morning was to remedy the poor road quality caused by the deteriorating manholes.

There were no public comments.

G-3: FUTURE AGENDA ITEMS.

(5:37:01) – Mr. Pittenger stated that the closeout for the East Fifth Pedestrian Improvements will be agendaized. He also explained that they were waiting for NDOT approval for the Multi-use Path Extension project along the freeway. Vice Chairperson Smolenski suggested hearing a compilation of the public input regarding the ADA Transition Plan.

H. COMMISSION COMMENTS (5:38:31) – None.

I. PUBLIC COMMENT (5:38:51) – None.

J. FOR POSSIBLE ACTION: ADJOURNMENT

(5:39:02) – MOTION: Vice Chairperson Smolenski moved to adjourn the meeting. The meeting adjourned at 5:40 p.m.

The Minutes of the March 11, 2015 Carson City Regional Transportation Commission meeting are so approved this 13th day of May, 2015.

BRAD BONKOWSKI, Chair