

**REGIONAL TRANSPORTATION COMMISSION
WASHOE COUNTY, NEVADA**

FRIDAY

9:00 A.M.

July 15, 2016

PRESENT:

**Neoma Jardon, Reno City Council Member, Chair
Ron Smith, Sparks City Council Member, Vice Chair
Bob Lucey, Washoe County Commissioner
Paul McKenzie, Reno City Council Member
Marsha Berkbigler, Washoe County Commissioner**

**Lee G. Gibson, RTC Executive Director
Dale Ferguson, Legal Counsel
Rudy Malfabon, Director of NDOT**

The regular monthly meeting, held in the Chambers of the Washoe County Commission, 1001 E. 9th Street, Reno, Nevada, was called to order by Chair Jardon. Following the Pledge of Allegiance to the Flag of our country and the roll call, the Board conducted the following business:

Item 1 APPROVAL OF AGENDA

On motion of Commissioner Lucey, seconded by Commissioner Berkbigler, which motion unanimously carried, Chair Jardon ordered that the agenda for this meeting be approved.

Item 2 .1 PUBLIC INPUT

Chair Jardon opened the meeting to public input and called on anyone wishing to speak on topics relevant to the Regional Transportation Commission (RTC) that are not included in the current agenda.

Mr. Carlos Elizondo, local resident, spoke on matters of concern to himself regarding the security staff at RTC 4th Street Station. On conclusion, he followed up with Director Steve Burlie of the RTC.

Mr. Jeffrey Loftin, representing BBA Solutions and Textbook Brokers, expressed his concerns about the proposed multimodal hub planned for 9th and Virginia Streets. Mr. Loftin believes this hub will cause a decline in his business and opposes putting a hub in at this location and it should be installed one block to the north instead.

There being no one else wishing to speak, the Chair closed public input.

Item 2.2 *ADVISORY COMMITTEES SUMMARY REPORT*

On motion of Commissioner McKenzie, seconded by Vice Chair Smith, which motion unanimously carried, Chair Jardon ordered that receipt of the monthly Summary Report for the Technical, Citizens Multimodal and Regional Road Impact Fee Advisory Committees be acknowledged..

Item 3.1 thru 3.2 *DIRECTOR REPORTS*

Item 3.1 RTC Executive Director Report

Executive Director Lee Gibson updated the Board on matters pertaining to the RTC. He mentioned that staff had submitted the last funding piece, the 5309 Grant, for the 4th/Prater BRT project and are expecting a signature ceremony sometime in August or September. He also updated the Board on discussions with Greyhound for their use of 4th Street Station and reviewed recent events and upcoming events, such as free RAPID service for the Reno Art Walk. Additional events may be found at www.rtcwashoe.com.

Lastly, he said the old RTC Board room has been demolished to make room for the new larger/taller bus bays.

Chair Jardon asked if discussions are taking place with the Regional Alliance of Downtown (RAD) pertaining to the Greyhound relocation.

E.D. Gibson said at this time, the RTC is just talking with Greyhound and City staff.

Chair Jardon said she learned that RAD has some concerns so RTC staff should reach out to them.

Item 3.2 NDOT Director Report

NDOT Director Rudy Malfabon updated the Board on state topics of interest to them as follow:

NDOT was not selected for the FASTLANE Grant for Lemmon Drive so other funding sources will need to be looked into.

NDOT is preparing an RFP for a consultant engineering company to assist with the environmental clearance on the Spaghetti Bowl project and initial recommendations from the traffic study should be available in September.

At the Glendale Avenue project public meeting the response was not supportive of adding bike lanes so in moving forward, the bike lane striping has been removed for now.

Lastly, NDOT is now considered in compliance with the Clean Water Act.

Commissioner Lucey asked if there were any updates on SR 241 regarding a potential widening or resurfacing.

NDOT staff said they are not aware of a project in the works at this time but they will bring back information on whether a future project is planned.

Chair Jardon asked if more green bike lane striping can be added to the most heavily traveled bike lanes.

Dir. Malfabon said the green striping has been generally used where there is potential for vehicles merging into the bike lane such as for a right turn. It will be looked at to see what more can be done.

Commissioner McKenzie commented that the bike lanes are included in the master plans but the people who own businesses generally prefer to have on-street parking.

Commissioner Lucey commented that in his duties at the RSCVA he has heard some concerns about the Spaghetti Bowl charrette and the potential for removing Wells Avenue from the mix.

Dir. Malfabon said that the business owners in that area are very concerned about closing off Wells Avenue, so there is discussion of only closing it during peak hours. There will be public meetings held for further input on Wells Avenue though.

Commissioner Berkgigler expressed concern about the Washoe County Senior Center because Wells is the main egress to the County Complex.

Chair Jardon requested a presentation and full summary on the project at the next meeting.

Item 4.1 thru 4.19 CONSENT ITEMS

Commissioner McKenzie requested that Item 4.12 be pulled for discussion. Chair Jardon mentioned that a name correction was needed in the first paragraph of the June 2016 meeting minutes. That correction has been made.

Minutes

4.1 Approve the minutes of the June 17, 2016, meeting (*For Possible Action*)

Engineering

4.2 Acknowledge receipt of the monthly Engineering Activity Report (*For Possible Action*)

4.3 Acknowledge receipt of the SouthEast Connector monthly progress report (*For Possible Action*)

4.4 Approve Amendment 01 of the FY 2017 Street & Highway Program of Projects (S&H POP)

Public Transportation/Operations

4.5 Acknowledge receipt of the monthly Public Transportation/Operations Report (*For Possible Action*)

Finance

- 4.6 Approve the “Authorizing Resolution” and authorize the Executive Director or his designee to execute and file an application for Federal assistance; execute and file with the Federal Transit Administration (FTA) the annual certifications and assurances and other documents FTA may require before awarding Federal assistance; execute grant and cooperative agreements with the FTA; and is authorized to draw payments against available grant funding using the ECHO web system or other FTA automated application used to request payments from grant awards *(For Possible Action)***
- 4.7 Acknowledge receipt of the Asset Donation Log for the second and third quarters of calendar year 2016 *(For Possible Action)***
- 4.8 Affirm a Disadvantaged Business Enterprise (DBE) race-neutral goal of 3.0% for three years - FY 2017 through FY 2019 *(For Possible Action)***

Planning

- 4.9 Acknowledge receipt of the monthly Planning Activity Report *(For Possible Action)***
- 4.10 Approve the Transportation Alternatives (TA) Set-Aside Program Guidance and Application *(For Possible Action)***

Procurement and Contracts

- 4.11 Approve a Professional Services Agreement (PSA) with Slater Hanifan Group (SHG) in an amount not to exceed \$164,351 for design and construction services for the Traffic Engineering (TE) Spot 6 Intersection project; authorize the RTC Executive Director to execute the Agreement *(For Possible Action)***
- 4.12 Authorize entering into a RRIF Offset Agreement with L395 II Owner, LLC and the City of Reno for the dedication of offset-eligible improvements (new traffic signal) to the intersection of Lemmon Drive and Military Road; authorize the RTC Chair to execute the agreement *(For Possible Action) (Pulled for discussion)***
- 4.13 Approve an agreement with Proterra, Inc. to exercise the contract option to purchase five electric buses and associated equipment and services in an amount not to exceed \$4,361,345; authorize the RTC Executive Director to execute the agreement *(For Possible Action)***
- 4.14 Approve change order number two (2) for additional engineering and design services with CH2MHill, Inc., in an amount not to exceed \$55,000, for the Villanova Maintenance Renovation project; authorize the RTC Executive Director to execute the change order *(For Possible Action)***
- 4.15 Approve the renewal of an 11-month service agreement with RFI Communications & Security Systems, not to exceed \$110,596.00, for maintenance and repair of RTC security systems; authorize the RTC Executive Director to execute the service agreement renewal *(For Possible Action)***

Inter-Agency Agreements

- 4.16 Approve a Cooperative Agreement with the State of Nevada acting through the Department of Transportation to use Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Program (STP) federal funds in the amount of \$855,000**

for the RTC Trip Reduction Program; authorize the RTC Board Chair to execute the agreement *(For Possible Action)*

- 4.17 Approve a Local Public Agency (LPA) agreement with the Nevada Department of Transportation (NDOT) for Transportation Alternatives Program (TAP) funds to be used for environmental studies and preliminary engineering for the Truckee River Shared Use Path; authorize the RTC Chair to execute the agreement *(For Possible Action)*
- 4.18 Approve the updated Interlocal Cooperative Agreement (ICA) with Placer County, California, for the provision of Tahoe Area Regional Transit (TART) service in the Washoe County portion of the Lake Tahoe Basin; authorize the RTC Chair to execute the agreement *(For Possible Action)*
- 4.19 Approve an Interlocal Cooperative Agreement (ICA) with the Nevada Department of Transportation (NDOT) to set forth the terms and conditions for the provision of telecommunications from NDOT's Intelligent Transportation Systems (ITS) network infrastructure; authorize the RTC Chair to execute the agreement *(For Possible Action)*

On motion of Commissioner Lucey, seconded by Commissioner Berkgigler, which motion carried unanimously, Chair Jardon ordered that Consent Items 4.1 through 4.19 be approved with the requested modification and excluding Item 4.12.

- 4.12 Authorize entering into a RRIF Offset Agreement with L395 II Owner, LLC and the City of Reno for the dedication of offset-eligible improvements (new traffic signal) to the intersection of Lemmon Drive and Military Road; authorize the RTC Chair to execute the agreement *(For Possible Action)*

Julie Masterpool, RTC Sr. Engineer, said this is the first offset agreement to come before the Board since the 5th version of the RRIFGAM. This offset is for the intersection of Military and Lemmon for a new traffic signal as requested by the developer of record. He will then receive approximately \$250,000 worth of RRIF waivers for his development. This is different from the old program where the waivers may only be used within the development.

Commissioner McKenzie said he has concerns that it is not clear enough that these waivers are not dollar value equivalent waivers. He wants it to be very clear on the record that if the value of the impact fee goes up, the developer gets to pay at the same rate as today, not at the rate that is current when the waivers are utilized.

Ms. Masterpool added that if the development changes in the future, such as from a warehouse to a subdivision, the GAM does require that the impact fee for a change in use be based on the current value at that time, whether the price goes up or down.

On motion of Commissioner McKenzie, seconded by Vice Chair Smith, which motion carried unanimously, Chair Jardon ordered that Consent Item 4.12 be approved.

Item 5 PUBLIC HEARING

5.1 Recommendation to approve the resolution adopting Amendment No. 1 to the FY 2016-2020 Regional Transportation Improvement Program (RTIP) and the Self Certification for the metropolitan transportation planning process (*For Possible Action*)

Amy Cummings, RTC Planning Director, addressed the Board and explained that the Five-Year Plan needs to be amended when a project is added. This amendment adds the five projects for the Section 5310 funding that were awarded in June 2016 via the FTA. NDOT also requested a project be added for \$12.7 million dollars for the environmental studies for the Spaghetti Bowl. The 20-day public comment period was allotted as required and not comments were submitted.

This item being a public hearing, Chair Jardon opened the meeting to public input and called on anyone wishing to speak.

There being no one wishing to speak, public input was closed.

On motion of Vice Chair Smith, seconded by Commissioner Lucey, which motion carried unanimously, Chair Jardon ordered that Amendment No. 1 to the FY 2016-2020 Regional Transportation Improvement Program (RTIP) and the Self Certification for the metropolitan transportation planning process be adopted.

Item 6 PUBLIC TRANSPORTATION AND OPERATIONS

6.1 Acknowledge receipt of the FY 2017-2021 SRTP Draft Executive Summary and provide direction to staff accordingly (*For Possible Action*)

David Jickling, RTC Director of Public Transportation and Operations, addressed the Board and explained that the Short-Term Transportation Plan (SRTP) which serves as the short-term guidance for transportation services in our community. It is essentially the first five years of the Long Range Plan and is updated approximately every three years. Extensive data and analysis has been done and preliminary recommendations have been compiled following public input and Board input from a previous workshop. Additional public input is being obtained to review the recommendations.

- The trends so far are that the system needs to be updated with the changes in the community.
- Performance is good but can always be better.
- Reallocation of service; analyzing routes that used to be very successful but have dropped off and moving them to another area of the community.
- Frequency of service vs coverage or new routes.

There was a lot of input from seniors, UNR students and veterans. Additionally, the community areas that have been heavily developed also need service, such as the Galleria in Sparks and to the Summit Mall and TMCC/UNR in South Reno.

Staff also worked with a Blue Ribbon Committee in the recent past who had a number of recommendations, but most importantly, cut service as a last resort.

Chair Jardon asked the status on retired ACCESS vans are being incorporated into the senior center needs in the community.

E.D. Gibson said staff is talking with the City of Reno and the Children's Cabinet right now but there aren't any vans ready just yet. There are also some legal matters under consideration with regard to CNG fueling.

Mr. Jickling continued, saying the economy is finally helping with transit funding but it is slow. Fuel costs have also dropped but with that, so has ridership. This creates a great opportunity to push for increases in the utilization of electric vehicles. Lastly, people are not moving into the ACCESS system as projected. All of this has led to approximately \$1,000,000 in funds that can be applied to the system. Staff is looking for direction on where to apply that money.

He added that the paratransit program also needs input from the Board on potential cost savings options. Staff would like to potentially eliminate providing all trips outside of the ADA mandated area to save money. Also, staff would like the Board to consider limiting paratransit service from the current 24 hour service to match the hours of the fixed route service. Finally, the Board should consider increasing the paratransit fare to the maximum allowed by the ADA.

Mr. Jickling then asked the Board to adopt the SRTP and any of the other recommendations would be brought to future meetings for consideration and allowing for additional public input.

Commissioner Lucey said he believes adding a route to the Galleria in Sparks outweighs the need for adding a route to the Summit and TMCC/UNR South.

Commissioner McKenzie asked if the public thinks ridership would increase if fares were decreased.

Mr. Jickling said the thoughts are split on whether fares should be reduced or make service improvements. The same result came in for adding frequency vs adding service to areas not currently serviced.

Commissioner Berkbigler said she would like to see more service for the seniors in the Northwest district, such as Somerset.

Vice Chair Smith would like to see the service hours of paratransit reduced to match the fixed route service.

Commissioner McKenzie made a motion directing staff to look at adding service as opposed to reducing fares and bring back some cost analysis on those services so the best model may be selected pending a public hearing at a future meeting.

RTC Legal Counsel clarified that the meeting is agendaized to acknowledge receipt of the report and provide direction.

Therefore; on motion of Commissioner Lucey, seconded by Vice Chair Smith, which motion carried unanimously, Chair Jardon ordered that receipt of the FY 2017-2021 SRTP Draft Executive Summary be acknowledged with the direction provided.

Item 7 METROPOLITAN PLANNING ORGANIZATION (MPO)

7.1 Approve the Complete Streets Master Plan (For Possible Action)

Amy Cummings, RTC Planning Director, addressed the Board to give a presentation on the Master Plan and explained that the purpose of this plan is to determine which Complete Street projects will be brought forward into the Regional Transportation Plan, as set forth in the briefing materials for this agenda item.

Commissioner McKenzie said that the North Virginia Street/North McCarran loop has become an issue so North Virginia should not be reduced at this time. Complete Street improvements on capacity streets should wait until congestion problems are resolved on the smaller streets.

Ms. Cummings said that on some of those streets, such as North Virginia, the same issues came up in public meetings, so the recommendation is for enhanced sidewalks and bike facilities but no reduction in travel lanes.

Chair Jardon asked Dir. Malfabon if any NDOT roads are considered for complete street improvements.

Dir. Malfabon said that yes, as other streets are increased for capacity, others may have complete street improvements done.

Ms. Cummings said that South Virginia St. is a perfect example. It is currently six lanes and could easily be reduced without causing congestion.

On motion of Commissioner Lucey, seconded by Vice Chair Smith, which motion carried unanimously, Chair Jardon ordered that the Complete Streets Master Plan be approved.

7.2 Accept a report on the 2040 Regional Transportation Plan (RTP) update and provide direction accordingly (For Possible Action)

Amy Cummings, RTC Planning Director, addressed the Board to provide the current update on the RTP, as set forth in the briefing materials for this agenda item.

The most recent consensus forecast was received from TMRPA and it is estimated that there will be approximately 565,000 residents in Washoe County for the year 2040 and 360,000 jobs. Storey

County's jobs projection for the TRI-Center (TRIC) is about 30,000. There are currently just over 5,000.

Ms. Cummings asked for feedback from the Board to make sure staff is on the right track as compared to the Board's expectations and listed many of the projects currently planned for inclusion along with transit ridership data.

Commissioner McKenzie had a concern about Washoe County residents paying for transit to TRIC when it is located in Storey County.

Ms. Cummings responded that conversation has started with NDOT pertaining to any transit going to a rural county.

Chair Jardon asked how scenarios should be addressed where a road used to be a major thoroughfare but is now more of a "neighborhood" road. Specifically, adding crosswalk lighting for pedestrian safety.

Both Ms. Cummings and NDOT Director Rudy Malfabon agreed that these areas should be added to the list of planned studies for safety improvements.

On motion of Commissioner Lucey, seconded by Commissioner Berkgigler, which motion carried unanimously, Chair Jardon ordered that the update report be accepted.

7.3 Approve the FY 2017-2021+ NDOT Work Program for Washoe County (*For Possible Action*)

NDOT Director Rudy Malfabon addressed the Board to give a presentation on the Work Program, as set forth in the briefing materials for this agenda item. He explained the interaction between NDOT and the MPOs in the state to work on federally funded projects, adding that the RTC of Washoe County has been very engaged in safety matters. Pedestrian safety has become a significant issue in the state but there has also been a slight downturn.

Mr. Malfabon continued reviewing upcoming projects, specifically for Washoe County, and offered to answer any questions.

On motion of Commissioner Lucey, seconded by Commissioner McKenzie, which motion carried unanimously, Chair Jardon ordered that the FY 2017-2021+ NDOT Work Program for Washoe County be approved.

Item 8.1 thru 8.2 GENERAL ADMINISTRATION

8.1 Review Executive Director Lee Gibson's performance as it pertains to the proper duties of the position and accomplishment of FY 2016 Goals; set Executive Director's Goals for FY 2017, and possibly adjust compensation accordingly (*For Possible Action*)

Steve Burlie, RTC Administrative Services Director, addressed the Board said the E.D.'s contract states that the Board will review at or near the end of the fiscal year to evaluate the E.D.'s performance against the duties and obligations of the position and set goals and objectives. Additionally, the Board may increase the salary of the E.D. and grant a performance bonus of 0-5%. He then offered to answer questions as needed.

E.D. Gibson said he had provided back-up for the commissioners in their packets and reviewed the numerous goals and objectives assigned by the Board the previous year along with goals for the upcoming year, as set forth in the briefing materials for this agenda item. He then asked for Board feedback and direction.

Commissioner McKenzie said the E.D.'s willingness and ability and leadership abilities to utilize a very effective staff to get results. Additionally, Mr. Gibson is more than willing to clarify any questions or concerns the Commissioners may have. This highly benefits the Board and the community. As a good, leader, Mr. Gibson let's his team perform and they perform well.

Commissioner Lucey said this Board is one of his favorites to participate in because of the leadership that Mr. Gibson has exhibited. He has spent a tremendous amount of time educating Commissioner Lucey as a new Board member. Additionally, Mr. Gibson's insight of all processes, federal, state and local, is a tremendous asset along with his ability to maintain relationships and develop new relationships.

Vice Chair Smith said that the agency was rated at a 1.5 which is the highest possible rating which comes from Lee's leadership and the performance of his staff as a result. He then went over many of the accomplishments of both the agency and the E.D., adding that Mr. Gibson's performance is exemplary. He would like to set goals as they go along.

Commissioner Berkbigler said it's been a pleasure to participate on this Board and has found it very educational.

Chair Jardon complimented Mr. Gibson on his intelligence, background and knowledge of transportation as well as his ability to communicate with anyone he's speaking to in a likable manner.

She asked when the new RTC website will be rolling out and the response was that it will be up at the end of the calendar year. The E.D. said staff is working with a contractor to make the new site as user friendly as possible and has a better look. There won't be any additional tools added to it at this time.

For goals, Chair Jardon would like the agency to continue looking into an Uber partnership of some kind, look at expanding the UNR transit outreach – make it “cool” for the students to ride; she would like to see a double-decker bus added to the system; she would like another collaboration on putting your cell phone down when driving, and more creative opportunities for bus wraps.

Mr. Burlie offered to provide a status update on the website progress and E.D. Gibson said we will add it as an agenda item in the future. The E.D. also said staff will look into online ACCESS reservations if possible.

Chair Jardon then complimented staff on their great work, stating that the bar is high at the RTC.

Vice Chair Smith made a motion for a 3% raise and a bonus of an amount to be determined by the Commissioners. Additionally, going forward, if all goals are met there should be a bonus.

Commissioner Lucey seconded Vice Chair Smith’s recommendation based on goals met in the past year and recommended a potential bonus based on the number of projects and complexity of the projects in the past year.

Mr. Burlie said in his research, he found the average bonus for equivalent positions to be approximately \$8,000 or 4%.

Commissioner McKenzie agrees with everyone’s compliments of the E.D. and the amount of the recommended raise; however, the E.D.’s success is because of his excellent staff and so he does not believe leadership should receive a bonus if staff does not receive a bonus.

Chair Jardon said that because staff received a 4.04% increase overall, she’s making a motion that E.D. Gibson should have a 4% salary increase with no bonus. Vice Chair Smith seconded the motion, which motion carried unanimously, Chair Jardon ordered that RTC Executive Director Lee Gibson will receive a 4% salary increase.

On discussion, Chair Jardon made a second motion stating that, as indicated today, the agency goals and E.D. Gibson’s goals for FY 2017 are subject to augmentation or change. The motion was seconded by Vice Chair Smith, which motion carried unanimously, Chair Jardon ordered that as indicated today, the agency goals and E.D. Gibson’s goals for FY 2017 are subject to augmentation or change.

8.2 Legal Issues (*For Possible Action*)

Legal Counsel Dale Ferguson said the first construction project on the Pyramid/McCarran project was the demolition of residences to make way for the footprint of the project resulted in a dispute with the demolition contractor. The matter will be going to arbitration in early September so there will be ongoing depositions during the month of August along with other extraneous things that need to be taken care of.

Item 9 PUBLIC INPUT

Chair Jardon opened the meeting to public input and called on anyone wishing to speak on topics relevant to the Regional Transportation Commission (RTC) that are not included in the current agenda.

Mr. Carlos Elizondo had submitted a request to speak but had departed the meeting.

Ms. Cathy Brandhorst spoke on matters of concern to herself.

There being no one else wishing to speak, the Chair closed public input.

Item 11 MEMBER ITEMS

Commissioner Lucey asked on behalf of Commissioner Hartung that staff look into potentially look into reducing speeds on the Pyramid Highway from La Posada out to the Industrial area as they are at 65 mph at this time.

Dir. Malfabon said he would direct staff to look into that area.

E.D. Gibson asked on behalf of NDOT board member Skancke if the RTC can make a presentation on the RTP at the September State Transportation Board meeting.

Chair Jardon would like to have more discussion on the green striping for bicycle lanes at a future meeting.

Chair Jardon requested a presentation and full summary on the Spaghetti Bowl project at the next meeting.

Chair Jardon would like information on the RTC website update to be brought to a future meeting.

Commissioner Lucey would like a discussion on reducing speeds on Pyramid Way.

Item 12 ADJOURNMENT

On motion of Commissioner McKenzie, seconded by Commissioner Lucey, which motion carried unanimously, Chair Jardon ordered that the meeting be adjourned.

There being no further business to come before the Board, the meeting adjourned at 11:42 a.m.


NEOMA JARDON, Chair
Regional Transportation Commission