

**REGIONAL TRANSPORTATION COMMISSION
WASHOE COUNTY, NEVADA**

FRIDAY

9:00 A.M.

May 21, 2021

PRESENT:

**Neoma Jardon, Reno City Council Member, Chair
Ed Lawson, Mayor of Sparks, Vice Chair
Vaughn Hartung, Washoe County Commissioner
Oscar Delgado, Reno City Council Member**

**Bill Thomas, RTC Executive Director
Adam Spear, Legal Counsel
Cole Mortensen, Deputy Director of NDOT**

NOT PRESENT:

**Bob Lucey, Washoe County Commissioner
Kristina Swallow, Director of NDOT**

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

Item 1.3 PROCLAMATION

Chair Jardon read into the record a proclamation declaring May 16-22, 2021, National Public Works Week.

Item 1.4 SPECIAL PRESENTATION – delayed to later in the meeting due to technical issues.

Item 2 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.

Aline Frantzen, representing Keolis Transportation of North America, addressed the Board and thanked them for their partnership. She added that there have been no injuries during their tenure in Reno so is very proud of their safety record.

Two written and five verbal comments were received prior to the 4:00 pm deadline on May 20th which pertained to Item 4.13. There was concern that the term “special service hours” would have an effect on Keolis driver schedules, stops, etc. (This item was later pulled from the consent agenda for clarification of the meaning and specific intent of the amendment that this Item pertained to.)

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

Item 3 *APPROVAL OF AGENDA*

Requests were made to pull Item 4.13 from the consent agenda for clarification of the item, and to pull Item 6.2 from the agenda until Commissioner Lucey is present, as he requested the item.

On motion of Commissioner Hartung, seconded by Mayor Lawson, which motion unanimously carried, Chair Jardon ordered that the agenda for this meeting be approved with the aforementioned modifications.

Item 4.1 thru 4.18 *CONSENT ITEMS*

- 4.13 Approve Amendment #2 to the RTC RIDE Fixed-Route Service Operation and Maintenance Contract with Keolis Transit Services, LLC, for the purchase of certain equipment, supplies and services as authorized in advance by the RTC (*For Possible Action*) *Taken out of order for discussion*

Mr. Adam Spear, RTC Legal Counsel, addressed the Board to clarify the purpose of this Item. The original amendment was brought before the Board in April but the word “services” was inadvertently left off of the amendment; therefore, the item comes before the Board today with “services” included. The amendment does not affect the Keolis employees or their employees’ relationship with the union in any way. This amendment provides a clear process which allows Keolis the ability to procure equipment, supplies and services during unusual or unforeseen circumstances.

On motion of Mayor Lawson, seconded by Commissioner Hartung, which motion carried unanimously, Chair Jardon ordered that Consent Item 4.13 be approved.

Minutes

- 4.1 Approve Minutes of the April 16, 2021, Meeting (*For Possible Action*)
- 4.2 Approve Minutes of the March 15, 2021, Workshop (*For Possible Action*)

Reports

- 4.3 Acknowledge receipt of the monthly Planning Activity Report (*For Possible Action*)
- 4.4 Acknowledge receipt of the monthly Engineering Activity Report (*For Possible Action*)
- 4.5 Acknowledge receipt of the monthly Public Transportation/Operations Activity Report (*For Possible Action*)
- 4.6 Acknowledge receipt of the monthly Procurement Activity Report (*For Possible Action*)
- 4.7 Acknowledge receipt of the monthly Summary Report for the Technical, Citizens Multimodal, and Regional Road Impact Fee Advisory Committees (*For Possible Action*)

Engineering Department

- 4.8 Approve a Professional Services Agreement (PSA) with Nichols Consulting Engineers (NCE) for construction management services on the Oddie/Wells Multimodal Improvements Project in an amount not-to-exceed \$3,791,316 (*For Possible Action*)
- 4.9 Approve a Professional Services Agreement (PSA) with Headway Transportation, LLC, (Headway) for design services and optional construction management services for the Traffic Engineering (TE) Spot 11 – Package 2 Project in an amount not-to-exceed \$385,240 (*For Possible Action*)
- 4.10 Approve Change Order (CO) No. 20 to the construction contract with Sierra Nevada Construction for the Virginia Street Bus RAPID Transit (BRT) Extension Project in a deductive amount of \$253,457 (*For Possible Action*)

Planning Department

- 4.11 Approve Cooperative Agreement No. PR141-21-802 for Fiscal Year 2022 between the Nevada Department of Transportation (NDOT) and the Regional Transportation Commission (RTC) for federal planning (PL) funds (*For Possible Action*)
- 4.12 Approve the FY 2022 Shared Work Program with the Truckee Meadows Regional Planning Agency (TMRPA) (*For Possible Action*)

Public Transportation/Operations Department

- 4.13 Approve Amendment #2 to the RTC RIDE Fixed-Route Service Operation and Maintenance Contract with Keolis Transit Services, LLC, for the purchase of certain equipment, supplies and services as authorized in advance by the RTC (*For Possible Action*) *Pulled for discussion – see above*
- 4.14 Approve an Interlocal Cooperative Agreement (ICA) with Nevada State Parks to reimburse a \$2.00 per passenger entry fee into Sand Harbor State Park during the RTC Incline Village FlexRIDE Pilot Service (*For Possible Action*)
- 4.15 Approve an agreement with Transportation Management & Design Inc., (TMD) for the Transit Optimization Plan Strategies (TOPS) study in an amount not-to-exceed \$239,430 (*For Possible Action*)

Executive, Administrative and Finance Departments

- 4.16 Approve the RTC Safety Management System Plan (Safety Management Plan) as required by 49 C.F.R. Part 673 (*For Possible Action*)
- 4.17 Approve a 12-month service agreement, with RFI Communications & Security Systems for maintenance and repair of RTC security systems in an amount not-to-exceed \$115,924 (*For Possible Action*)
- 4.18 Award a contract to Allied Universal Security Services for provision of armed and unarmed security services, after hours patrol and alarm response in an amount not-to-exceed \$5,092,678 for a three-year contract with two one-year options for renewal (*For Possible Action*)

On motion of Commissioner Hartung, seconded by Mayor Lawson, which motion carried unanimously, Chair Jardon ordered that Consent Items 4.1 through 4.18 be approved, excluding Item 4.13, which was previously approved.

Item 5.1 thru 5.3 PUBLIC HEARING ITEMS

- 5.1 Conduct a public hearing on the FY 2022 RTC Final Budget; approve the FY 2022 RTC Final Budget (*For Possible Action*)
- a. Staff presentation
 - b. Public hearing
 - c. Action

Ms. Stephanie Haddock, RTC Director of Finance and CFO, addressed the Board to provide a presentation update on the Fiscal Year 2022 (FY 22) Final RTC Budget. The RTC Advisory Committees both recommended approval by the Board.

Ms. Haddock gave an overview of the numbers for each of the RTC program revenues and expenses, ending fund balances, spending restrictions, reserves, projections, etc. Upon conclusion of the presentation, Ms. Haddock recognized her staff and offered to answer any questions

Commissioner Hartung commented that he was not able to identify specific funding for additional safety measures on side streets and asked where those funds might be located. This would be for items such as speed humps, crosswalks, stop signs, etc.

Executive Director Thomas responded that those funds were part of the TA Set-aside program.

Ms. Haddock added that those funds are not included in this budget because it is not technically RTC's money. Instead, the funds are a direct pass-through from NDOT.

Commissioner Hartung then asked where the 3rd lane on Pyramid is located as it is not included in the agency goals.

E.D. Thomas said that it was not in the agency goals but will be flagged to move that project forward with NDOT as Pyramid is an NDOT facility.

Chair Jardon mentioned improvements related to Vision Zero and school zones, and the need to slow drivers down.

E.D. Thomas said that if a goal is requested by the commissioners, it will be added and resources will be found, if needed, or other entities may need to fund all or a portion of the funding.

Commissioner Hartung said there are many items that are not included in the list of agency goals which have been discussed at prior meetings, including a goal from Mayor Lawson.

E.D. Thomas said that staff begins with a broad set of goals which can and will be refined as needed based on requests made today.

Chair Jardon said that staff will bring back a revision of the agency goals with action items included, based on discussion held today. She would like all participants in the Vision Zero goal to coordinate to bring specific safety needs to the forefront as a focus in the goals.

She continued, saying that funding a campaign to increase ridership was also supposed to be included in the goals.

Ms. Haddock said that there is \$300,000 included in the MPO portion of the budget for a focus on ridership, including UNR.

Mayor Lawson then requested to add an extension to La Posada into the goals because it is crucial for the entire region.

E.D. Thomas said the goals will be pulled from the budget for updating and brought back for separate approval at a future meeting.

This item being a public hearing, Chair Jardon opened the item up for public comment.

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

Under discussion, Commissioner Hartung confirmed that the goals will be brought back for separate approval and they are not required to be a part of the budget.

Ms. Haddock confirmed that the goals do not need to be funded in this specific budget.

On motion of Commissioner Hartung, seconded by Commissioner Delgado, which motion carried unanimously, the FY 2022 RTC Final Budget was approved, excluding the agency goals.

Chair Jardon then said that there had been some confusion on the public comment requests and Ms. Debbie Calkins was called to speak.

Ms. Calkins, representing Teamsters Local 533, addressed the Board to say that an amendment allowing Keolis to bring extra cleaning, special or emergency services will likely violate their collective bargaining agreement and the Teamsters will bring all legal action as is needed.

She requested that the item be pulled from the agenda, but it had already been approved with clarification that the amendment will have no effect on the employees or Keolis' contract with the union.

E.D. Thomas stated for the record that the RTC does not have a collective bargaining agreement with anyone but are happy to listen to anyone wishing to speak.

Chair Jardon said that we are moving back to item 1.4 because technical issues had been repaired.

Item 1.4 SPECIAL PRESENTATION

Mr. Kyril Plaskon, Chairman of the Truckee Meadows Bicycle Alliance (TMBA), gave a presentation on the importance of bicycle safety and also discussed the benefits to users of e-bikes and scooters.

E.D. Thomas mentioned that a status report on the Center Street project was supposed to be brought to the June meeting, but neither he nor the Chair will be present, so requested to bring it in July instead.

Next, a video was shown that had been put together by Sierra Nevada Construction and Dan LeBlanc so the business owners in Midtown would have an opportunity to say thank you for the Virginia Street BRT Extension project.

Upon conclusion, the Chair expressed how thrilled everyone is with how the project turned out.

(Presentation is available by contacting dthompson@rtcwashoe.com)

Item 6.1 thru 6.4 DISCUSSION ITEMS AND PRESENTATIONS

6.1 Update, discussion and potential direction to staff regarding legislative measures and issues being considered during the 81st (2021) Session of the Nevada Legislature *(For Possible Action)*

Mr. Mike Hillerby provided a brief update on the bills noted below, adding that this was one of the deadline days at the legislature, so quite a bit of movement between houses is expected to occur.

AB54, SB362, AB413, SB285, AB343, AB410, SB141, SB430, SB448, SCR10, and SCR11.

Upon conclusion, Mr. Hillerby offered to answer any questions. There were none.

6.2 Acknowledge receipt of a report on RTC's Construction Projects for Calendar Year 2021 *(For Possible Action)* ***Pulled from the agenda per Item 3.***

6.3 Acknowledge receipt of the 2020 Annual Report *(For Possible Action)*

Ms. Amy Cummings, Deputy Executive Director and Director of Planning, addressed the Board to show a video which correlated with the briefing materials for this agenda item. First, she thanked her staff, Lauren Ball, Michael Moreno, Nancy Mues, and Nicole Coots for putting the video together, along with RTC's IT department.

Some of the accomplishments included for calendar year 2020 were:

Community Outreach:

- Adapted to virtual community engagement and increased public participation
- 271 public meetings, presentations, and other events
- 149 media interviews, 52 Road Ahead segments, 78 press releases
- Expanded social media presence

Planning Studies Completed and Under Development:

- 2050 Regional Transportation Plan
- Coordinated Human Services Transportation Plan
- Bicycle, Pedestrian and Wheelchair Count Annual Report
- Affordable Housing Study

- University Area Transportation Study
- Electric and Alternative-Fuels Vehicle Infrastructure and Advanced Mobility Plan
- Lemmon Valley – Spanish Springs Connector Alignment and Planning and Environmental Linkages (PEL) Study
- Leadership in the Vision Zero Task Force

Public Transportation:

- 5.4 million RTC RIDE transit trips were provided
- 1.2 million RTC RAPID trips were provided
- 123,425 RTC ACCESS transit trips were provided
- FlexRIDE demonstration service expanded
- 227 RTC VANPOOLS
- Token Transit app sold 83,143 tickets; \$490,600 in sales; 8,534 unique customers; 550,314 estimated trips taken

Complete Streets:

- Virginia Street Project completed ahead of schedule and under budget
- Improvements constructed on Sun Valley Boulevard from 7th Avenue to Highland Ranch Parkway
- Improvements completed on East Prater, Greg Street, Lakeside Drive, and Kuenzli Street
- Design near completion for Oddie Wells Project
- \$23 million BUILD grant for Pyramid Highway
- Improved signal timing for 66 regional traffic signals
- 8.1 miles of new sidewalks constructed
- 6 miles of bike lanes added
- 5 new crosswalks
- 270 new pedestrian ramps constructed
- 6 new crosswalk warning devices

Vision Zero:

- #Dusk2DawnNV campaign to improve pedestrian safety
- Safe Routes to School Program funded
- Pedestrian fatalities 13% lower than 2020

E.D. Bill Thomas said that he is very proud of the accomplishments made during the pandemic. He emphasized that he was particularly proud of the RTC customer service staff and the assorted coach operators, along with support staffs for RIDE, ACCESS and FlexRIDE services that continued to transport members of our community to where they needed to go during such a difficult time, and service was not reduced at all.

Commissioner Hartung mentioned how successful the FlexRIDE service has been in Spanish Springs and thanked those who run it.

Chair Jardon commented that when the pandemic hit and while so many businesses were shutting down, it was impressive to see the buses still running as usual.

E.D. Thomas concluded the item by recognizing two members of the RTC family who passed away in the past year. Mayor Ron Smith, who sat on RTC's Board for approximately 11 years, and Deborah Hollis, an office administrator who worked with the RTC for over 17 years, are both greatly missed.

(Presentation is available by contacting dthompson@rtcwashoe.com)

6.4 Rate the Regional Transportation Commission (RTC) overall agency performance for Fiscal Year (FY) 2021 (July 1, 2020 to June 30, 2021) *(For Possible Action)*

Ms. Angela Reich, RTC Director of Administrative Services, addressed the Board and explained with a presentation the timeline and purpose of the Board's agency rating and how it factors into the funding amount available for the salary increase pool, which is then based on director review of individual staff accomplishments.

E.D. Thomas then provided an update on RTC's FY 2021 Agency Goals.

Vice Chair Ed Lawson commented that the first time he met with Senator Cortez-Masto, she congratulated he and the RTC for getting the grant for the Pyramid Highway. She also said that RTC's application for the grant was so far above the other applications that they couldn't say no and that says a lot about RTC staff.

Commissioner Hartung asked when the rating would be due and Ms. Reich responded if it could be done today it would be good.

Commissioner Hartung then asked if there is any program in place for the bus drivers.

E.D. Thomas said that because the RTC is not directly involved with the drivers, he would need to inquire and get back to him.

Chair Jardon again complimented staff on just how much got done during a pandemic as well as coach operators and would like to find some way to thank them. She added that she has seen the same faces at the RTC over her tenure on the Board which says a lot about the RTC being able to retain good workers.

Commissioner Hartung made a motion to give the agency a rating of 1.5, which was seconded by Commissioner Delgado, and carried unanimously.

(Presentation is available by contacting dthompson@rtcwashoe.com)

Item 7.1 thru 7.3 REPORTS

Item 7.1 RTC Executive Director Report

RTC Executive Director (E.D.) Bill Thomas addressed the Board to speak on the following:

1. To date, an estimated 150 out of 212 Keolis fixed-route employees have received the COVID-19 vaccination. For MTM paratransit staff, 43 out of 74 employees have received the vaccine, but noted that many employees are choosing not to disclose their status. Per HIPAA regulations, employers may ask but cannot require an employee to declare if they have received the vaccine. Keolis and MTM continue to encourage their workforce to get vaccinated for their safety, and the safety of their co-workers, families and their passengers.

Although the wearing of masks requirement is being lifted across the state and the nation, the TSA and CDC still require the wearing of masks on public transportation until September 13th. The RTC is complying with this federal requirement on all of our transit services and transit facilities through signage and social media messaging.

He added that additional resources are being provided to the RTC. The Department of Health and Human Services Testing and Diagnostics Working Group, in partnership with the CDC, have selected the RTC to pilot the Ellume COVID-19 Home Test. Our allocation is more than 2,000 test kits. These are self-tests which CDC guidelines recommend public-facing employees, such as transit drivers and other frontline staff, are tested for COVID-19 once a week. We will be learning more in the coming days and will update you at your next board meeting.

2. E.D. Thomas highlighted a bike safe ride event, with photos, held at Billingshurst middle school earlier this month. This included more than 130 students, staff and volunteers, including Reno and Washoe County School District police, working with MJ Cloud, Safe Routes to Schools Coordinator. The kids learned about safety in a school assembly and received safety materials to bike safely to and from their school and in their neighborhood. Mayor Lawson also participated in a bike safe ride event at Lena Juniper elementary school. This year, a record 15 schools participated in School Bike Week.

Bike Month continues through the end of May. People who commute by bike and log their trips using the RTC Smart Trips website may be eligible to win one of the Truckee Meadows Bicycle Alliance Commuter Challenge prizes.

For information and a calendar of ongoing activities and events offered by the Truckee Meadows Bicycle Alliance, visit their Facebook page or their website at Bike Washoe DOT Org.

3. Senator Catherine Cortez Masto has introduced legislation to strengthen infrastructure that fosters travel and tourism, particularly in Nevada, hard hit during the pandemic. The TRAVEL Act would provide key financial support for transportation networks in Nevada, launch an office of travel and tourism within the U.S. Department of Transportation, create a \$1.2 billion national travel mobility program to

decrease congestion, improve safety, promote efficiencies in freight travel, and include many other projects that make travel easier in the Lake Tahoe Basin and along the I-80 corridor and I-15.

The RTC strongly supports her bill and has given our endorsement to the proposed legislation. Our thanks to the Senator for her advocacy and leadership on this front.

4. RTC's FlexRIDE Incline Village / Sand Harbor pilot transit service begins on Saturday, May 29th. The service will operate from 7 am to 9 pm, seven days a week, starting this Memorial Day weekend through the Labor Day holiday weekend in September.

Reservations are required to be made 1 to 3 days in advance by calling (775) 335-0035. Fares are \$5 per person per one-way trip, \$2.50 for reduced fare for those that qualify, and a \$2 entrance fee into Sand Harbor for those going to the park. Children 5 and under ride free with an adult, plus the additional \$2 Sand Harbor entry fee. Fares can only be paid using the Token Transit app, or by purchasing a ticket at RTC 4TH STREET STATION or RTC CENTENNIAL PLAZA. Proof of purchase for roundtrip tickets are required when boarding.

The FlexRIDE vehicles are ADA accessible with wheelchair lifts and currently have room for up to six passengers each. The vehicles are equipped with bike racks and luggage nets. The FlexRIDE Incline Village / Sand Harbor service begins its route at The Summit mall park and ride location and ends at Sand Harbor, with stops in between. For information go to RTC Washoe DOT COM forward slash FlexRIDE.

We thank the Tahoe Regional Planning Agency and the regional partners working together with the RTC to bring this pilot transit service to fruition. I also want to give a special thanks to Senator Cortez Masto for her support. She announced the development of this service last August, in advance of the 24th annual Lake Tahoe Summit.

5. The RTC is excited to announce a new partnership with the Lahontan Audubon Society- the Birding By Bus transit program. People can now enjoy birding in the Truckee Meadows using our transit system to reach area parks.

Information is available at the Lahontan Audubon Society's website, <https://www.nevadaaudubon.org/> and www.rtcwashoe.com.

6. The Public Relations Society of America, Sierra Nevada Chapter, has awarded the RTC an Award of Excellence for the Virginia Street Project outreach communications. The award was given at their virtual event last week in the category: Strategies & Tactics, Audio, Video and Webcasts. Congratulations to the RTC communications team and the project outreach team for this recognition.

7. The day of the meeting was the Stuff A Bus for Seniors donation drive from 2 pm to 7 pm at Sam's Club, located at 4835 Kietzke Lane in Reno. This is the 8th year for the annual event thanks to our chair.

New and unused items were accepted during the donation drive by volunteers staffing the event who wore masks and followed safety and social-distancing guidelines. Donors did not need to get out of their cars.

Item 7.2 RTC Federal Report

E.D. Thomas said that a written report was included in the agenda packet for this meeting and he mentioned that in a recent Senate Banking hearing, Senator Cortez-Masto mentioned RTC's Virginia Street Project and expressed her desire to see RTC retain the more than \$10 million in federal funding that was allocated to the project.

Additionally, Congressman Amodei made a community funding request for \$6 million for the Hydrogen Fuel Cell project and \$6 million for the Arlington Bridges project.

Item 7.3 NDOT Director Report

NDOT Deputy Director Cole Mortensen addressed the Board to provide a presentation on current safety statistics, an extensive update on the Spaghetti Bowl Express project, improvements to the various Incline highways, including Mt. Rose, and that May is Bike Month.

NDOT now has a new regional Twitter account and encourages citizens to follow them.

Lastly, Jeff Lerud has been appointed as Deputy Director of NDOT Operations and Maintenance.

Commissioner Hartung said that when the RTC needs something done with NDOT, Deputy Director Mortensen gets it done. He added that the Director Swallow also does a great job and has a lot on her plate. He then asked for the 3rd lane on Pyramid that he's been wanting.

Chair Jardon also thanked Deputy Director Mortensen and NDOT for their part in the CARES project.

(Presentation is available by contacting dthompson@rtcwashoe.com)

Item 8.1 *COMMISSIONER ANNOUNCEMENTS AND UPDATES*

There were none.

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.

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

Item 10 ***ADJOURNMENT***

On motion of Commissioner Hartung, seconded by Mayor Lawson, 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 11:15 a.m.



NEOMA JARDON, Chair
Regional Transportation Commission