



**REGIONAL TRANSPORTATION COMMISSION
CITIZENS MULTIMODAL ADVISORY COMMITTEE
MEETING AGENDA**

**Wednesday, February 5, 2020 at 5:30 pm
Regional Transportation Commission
1st Floor Conference Room
1105 Terminal Way, Reno NV 89502**

I. The Regional Transportation Commission 1st floor conference room is accessible to individuals with disabilities. Requests for auxiliary aids to assist individuals with disabilities should be made with as much advance notice as possible. For those requiring hearing or speech assistance, contact Relay Nevada at 1.800.326.6868 (TTY, VCO or HCO). Requests for supporting documents and all other requests should be directed to RTC Metropolitan Planning at 775-348-0480. Supporting documents may also be found on the RTC website: www.rtcwashoe.com.

II. The Citizens Multimodal Advisory Committee (CMAC) has a standing item for accepting Public Comment on topics relevant to the RTC CMAC that are not included on the agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. For specific items on the CMAC agenda, public comment will be taken at the time the item is discussed. Individuals providing public comment will be limited to three minutes. Individuals acting as a spokesperson for a group may request additional time. Individuals will be expected to provide public input in a professional and constructive manner. Attempts to present public input in a disruptive manner will not be allowed. Remarks will be addressed to the CMAC as a whole and not to individual members.

III. The CMAC may combine two or more agenda items for consideration and/or may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

ITEM 1 Approval of Agenda (*For Possible Action*)

ITEM 2 Public Comment - *please read paragraph II near the top of this page*

ITEM 3 Approval of the November 6, 2019 Meeting Minutes (*For Possible Action*)

ITEM 4 Acknowledge Receipt of a Report on the Proposed RTC RIDE Service Change and Provide Feedback (*For Possible Action*)

ITEM 5 Acknowledge Receipt of a Report on an Update of the Sparks FlexRIDE Service (*For Possible Action*)

ITEM 6 Acknowledge Receipt of a Report on Pedestrian Safety Zones and Signalized Pedestrian Crossings (*For Possible Action*)

ITEM 7 Acknowledge Receipt of a Report on an Update of the 2050 Regional Transportation Plan (RTP) Development (*For Possible Action*)

ITEM 8 Reports (*Written reports only unless Committee wishes discussion*)

- a. RTC Board Minutes
- b. Engineering Department Monthly Report
- c. Public Transportation and Operations Department Monthly Report
- d. Planning Department Report
- e. Procurement Report
- f. Administrative Services Activity Report

ITEM 9 Member Announcements/Agenda Items for Future CMAC Meetings (*For Possible Action*)

ITEM 10 RTC/RIDE/ACCESS Staff Items (*Informational Only*)

ITEM 11 Public Comment - *please read paragraph II near the top of this page*

ITEM 12 Adjournment (*For Possible Action*)

The Committee **may** take action on any item noted for possible action

**REGIONAL TRANSPORTATION COMMISSION
CITIZENS MULTIMODAL ADVISORY COMMITTEE
Meeting Minutes**

Wednesday, November 6, 2019

CMAC Members Present

Chun (Alan) Chao
Vince Harris
Paul Malikowski
Vice-Chair, Jeff Bonano
Sigurd Jaunarajs

Laura Azzam
Mark Tadder
Harvey Katz
Majima Mayuko
Jillian Keller

CMAC Members Absent

Chair, Molly O'Brien
Suraj Verma
Rudy Leon

Dora Uchel
Scot A. Munns

RTC Staff

Amy Cummings
Xuan Wang
Jacqueline Maldonado

Dan Doenges
Brian Stewart

CMAC Guest

Ride Right guests

Stephanie Chen, WCHD

The Citizens Multimodal Advisory Committee (CMAC) met in the RTC 1st Floor Conference Room, 1105 Terminal Way, Reno, Nevada. The meeting was called to order at 5:30 p.m. by the Vice-Chair, Jeff Bonano.

ITEM 1. APPROVAL OF AGENDA

The agenda was approved with item 8. on the agenda before item 4. on the agenda.

ITEM 2. PUBLIC COMMENT

There were no comments given.

ITEM 3. APPROVAL OF THE SEPTEMBER 4, 2019 MEETING MINUTES

The minutes of the CMAC meeting September 4, 2019, were approved as submitted.

Agenda item 8. was moved before agenda item 4. on the agenda.

ITEM 8. RTC/RIDE/ACCESS STAFF ITEMS *(Agenda item 8. was moved before agenda item 4. on the agenda).*

Brian Stewart, RTC Director of Engineering gave a presentation on the SouthEast Connector (SEC) changes to the speed limit to 45 and he stated that the City of Reno currently has a speed limit study at the Clearwater Way, Pembroke Drive and Miraloma Drive which, the City of Reno has the jurisdictions to set the speed limits in that area.

Paul Malikowski asked about the records for the crashes in that area and Brian Stewart stated NDOT has the crash data for reports. A discussion continued on crashes in that area the changes to the speed limits in that area.

ITEM 4. ACKNOWLEDGE RECEIPT OF A PRESENTATION ON THE SOUTH MEADOWS MULTIMODAL TRANSPORTATION STUDY

Xuan Wang, RTC Project Manager gave a presentation the South Meadows Multimodal Transportation Study. A copy of the PowerPoint Presentation is on file at the RTC Metropolitan Planning Department. The draft study will be completed next month and the final study will be completed early next year. She then asked if there were any questions. There was no discussion.

Laura Azzam made a motion to acknowledge receipt of a presentation on the South Meadows Multimodal Transportation Study.

Vince Harris seconded.

The motion carried unanimously.

ITEM 5. ACKNOWLEDGE RECEIPT OF A REPORT ON THE DRAFT 2050 REGIONAL TRANSPORTATION PLAN (RTP) DEVELOPMENT SCHEDULE

Amy Cummings, RTC Deputy Executive Director/Director of Planning provided an overview of the draft 2050 Regional Transportation Plan (RTP) development schedule and highlighted the project milestones for the draft 2050 RTP. She handed out a copy of the draft 2050 RTP RTC staff report for November 15, 2019, RTC Board meeting. She stated there will be items every month about the draft 2050 RTP at the advisory committee meetings and the next month draft 2050 RTP item will be on the emissions data for further questions from the committee.

The Vice-Chair asked about the Wild Creek High School and the McCarran Blvd and Pyramid Way and with the new developments in that area and are they included in the plan. She stated it will be included in the Transit Demand Model (TDM) and the draft 2050 RTP. Amy Cummings, RTC Deputy Executive Director/Director of Planning stated NDOT is launching NDOT safety plan studies for the McCarran Loop and other widening, capacity and traffic calming studies/projects for the issues in that area.

Harvey Katz asked about the I-80 improvements included in the plan. Amy Cummings, RTC Deputy Executive Director/Director of Planning stated that the current RTP includes the NDOT Spaghetti Bowl Project, which is in final design and the 1st phase will start in the spring which, also includes the Spaghetti Bowl Express (SBX).

Vince Harris asked about Air Quality consultants on the study and the goals for gas emissions reductions. Amy Cummings, RTC Deputy Executive Director/Director of Planning stated RTC is in coordination with the Washoe County District Health Department—Air Quality Management Division (WCDHD-AQMD) and that Xuan Wang, RTC Senior Technical Planner is the RTC staff who manages the AQ model and the TDM. She also stated that an interagency AQ consultation group meets quarterly and will review the plan. The group consists of Federal Streets and Highway Administration (FHWA), Federal Transit Administration (FTA), Nevada Department of Environmental Protection (NDEP), NDOT, US Environmental Protection Agency (EPA) and TMRPA. Amy Cummings, RTC Deputy Executive Director/Director of Planning stated the Governor Steve Sisolak has identified a priority for the Climate Action Plan for the City of Reno. She stated RTC's goals are the gas emissions targets within the emissions budget limits of funding for the plan. A discussion continued on the gas emissions, MAP-21—Moving Ahead for Progress in the 21st Century Act (Map 21) Performance Measures for the Congestion Mitigation & Air Quality (CMAQ) funding.

Harvey Katz made a motion to acknowledge receipt of a report on the draft 2050 Regional Transportation Plan (RTP) Development Schedule.

Sigurd Jaunarajs seconded.

The motion carried unanimously.

ITEM 6. REPORTS

There was no discussion on the reports.

ITEM 7. MEMBER ANNOUNCEMENTS/AGENDA ITEMS FOR FUTURE CMAC MEETINGS

- Sigurd Jaunarajs made an announcement on a loss of life, a pedestrian fatality and to remember it in our planning efforts.
- Laura Azzam made an announcement on pedestrian crosswalks and coordinating the lights where she walks—Amy Cummings, RTC Deputy Executive Director/Director of Planning stated she will contact a RTC traffic signal engineer to contact her. A discussion continued.
- Mark Tadder asked about updates on the pilot for FlexRIDE transit service and gave an item for the bus stops outside signs coordination for the blind. Dan Doenges, RTC Planning Manager stated the request could be recommended for the Transportation Alternative grant to address the bus stations. A discussion continued on the bus stops.
- Jillian Keller gave an item for areas on pedestrian safety zone.

Agenda item 8. was moved before agenda item 4. On the agenda.

ITEM 9. PUBLIC COMMENT

There were no public comments given.

ITEM 10. ADJOURNMENT

The meeting adjourned at 6:25 p.m.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

February 5, 2020

AGENDA ITEM 4

TO: Citizens Multimodal Advisory Committee

FROM: Michael Dulude
Transit Planner / Scheduler

SUBJECT: May 2020 Service Change Summary

RECOMMENDATION

Acknowledge receipt of a report on the proposed RTC RIDE service change and provide feedback.

SUMMARY

RTC RIDE continually looks to provide the best service by improving on-time performance, shortening passenger's travel times, and offering innovative services. RTC RIDE is committed to performing two service changes per year to ensure the latest innovations and services are available to the passengers and the public. The next service change is scheduled for May 2, 2020 and will contain the following changes:

North Valleys Service

RTC RIDE is planning to implement a second microtransit, or FlexRIDE, pilot project in the North Valleys of the Truckee Meadows. The FlexRIDE service will have zones that will include these major areas: Lemmon Drive from Buck to Deodar, Military Road, the Raleigh Heights area, and the community just north of Parr Boulevard. Transfer points will be available to transfer to Route 7 and will include the Bonanza Casino, North Virginia Street with the Raleigh Heights area, and Walmart on Sky Vista Drive. Various points-of-interest will be available to FlexRIDE passengers and they will include North Valleys High School, Walmart, Raley's, Washoe County Sheriff's Department (WCSO), and others. Funding this service will require the discontinuation of Route 17.

Although Route 17 has been in place for a number of years, ridership along this route is typically low. In a similar analysis to the Sparks FlexRIDE service area, RTC's microtransit planning consultant agreed the North Valleys would be a great candidate for a microtransit program. RTC is expecting to see similar results in the North Valley areas noted in the 'Microtransit' section above. The FlexRIDE program will cover all the areas of Route 17 plus a little more. The cost to operate Route 17 is enough to fund the FlexRIDE program in the North Valleys. Therefore, staff is recommending Route 17 to be discontinued.

To support the North Valleys area and ensure adequate coverage, there will also be changes to Route 7. RTC will re-align this route to serve North Virginia Street up to Lemmon Drive, which will allow for continued RTC RIDE (fixed-route) service to Amazon and other warehouses located near the North Virginia Street and Lemmon Drive intersection. Therefore, Route 7 will no longer turn on to Golden Valley Road to North Hills Drive to Buck Avenue to Sky Vista. The new alignment will be North Virginia Street to Lemmon Drive to Sky Vista. There will be transfer points to Route 7 from FlexRIDE at the Bonanza Casino, on North Virginia Street within the Raleigh Heights area, and at Walmart on Sky Vista.

Anticipating increased passenger load on Route 7 and to support growing employment in the area, RTC will add one additional morning trip at 5:45 AM to provide 30-minute frequency through the morning peak hours. Additionally, for the afternoon peak service, RTC will authorize Keolis (RIDE contract operator) to provide boosted service to accommodate bus overloads as needed.

The funding for this additional service will come from the remaining dollars from the discontinuation of Route 17 and in the implementation of FlexRIDE.

Route 25L (Reed High School Morning and Afternoon Bell Time Service) –

With the implementation of the planned FlexRIDE in the north and east downtown Sparks area, there was concern students would not utilize the FlexRIDE service to access Reed HS, as well as a concern the FlexRIDE service would be overwhelmed by students going to or from Reed HS. Due to these concerns, RTC elected to provide an AM and PM bell time service for the high school. Although the service is being utilized, data collection indicates that there are only four people on average using the Route 25L to travel to or from the high school. Additionally, the data indicates that FlexRIDE has not be overwhelmed by the student load. Therefore, staff is recommending that this route be discontinued.

Route 9 –

As part of the November 2, 2019 service change, Route 9 was reconfigured to operate from the El Rancho Lincoln Line – RAPID station to the southern end of Kietzke Lane via the Virginia Line – RAPID station at South Virginia Street and Peckham Lane.

When the reconfiguration was planned, staff had discussions about diverting the route to encompass the Renown Medical Complex. However, the decision was made to remain on Kietzke Lane. Subsequent to the change, staff has received comments indicating a high desire to have easier access to Renown. Based on this feedback, staff will recommend that Route 9 be configured to serve Renown. This service will program the route to leave Kietzke Lane onto 2nd Street to Kirman Avenue to Mill Street to provide the necessary service to Renown. The route will reverse on the northbound trip of the service. Due to the added time to make this loop, the frequency will have to be adjusted from 30-minutes to 35-minutes. Route 9 will continue to service the very southern extent of Kietzke Lane. There is no additional cost for this change.

Virginia Line – RAPID –

In the midst of the economic boom in the Truckee Meadows, RTC RIDE and its operations contractor began having difficulty hiring and retaining bus operators. The effects of this on the RTC RIDE service was a loss of scheduled transit trips due to the lack of operators. The loss of trips has affected ridership, the reliability of the service, and on-time performance.

In an effort to assist the contractor with the reduced number of operators and the passengers, RTC staff cut some service to meet the pool of available operators. One of these cuts was to reduce the level of service on the Virginia Line – RAPID from 10-minute frequency to 12-minute frequency and re-optimize the vehicle schedule. The result of these two actions allowed the Virginia Line to be operated with only 5 buses instead of 7 buses, resulting the saving at least four operator positions. This change was implemented in January 2018.

Since that implementation, RTC has contracted with a different operations contractor, which is now Keolis. Contained in the new operations contract is a higher wage scale for the bus operators. The effect has been the ability to hire and retain bus operators. Additionally, bus operators who previously left are now going through the process of being re-hired. Furthermore, RTC has embarked on the Virginia Street Bus RAPID Transit Extension project to University of Nevada, Reno. One of the requirements of this project is the restoration of the 10-minute frequency of the Virginia Line – RAPID service.

Therefore, staff is recommending restoring the Virginia Line – RAPID service to 10-minute frequency and restoring the two buses.

Limited Specific Segment Run-Time Adjustments –

In an on-going effort to ensure each route is operating in a most efficient manner, the run-times between time-points need to be adjusted to stay relevant to the times. The effects of these adjustments are that the passenger has accurate and reliable time-table data and the operators are given the time necessary to operate the service in a safe and courteous manner. Therefore, staff will be making limited specific segment run-time adjustments that will slightly change the time-tables for certain routes.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

February 5, 2020

AGENDA ITEM 5

TO: Citizens Multimodal Advisory Committee

FROM: Michael Dulude
Transit Planner / Scheduler

SUBJECT: Sparks FlexRIDE Service Update

RECOMMENDATION

Acknowledge receipt of a report on an update of the Sparks FlexRIDE service.

SUMMARY

In calendar year 2019, staff presented the microtransit concept that was originally scheduled to begin May 2019 as part of the May 2019 RTC RIDE service change. However, due to a legislative issue which did not enable RTC to operate this type of service, implementation was delayed. During the 2019 legislative session, the Nevada Revised Statute (NRS) language was changed to allow for RTC authority to operate this service, and Governor Sisolak signed the bill into law effective October 1, 2019. Therefore, RTC implemented FlexRIDE on November 2, 2019 during the RTC RIDE service change.

The microtransit service, known as FlexRIDE, was successfully implemented. RTC staff and Transloc, the consultant hired to help model, plan, and implement the service, expected to achieve 100 passengers per day by the end of the third month of the six-month pilot project; and achieve 200 passengers per day by the end of the six-month pilot project. Upon implementation, FlexRIDE was immediately utilized; service started on a Saturday carrying 49 passengers, followed by 40 passengers on Sunday, and 92 on Monday. Since that time, the service has remained popular as demonstrated by the average ridership below:

	<u>Weekday</u>	<u>Saturday</u>	<u>Sunday</u>
November	142	69	67
December	145	85	89
January	148	86	81

FlexRIDE has experienced a daily high of 182 riders during the last two and half months of service. The RTC has received many positive comments regarding the service. The FlexRIDE service has shown to be a success by exceeding initial goals. RTC is planning a second pilot program for the North Valleys to be implemented as part of the May 2020 service change.



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February 5, 2020

AGENDA ITEM 6

TO: Citizens Multimodal Advisory Committee

FROM: Dan Doenges
Planning Manager/Interim Director of Planning

Andrew Jayankura, P.E., PTOE
Engineer II

SUBJECT: Pedestrian Safety Zones/Signalized Pedestrian Crossings

RECOMMENDATION

Acknowledge receipt of a report on Pedestrian Safety Zones and signalized pedestrian crossings.

SUMMARY

In response to requests from the Citizens Multimodal Advisory Committee, staff will provide information on Pedestrian Safety Zones and considerations for signalized pedestrian crossings. During the 2015 Nevada Legislature, Senate Bill 144 was introduced and passed authorizing certain governing bodies and the Nevada Department of Transportation (NDOT) to designate Pedestrian Safety Zones in certain circumstances. The policy for Pedestrian Safety Zones was established by NDOT – Traffic Operations Division.

Once established, the safety zone must be signed appropriately for all road users including motorists, pedestrians and bicyclists as a “Pedestrian Safety Zone.” A Pedestrian Safety Zone can carry a fine for traffic violations up to double the standard amount.

To date, there a Pedestrian Safety Zone has not been established in Nevada. The policy is currently under review with NDOT in order to streamline the process. NDOT Safety Division is working with the Reno Police Department and NDOT Traffic Operations to simplify the established policy and implement the first Pedestrian Safety Zone in Northern Nevada. Staff will update TAC and CMAC once the new process has been adopted.

Staff will also provide information on considerations for pedestrian crossing at signalized roadway intersections, including how pedestrian crossing signals are phased with vehicle signals. The RTC, along with partnering local agencies, have been retiming traffic signals in the Truckee Meadows. With just a little over 400 traffic signals, all traffic signals in the region are retimed on a three year basis, with a goal of a third of the signals updated each year. Over the last three years, as each

signal is retimed, the pedestrian signal timing is updated to current standards. For all signals, the City of Reno, Sparks and Washoe County adopted the “Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways.”

Both the Cities of Reno and Sparks can employ the Leading Pedestrian Interval (LPI) feature with the walk sign initiated prior to the onset of the green light. LPI’s are only employed in Reno/Sparks if there is limited sight visibility where drivers can’t see pedestrians crossing (typically a building blocks their view). Due to the difficulty to phase this feature with typical signal timing, and an increase in delay for vehicles, it is not widely employed. The City of Sparks can also employ the feature where the flashing yellow signal arrow can be disabled when a pedestrian button is pressed. This will eliminate any left-turning conflicts with crossing pedestrians. It is also not widely employed due to increase delay for vehicles.

Attachments

Appendix E. Pedestrian Safety Zones

I. Purpose

This Appendix provides additional details to the operations and safety study process for designation of Pedestrian Safety Zones on a State Highway as authorized under SB No. 144 of the 78th (2015) Nevada Legislature. A consistent approach to the investigation is imperative.

II. Background

A. SB No. 144 added a new section to NRS 484B.135 specifying the provisions of the bill and amended other sections of NRS 484B to conform thereto. The bill authorizes “certain governing bodies and the Department of Transportation to designate pedestrian safety zones in certain circumstances; providing for enhanced penalties for certain traffic violations in pedestrian safety zones; revising provisions relating to vehicles and pedestrians in certain crosswalks and intersections; prohibiting a driver from making a U-turn or passing another vehicle in a school zone or a school crossing zone in certain circumstances; and providing other matters properly pertaining thereto.”

B. The bill provides, in part:

1. Subsection 3 - A governmental entity that designates a pedestrian safety zone shall cause to be erected:

- (a) *A sign located before the beginning of the pedestrian safety zone which provides notice that higher fines may apply in pedestrian safety zones;*
- (b) *A sign to mark the beginning of the pedestrian safety zone; and*
- (c) *A sign to mark the end of the pedestrian safety zone.*

2. Subsection 5 - The governing body of a local government or the Department of Transportation may designate a pedestrian safety zone on a Local or State Highway if the governing body or the Department of Transportation:

- (a) *Makes findings as to the necessity and appropriateness of a pedestrian safety zone, including, without limitation, any circumstances on or near a highway which make an area of the highway dangerous for pedestrians; and*
- (b) *Complies with the requirements of subsection 3 and NRS 484A.430 and 484A.440.*

C. The National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) developed procedures for defining pedestrian safety zones. The NHTSA zone process provides a systematic method for targeting pedestrian safety improvements in a cost-effective manner. It involves defining relatively small geographic areas, or zones, where a relatively large proportion of the problem occurs. Once defined, a countermeasure program is applied in selected zones, targeting the locations with the biggest crash problems. Information contained within this study process are based on NHTSA’s *Zone Guide for Pedestrian Safety, December 2008*.

- 1. Communities can efficiently concentrate pedestrian safety improvements by carefully selecting where they are applied. To do this, small land areas (or zones) need to be identified where these improvements will reach many pedestrians whose crash risks is to be reduced.
- 2. The aim of zoning is to achieve the highest possible efficiency, which is expressed as the ratio of the percent of the problem addressed to the percent of land area

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covered. A ratio of 3 to 1 or more is the target and suggests that the zone process will yield a meaningful benefit.

III. Process

- A. Upon receipt of a request for designation of a pedestrian safety zone on a State Highway, at the discretion of the Chief Traffic Operations Engineer, the Traffic Operations Division as the point of contact, will assist Traffic Safety Engineering in the development of a study plan. Technical assistance in development or execution of the study plan may be requested, as needed, from NDOT Traffic Operations, Traffic Safety Engineering, Traffic Information, or others.
- B. NDOT will be working in collaboration with the local government entities to designate a pedestrian safety zone limits and the signages, in accordance with the law.
- C. A pedestrian safety zone shall be established based on documented pedestrian safety issues or concerns. The limits of the zone shall be as short as possible; however, at a minimum shall extend one intersection on all sides of the pedestrian safety issue. Reference Pedestrian Safety Zone figure included herein.
- D. A pedestrian safety zone may be designated as a component of a comprehensive pedestrian safety treatment system for a temporary basis. Such designation shall comply with all other guidelines contained herein and shall be removed at the conclusion of the event.
- E. Defining the zone is a 4 steps process that involves selecting the crash problem on which the zone will be based, ensuring availability of needed data, map the area and define the zone.
 1. Select the crash problem. Pick the pedestrian crash problem that the study intends to address. The crash problem is often directed towards a specific age group or status of the victim. In order to ensure a reasonably stable measure, a minimum of five year's crash records should be available for establishing pedestrian safety zones. A zone approach is appropriate when **all** of the following conditions exist.
 - (a) *Crash data needed to define the zone is available*
 - (b) *Data is sufficient to produce a stable map*
 - (c) *Pedestrian crashes cluster in some way*
 2. Map the pedestrian crashes either manually or by computerized mapping system like geographic information system (GIS). A large map of the area is required, and entry of any data subsets of interest must be planned prior to the start of the mapping. For example, if crash types are of interest, some method such as color coding would be needed to differentiate different crash types of interest. Separate maps might be needed to display different subsets of data.
 3. Define the zone by visual examination of the resulting map noting any crash clusters. If no clustering is apparent, the map shows crashes randomly spread, the problem may not be "zonable" for that area. Search first for circular zones, then search for linear zones, and then examine the zones and determine if their shapes need refinement.
 - (a) *A circular zone with radius of one-mile is easy to work with. Research shows most pedestrian crashes occur within one mile of the victim's home or work place and a land area of one-mile radius (just over three square miles) is a manageable area in which to concentrate program activities. Use a target rate of 10 crashes per zone as a minimum starting point.*

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- (b) *A linear zone should also be considered since most crash reduction programs include activities that can be applied to road segments. Examine maps for high frequencies of pedestrian crashes that occur along a single strip of roadway. For an annual crash rate on the order of 200, those roadway segments where six or more crashes occur in a two-mile segment should be identified as linear zones. This rate can be adjusted as necessary if the annual crash rate being examined is higher.*
 - (c) *The defined circular and linear zones should be examined to determine if efficiency might be improved if they were merged or their shape changed. It may be wise to reduce the size of a circular zone or change its shape if most of the events within it cluster near the center.*
4. Calculate efficiency measure and select final zone. The percentage of both crashes and land area covered should be calculated in order to determine program coverage efficiency. If the ratio of the percent of the problem addressed to the percent of the land area covered in the zone is much less than three, the zone may need to be reexamined to try to improve efficiency.
- (a) *Efficiency Ratio = $\frac{\% \text{ crashes of interest area}}{\% \text{ area those crashes occur over}}$*
 - (b) *An efficiency ratio of three to one or higher (i.e., 60% of the crashes of interest in 20% of the jurisdiction's land area) will permit the application of unique countermeasures within the zone that would be prohibitively expensive if deployed regularly.*
 - (c) *An efficiency ratio less than two indicates the study area is "non-zonable".*
- F. Any resulting authorization related to designation of a pedestrian safety zone on a State Highway will be at the sole discretion of NDOT.
- IV. NDOT Approval
- A. Upon conclusion of the pedestrian safety zone study, a memo will be prepared, detailing the recommended zone locations for the Traffic Operations Chief's review and approval. The approval will identify next steps required of the requesting party, if applicable (e.g. permit application, request for environmental review/clearance).
 - B. Approval by NDOT does not constitute environmental clearance or right-of-way verification for the installation of the traffic signs.
 - C. Approval by NDOT does not obligate NDOT to construct a pedestrian safety zone.
- V. Implementation
- A. The pedestrian safety zone installation must be completed within one year of the date of NDOT approval or issuance of a permit, if applicable.
 - B. For requests that are Development / Permit driven, the requesting party will be responsible for the pedestrian safety zone installation and for submitting a new permit application if the zone is not constructed within one year of the date of NDOT approval. All information will be reviewed based on conditions existing at the time of review and may result in denial of the permit.
 - C. For other requests, the District Traffic Engineer or Engineering Services Manager will initiate the appropriate work orders to install pedestrian safety zone signs, and implement recommended pedestrian safety zones.
 - D. NDOT Traffic Operations Division will prepare sign details and specifications for the signs specified in the law. Refer to Ped Safety Zone Signs figure included herein.

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- E. Once implemented, the District Traffic Engineer or Engineering Services Manager will notify the responsible law enforcement agencies for their awareness of a newly designated Pedestrian Safety Zone.
- F. NDOT Traffic Operations and Safety Engineering Divisions will coordinate with stakeholders to monitor crash reduction of pedestrian safety zones and adjust/remove zones as necessary.

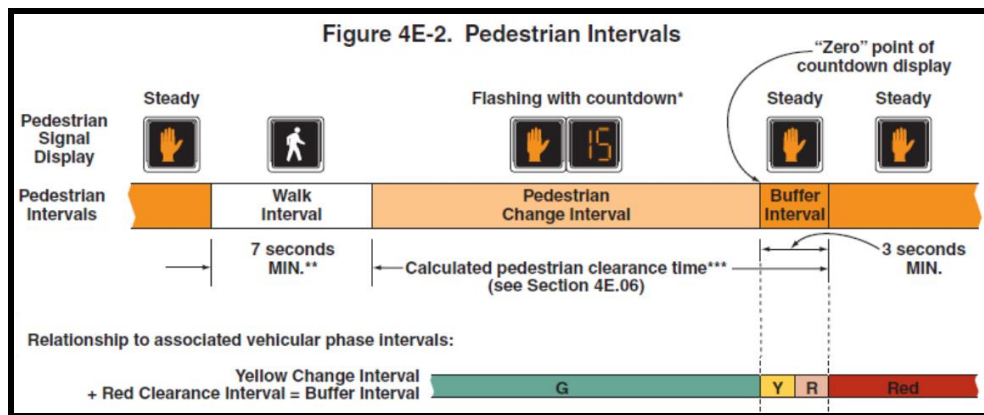
Signalized Pedestrian Crossing Information Sheet

The RTC, along with partnering local agencies, have been retiming traffic signals in the Truckee Meadows. With just a little over 400 traffic signals, all traffic signals in the region are retimed on a three year basis, with a goal of a third of the signals updated each year. Over the last three years, as each signal is retimed, the pedestrian signal timing is updated to current standards. Below are details of the standard used to time the pedestrian signals, and two special features that are/can be used at some intersections to enhance safety.

Standard

For all signals, the City of Reno, Sparks and Washoe County adopted the “Manual on Uniform Traffic Control Devices for Streets and Highways”, (published by the Federal Highway Administration (FHWA)) to install and maintain all traffic control devices on all public streets. <https://mutcd.fhwa.dot.gov/>

Under section 4E.06 (page 497) gives the standard to assume the pedestrian crossing speed of 3.5ft/s, sidewalk ramp to ramp, to calculate the pedestrian clearance time. The picture shows the relationship between the calculated ramp to ramp crossing time (pedestrian clearance time) and the traffic signal state (green, yellow, and red). As of December 2019, nearly 300 signals have been updated with the last 100 to be completed by end of January.



Special Feature #1

Both the Cities of Reno and Sparks can employ the “Leading Pedestrian Interval” (LPI) feature with the walk sign initiated prior to the onset of the green light. A video explaining the operation can be watched at this link <https://vimeo.com/12796930>.

There are three signals in the region that has this feature employed, and they are:

- Virginia St @ Liberty St – South side crossing (crossing Virginia St.)
- Virginia St @ 1st St – North side crossing (crossing Virginia St.)
- Stead Blvd @ Silver Lake – East side crossing (crossing Silver Lake)

LPI’s are only employed in Reno/Sparks if there is limited sight visibility where drivers can’t see pedestrians crossing (typically a building blocks their view). Due to the difficulty to phase this feature with typical signal timing, and an increase in delay for vehicles, it is not widely employed. We try to achieve a fair balance between the two.

Special Feature #2

The City of Sparks can also employ the feature where the flashing yellow signal arrow can be disabled when a pedestrian button is pressed. This will eliminate any left-turning conflicts with crossing pedestrians.

There is one signal in Sparks that has this feature employed, and it is:

- Los Altos Pkwy @ Ion Dr – North and South side crossing (crossing Ion Dr.)

This is employed due to heavy foot traffic during the start and release of Sepulveda Elementary School. This is not widely employed due to delays for left-turns.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

February 5, 2020

AGENDA ITEM 7

TO: Citizens Multimodal Advisory Committee

FROM: Dan Doenges, PTP, RSP
Planning Manager/Interim Director of Planning

SUBJECT: 2050 Regional Transportation Plan (RTP)

RECOMMENDATION

Acknowledge receipt of a report on an update of the 2050 Regional Transportation Plan (RTP) development.

SUMMARY

Staff will provide an update on the progress of the development of the 2050 RTP. Staff will provide information on existing conditions, outreach schedule, and visioning feedback.

**REGIONAL TRANSPORTATION COMMISSION
WASHOE COUNTY, NEVADA**

FRIDAY

9:00 A.M.

December 20, 2019

PRESENT:

**Bob Lucey, Washoe County Commissioner, Chairman
Neoma Jardon, Reno City Council Member, Vice Chair
Vaughn Hartung, Washoe County Commissioner
Oscar Delgado, Reno City Council Member
Ron Smith, Sparks City Council Member**

**Amy Cummings, RTC Interim Executive Director
Dale Ferguson, Legal Counsel
Cole Mortensen, Deputy Director of NDOT**

NOT PRESENT:

Kristina Swallow, 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 Lucey. Following the roll call and the Pledge of Allegiance to the Flag of our country, the Board conducted the following business:

RECOGNITION OF THE RTC BY THE FOOD BANK OF NORTHERN NEVADA FOR THE STUFF-A-BUS HOLIDAY FOOD DRIVE

Ms. Nicole Lamboley, President and CEO of the Food Bank of Northern Nevada, thanked the RTC for being a great partner with them for a number of years. This year, the food drive-by drop off included filling an RTC bus with food for those in need in our community.

RECOGNITION OF THE RTC BY WASHOE COUNTY SOCIAL SERVICES DEPARTMENT FOR THE STUFF A BUS DRIVE-BY DONATION DRIVE FOR FOSTER & ADOPTIVE CHILDREN

Ms. Amber Howell, Director of Washoe County Human Services Agency, said this was their first year of doing a stuff a bus donation drive for children in foster care. Previously, they had partnered with the RTC for a stuff a bus donation drive for seniors. Clothing donated will be used throughout the year for children at their Family Engagement Center. Over \$8,500 was also raised during this event. She then thanked the RTC and Sam's Club for their partnership in this event and hope to continue doing it annually.

Item 1 APPROVAL OF AGENDA

RTC Interim Executive Director Amy Cummings requested that Item 3.20 be pulled from the agenda.

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

Item 2.1 PUBLIC INPUT

Chairman Lucey 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.

Ms. Donna Clontz, representing multiple Senior Advocacy Committees, addressed the Board and thanked the RTC for the stuff a bus events and everyone involved in getting the word out for these drives.

She then said she had tried out the new FlexRIDE program and had a great experience. The only issue was learning how to use the app for the program, so they found a number to call and commented about how helpful they were; however, none of RTC's flyers include a phone number on them, so she recommended a number be added. She is also hoping to see FlexRIDE expanded to the outlying areas.

Next, Ms. Clontz mentioned the double-decker bus and would like to see it possibly be used as a hop-on-hop off bus similar to how they are used in Europe.

Mr. John Locke, local resident, addressed the Board to complain about the GM for Keolis, saying he had been the director of public transportation in Alaska and was terminated. He did not know why he was terminated. Mr. Locke accused the GM of lying, dishonoring and disrespecting the drivers of the fixed route system. He is also opposed to the double-decker bus and sees a lot of things going wrong with a bus like that. He added that tourism has dropped, so no double-decker is needed.

Ms. Sandi Hill, Vice President at Keolis, addressed the Board to say that the GM that was hired is highly qualified for the job and the termination in Alaska came as the result of a new mayor coming in and hiring his own appointees. She added that Keolis appreciates this partnership with the RTC and will do everything within their power to support the GM here in Reno and to provide excellent service to the community.

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

Item 2.2 ADVISORY COMMITTEES SUMMARY REPORT

On motion of Commissioner Hartung, seconded by Mayor Smith, which motion unanimously carried, Chairman Lucey 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 3.20 CONSENT ITEMS

Minutes

- 3.1 Approve the minutes of the October 24, 2019, meeting (*For Possible Action*)**
- 3.2 Approve the minutes of the November 15, 2019, meeting (*For Possible Action*)**

Engineering

- 3.3 Acknowledge receipt of the monthly Engineering Activity Report (*For Possible Action*)**
- 3.4 Acknowledge receipt of the Lemmon Drive monthly progress report (*For Possible Action*)**

Public Transportation/Operations

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

Planning

- 3.6 Acknowledge receipt of the monthly Planning Activity Report (*For Possible Action*)**
- 3.7 Acknowledge receipt of report on the 2050 RTP visioning exercise (*For Possible Action*)**

Administration

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

Procurement and Contracts

- 3.9 Approve the contract for the purchase of twenty-three (23) Genfare Fast Fare fareboxes for use on RTC RIDE coaches in an amount not to exceed \$381,668; authorize the RTC Interim Director to execute the agreement (*For Possible Action*)**
- 3.10 Approve the purchase of seventeen (17) electric hybrid fixed-route buses utilizing the Common Wealth of Virginia Fleet Vehicles procurement contract number E194-75548 for an estimated amount not to exceed \$13,855,000; authorize the RTC Interim Director to execute the agreement (*For Possible Action*)**
- 3.11 Approve the Request for Proposal (RFP) for the provision of RTC VANPOOL service (*For Possible Action*)**
- 3.12 Approve Change Order (CO) No. 05 for additional work items that provide better tie-in of the project to side streets directly adjacent to the project. This includes removal and replacement of associated improvements as listed:**

- Additional sidewalk on Walts Lane**
- Additional sidewalk, curb, and gutter on Arroyo Street**
- Additional curb and gutter at Mt. Rose Street**
- Additional pavement on Caliente Street**

This change increases total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15th Street, by \$129,634, for a new total contract amount of \$48,005,353; authorize the RTC Interim Executive Director to execute CO No. 05 (*For Possible Action*)

- 3.13 Approve Change Order (CO) No. 06, for revisions to the project design after execution of guaranteed maximum price (GMP) construction manager at risk (CMAR) contract.

This change increases total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15th, by \$ \$117,596, for a new total contract amount of \$48,122,950; authorize the RTC Interim Executive Director to execute CO No. 05 (*For Possible Action*)

- 3.14 Approve a Professional Services Agreement (PSA) with Atkins Engineering, SNA-Lavalin to provide design services and optional engineering during construction for the Sky Vista Parkway Widening and Rehabilitation project in an amount not to exceed \$1,709,038; authorize the RTC Interim Executive Director to execute the agreement (*For Possible Action*)
- 3.15 Approve Amendment No. 2 to the existing Professional Services Agreement (PSA) between the RTC and CFA, Inc. for additional construction services related to extending the construction contract duration for the Sparks Consolidated 19-01 Project in the amount of \$44,000, for a new not to exceed amount of \$464,943; authorize the RTC Interim Executive Director to execute the amendment (*For Possible Action*)
- 3.16 Approve an amendment to the existing agreement with Universal Protection Service, Inc. in an amount not-to-exceed \$129,170, to provide security services for five parcels RTC rents or owns as part of the Virginia Street Bus RAPID Transit Extension Project; authorize the RTC Interim Executive Director to execute the agreement (*For Possible Action*)

Inter-Agency Agreements

- 3.17 Approve an Interlocal Cooperative Agreement (ICA) between the RTC and the University of Nevada, Reno (UNR) for the Signal Timing 6 – Phase 1 project in an amount of reimbursement not to exceed \$375,000; authorize the RTC Interim Executive Director to execute the agreement (*For Possible Action*)
- 3.18 Approve an Interlocal Cooperative Agreement (ICA) between the RTC and the City of Reno for the Signal Timing 6 – Phase 1 project in an amount of reimbursement not to exceed \$75,000; authorize the RTC Interim Executive Director to execute the agreement (*For Possible Action*)
- 3.19 Approve an Interlocal Cooperative Agreement (ICA) between the RTC and the City of Sparks for the Signal Timing 6 – Phase 1 project in an amount of reimbursement not to exceed \$100,000; authorize the RTC Interim Executive Director to execute the agreement (*For Possible Action*)

Right-of-Way Documents

- 3.20 Approve a transfer of right of way from the Regional Transportation Commission (RTC) to the Nevada Department of Transportation (NDOT) previously relinquished to RTC for a portion of Double R Boulevard (*For Possible Action*) ***This item was pulled from the agenda under Item 1.***

On motion of Vice Chair Jardon, seconded by Commissioner Hartung, which motion carried unanimously, Chairman Lucey ordered that Consent Items 3.1 through 3.19 be approved.

Item 4.1 thru 4.2 METROPOLITAN PLANNING AGENCY (MPO)

4.1 Receive a report on the NDOT Spaghetti Bowl Project and provide input accordingly (For Possible Action)

Mr. Nick Johnson, NDOT Project Manager, said the State Transportation Board awarded the unsolicited design/build contract to the Ames/Q&D team, so the project is moving forward.

The contract value is approx. \$181 million and will kick-off in January 2020 with a substantial completion date of 2022.

Vice Chair Jardon thanked everyone who has been involved in the State Transportation Board meetings and is very proud of the governor and the board for selecting the option that will move the project forward in the fastest, most efficient manner. She wished to clarify for the record that there was an article that gave the impression of a loss of federal funding which wasn't clear, so asked Mr. Johnson to explain what happens with those federal funds.

Mr. Johnson responded that federal funding has not been lost, the funds were shifted but not lost and did not cost the Washoe County taxpayers any additional money.

Vice Chair Jardon then asked what will happen with the Governor's Bowl and more specifically, a parcel that could be used for the city's potential use of it for future homeless services. This was mentioned for the record and no reply was required.

On motion of Commissioner Hartung, seconded by Vice Chair Jardon, which motion carried unanimously, Chairman Lucey ordered that receipt of the report be acknowledged.

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

4.2 Approve Amendment No. 1 to Cooperative Agreement Number R170-19-015 with NDOT for installing Phase 1 of the Spaghetti Bowl Project otherwise known as the Spaghetti Bowl Xpress (SBX) in the total amount of \$30,000,000 spread over four fiscal years; authorize the RTC Chairman to execute the amendment (For Possible Action)

RTC Chief Legal Counsel Dale Ferguson first corrected an oversight made in the signature block of this agreement. It will be the RTC Interim Executive Director who signs the agreement instead of the RTC Chairman. This keeps the records congruent with the RTC internal policies.

On motion of Commissioner Hartung, seconded by Vice Chair Jardon, which motion carried unanimously, Chairman Lucey ordered that Amendment No. 1 be approved with the correction made by legal counsel.

Item 5.1 PUBLIC HEARING

5.1 Public hearing - no earlier than 9:05 a.m. Time Certain:

Discussion and recommendation to approve the resolution adopting Amendment No. 1 to the FFY 2020-2024 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 Amendment No. 1 to the FFY 2020-2024 Regional Transportation Improvement Program (RTIP) and the Self Certification for the metropolitan transportation planning process (*For Possible Action*)**

Interim E.D. Cummings explained that this item will make the RTIP match the agreement that was just amended for the Spaghetti Bowl Express project.

Mr. Michael Moreno, RTC Public Affairs Manager on behalf of Interim Planning Director Dan Doenges, said this change outlines what was done in relation to the TIP. He added that the public comment period began November 27th and concluded December 19th. It was advertised through media outlets, including RTC social media channels, and was presented to the RTC Technical Advisory Committee. No comments were received from the public.

This item being a public hearing, Chairman Lucey 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 Commissioner Hartung, seconded by Mayor Smith, which motion unanimously carried, Chairman Lucey ordered that the resolution adopting Amendment No. 1 to the FFY 2020-2024 Regional Transportation Improvement Program (RTIP) and the Self Certification for the metropolitan transportation planning process be adopted.

Item 6.1 thru 6.3 DIRECTOR REPORTS

Item 6.1 RTC Executive Director Report

Interim E.D. Cummings spoke briefly on the following topics, some of which were upcoming at the time of this meeting:

1. Upcoming project community meetings:
 - On Thursday, January 9th, the RTC will host a community open house at Dilworth Middle School from 5 to 7 pm. We are replacing deteriorated roadway and will add bike lanes, improve center medians and storm drainage, and make sidewalks, curb ramps, road crossings and pedestrian signals accessible. We are working with the City of Sparks to replace aging sewer infrastructure beneath Prater Way between McCarran and Greenbrae Drive. This work is anticipated to begin in April 2020.

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- On Tuesday, January 14th, a community open house for the Lakeside Drive Roadway Rehabilitation Project will be held at Bartley Ranch from 5 to 7 pm. This work entails reconstruction of Lakeside Drive between McCarran Blvd. and Evans Creek Drive, as well as some sidewalks and curbs will be replaced. Bike lanes will also be added on both sides. This work is anticipated to begin in June 2020.
 - Our last community meeting in January will be for the Oddie Wells Project on January 23rd at the Washoe County Senior Center at the county complex from 5:30 to 7 pm. Sixty percent design plans will be discussed and a brief presentation at 6 pm will be given and livestreamed on Facebook.
2. The Vision Zero Truckee Meadows initiative is gaining traction. Staff attended Councilman Delgado's pedestrian safety community meeting at Traner Middle School on December 10th and shared information about Vision Zero with the community supporting the councilman's efforts to improve pedestrian safety in the neighborhood.

On the previous Monday, Interim E.D. Cummings had the opportunity to participate in the ribbon cutting of a new pedestrian flasher at Kirman and Aitken, near Renown, with Councilman Delgado and Reno Vice-Mayor Reese. This event highlighted the partnership between local government and Renown to address a busy pedestrian intersection and improve safety for everyone.

She then thanked Councilman Delgado for the opportunities to raise community awareness about pedestrian safety in our community.

3. On Friday, November 22nd, the RTC hosted Governor Sisolak at RTC 4TH STREET STATION for the signing of his executive order to address climate change in the state of Nevada. The Governor wanted to highlight our electric bus program as a backdrop for the media event. Commissioners Delgado and Hartung represented the board at the event.
4. The RTC New Year's Eve FREE Safe RIDE will mark its 35th year to bring a safe transportation option to the community. RTC transit services will be free on New Year's Eve from 6 pm to 2 am. This service is made possible with the support of community partners which we will extend our appreciation to at next regular RTC board meeting.

A Public Service Announcement was then shown which would begin airing on KOLO TV prior to the holiday.

Thanks was given to Dr. Kris Deeter from Renown (featured in the PSA) who stepped up to advocate for pedestrian safety. Renown was also thanked as the signature sponsor for the New Year's Eve FREE Safe RIDE.

5. RTC administrative offices and transit customer service will be closed on December 25th, Christmas Day and January 1st, New Year's Day in observance of the holidays.
- RTC fixed-route transit services will be on a Sunday-level schedule on both days; the Regional Connector will not operate on these days.

6. The January RTC Board meeting will consist of a board meeting and transit workshop on January 17th. The meeting will be held at the SureStay Best Western Hotel across from the airport at 1981 Terminal Way in the 2nd floor conference meeting area. The board meeting will begin at 9 am and will be followed by the Transit Workshop.

Commissioner Hartung asked if any damage was done to the Villanova facility from the chemical spill on I-580.

Interim E.D. Cummings said there was no damage and operations resumed within about an hour. She thanked Rob Reeder, Mark Maloney, the Keolis team, and many others on the RTC staff for making sure that transition happened efficiently and effectively.

Commissioner Hartung thanked her for the updates she provided.

Commissioner Delgado thanked RTC staff for always being so open to meet with the communities.

Item 6.2 RTC Federal Report

A written update is available in the staff report materials for this item and Interim E.D. Cummings highlighted that Congress had passed a continuing resolution which removed the rescission discussed at RTC's previous board meeting that would have had an adverse effect on state funding for Nevada. Additionally, the RTC is applying for a Mobility for All grant. This will provide funding to streamline ACCESS customers who use Medicaid transportation.

Item 6.3 NDOT Director Report

NDOT Deputy Director Cole Mortensen provided a report on safety throughout the state. At this time, there have been 243 fatalities this year which is down from 2018. Pedestrian fatalities are down 17% and unrestrained occupant fatalities are down 44%.

He then provided follow-up information pertaining to requests from prior meetings as follow:

Advanced signal warning systems – NDOT would like to come back with an actual agenda item and presentation of the study.

The “Do Not Block Intersection” sign at Emerson has been installed and striping will be done soon, weather pending.

Speed studies on Pyramid Way – NDOT has done four speed studies, the first in May 2016, Nov. 2016, Sept. 2017, and August 2018.

Concerns about overnight closures of US 395 while the Parr/Dandini Bridge is being replaced – Generally, closures are done in off-peak hours during a lesser commute. It should not be a very big impact.

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Flooding at Eagle Canyon Drive – there is drainage coming down from further south of Eagle Canyon and when it gets to the culvert, it is over capacity and floods. NDOT is working with the City of Sparks to install a drainage crossing further to the south which should help.

Two school zone areas are being researched for safety – A meeting was held the prior Monday on possible safety improvements around Wooster H.S. and they are also looking into improvements at Hug H.S.

Commissioner Hartung thanked him for answering all the questions he had.

Vice Chair Jardon thanked NDOT for attending the meeting the prior Monday and said many great ideas and suggestions were put out there. One such idea is to determine a specific distance around any school to place flashers.

Chairman Lucey asked how active NDOT will be in the federal ROUTES initiative (Rural Opportunities to Use Transportation for Economic Success).

Deputy Director Mortensen said that he is not sure to what extent they have been involved but there is more emphasis on providing assistance to the rural communities for their infrastructure.

Chairman Lucey said he is specifically referencing 267 out of Gerlach which is highly impacted due to major event traffic. The urban areas benefit from those events but the rural areas do not.

Chairman Lucey then asked how everything is working with this year's snow on the roads.

Deputy Director Mortensen responded that there have been no issues to speak of.

Item 7.1 FINANCE

7.1 Receive a report on the FY 2019 Comprehensive Annual Financial Report (CAFR) for the Regional Transportation Commission of Washoe County (RTC) and authorize staff to submit the document to the Nevada Department of Taxation (*For Possible Action*)

Ms. Stephanie Haddock, RTC Director of Finance and CFO, addressed the Board to give her presentation report on the FY 2019 Comprehensive Annual Financial Report (CAFR), reviewing revenues, expenditures, debt service, carryovers, and net position. She added that the RTC again received an Unmodified Opinion, which is the highest possible rating that may be received. There were no findings or management comments on the financial audit or the A-133 Single Audit (*review of federal grants*).

Ms. Haddock then thanked RTC staff and gave special recognition to RTC Financial Manager Jelena Williams, who manages the team who puts the CAFR together. The team consists of Linda Merlin, Hannah Yue and Nelia Belin. (Presentation is available by contacting dthompson@rtcwashoe.com)

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Vice Chair Jardon asked what caused the drop in RIDE and ACCESS revenues.

Ms. Haddock responded that it was actually ACCESS, and they had a drop of 10%. She believes it is a sign of the economy and people using vehicles or getting other types of rides. Many of them are now using fixed route transit or trying FlexRIDE.

Mr. Mark Maloney, Director of Public Transportation and Operations, addressed the Board to explain that there are approximately 10 former ACCESS riders who are now using FlexRIDE, but because of the changes to available use of ACCESS, the Washoe Sr. Ride program is providing three times the amount of service they were before.

Vice Chair Jardon would like staff to continue tracking the ACCESS riders using the FlexRIDE pilot program. She also asked why fares are down on the fixed route program.

Ms. Haddock said that it is a combination of a decrease in ridership, the University students are now riding for free and there were more free ride days than before.

Vice Chair Jardon said there is a continuous request for service expansion so it concerns her to see a reduction in ridership. She believes it is important to track trends and focus future advertising campaigns to address those trends.

Commissioner Hartung would like to see more of a micro-examination of which routes perform well, which routes are losing money and why, and to look at the system as a whole for performance.

On motion of Commissioner Hartung, seconded by Vice Chair Jardon, which motion unanimously carried, Chairman Lucey ordered that the receipt of the report on the FY 2019 Comprehensive Annual Financial Report (CAFR) for the Regional Transportation Commission of Washoe County (RTC) be acknowledged and staff is authorized to submit the document to the Nevada Department of Taxation.

Item 8.1 ENGINEERING

8.1 Acknowledge receipt of the Virginia Street Bus Rapid Transit (BRT) Extension monthly progress report (*For Possible Action*)

Mr. Jeff Wilbrecht, RTC Project Manager, addressed the Board to provide a presentation update on the project. Work has begun on the east side of Virginia Street between Holcomb Ave. and Center St., sidewalks are in place up through Arroyo and almost to Vassar. The sidewalks will be complete, except lighting, by early to mid-January. At that time, work will begin on the round-about and construction work will continue north.

He added that work is going to start at North Virginia, near the UNR portion of the project in late winter or early spring. He then discussed continuing outreach and offered to answer questions. (Presentation is available by contacting dtompson@rtcwashoe.com)

Vice Chair Jardon emphasized that businesses continue to run during construction and encouraged the public to finish up any holiday shopping in Midtown.

Chairman Lucey commended everyone involved in the project for the great job they are doing.

On motion of Vice Chair Jardon, seconded by Commissioner Delgado, which motion unanimously carried, Chairman Lucey ordered that the receipt of the report be acknowledged.

Item 9.1 thru 9.2 GENERAL ADMINISTRATION

9.1 Discussion and possible action pertaining to the recruitment process to fill the position of RTC Executive Director (*For Possible Action*)

Before this item began, Vice Chair Jardon wished to make a clarification on a previous motion for the record. She stated that in November she had made a motion that the Chair was to work with Ms. Reich to advertise for the executive director position. Her intent was not to create a subcommittee or working group at that time; the intent was to direct staff to consult with or brief the Chairman to expedite getting the process started. This Board will determine process and procedures.

Chair Lucey then introduced Ms. Angela Reich, RTC Director of Administrative Services, and Mr. Zev Kaplan, RTC's outside counsel hired to work with Ms. Reich on this process. This allows for transparency as well as confidentiality and privacy of those applying for the position, and keeps the Board out of those discussions. He added that he's had conversations with Amy Cummings prior to and following Lee Gibson's departure, and Ms. Cummings has maintained a firewall between herself and the process and she is not informed of the inner workings of the process. She has willingly accepted this while she continues in her duties as the Interim Executive Director of the RTC.

Ms. Reich then addressed the Board to provide the process options as understood by RTC Human Resources as follows:

- HR will work independently from any RTC director staff and in conjunction with outside legal counsel and confidential support staff throughout all steps of the recruitment process.
- HR will screen application materials and determine if applicants meet the minimum qualifications as outlined in the executive director job description. HR will be responsible for all communication to the candidates throughout the recruitment process.
- HR will report the total number of qualified applicants at the January 17, 2020, Board meeting.
- The following is recommended based on the number of qualified applicants:
- If there are five (5) or fewer qualified applicants, *or a different number as directed*, the Board may interview and select a finalist at the February 2020 or other Board meeting as directed.

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- If there are six (6) or more qualified applicants, *or other number as directed*, HR will assemble an interview panel consisting of subject matter experts to conduct interviews and will recommend three (3) candidates to interview with the Board. The interview panel will not include any RTC staff.
- HR will update the Board throughout the process.
- The Board will interview Executive Director candidates by the identified process or other as directed and if an Executive Director is selected, the Board will provide direction on the negotiation of an employment agreement

Vice Chair Jardon asked for a recap on where the job is being posted.

Ms. Reich said it's been posted on Monster.com, Military.com and diversity job boards, as well as the RTC website (approximately 1,400 subscribers) and RTC social media. To date, on our website alone, there have been 156 people who have opened the advertisement.

Vice Chair Jardon said that the Board should interview all qualified applicants as long as it is not an enormous amount.

Chairman Lucey then provided more background about the discussions resulting in the following options provided:

- If there are five (5) or fewer qualified applicants, *or a different number as directed*, the Board may interview and select a finalist at the February 2020 or other Board meeting as directed.
- If there are six (6) or more qualified applicants, *or other number as directed*, HR will assemble an interview panel consisting of subject matter experts to conduct interviews and will recommend three (3) candidates to interview with the Board.

Commissioner Hartung agrees that all qualified applicants should be interviewed. If there is a large field of applicants, there could be an initial review with a closed ballot to narrow it down. He then asked if the job was posted on the state website.

Ms. Reich said she wasn't positive but would double check.

Mr. Kaplan then reminded the Board that whatever their decision is, the result is going to be a public meeting to consider the applicants, so at the time of agenda posting, their names and background will be public information. The potential applicants should also be made aware of that.

Chair Lucey said that is one of his concerns about the Board interviewing a large pool of applicants and they must be sensitive to all applicants' privacy as much as is possible. He then asked if it would be possible for each commissioner to meet with Ms. Reich and Mr. Kaplan individually to review the qualified applications prior to the posting of names. This would be attorney/client privileged information, no action would be taken at these briefings and no information would be given to any commissioner to take with them (as clarified by Commissioner Hartung).

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Chairman Lucey then asked if it is the Board's pleasure to postpone this item to the January 17, 2020, meeting once everyone has a better understanding of the applicant pool.

Vice Chair Jardon said in order to expedite the process, staff could develop scenario type questions in advance of the next meeting.

Commissioner Hartung said that during the recent interview process held by the County, commissioners were informed that they could not force sequestration and it has to be voluntary. He added that staff provided some questions and commissioners had the ability to come up with their own questions or come up with questions during the interviews.

Mr. Kaplan suggested that he and Ms. Reich could help individual commissioners with any interview questions they are considering during the individual review of applicants.

A motion was made by Vice Chair Jardon that the discussions today be taken into consideration. The motion was seconded by Commissioner Hartung with the addendum to bring the requested information back to the next meeting. The motion carried unanimously.

9.2 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 said he had items he wished to communicate with the Board in a non-meeting before or after the February Board meeting.

Item 10 PUBLIC INPUT

Chairman Lucey 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.

Ms. Sandra Poune, local resident, is opposed to the FlexRIDE program and believes the fixed route program, specifically route 26, works just fine. She mentioned the difficulty and inconvenience of using FlexRIDE. **RTC staff met with Ms. Poune after the meeting to make sure she understands how the system is supposed to work.

Ms. Jerrie Waymire, local resident, agreed with Ms. Poune's comments, adding that many people depend on route 26 to take them up to the hospital. She also personally drives friends out to Spanish Springs because there is no service at all out there. **RTC staff also met with Ms. Waymire after the meeting to make sure she understands how the system is supposed to work.

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

Item 11 MEMBER ITEMS

Vice Chair Jardon suggested that the phone number be added to the flyers for FlexRIDE.

Commissioner Hartung requested an agenda item on FlexRIDE timing and what riders can expect.

Commissioner Hartung would like to have a conversation about the potential widening of Vista Blvd as it is a huge issue with his constituents.

Commissioner Hartung said O'Brien pass is dangerous but is being used by many residents to avoid freeway traffic, so would like to discuss potential options for safety improvements.

Commissioner Hartung would like to get feedback on Lemmon Valley Dr. and to keep it at the forefront.

Chairman Lucey would like a discussion on street lighting and signalization in South Reno. Specifically, Veterans Parkway near Rio Wrangler and Steamboat Parkway. There have recently been multiple accidents in those areas.

Chairman Lucey would like a topic at the transit workshop in January on legacy school zones and the safety concerns surrounding them, no matter the jurisdiction, along with pedestrian traffic safety.

Lastly, Chairman Lucey said that you can now go on the Washoe County website to find out exactly where your snowplow is. At this time it is only for Incline Village and Crystal Bay, but will be available to all higher elevations as soon as the locaters can be installed on every plow.

Vice Chair Jardon would also like an update on the widening of Evans Drive.

Mayor Smith asked if the City of Reno is any closer to changing the speed limit on Veterans Parkway (SouthEast Connector). An item will be brought back on that.

Item 12 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:41 a.m.

BOB LUCEY, Chairman
Regional Transportation Commission



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

January 17, 2020

AGENDA ITEM 3.3

TO: Regional Transportation Commission

FROM: Stephanie Haddock, CGFM
Director of Finance/CFO

Amy Cummings, AICP, LEED AP
Interim Executive Director

SUBJECT: RTC Procurement Activity Report

RECOMMENDATION

Acknowledge receipt of the monthly Procurement Activity Report.

PROJECTS CURRENTLY ADVERTISED

<u>Invitations for Bids (IFB)</u>	
Project	Due Date
RTC 20-13 Vanpool Program	February 5, 2020

Request for Proposals (RFP)

There were none.

REPORT ON BID AWARDS

Per NRS 332, NRS 338 and RTC's Management Policy P-13 "Purchasing," the Executive Director has authority to negotiate and execute a contract with the lowest responsive and responsible bidder on an Invitation for Bid (IFB) without Commission approval.

There were none.

CHANGE ORDERS AND AMENDMENTS WITHIN EXECUTIVE DIRECTOR'S AUTHORITY

Project	Contractor	Approval Date	Change Order or Amendment	CO/Amendment Amount	Revised Total Contract Amount
TE Spot 8 – Package 2	Stantec Consulting	12/16/19	Amendment 1	\$17,567	\$197,051
Public Works Labor Reporting Services	Trifox, LLC	12/19/19	Amendment 1	\$10,000	\$43,000

Agenda Item 8e.

RTC Procurement Activity Report

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Villanova HVAC	Gardener Engineering, Inc.	December 20, 2019	Change Order 1	(\$23,625)	\$399,500
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