

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the July 8, 2020 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 8, 2020, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Brad Bonkowski
Vice Chairperson Mark Kimbrough
Commissioner Lori Bagwell
Commissioner Chas Macquarie (via WebEx)
Commissioner Greg Stedfield

STAFF: Darren Schulz, Public Works Director
Dan Stucky, Public Works Deputy Director
Lucia Maloney, Transportation Manager (via WebEx)
Todd Reese, Deputy District Attorney (Via WebEx)
Dirk Goering, Senior Transportation Planner
Chris Martinovich, Transportation/Traffic Engineer
Kelly Norman, Transportation Planner/Analyst
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 AND DETERMINATION OF A QUORUM

(5:18:01) – Chairperson Bonkowski called the meeting to order at 5:18 p.m. and read into the record the *Notice to the Public* incorporated into the agenda outlining the temporary public comment guidelines established during the Governor's COVID 19 Emergency Directive, incorporated into the agenda. Roll was called, and a quorum was present.

2. AGENDA MANAGEMENT NOTICE

(5:19:22) – Mr. Goering and the Commissioners indicated that they had no modifications to the agenda. Chairperson Bonkowski considered the agenda adopted as published.

3. DISCLOSURES

(5:19:34) – Chairperson Bonkowski entertained Commissioner disclosures; however, none were forthcoming.

4. PUBLIC COMMENT

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(5:19:47) – Chairperson Bonkowski entertained public comments; however, none were forthcoming.

5. APPROVAL OF MINUTES

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE APPROVAL OF THE MAY 13, 2020 [SIC] DRAFT MINUTES.

(5:19:57) – Chairperson Bonkowski introduced the item and entertained comments, changes, corrections, or a motion. Vice Chair Kimbrough noted a clarification to his comments during the item 6-A discussion. He noted that “there’s more than just the one-half-mile trail...there are several trails that come out of that trailhead.”

(5:20:40) – Commissioner Bagwell moved to approve the minutes of the June 10, 2020 RTC meeting [as clarified]. The motion was seconded Vice Chair Kimbrough and carried 5-0-0.

6. PUBLIC MEETING ITEMS

6-A FOR INFORMATION ONLY – PRESENTATION AND DISCUSSION OF THE 2019 CARSON CITY DOWNTOWN PARKING ANALYSIS.

(5:21:18) – Chairperson Bonkowski introduced the item. Ms. Maloney provided background and noted that even though the project was funded by the RTC, the Community Development Department had led the effort to define the study area and the trends in the Downtown Area. She also invited Community Development Director Lee Plemel to present the agenda Materials, incorporated into the record.

(5:22:52) – Mr. Plemel reviewed the study titled *2019 Carson City Downtown Parking Analysis Final Report*, a study conducted by LSC Transportation Consultants, Inc. and incorporated into the record. He also responded to clarifying questions by the Commissioners. This item was not agendized for action.

6-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT COONS CONSTRUCTION LLC, IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 338 AND TO AWARD CONTRACT NO. 20300007, CDBG AIRPORT ROAD ADA IMPROVEMENT PROJECT, TO COONS CONSTRUCTION LLC, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$177,619.20 TO BE FUNDED FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND, CAPITAL IMPROVEMENTS ACCOUNT.

(5:33:51) – Chairperson Bonkowski introduced the item. Mr. Martinovich presented the Staff Report, incorporated into the record, and recommended approval. There were no additional comments; therefore, Chairperson Bonkowski entertained a motion.

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(5:35:28) – Commissioner Bagwell moved to award Contract No. 20300007 as presented. The motion was seconded by Vice Chair Kimbrough and carried 5-0-0.

6-C FOR INFORMATION ONLY – INFORMATION AND PRESENTATION ON THE SOUTHWEST CARSON CIRCULATION STUDY.

(5:35:58) – Chairperson Bonkowski introduced the item. Ms. Maloney gave background on the item and noted that the project had been initiated by the Redevelopment Authority Citizens Committee. She stated that her expectation was to receive ‘technical feedback’ in this meeting.

(5:37:39) – Loren Chilson, Founder and Principal Engineer of Headway Transportation, LLC reviewed two presentations, both of which are incorporated into the record. The first presentation titled *Snyder/Appion Alternatives Analysis* evaluated options, opportunities, and constraints “for improvements to manage anticipated traffic from recently approved developments near the S. Carson Street/ Appion Way intersection.” The goal of the second presentation, *S. Carson Street Parallel Route Assessment Silver Sage Drive/S. Roop Street and S. Curry Street/Cochise Street*, was to “to identify long-term roadway and intersection improvements that will enhance overall circulation and business success.” He also provided a summary PowerPoint presentation which is incorporated into the record as well. Mr. Chilson responded to clarifying questions by the Commissioners.

(5:54:33) – Vice Chair Kimbrough noted his appreciation of how Mr. Chilson had broken the studies down “into something understandable.” Commissioner Macquarie recommended adding the improvement of “Curry Street, between the Stewart connection and Rhodes” to the consideration list in the report. Mr. Chilson listed several challenges such as right-of-way and easement issues and Mr. Goering noted that the project was listed in the 2040 and the 2050 Regional Transportation Plans (RTPs), adding that it could be added to the report indicating that. This item was informational only; therefore, no action was needed. Chairperson Bonkowski thanked Mr. Chilson for the detailed reports and helpful information, calling them valuable tools moving forward.

6-D FOR INFORMATION ONLY – PRESENTATION AND DISCUSSION OF THE DRAFT CARSON CITY SAFE ROUTES TO SCHOOL MASTER PLAN.

(6:04:04) – Chairperson Bonkowski introduced the item. Ms. Norman gave background and provided the timeline for the Safe Routes to School Master Plan, including a presentation to the Carson City School Board Members on July 14th, 2020. She also noted that the final Carson City Safe Routes to School Master Plan will be presented to the RTC for approval at the August 2020 Meeting.

(6:06:36) – Headway Transportation, LLC Senior Planner Cole Peiffer and Alta Planning and Design Principal Sam Corbett presented the Master Plan overview, recommendations, and next steps, incorporated into the record, and responded to clarifying questions by the Commissioners. Ms. Norman informed Commissioner Macquarie that the current Safe Route to School Program was funded through non-infrastructure Transportation Alternatives Program (TAP) grant, adding that they anticipate using infrastructure TAP grants as well. Chairperson Bonkowski recommended editing typographical and other errors prior to the final approval. This item was not agendaized for action.

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6-E FOR INFORMATION ONLY – PRESENTATION AND DISCUSSION OF SHORT- AND LONG-TERM TRANSPORTATION PROJECTS FOR THE 2050 REGIONAL TRANSPORTATION PLAN (RTP).

(6:29:40) – Chairperson Bonkowski introduced the item. Mr. Goering presented the Staff Report and reviewed the short-term and long-term list of projects for Carson City for the 2050 Regional Transportation Plan (RTP), both of which are incorporated into the record. He also responded to Commissioner questions. Ms. Maloney indicated that a draft of the RTP will be reviewed at the September Carson Area Metropolitan Planning Organization (CAMPO) meeting and the final changes will be presented to the RTC in the Commission’s October meeting. This item was not agendized for action.

6-F FOR INFORMATION ONLY – PRESENTATION AND DISCUSSION OF THE RECENTLY RE-DESIGNATED SCHOOL ZONES WITHIN CARSON CITY, AND RESULTING UPDATES TO THE SPEED LIMIT POLICY ESTABLISHING GUIDELINES FOR SCHOOL ZONE SIGNAGE POSTED WITHIN DESIGNATED CARSON CITY SCHOOL ZONES.

(6:44:38) – Chairperson Bonkowski introduced the item. Ms. Maloney gave background and presented the agenda materials. She also stressed the need for consistent and legible school zone signage which she believed would result in better student safety. Ms. Maloney noted that both the Carson City School District and the Carson City Sheriff’s Office were supportive of the implementation. Chairperson Bonkowski recommended utilizing the most current school zone maps. No action was necessary for this item.

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS - NON-ACTION ITEMS:

7-A TRANSPORTATION MANAGER’S REPORT

(6:48:55) – Ms. Maloney updated the Commission on the Kings Canyon Federal Lands Access Program (FLAP) project, noting that the comments received from this Board, the Open Space Advisory Committee, and the Parks and Recreation Commission had been submitted to Central Federal Lands. She also stated that Central Federal Lands had expedited the schedule; therefore, 100 percent design should be reached prior to October 1, 2020. Ms. Maloney expected 90 or 100 percent designs to be reviewed at the August 12, 2020 RTC meeting. Additionally, she noted the full closure of South Carson Street for the roundabout project in August, 2020 for possibly six weeks, and stated that Staff were working to minimize the duration of the closure and to provide access to area businesses. She added that they had completed the water line project, and that the stormwater and wastewater projects should be completed soon. Ms. Maloney credited not receiving many complaints to the public outreach by the Carson Proud and Public Works teams and to Information Management Officer, Rachael Schneider. She provided updates on the slurry activities along Roop Street and the Airport Road sewer rehabilitation project and noted a potential road closure in August.

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7-B STREET OPERATIONS ACTIVITY REPORT

(6:53:05) – Mr. Goering reviewed the Street Operations Activity Report, incorporated into the record and responded to clarifying questions.

8. BOARD COMMENTS: FOR INFORMATION ONLY – STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE RTC BOARD.

(6:54:15) – Chairperson Bonkowski entertained Board comments; however, none were forthcoming.

9. THE NEXT MEETING IS TENTATIVELY SCHEDULED – 4:30 P.M., WEDNESDAY, AUGUST 12, 2020, AT THE SIERRA ROOM - COMMUNITY CENTER, 851 EAST WILLIAM STREET, IMMEDIATELY AFTER THE MEETING OF THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION.

(6:54:32) – Chairperson Bonkowski read the agenda item into the record and clarified that the RTC meeting will immediately follow the Carson Area Metropolitan Planning Organization meeting which starts at 4:30 p.m.

10. PUBLIC COMMENT

(6:54:45) – Chairperson Bonkowski entertained public comments; however, none were forthcoming.

11. ADJOURNMENT: FOR POSSIBLE ACTION

(6:55:00) – Chairperson Bonkowski adjourned the meeting at 6:55 p.m.

The Minutes of the July 8, 2020 Carson City Regional Transportation Commission meeting are so approved this 12th day of August 2020.