

**REGIONAL TRANSPORTATION COMMISSION
WASHOE COUNTY, NEVADA**

FRIDAY

9:01 A.M.

December 15, 2017

PRESENT:

**Ron Smith, Sparks City Council Member, Chairman
Bob Lucey, Washoe County Commissioner, Vice Chairman
Paul McKenzie, Reno City Council Member
Kitty Jung, Washoe County Commissioner (alternate)
Neoma Jardon, Reno City Council Member**

**Lee G. Gibson, RTC Executive Director
Dale Ferguson, Legal Counsel
Bill Hoffman, Deputy Director, NDOT**

NOT PRESENT:

**Rudy Malfabon, Director of NDOT
Marsha Berkbigler, Washoe County Commissioner**

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:

**RECOGNITION OF RECOGNITION OF THE RTC BY THE FOOD BANK OF
NORTHERN NEVADA FOR THE 25TH ANNUAL FOOD FOR FARE PROGRAM**

Jocelyn Lantrip, representing The Food Bank of Northern Nevada, spoke in recognition of the RTC for their annual participation of food donation collections with the Food for Fare Program. This is the 25th year of RTC's participation in this annual food drive. She thanked the RTC staff, the transit drivers and the food donors for their participation. At the time of this meeting, Ms. Lantrip did not have the statistic for total pounds of food collected this year.

Item 1 APPROVAL OF AGENDA

Commissioner Jardon requested that Item 5.3 be continued to a future meeting, after the sale of the Greyhound building is final.

On motion of Vice Chair Lucey, seconded by Commissioner McKenzie, which motion unanimously carried, Chairman Smith ordered that the agenda for this meeting be approved with the continuance of Item 5.3 to another meeting.

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.

Mr. Clarence Robinson, representing MV Transportation, is opposed to changing any of the existing transit routes.

Mr. Ray Nunez, representing Greyhound Lines, said that even though this item had been continued, he wished to review a presentation pertaining to demographics that was handed out at the dais. He then presented some of the rider demographics for review by the commissioners.

Mr. Greg Grafeman, representing Greyhound Lines, addressed the Board to mention that the sale of their existing building was never considered a prerequisite to moving their Reno location. It has been planned for relocation for quite some time, along with many of their other Greyhound properties in the country.

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

Item 2.2 ADVISORY COMMITTEES SUMMARY REPORT

On motion of Vice Chair Lucey, seconded by Commissioner Jung, 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 3.12 CONSENT ITEMS

Commissioner McKenzie requested that Item 3.5 be pulled for discussion.

Minutes

3.1 Approve the minutes of the November 17, 2017, meeting (For Possible Action)

Engineering

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

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)
Pulled for discussion**

Administration

- 3.6 Acknowledge receipt of the monthly Procurement Activity Report (*For Possible Action*)**

Procurement and Contracts

- 3.7 Acknowledge notification that the RTC made payment under the Deltek support and maintenance agreement for one year in an amount of \$81,431.26 pursuant to the evergreen clause in the Deltek agreement (*For Possible Action*)**
- 3.8 Approve the purchase and installation of LED signs for the Lincoln Line Bus Rapid Transit (BRT) stations at a cost not to exceed \$139,760 (*For Possible Action*)**
- 3.9 Approve a Professional Services Agreement (PSA) with Poggemeyer Design Group, Inc. for the Mill Street Complete Street project for design services and construction services in the amount of \$188,282; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)**
- 3.10 Authorize the Executive Director to negotiate and execute agreement with Trapeze Software Group, Inc., for the replacement of Wireless Local Area Network (WLAN) equipment at Villanova and Sutro garages at an estimated total project cost of \$90,096 (*For Possible Action*)**
- 3.11 Approve a Professional Services Agreement (PSA) with Wood Rodgers, Inc. for the California Avenue and Keystone Avenue Interchange Enhancements project for design services in the amount of \$123,445; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)**

Inter-agency Agreement

- 3.12 Approve Interlocal Cooperative Agreements (ICAs) for the Signal Timing 5 Project (Year 2) with the following agencies and authorize the RTC Chairman to execute the agreements:**
- **RTC will reimburse the City of Reno up to \$50,000 for city staff assistance.**
 - **RTC will reimburse the City of Sparks up to \$25,000 for city staff assistance.**
 - **RTC will reimburse the University of Nevada, Reno up to \$200,000 for consultancy.**
- (For Possible Action)***

On motion of Commissioner McKenzie, seconded by Commissioner Jardon, which motion carried unanimously, Chairman Smith ordered that Consent Items 3.1 through 3.4 and 3.6 through 3.12 be approved.

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

Commissioner McKenzie said he had received an email from EDAWN pertaining to a road that has not yet been discussed at an RTC Board meeting. According to this email, the RTC has already sought funding for studies on this new road and has also agreed to reprioritize the transportation priorities for this valley to make the new road the priority.

His concern is that if funding had been sought and changing priorities was planned, it would be brought to the Board for discussion and direction to RTC staff first, but wasn't. He mentioned it now because it is not included in the Planning Department report this month.

Amy Cummings, RTC Director of Planning, addressed the Board and mentioned that there is a small summary included in the report under Federal Lands Access Program Grant Application. This grant opportunity is for federal funds for transportation planning on federal lands. There are three corridors that effect public lands - the Eagle Canyon Extension, the West Sun Valley Arterial (both funded in the Regional Transportation Plan (RTP) for the next 20 years) and the North Sparks to I-80 Corridor, which is included in the unfunded portion of the RTP.

She went on to say that staff saw this as a funding opportunity to supplement existing resources to do a "deeper dive" and look at where there are environmental constraints, where does a corridor make sense and to build some regional consensus on what this would look like. This is not a study that would reprioritize the projects in the RTP. The top three priorities are still the Spaghetti Bowl, the 395 North improvements and the Pyramid/395 Connector. She then offered to answer any questions.

Commissioner Jardon asked if the grant application is successful, would any further steps be brought to the Board for approval.

Ms. Cummings confirmed and added that grant awards will be announced in March.

Commissioner Jardon agrees with Commissioner McKenzie's concerns that when an email such as this is put out to the public as it was, it puts a message out there that the RTC is not sticking to the priorities that were promised and agreed upon.

Vice Chair Lucey said he had attended the meeting that prompted this email, but feels that the appropriate staffs from the county and the two cities were not in attendance for input; therefore, Mr. Kazmierski got a little ahead of himself on the objectives mentioned in this email. He further believes that Mr. Kazmierski has not necessarily worked with the proper parties, such as RTC, so the Vice Chair requested that E.D. Gibson meet with Mr. Kazmierski to clear some things up.

Chairman Smith said that he was aware that this grant application had to be in by a specific deadline and added that the North Sparks to I-80 Corridor had been on the books for quite some time, not to benefit only the Tahoe/Reno Industrial Center, but to benefit the folks in Spanish Springs by giving them an alternative route to get to and from the freeway. It does not take priority over the Spaghetti Bowl or 395 North projects.

Commissioner McKenzie then read directly from the email where it stated, "RTC will start the planning process for the route with a grant request to the Federal Land Access program (which was just discussed). They are asking for \$450,000 for the planning and study, and expect the study to be completed in about a year. RTC will keep us apprised of the status." The last sentence is what brought such concern to the commissioner. He went on to read more of the email, and said that the email wrapped up by stating there was ". . . a general agreement that the route selected is possible and could be completed in five years. It would take a coordinated effort by the region to

accomplish and transportation issues in the region would need to be reprioritized.” Again, this email came from Mr. Mike Kazmierski, President/CEO of the Economic Development Authority of Western Nevada (EDAWN), with many other people copied. Commissioner McKenzie found it very interesting that there were many more attendees from outside of Washoe County than inside, and it seems aimed at using RTC of Washoe County transportation dollars to subsidize Storey County, and NDOT is stuck in the middle of it. The commitments made seem to come from the attendees of this meeting and if this is true, there will be no further development north of I-80 because there will be no capacity.

Vice Chair Lucey assured Commissioner McKenzie that none of the things mentioned in the email were promised at the meeting and he would be happy to discuss any of it with him. He repeated that there was absolutely no assurance that the RTC would build a road of any kind, but especially not in five years’ time.

Bill Hoffman, Deputy Director at NDOT, agreed with everything Vice Chair Lucey just stated and reassured Commissioner McKenzie of the existing priorities and the work that’s been done to date on those priorities, along with the anticipated dates for construction. His understanding was that further discussion would take place to see how everyone could come together on the issues discussed in the email, adding that NDOT is completely loaded and has no room for additional projects at this time.

E.D. Gibson added that it takes a significant public engagement effort and discussion with this Board to make any changes in priorities, which all takes a great deal of time. He has also had brief discussions with Mr. Kazmierski already and planned to meet with him soon to further discuss the discrepancies included in the email sent.

On motion of Commissioner McKenzie, seconded by Vice Chair Lucey, which motion carried unanimously, Chairman Smith ordered that Consent Items 3.5 be approved.

Item 4.1 thru 4.3 DIRECTOR REPORTS

4.1 RTC Executive Director Report

E.D. Gibson first asked Planning Director Amy Cummings to brief the Board on bike share.

Ms. Cummings said RTC staff had made presentation to the City of Reno who expressed an interest in moving forward with both station based and dockless bike share options, and a willingness to work with the other jurisdictions on the project. RTC staff will be presenting at Washoe County and the City of Sparks at their next meetings.

E.D. Gibson then addressed the Board to discuss the following:

1. The community can now view RTC Board meetings on Charter Cable Channel 193 and can also watch the live stream on the RTC’s YouTube page. The public can go to www.rtcwashoe.com/meetings and click on the link or use the link available through our board meeting announcement posts on Facebook and Twitter.

2. On Friday, December 8th, RTC held the Pyramid McCarran Intersection Improvement Project Completion Celebration Event. He then gave an overview of the event, thanked the contractors on the project and recognized Scott Gibson, RTC Project Manager.
3. Per Board direction at the November meeting, staff attended the December 13th Reno Council meeting to present results of the bike share forum and vendor evaluations, the potential development of a dockless bike share pilot program and to request support for a RTC Transportation Alternatives grant application for a docked or smart bike system. Staff are scheduled to attend the Sparks Council meeting on January 8th and the Washoe County Commission meeting on January 9th to present the same.
4. Reminded the Board about the Holiday Bus Pass Sale and gave pricing.
5. The RTC is offering free rides on all RTC transit services for the 33rd Annual New Year's Eve FREE Safe RIDE. The free ride service began at 6 pm on New Year's Eve and ran until 2 am on New Year's Day.
6. Staff is coordinating meetings with our regional and community partners to develop strategies that will help implement and create a Vision Zero traffic safety plan for the Truckee Meadows. This will include a PSA media campaign to educate pedestrians and drivers and bring awareness for safer, more livable streets across the region to reduce severe injuries and fatalities.

Commissioner Jardon said the Eddie House had expressed their appreciation to the RTC for the transit passes made available for donation. She also complimented the design of the Pyramid/McCarran Intersection, stating that it works beautifully.

Chairman Smith said the Pyramid/McCarran Intersection project exceeded all expectations.

4.2 RTC Federal Report

E.D. Gibson discussed some of the matters included in the written update, which was provided in the agenda materials for this month. His focus was on tax reform and the possibility of losing the ability to do advance refunding for a financial savings, saying that it is still a wait and see situation in Washington DC.

E.D. Gibson then mentioned that APTA had elected a new President and CEO, Mr. Paul Skoutelas.

4.3 NDOT Director Report

Mr. Bill Hoffman, NDOT Deputy Director, addressed the Board to first thank E.D. Gibson and Commissioner Jardon for attending and presenting at the NDOT Board meeting and for their support for bonding for the Reno Spaghetti Bowl which greatly helped things to move along. He then discussed the following:

The Trump administration is recommending billions of dollars in cuts to infrastructure funding to divert those funds to aid in hurricane relief.

There is an upcoming regional transit study which includes Lyon, Washoe, Churchill, Storey, and Carson Counties. The study will focus on a cooperating framework to better understand commuter needs in these areas.

The Spaghetti Bowl is currently ahead of schedule and the NEPA process is being cut from an eight-year process to a 3-4 year process, which helps to expedite this project.

Mr. Hoffman then mentioned a couple of other studies underway and an effort to stop misinformation from being spread, causing confusion. He then offered to answer any questions.

Items 5.1 thru 5.3 PUBLIC TRANSPORTATION AND OPERATIONS

5.1 Acknowledge receipt of the FY 2017 Trip Reduction Program Report (*For Possible Action*)

Mr. Scott Miklos, RTC Trip Reduction Analyst, addressed the Board to provide a presentation on the FY 2017 Trip Reduction Program. He provided the benefits of trip reduction and where funding for the program comes from. Program information included on the RTC website are the matching programs (Carpool Matching, Bike Matching and Walk Matching), the Bus Subsidy program and community outreach. Vanpools increased from 97 to 117 in FY 2017 and are now at 135 vanpools. He continued with his presentation, providing several statistics, funding sources and efficiencies, then offered to answer any questions.

A full copy of the presentation is available by contacting Denise Thompson at dthompson@rtcwashoe.com.

On motion of Commissioner Jardon, seconded by Commissioner McKenzie, which motion carried unanimously, Chairman Smith ordered that receipt of the FY 2017 Trip Reduction Program Report be acknowledged.

5.2 Acknowledge receipt of a report on current and emerging transit labor issues and provide direction accordingly (*For Possible Action*)

Mr. Mark Maloney, RTC Transit Operations Manager, addressed the Board to discuss the current issues with the transit labor and difficulties hiring and retaining drivers. In looking at the issues nationally, the main reasons noted as the cause are the strong economy, competing higher paying manufacturing jobs and legalized marijuana. He then listed strategies being used nationally, and by RIDE, to improve this situation, such as hiring professional recruiters, better advertising, higher beginning salaries, and hiring bonuses. A lack of staffing has resulted in missed trips for certain routes, but that number is declining. Next, Mr. Maloney introduced Dr. Fred Steinman who gave a presentation on the current economic status of our region and then offered to answer questions.

A full copy of the presentation is available by contacting Denise Thompson at dthompson@rtcwashoe.com.

Commissioner Jung asked if this presentation had been given to the labor union for the drivers here at RIDE.

Dr. Steinman said he hadn't but there were union representatives in the audience that just saw it.

Commissioner McKenzie commented on how difficult it is to get a CDL and believes that the RTC contractor should be penalized if they are not making every effort to hire and retain drivers so that service may be adequately provided per their contract.

On motion of Commissioner McKenzie, seconded by Commissioner Jung, which motion carried unanimously, Chairman Smith ordered that receipt of the report on current and emerging transit labor issues be acknowledged with the direction given.

5.3 Authorize the Executive Director to develop a Request for Proposals (RFP) for Intercity Bus Service at RTC owned transit facilities (Fourth Street Station and Centennial Plaza) (For Possible Action) *Item continued per request in Item 1.*

Item 6 ENGINEERING

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

Mr. Jeff Wilbrecht, RTC Project Manager, addressed the Board to provide a brief presentation update on the current status of the project. He said that the contractor has utilized approximately 217 working days out of the original 360 and additional days (54) have been added due to the utility delays with NV Energy, TMWA and others, as well as a couple of days for weather. Dry utility work will continue in the upcoming weeks.

He added that a good portion of the eastern end of the project has been completed and striped. The project will begin moving out of Sparks and into Reno in the next part of the project.

Vice Chair Lucey expressed concern as a property owner in the project area about the scheduling of the traffic diversions because businesses are paying the price. He personally sat in traffic for 25 minutes and only went two blocks, which is very frustrating for drivers and so they avoid the area.

Commissioner Jardon asked how long the Reno portion of the project is.

Mr. Wilbrecht responded with details on the three different phases of the Reno portion, stating that the completion date is scheduled for August 6th. The contractor will not be working during Hot August Nights.

Commissioner Jardon then said she has a constituent who is concerned about the maintenance work at the temporary bus stops during construction.

Mr. Wilbrecht said that the stops are temporarily moved up two blocks to 6th Street during construction and staff from MV Transportation should be keeping up on the maintenance of those temporary stops in the same manner they do with the regular stops.

David Jickling, RTC Director of Public Transportation and Operations, addressed Commissioner Jardon and said that the decision to temporarily move the stops was made based on the construction schedule but there may be some stops that are not as easily accessible. Therefore, individuals may be granted a temporary ACCESS eligibility based on their inability to get to one of the temporary stops.

Commissioner McKenzie expressed frustration at the number of days that have been added to this contract and finds it unacceptable. There were 28 justifiable days added and he would like to know where the other 24 days came from. He stated that the holidays should not have been added as they should have been considered in the contract to begin with and penalties should be applied.

A full copy of the presentation is available by contacting Denise Thompson at dthompson@rtcwashoe.com.

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

Item 7.1 thru 7.2 GENERAL ADMINISTRATION

7.1 Receive a report on the FY 2017 Comprehensive Annual Financial Report (CAFR) for the Regional Transportation Commission of Washoe County (RTC); authorize staff to submit the document to the Nevada Department of Taxation (*For Possible Action*)

Stephanie Haddock, RTC Finance Director and CFO, addressed the Board to give a presentation on the FY 2017 Comprehensive Annual Financial Report (CAFR) and audit results. She then reviewed the RTC's assets, liabilities, revenues, expenses, etc. (The detailed report may be obtained by contacting dthompson@rtcwashoe.com)

Ms. Haddock said that the new auditors, Crowe Horwath, LLP, issued the RTC an unmodified opinion which is the highest possible rating and added that there was one finding which was actually last year's finding. The same finding had to be written up again because the transaction occurred in October 2016 which is included in Fiscal 2017. However, the auditors also reviewed the new, strengthened procedures and all vendor changes and IT controls, and found that staff is following the procedures to the letter. There were no additional findings or management comments.

Ms. Haddock then introduced Scott Nickerson, partner with Crowe Horwath LLP, who addressed the Board to introduce his company and to confirm everything that Ms. Haddock had stated.

A full copy of the presentation is available by contacting Denise Thompson at dthompson@rtcwashoe.com

Vice Chair Lucey asked about the potential changes in the tax laws and whether they will have an impact on the next year's Net Position on the CAFR.

Ms. Haddock responded that Advance Refunding would allow the RTC to save a significant amount on bond refunding which would add to the cash flows and; therefore, the bottom line. However, at the time of this meeting, the status on Advance Refunding was unknown. The hope is that it would be continued, in which case, the RTC would proceed with the Advance Refunding.

She then thanked the Crowe Horwath LLP along with her staff who assist in putting the financial statements together.

Commissioner McKenzie congratulated staff on a job well done.

On motion of Commissioner McKenzie, seconded by Vice Chair Lucey, which motion carried unanimously, Chairman Smith ordered that receipt of the FY 2017 CAFR be acknowledged and staff is authorized to submit the report to the Nevada Department of Taxation.

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.

Legal Counsel Dale Ferguson requested an attorney/client confidential meeting before the February Board meeting to update the commissioners on the status of current litigations.

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.

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

Item 9 MEMBER ITEMS

Commissioner Jardon asked for a report on bus stop improvements and how the specific stops are decided upon. She is specifically interested in the stops at Sharlands and Robb Drive and the one further up Sharlands.

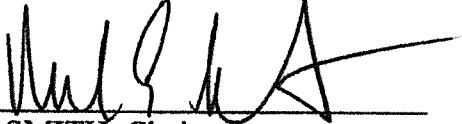
Chairman Smith asked for a report on all of the stops that have no shelter or pad and are just a sign.

Commissioner McKenzie suggested that developers be required/requested to install nice bus stops with shelters near their developments.

Vice Chair Lucey asked that service to the Sun Valley be looked into as was previously requested. He would also like a report on the status of the FLAP Grant in either January or February.

Item 10 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 11:02 a.m.

A handwritten signature in black ink, appearing to read 'Ron Smith', written over a horizontal line.

RON SMITH, Chairman
Regional Transportation Commission