

**NOTICE OF MEETING OF THE
CARSON CITY REGIONAL TRANSPORTATION
COMMISSION (RTC)**

Day: Wednesday
Date: September 14, 2022
Time: Begins immediately after the adjournment of the Carson Area Metropolitan Planning Organization meeting that begins at 4:30 p.m.
Location: Community Center, Robert “Bob” Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the RTC meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: cmartinovich@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. Call to Order – Regional Transportation Commission

2. Roll Call

3. Public Comment:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

4. For Possible Action: Approval of Minutes – August 10, 2022

5. Public Meeting Item(s):

5-A For Possible Action – Discussion and possible action regarding (1) a contract (“Contract”) with TransLoc Inc. (“TransLoc”) to provide the equipment, software and services needed to equip Jump Around Carson’s (“JAC”) JAC Assist paratransit buses with computer aided dispatch/automatic vehicle location (“CAD/AVL”), automatic passenger counting (“APC”) and WiFi (collectively, “Services”) for an initial term of three years for a total not to exceed amount of \$76,368, then automatically renewing each year unless terminated, and (2) authority for the

Transportation Manager to permit up to two one-year options to extend the contract beyond the initial three-year term.

Staff Summary: The Services provided through this contract will, among other things, provide the technological infrastructure necessary to provide contactless fare payment on JAC Assist's paratransit buses. The Contract expenses over the initial three-year term are \$29,540 for the one-time purchase and installation of hardware, plus yearly recurring software subscription costs not to exceed \$15,150 in year one, \$15,605 in year two, and \$16,073 in year three. The increased maximum software subscription costs for years two and three result from a contractual option permitting, but not requiring, TransLoc to increase subscription costs by a maximum of 3% annually. Staff solicited bids from qualified contractors and received three proposals. Staff recommends award to TransLoc as they had the lowest responsible proposal that meets all the JAC paratransit requirements.

5-B For Possible Action – Discussion and possible action regarding a proposed Fixed-Route Rider Policies and Procedures (“Policy”) for Jump Around Carson (“JAC”).

Staff Summary: The proposed Policy provides JAC's fixed-route riders a single reference document to help them navigate and understand JAC's operations, fares, and rules. Staff is seeking approval of the Policy, which is intended to improve the clarity and readability of existing guidance and policies, as well as incorporate forthcoming changes to JAC fares.

5-C For Possible Action – Discussion and possible action regarding (1) Amendment 1 (“Amendment”) to Cooperative Agreement No. PR214-21-063 (“Agreement”) with the Nevada Department of Transportation (“NDOT”) increasing the Agreement funding from NDOT from \$626,595.90 to \$784,490.63, with a corresponding local match increase under the Agreement from \$31,329.80 to \$39,224.53, to fund a Safe Routes to School Master Plan for Douglas County (“Douglas County Plan”) through the Western Nevada Safe Routes to Schools Program (“WN-SRTS Program”); and (2) authority for the Transportation Manager to sign the Amendment as well as future amendments to the Agreement to extend the time for performance or to approve funding changes not exceeding 10% of the amended Agreement amount.

Staff Summary: The WN-SRTS Program was established in 2017 and serves Kindergarten through 8th grade students within Carson City and Douglas, Lyon, and Storey Counties. If approved, the Amendment will support development of the Douglas County Plan using professional services and other associated project management activities. The Amendment increases the funding from NDOT by \$157,894.73 and increases local match obligation by \$7,894.73.

5-D For Possible Action – Discussion and possible action regarding a Community Development Block Grant (“CDBG”) application by the Carson City Public Works Department seeking \$350,000 for sidewalk, Americans with Disabilities Act (“ADA”), and other improvements along select portions of Carmine Street, including intersections, between N. Lompa Lane and just east of Airport Road.

Staff Summary: Staff seeks approval to submit a CDBG application for the fiscal year (“FY”) 2023 grant cycle in the amount of \$350,000 to replace existing and/or construct new ADA compliant pedestrian curb ramps, replace substandard sidewalks, enhance crosswalk safety at intersections, and reconstruct roadway pavement and drainage infrastructure (including residential driveway aprons connecting to sidewalks), as needed, along portions of Carmine Street and at associated nearby intersections.

5-E For Discussion Only – Discussion and presentation regarding Fiscal Year (“FY”) 2022 transportation activities.

Staff Summary: Carson City’s FY 2022 ended on June 30, 2022. Staff will present a summary of FY 2022 transportation activities and accomplishments.

6. Non-Action Items:

6-A Transportation Manager’s Report

6-B Street operations activity report for July 2022

6-C Other comments and reports, which could include:

- Future agenda items
- Status review of additional projects
- Internal communications and administrative matters
- Correspondence to the RTC
- Additional status reports and comments from the RTC
- Additional staff comments and status reports

7. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

8. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** – The RTC will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and would not be subject to a three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, including copies of the supporting material regarding any of the items listed on the agenda, please contact Christopher Martinovich, Transportation Manager, in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at cmartinovich@carson.org, or by phone at (775) 887-2355 at least 24 hours in advance.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify RTC staff in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at cmartinovich@carson.org, or by calling Christopher Martinovich at (775) 887-2355 at least 24 hours in advance of the meeting.

This agenda and backup information are available on the City’s website at www.carson.org/agendas and at the office for Carson City Public Works - 3505 Butti Way, Carson City, Nevada, 89701 (775) 887-2355.

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