

# CARSON CITY REGIONAL TRANSPORTATION COMMISSION

## Minutes of the March 9, 2022 Meeting

### Page 1

A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin following the adjournment of the Carson Area Metropolitan Planning Organization (CAMPO) meeting (starting at 4:30 p.m.) on Wednesday, March 9, 2022, 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 Gregory Novak

**STAFF:** Dan Stucky, Deputy Public Works Director  
Chris Martinovich, Transportation Manager  
Adam Tully, Deputy District Attorney  
Bryan Byrne, Transportation/Traffic Engineer  
Kelly Norman, Transportation Planner/Analyst  
Marquis Williams, Transportation Planner/Analyst  
Scott Bohemier, Transportation Planner  
Rebecca Bustos, Grant 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](http://carson.org/minutes).

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

(5:05:35) – Chairperson Bagwell called the meeting to order at 5:05 p.m.

### 2. ROLL CALL

(5:05:40) – Roll was called, and a quorum was present.

### 3. PUBLIC COMMENT

(5:05:55) – Chairperson Bagwell entertained public comments. Dee Dee Foremaster, the executive director of the Rural Center for Independent Living, stated “we’re still having problems with sidewalk accessibility.” Ms. Foremaster explained that additional training should be provided to contractors and cited an example on Highway 50 which she noted had been corrected after her conversation with Mr. Martinovich. However, she noted that sidewalks used by seniors were blocked on both sides of Long Street, but it had been addressed after her conversation with the contractor. She requested “proper signage” and not closing “both sides of the sidewalk.” Chairperson Bagwell was informed that citizens

## CARSON CITY REGIONAL TRANSPORTATION COMMISSION

### Minutes of the March 9, 2022 Meeting

#### Page 2

may provide their concerns on Carson Connect, on the City's website, or by calling the Department of Public Works.

#### 4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – FEBRUARY 9, 2022

(5:13:18) – Chairperson Bagwell introduced the item and noted a date correction in the header of the minutes which should state February 9, 2022. She also entertained a motion.

**(5:15:38) – Commissioner Macquarie moved to approve the minutes of the February 9, 2022 RTC meeting as corrected. The motion was seconded by Vice Chair Schuette and carried 5-0-0.**

#### 5. PUBLIC MEETING ITEMS

##### 5-A FOR DISCUSSION ONLY – PRESENTATION AND DISCUSSION REGARDING THE JUMP AROUND CARSON (“JAC”) FISCAL YEAR (“FY”) 2021 MONITORING REPORT AND LONG-RANGE FISCAL OUTLOOK.

(5:16:26) – Chairperson Bagwell introduced the item. Mr. Martinovich provided background, noting that the JAC transit system was primarily funded by Federal Transit Administration (“FTA”) grants, supported by local matches. Mr. Cruz and Mr. Williams presented the JAC Transit System Carson City Fiscal Year 2021 Monitoring Report which is incorporated into the record. Mr. Cruz reviewed the ridership and the operations portions of the report and highlighted no decrease in service during the COVID-19 pandemic. Mr. Williams presented the JAC funding sources such as the Federal Transportation Administration (FTA) grants for operations and capital purchases. He also noted the following correction on page 5 of the report:

*In FY 2021, JAC spent \$1,913,677 between operations and capital, compared to ~~\$1,481,632~~ \$1,445,414 in FY 2020. The local match spent in FY 2021 was unusually low due to the use of \$1,386,830 of CARES Act funds which required no local match.*

(5:27:15) – Commissioner Macquarie inquired about the required matches for grants and Mr. Martinovich explained that several funds such as the Community Block Development grant, Redevelopment funds, and other state funding would be sought as grant matches. Chairperson Bagwell recommended “better forecasting in the outlier years” as she believed operating costs were expected to rise. Vice Chair Schuette wished to see ways of calculating anticipated savings such as the opportunities provided to individuals, such as employment opportunities, with the free ridership during the pandemic. Commissioner Novak recommended highlighting bus ridership savings versus the high cost of fuel while driving. Discussion ensued regarding fuel and Mike Jacobs, General Manager at First Transit, and General Manager for the JAC noted that the City supplied the fuel for the buses. Chair Bagwell entertained public comments.

(5:43:50) – Ms. Foremaster inquired about the ridership application and Mr. Cruz clarified that one existed now; however, a new one was being developed with paratransit use in mind. Ms. Foremaster assumed it would be a “phone app” and recommended an easy-to-use application for disabled riders. This item was not agendized for action.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the March 9, 2022 Meeting**

**Page 3**

**5-B FOR DISCUSSION ONLY – PRESENTATION AND DISCUSSION REGARDING THE SOUTH CARSON COMPLETE STREETS PROJECT (“PROJECT”).**

(5:45:47) – Chairperson Bagwell introduced the item. Mr. Stucky provided a summary of the Complete Streets Project milestones and accomplishment highlights, incorporated into the record as an attachment to the Staff Report, and reviewed the post-Project performance reporting required over the next three years as part of the Transportation Investment Generating Economic Recovery (“TIGER”) grant. He also responded to clarifying questions. This item was not agendized for action.

**5-C FOR DISCUSSION ONLY – PRESENTATION AND DISCUSSION REGARDING AN OVERVIEW OF THE CARSON CITY FIVE-CENT PER GALLON DIESEL FUEL TAX AND THE NOVEMBER 2022 CARSON CITY DIESEL TAX BALLOT QUESTION.**

(6:02:42) – Chairperson Bagwell introduced the item. Mr. Stucky gave background and reviewed the information outlined in the Staff Report. He highlighted the fact that the five-cent per gallon diesel fuel tax would expire on December 31, 2022, unless Carson City voters approve the November 2022 ballot question allowing the diesel fuel tax to continue. Mr. Stucky also explained that the Clerk-Recorder would form two ballot question committees to draft arguments for and against the November ballot question on whether to continue a diesel fuel tax to be used for construction, maintenance, and repair of public roads and streets in Carson City. He noted that the official advertisement to recruit citizens for the Committees would begin on March 9, 2022, and end on March 30, 2022. Carson City Clerk-Recorder Aubrey Rowlett explained that the committee interest packet and forms are available on the City’s elections website and the advertisement would appear in the Nevada Appeal for the recruitment of committee members. Chairperson Bagwell encouraged the Commissioners to join the committees, adding that she and Vice Chair Schuette could not participate as elected officials. Commissioner Macquarie stressed the importance of the fuel tax for street repairs. Mayor Bagwell noted that governments cannot advocate for ballot questions. Mr. Stucky highlighted the impact the lack of repairs would have on the City’s residents and neighborhoods, and responded to clarifying questions. Mr. Martinovich clarified for Commissioner Novak that Lyon County had already implemented the five-cent diesel fuel tax without a ballot measure; however, Douglas County had not. This item was not agendized for action.

**5-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING PRELIMINARY ROUNDABOUT DESIGN ALTERNATIVES FOR THE EAST 5TH STREET RECONSTRUCTION PROJECT (“PROJECT”) LOCATED BETWEEN FAIRVIEW DRIVE AND MARSH ROAD.**

(6:17:14) – Chairperson Bagwell introduced the item. Mr. Byrne presented the Staff Report, incorporated into the record, and noted that March Road in the Staff Summary should read Marsh Road. Mr. Martinovich explained that roundabouts are measured by volume to capacity ratios and not necessarily by service level letters. Mr. Byrne reviewed the PowerPoint presentation incorporated into the record which included three alternatives, and recommended Alternative No. 1. He also responded to clarifying questions. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the March 9, 2022 Meeting**

**Page 4**

**(6:32:55) – Commissioner Dodson moved to direct staff to pursue the Alternative No. 1 roundabout design concept as discussed. The motion was seconded by Vice Chair Schuette and carried 5-0-0.**

**5-E FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT HERBACK GENERAL ENGINEERING, LLC (“HERBACK”), IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 FOR THE CENTER DRIVE REHABILITATION PROJECT (“PROJECT”) AND TO AWARD CONTRACT NO. 21300258 FOR THE PROJECT TO HERBACK FOR A TOTAL NOT TO EXCEED AMOUNT OF \$1,136,611.03.**

(6:33:29) – Chairperson Bagwell introduced the item and entertained questions or comments; however, none were forthcoming. She also entertained a motion.

**(6:34:11) – Commissioner Macquarie moved to award the contract as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

**5-F FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT 21300284 FOR HDR ENGINEERING, INC. (“HDR”) TO PERFORM CIVIL ENGINEERING SERVICES FOR THE APPION WAY INTERSECTION AND TRAFFIC SIGNAL DESIGN PROJECT (“PROJECT”) FOR A TOTAL NOT TO EXCEED AMOUNT OF \$223,120.**

(6:34:31) – 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 noted that she would participate in discussion and action. Chairperson Bagwell entertained public or Commissioner questions or comments and when none were forthcoming, a motion.

**(6:36:10) – Commissioner Macquarie moved to award the contract as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.**

**6. NON-ACTION ITEMS:**

**6-A TRANSPORTATION MANAGER’S REPORT**

(6:36:30) – Mr. Martinovich stated that Staff were working with Douglas County on the development of a Safe Routes to School plan, adding that they were still waiting for additional appropriations related to the Western Nevada Safe Routes to School program and to the William Street Corridor project. He also noted that the survey period for the William Street project had been closed and that conceptual designs were being developed based on the comments received. Mr. Martinovich encouraged visiting the <http://carsonproud.com/> site for ongoing information.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

**Minutes of the March 9, 2022 Meeting**

**Page 5**

**6-B STREET OPERATIONS ACTIVITY REPORT FOR JANUARY 2022**

(6:38:18) – Mr. Martinovich referenced the Street Operations Activity Report for January 2022 and responded to clarifying questions.

**6-C OTHER COMMENTS AND REPORTS, WHICH COULD INCLUDE:**

- **FUTURE AGENDA ITEMS**

(6:37:17) – Mr. Martinovich indicated that the next meeting’s agenda would include a discussion of the RTC budget.

- **STATUS REVIEW OF ADDITIONAL PROJECTS**

(6:40:27) – Mr. Byrne reviewed the Project Status Report, incorporated into the record, and responded to clarifying questions.

- **INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- **CORRESPONDENCE TO THE RTC**
- **ADDITIONAL STATUS REPORTS AND COMMENTS FROM THE RTC**
- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

**7. PUBLIC COMMENT**

(6:48:46) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

**8. FOR POSSIBLE ACTION: TO ADJOURN**

(6:49:01) – Chairperson Bagwell adjourned the meeting at 6:49 p.m.

The Minutes of the March 9, 2022 Carson City Regional Transportation Commission meeting are so approved this 13<sup>th</sup> day of April, 2022.