

**REGIONAL TRANSPORTATION COMMISSION
WASHOE COUNTY, NEVADA**

THURSDAY

1:04 P.M.

August 17, 2017

PRESENT:

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

**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 Chairman Smith. Following the roll call and the Pledge of Allegiance to the Flag of our country, the Board conducted the following business:

Item 1 APPROVAL OF AGENDA

Chairman Smith requested that Item 3.14 be pulled for discussion.

On motion of Vice Chair Lucey, seconded by Commissioner Jardon, which motion unanimously carried, Chairman Smith ordered that the agenda for this meeting be approved with the aforementioned request.

Item 2.1 PUBLIC INPUT

Chairman Smith 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.

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

Item 2.2 ADVISORY COMMITTEES SUMMARY REPORT

On motion of Commissioner McKenzie, seconded by Vice Chair Lucey, which motion unanimously carried, Chairman Smith 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 3.18 CONSENT ITEMS

Requests were made to pull Items 3.2, 3.8 and 3.14 for discussion.

Minutes

- 3.1 Approve the minutes of the July 20, 2017, meeting (For Possible Action)**

Engineering

- 3.2 *Pulled for discussion.***
3.3 Acknowledge receipt of the SouthEast Connector monthly progress report (For Possible Action)

Public Transportation/Operations

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

Planning

- 3.5 Acknowledge receipt of the monthly Planning Activity Report (For Possible Action)**

Finance

- 3.6 Acknowledge receipt of the monthly Finance Activity Report (For Possible Action)**
3.7 Approve the Investment Committee report for the quarter ended June 30, 2017, and provide direction accordingly (For Possible Action)
3.8 *Pulled for discussion.*

Procurement and Contracts

- 3.9 Approve an amendment to the RTC ACCESS ADA Paratransit Services Operations and Maintenance Contract with Ride Right, LLC clarifying a change to the utilities provision of the Contract; decreasing the IT Manager fixed cost by 50%; and permitting staff to make future amendments without Commission approval, consistent with RTC internal policies and procedures; authorize the RTC Executive Director to execute the amendment (For Possible Action)**
3.10 Authorize the purchase of 19 Genfare Fast Fare fareboxes, vault equipment and software upgrades for use on replacement RTC RIDE coaches at a cost not to exceed \$358,239 (For Possible Action)
3.11 Authorize the annual contract renewal with NextBus for the use of their real-time public transit equipment and software, in an amount not to exceed \$88,198, per the terms of the NextBus Equipment and Software Maintenance agreement (For Possible Action)
3.12 Approve a Professional Services Agreement (PSA) with CA Group, Inc. for the Pyramid at Calle De La Plata traffic signal project for design services and optional engineering during construction services in the amount of \$130,765; authorize the RTC Executive Director to execute the agreement (For Possible Action)

3.13 Approve Professional Services Agreement (PSA) with Traffic Works, LLC for the Traffic Engineering (TE) Spot 7 Intersection project for design services and optional engineering during construction services in the amount of \$204,000; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)

3.14 *Pulled for discussion.*

Inter-Agency Agreements

3.15 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 Block Grant (STBG) 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*)

3.16 Approve the Cooperative Local Public Agency (LPA) Agreement with the Nevada Department of Transportation (NDOT) for the use of Surface Transportation Block Grant (STBG) funds for the NEPA and Preliminary Design of the Sun Valley Boulevard Corridor Project; authorize the RTC Board Chair to execute the agreement (*For Possible Action*)

Request for Proposals

3.17 Approve the Request for Proposals (RFP) for the selection of Engineering Professional Services for the NEPA and Preliminary Design of the Oddie/Wells Corridor Project (*For Possible Action*)

3.18 Approve the Request for Proposals (RFP) for the selection of Engineering Professional Services for the use of Transportation Alternative Program (TAP) funds for the NEPA and Preliminary Design of the Truckee River Shared Use Path Project (*For Possible Action*)

On motion of Vice Chair Lucey, seconded by Commissioner Jardon, which motion carried unanimously, Chairman Smith ordered that Consent Items 3.1 through 3.18 be approved with the exception of Items 3.2, 3.8 and 3.14 which were pulled for discussion.

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

E.D. Gibson reminded the commissioners that Commissioner McKenzie had requested a report on project change orders. He then introduced Brian Stewart, RTC Director of Engineering, who addressed the Board to provide a brief update on project change orders for RTC major projects.

Per RTC's Management Policy P-13, the RTC Executive Director has the authority to approve change orders for a cumulative amount of up to 10% of the original project amount.

The SouthEast Connector Phase 2 Project has had a total of \$797,819 in change orders which is 0.52% of the E.D.'s 10% authority.

The Pyramid/McCarran Intersection Project has had a total of two change orders totaling \$2,950,000 which is 7.33% of the E.D.'s 10% authority. This project should be completed this fall.

The Villanova Maintenance Facility Renovation had five change orders for a total of \$663,062 which is 5.89% of the E.D.'s 10% authority. This project is complete.

E.D. Gibson added that the 4th Street/Prater Way project has had no change orders at this time.

Commissioner McKenzie asked if most of these change orders are design related or construction related. His concern is with CMAR projects.

Mr. Stewart responded that these particular change orders are construction related.

E.D. Gibson explained that in CMAR projects, owner requested change orders are acceptable, or if there is some type of unexpected mitigation required, exceptions may be made.

Garth Oksol, RTC Engineering Manager, then explained the three situations that must occur before a change order is allowed on a CMAR project as follow:

1. Hazardous materials are discovered
2. Changed conditions - In the case of the SEC, Washoe County Water Resources was absorbed by Truckee Meadows Water Authority, so a tremendous amount of redesign was needed and different materials had to be purchased. This was an unforeseeable changed condition.
3. Owner directed - this could also come from the entity that will "own" the road after project completion.

Mr. Oksol concluded by stating that in reviewing the low percentage cost of the change orders, the CMAR process seems to be working well.

Mr. McKenzie thanked staff for the North Valley improvements but also mentioned that the recent signals that were installed were actually hidden by trees and sadly, an accident did occur.

Chairman Smith asked whose responsibility it is to trim the trees after a project such as this is completed.

Mr. Stewart responded that the road owner is responsible so in this case, the City of Reno is responsible for trimming. However, as their partner, the RTC will notify them when these situations are noticed.

On motion of Commissioner McKenzie, seconded by Vice Chair Lucey, which motion carried unanimously, Chairman Smith ordered that Consent Item 3.2 be approved.

3.8 Authorize the RTC Executive Director to execute a lease agreement with Greyhound for their use of space at RTC's Fourth Street Station (*For Possible Action*)

E.D. Gibson said the RTC has been working with Greyhound for about a year to help them relocate their facility as the existing facility is being sold for redevelopment purposes. This item is to approve a contract allowing Greyhound to utilize two bays in the north area of 4th Street Station (4SS) as well as a portion of the north building to interact with passengers. He added that there are federal laws focused on the RTC making sure there is reasonable access to public transportation facilities for inter-city operators of public transportation.

David Jickling, RTC Director of Public Transportation and Operations, said that after all considerations were looked into, fair and reasonable prices were presented for 4SS and Centennial Plaza. They would use retail space and two bays at either location. There may be operational challenges but nothing that can't be overcome. He then offered to answer any questions and receive direction.

Commissioner Jardon asked how many arrivals/departures per weekday and weekends will Greyhound make. The answer was 16 arrivals and departures per day.

Commissioner Jardon asked how many people will get off in Reno (their final destination) and how many will continue on to another destination. The estimate is approximately 16 getting off and 16 getting on.

Commissioner Jardon then asked what will happen if the RTC says no to both facilities.

E.D. Gibson said his understanding is that Greyhound will start looking for another commercial/retail facility and acquire permits, etc. to do business elsewhere.

Mr. Jickling added that Greyhound would prefer to be somewhat close to Amtrak and that there would be no fueling or maintenance done at their new location.

Commissioner Jardon said she has many concerns about their use of 4SS because of the density of population, traffic and pedestrians, and some of the impacts that are already being seen at this location.

E.D. Gibson said that he thought a Greyhound representative would be at this meeting so maybe the decision could be pushed out to September if it is the pleasure of the Board.

Commissioner McKenzie asked where specifically the bays are located and asked for confirmation that no fueling or maintenance would be done at 4SS.

Mr. Jickling confirmed no fueling or maintenance then explained that the bays are at the northern end of the property, away from the railroad tracks.

Vice Chair Lucey how long would a bus layover be at our transit center.

Mr. Jickling responded that they would only be staged between 10 and 30 minutes.

Vice Chair Lucey said that the price the RTC is requesting (\$7,500 monthly) is not enough for him to see the benefit when the facility is already stressed and overloaded. He suggested holding this item over to September's meeting.

Chairman Smith said he is in favor of holding the item and understood that Greyhound moved from their existing location because they were asked to for redevelopment in that area.

Mr. Jickling said he wasn't sure about that but Greyhound's model nationwide is downsizing so this is keeping with their current model.

A motion was then made by Commissioner McKenzie to continue this item to September 2017 and seconded by Vice Chair Lucey. The motion passed unanimously.

3.14 Approve the first of two (2), one-year Armored Car Service Options with Loomis Armored US, LLC, in the not-to-exceed amount of \$500,000 over the term of the agreement (*For Possible Action*)

Chairman Smith thought this was an unusually large amount for this contract and asked for explanation.

Stephanie Haddock, RTC Director of Finance, addressed the Board to explain that a bid had gone out and Loomis was the only bidder. Approximately 75-85% of RTC's \$6 million/year is cash, and the reason only one bid was received is that staff needs someone to actually count the cash and deposit it in the bank and Loomis is the only company that does that. She added that the \$500,000 is over a 3-year period.

Chairman Smith understood the staff report to be for a two year agreement so he was fine with the amount over three years.

On motion of Chairman Smith, seconded by Vice Chair Lucey, which motion carried unanimously, Chairman Smith ordered that Consent Item 3.2 be approved.

4. PUBLIC HEARINGS

4.1 Public hearing - no earlier than 1:05 p.m. Time Certain:

Discussion and recommendation to approve the resolution adopting the Federal Fiscal Year (FFY) 2018-2022 Regional Transportation Improvement Program (RTIP) and the Self Certification for the metropolitan transportation planning process

1. Staff presentation
2. Public input

3. Recommendation to approve the resolution adopting the Federal Fiscal Year (FFY) 2018-2022 Regional Transportation Improvement Program (RTIP) and the Self Certification for the metropolitan transportation planning process (*For Possible Action*)

Amy Cummings, RTC Director of Planning, addressed the Board to explain that this document is the FY 18-22 Regional Transportation Improvement Program (RTIP) or basically the first five years of the Regional Transportation Plan that was adopted a few months prior. This plan is updated every two years and is incorporated into the State Transportation Improvement Program (STIP). She added that the projects should look very familiar as many of them carried over from the previous RTIP. Input was received by staff of the local jurisdictions and the RTIP was recommended for approval by the Technical Advisory Committee and the Citizens Multimodal Advisory Committee. She then offered to answer any questions.

Commissioner McKenzie said that a development is moving through the City of Reno processes that would change the alignment of Evans Avenue so requested that City of Reno staff take a look at the Evans Avenue road project before it goes out to bid.

Commissioner Jardon asked with regard to the bike share program being discussed, how the connectivity of bike lanes are being incorporated into these plans.

Ms. Cummings then listed the start dates for the various multimodal projects in the area of discussion.

Commissioner Jardon asked how long construction would take once it kicks off and Ms. Cummings responded that construction would be anticipated for completion one construction season after it starts.

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

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

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

On motion of Commissioner McKenzie, seconded by Vice Chair Lucey, which motion unanimously carried, Chairman Smith ordered that the resolution adopting the Federal Fiscal Year (FFY) 2018-2022 Regional Transportation Improvement Program (RTIP) and the Self Certification for the metropolitan transportation planning process be approved.

Item 5.1 thru 5.3 DIRECTOR REPORTS

Item 5.1 RTC Executive Director Report

E.D. Lee Gibson updated the Board on the following matters:

He introduced Angela Reich as the newly promoted Director of Administrative Services.

Next he discussed the Bike Share Community Leadership Forum, co-hosted with Washoe County and the cities of Sparks and Reno. It was held the previous Friday at the Innevation Center with 60

community stakeholders attending. Attendees heard presentations about the 2015 Bike Share Feasibility Study the RTC did in 2015, what a bike share program could look like in the Truckee Meadows and how to fund it. Next steps will be to conduct an industry review with bike share vendors and share the information learned with stakeholders and potential sponsors.

Moving on, E.D. Gibson said the transition from First Transit to RideRight had been completed in a fairly seamless transition.

On August 24th US Representative Mark Amodei hosted the Western Nevada Infrastructure Roundtable Summit at the GSR. This summit was a discussion amongst local, state and federal stakeholders about the infrastructure needs of Western Nevada now and into the future. Issues discussed were diverse, and included the Administration's infrastructure legislation, the Highway Trust Fund, I-11, tourism needs, rural infrastructure challenges, aviation issues, energy needs, technology development, public/private partnerships, and many others.

The summit also covered challenges for keeping up with permitting for new construction in the region, as recently highlighted by the Wall Street Journal, Fox Business and the Reno-Gazette Journal.

At last month's meeting the Board asked staff to research broadcasting our monthly board meetings. Staff has done this and the quote we received is under \$4K per year. The broadcast will stream to either YouTube (recommended) or Facebook Live. The YouTube method automatically archives the videos. This is the method (and vendor) both the County and City of Reno currently use. The meetings would also be broadcast on Comcast government channels.

Staff would also put a link on the RTC website with the information taking the public to our RTC YouTube channel and the meeting videos.

He then concluded his report.

Item 5.2 RTC Federal Report

E.D. Gibson discussed some of the matters provided in the written update which was provided in the agenda packet for this month.

Item 5.3 NDOT Director Report

NDOT Director Rudy Malfabon thanked the RTC for their involvement with pedestrian safety and the installation of decals on the sidewalks. The decals look like sharks or alligators that could bite you or that you may fall off a tall building, etc. The purpose is to catch the eye and make people more aware of their surroundings, especially when so many people are walking while staring at their phones these days.

Additionally, after the fall session begins at UNR, the RTC will do pedestrian and bicyclist counts in the area to then provide to NDOT for consideration of various safety improvements.

Dir. Malfabon said his staff will be looking into President Trump's recent executive order establishing a Presidential Advisory Council on Infrastructure.

September 14 and 15 are the dates for Public Information meetings being held on the Spaghetti Bowl Interchange project. There are three tiers of costs and impacts that have been developed by the project team which will be evaluated by the public at these meetings.

He went on to say that NDOT is funding the Paiute Tribe for review of their draft environmental documents on the project as they have limited staff and funding. This will help in getting approval of the project as well.

Dir. Malfabon then said the USA Parkway is planned for opening in early September and concluded his update.

Commissioner McKenzie said the residents who live in the North Virginia St. corridor are very appreciative of the safety improvements which have been completed.

Items 6.1 thru 6.2 ENGINEERING

6.1 Acknowledge receipt of a 4th Street/Prater Way monthly progress report (For Possible Action)

Jeff Wilbrecht, RTC Project Manager, addressed the Board to give a brief update presentation on the project. He explained that when looking at the schedule for the project it is mainly the critical path of the project that is the focus. He also reviewed some of the activities that have taken place to date, as set forth in the briefing materials for this agenda item. (A full copy of the presentation is available by contacting Denise Thompson at dthompson@rtcwashoe.com).

Commissioner McKenzie mentioned design changes in the written report that had been requested by Charter Cable and AT&T due to right-of-way issues. He asked if staff was unaware or what happened.

Mr. Wilbrecht responded that the dry utilities are the most difficult part of this project because so many of them have prior franchise agreements or prior rights to be where they are. Part of RTC's project is to relocate them from overhead power poles to an underground location. In some instances, the utility companies didn't understand or missed what the plans were for certain areas which triggered unexpected design changes.

Commissioner McKenzie then said he is still concerned about large construction vehicles moving into the flow of traffic without any flaggers in place. He added that there are some areas where subcontractors are using flaggers but it looks like the general contractor is not.

Mr. Wilbrecht said staff will look into that for the Commissioner.

Commissioner Jardon said that Assemblywoman Joiner was contacted by a wheelchair-bound constituent who had approached the construction area and was concerned that the plywood board which was laid at the curbside would not be strong enough to support her chair. Assemblywoman Joiner contacted Commissioner Joiner about this on a Sunday morning, the Commissioner contacted E.D. Gibson then Spanish Springs Construction was contacted and the problem was fixed by noon the next day. Commissioner Jardon found this to be quite impressive and the constituent was pleased as well.

On motion of Commissioner McKenzie, seconded by Vice Chair Lucey, which motion unanimously carried, Chairman Smith ordered that receipt of the 4th Street/Prater Way monthly progress report be acknowledged.

6.2 Acknowledge receipt of the Virginia Street Bus RAPID Transit Extension Project Lighting, Landscaping and Finishes Report and direct staff accordingly (For Possible Action)

Doug Maloy, RTC Project Manager, addressed the Board to give a brief update presentation on the project. He provided results coming from public input meetings for design lighting, landscaping and finishes, as set forth in the briefing materials for this agenda item. (A full copy of the presentation is available by contacting Denise Thompson at dthompson@rtcwashoe.com).

Commissioner Jardon asked if seating is restricted to the roundabout only.

Mr. Maloy responded that the roundabout is one obvious place for seating but other areas are also being looked at.

Commissioner Jardon believes that scattered seating is a very good thing. She also has a concern about having rocks around the tree wells because rocks get thrown and/or scattered from people or pets walking through it. Lastly, she likes the idea of art on or near the seating but there should also be some sort of skid preventing skateboarders from “railing” across them.

Vice Chair Lucey agrees with Commissioner Jardon on the rocks but also thinks the decomposed granite is just as much of a problem. He would like staff to continue looking at other viable options.

Commissioner McKenzie also agrees with the concerns with rocks, especially large rocks as they could be thrown through windows, etc.

RTC staff is scheduled for the September 13th Reno City Council meeting and will be showing this presentation there as well. Comments made by this commission will be included.

Chairman Smith suggested the idea of seating that goes around the trees.

On motion of Vice Chair Lucey, seconded by Commissioner McKenzie, which motion unanimously carried, Chairman Smith ordered that receipt of the Virginia Street Bus RAPID Transit Extension Project Lighting, Landscaping and Finishes Report be acknowledged with the direction given.

Items 7.1 thru 7.2 GENERAL ADMINISTRATION

7.1 Discussion, consideration and possible action concerning selection of an alternative date for the December 2017 RTC Board meeting and an amendment to the RTC bylaws to reschedule the regular monthly meeting of the Regional Transportation Commission back to the third Friday of each month, or such other regularly scheduled day of the month as the Commission designates (*For Possible Action*)

Stephanie Haddock, RTC Director of Finance, explained that she is requesting the December meeting be moved to better ensure a quorum as the CAFR must, by regulation of the Department of Taxation, be presented to the RTC Board at the December meeting.

Chief Legal Counsel Dale Ferguson commented that the second portion of this item is requesting that the regular monthly meetings be moved back to the third Friday of the month which would solve the problem without moving their December meeting.

Vice Chair Lucey proposed taking the second portion of the request first.

Denise Thompson, RTC Board Clerk and Executive Office Administrator, provided data showing that when the meetings were held on Fridays in 2016, there were 11 meetings for the year and 8 out of those 11 meetings had missing Board members. In 2017, when the meetings were held on Thursdays, there have been 8 meetings and 4 of the meetings had missing Board members. This data shows that we tend to lose more Board members on Friday meetings than on Thursday.

Commissioner Jardon said she prefers a Friday morning meeting.

Vice Chair Lucey also prefers a Friday morning meeting.

Commissioner McKenzie prefers a Friday morning meeting.

Mr. Ferguson said that the Friday meetings could begin in September 2017 if the motion states that the monthly RTC Commission meeting is moved to the morning of the third Friday of every month unless otherwise scheduled, beginning with the September 2017 meeting.

Commissioner McKenzie made the motion as stated by Mr. Ferguson, it was seconded by Vice Chair Lucey, which motion unanimously carried, and Chairman Smith ordered that the meetings be moved to the mornings of the third Friday of every month unless otherwise scheduled, beginning September 2017. There was no longer a requirement or request to move the December meeting.

7.2 Legal Issues - Report, discussion and possible action and/or direction to legal counsel and staff following receipt of information on legal issues. The RTC may, consistent with Chapter 241 of NRS, decide to interrupt the public meeting at any time to conduct a closed session to confer with legal counsel and possibly deliberate on legal issues. Any action on pending legal matters will be made when the public meeting is reconvened (*For Possible Action*)

Legal Counsel Dale Ferguson said he had no items for discussion.

Item 8 PUBLIC INPUT

Chairman Smith 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.

Cathy Brandhorst spoke on matters of importance to herself.

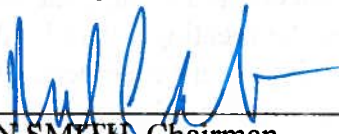
There being no one else wishing to speak, the Chair closed public input.

Item 9 MEMBER ITEMS

Commissioner Jardon mentioned that a Girl Scout group had presented a flag safety program to the Reno City Council and she would like to have them present to the RTC Board.

Item 10 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:43 p.m.



RON SMITH, Chairman
Regional Transportation Commission