

**REGIONAL TRANSPORTATION COMMISSION
WASHOE COUNTY, NEVADA**

FRIDAY

9:00 A.M.

July 19, 2019

PRESENT:

**Bob Lucey, Washoe County Commissioner, Chairman
Neoma Jardon, Reno City Council Member, Vice Chair
Oscar Delgado, Reno City Council Member (arrived at 9:19)
Ron Smith, Sparks City Council Member**

**Lee G. Gibson, RTC Executive Director
Dale Ferguson, Legal Counsel
Kristina Swallow, Director of NDOT**

NOT PRESENT:

Vaughn Hartung, Washoe County Commissioner

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

Recognition of Sparks' Mayor Ron Smith's 70th Birthday

Happy Birthday was sung to Mayor Smith and cake was offered to everyone in the room following the meeting.

***Item 1* APPROVAL OF AGENDA**

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

***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. Cathy Brandhorst, local resident, spoke on matters of importance to herself.

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

Item 2.2 *ADVISORY COMMITTEES SUMMARY REPORT*

This item was pulled pending comments by the RTC's Technical Advisory Committee being provided to the commissioners.

On motion of Mayor Smith, seconded by Vice Chair Jardon, which motion unanimously carried, Chairman Lucey ordered that Item 2.2 be postponed until comments (meeting minutes) could be provided.

Items 3.1 thru 3.14 CONSENT ITEMS

Minutes

3.1 Approve the minutes of the June 20, 2019, meeting (*For Possible Action*)

Engineering

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

Public Transportation/Operations

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

Planning

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

3.5 Approve a resolution endorsing the Vision Zero Truckee Meadows (VZTM) Action Plan and submittal of an application for recognition as a Vision Zero Community (*For Possible Action*)

Administration

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

3.7 Acknowledge receipt of the Asset Donation Log for the first and second quarters of calendar year 2019 (*For Possible Action*)

Procurement and Contracts

3.8 Approve a Professional Services Agreement (PSA) with Wood Rodgers, Inc. to provide design services and optional engineering during construction for the Greg Street Rehab Project in an amount not to exceed \$405,308; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)

Chairman Lucey that he had a request to speak form on this item so opened the meeting to public input and called on Ms. Cathy Brandhorst, local resident, who spoke on matters of importance to herself.

3.9 Approve Amendment No. 1 to the existing Professional Services Agreement (PSA) between the RTC and Nichols Consulting Engineers for additional StreetSaver Support Tasks of the 2017-2019 Pavement Condition Index Data Collection Project in the amount of \$22,000 for a new not to exceed amount of \$312,601; authorize the RTC Executive Director to execute the amendment (*For Possible Action*)

- 3.10 Approve a Professional Services Agreement (PSA) with Stantec Consulting Services, Inc. to provide design services and optional engineering during construction for the Prater Way Rehab Project in an amount not to exceed \$757,823; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)
- 3.11 Approve Amendment No. 1 to the existing Professional Services Agreement (PSA) with Lumos and Associates in the amount of \$110,160 for additional services required for the application and permitting process associated with the Truckee River Shared Use Path project; authorize the RTC Executive Director to execute the Amendment (*For Possible Action*)
- 3.12 Approve an amendment to the Professional Services Agreement (PSA) with Headway Transportation, Inc. for consulting services on the Bicycle & Pedestrian Counts and Analysis in an amount not to exceed \$60,700; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)

Inter-Agency Agreements

- 3.13 Approve an Interlocal Cooperative Agreement (ICA) between the RTC and the City of Reno for the installation of a monitoring well in accordance with direction from the Nevada Division of Environmental Protection in an amount not to exceed \$16,000; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)
- 3.14 Approve the RTC's use of the State of Nevada contract for Verizon Wireless in the amount of \$50,180 to provide Wi-Fi service for the RTC RIDE fixed-route and microtransit demonstration project (*For Possible Action*)

On motion of Mayor Smith, seconded by Vice Chair Jardon, which motion carried unanimously, Chairman Lucey ordered that Consent Items 3.1 through 3.14 be approved.

Item 4.1 PUBLIC HEARING

- 4.1 Approve the Fall 2019 RTC RIDE Service Adjustment, scheduled for Nov. 2, 2019, including changes to Route 9, the Sierra Spirit/creation of temporary Route 999, and implementation of the RTC FlexRIDE microtransit six month demonstration project

Mr. Mark Maloney, RTC Director of Public Transportation and Operations, addressed the Board to present and review the proposed changes and their benefits, including implementation of the RTC FlexRIDE microtransit demonstration project. He then explained in further detail how the FlexRIDE service will work, where the service will run and the use of a smartphone app for on-demand rides in the assigned service area. Customers may also request a ride via a phone call or online. (*A full copy of this presentation may be obtained by contacting Denise Thompson - dthompson@rtcwashoe.com*)

The following major service adjustments currently recommended for the November 2, 2019, service change include:

- Implementation of the Microtransit Pilot Project in northeast "downtown" Sparks currently served by Route 25 and 26.

- Reconfiguring Route 25 which will combine the current Route 25 (service to Reed High School) with the Route 26 (service to Northern Nevada Medical Center); the reconfigured Route 25 will use the current outbound line of route and end in a loop at Howard Drive, East Lincoln Way, McCarran Boulevard, Prater Way, back to the current inbound line of route.
- Expansion of the reconfigured Route 25 to add the Reed High School Tripper Service before the morning bell and following the afternoon bell, weekdays only.
- Reconfiguration of Route 9 – connecting the Lincoln Line with the Virginia Line, and extending to the south end of Kietzke Lane.
- Creation of temporary Route 999 and elimination of the Sierra Spirit.
- Continuation of timetable adjustments to continue improving travel times and on-time performance.

Mayor Smith asked if he is a regular rider of Route 25 which is temporarily being reconfigured, but he needs to be picked up at the Northern Nevada Medical Center (NNMC), will the microtransit still show up without calling them.

Mr. Maloney said in that particular example, both the NNMC and Centennial Plaza will be the hubs for the microtransit line and should stop in those two locations approximately four times per hour. Riders can also request a pick-up using the app or via telephone.

Mayor Smith said that after the six month trial run of the microtransit, he would like to see the bus routes reinstated automatically. At that time, staff should bring the pros and cons and rider sentiment of the trial service for the Board to review and discuss, and potentially, make a decision on the next steps.

Mr. Maloney suggested that staff provide an update after three months as well.

Mayor Smith believes microtransit might be a good option for Spanish Springs service and Mr. Maloney responded that staff is already considering it as a potential option for that area.

Mayor Smith has a concern about passengers being confused and expressed the strong need for marketing and education of this new type of service. Mr. Maloney concurred.

Vice Chair Jardon asked if the Lemmon Valley microtransit trial will begin immediately following the Sparks trial.

Mr. Maloney said that is correct as long as everything goes well in the first trial and in the end, staff will end up with a full 12 months of data to review.

Vice Chair Jardon then asked how the range for microtransit was determined.

Mr. Maloney replied that the RTC hired a company called Transloc who provides the software and the modeling to make that determination.

Chairman Lucey expressed concerns about this demonstration project taking place in an area that is already being served by transit instead of out to Spanish Springs or somewhere that doesn't currently have any transit at all.

Mr. Maloney responded that half of the demonstration area is not currently served by transit and has a very similar demographic to Spanish Springs. Also, the current routes 25 and 26 are poor performers for this area so this will give those residents an opportunity for better service. If the demonstration project is successful here, it should be successful in those outlying areas as well.

Chairman Lucey believes the existing routes should not be discontinued at McCarran and should go a bit further.

Mr. Maloney said that ridership drops drastically after that McCarran stop, which is why that decision was made.

Mayor Smith asked what the furthest north area is that he could have the microtransit pick him up.

Mr. Maloney said it would be up to Baring and the neighborhood above that. The ADA area will also be expanded to cover this additional area.

Chairman Lucey said that he would like to see the number of miles taken away from 25 and 26 and to have those miles of service expanded into areas that are not currently covered. He does not want any service to be taken away during this demonstration.

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

Mr. Scott Cary, local resident, addressed the Board and first thanked the RTC staff for looking into other options for transit. He then said that he had been skeptical of this program and had made those comments at the CMAC meeting, so he was disappointed that none of those minutes were included in the board packet materials. He is also concerned about the loss of service to other lines such as the new Lincoln Line and added that it is tough for residents to understand this new change to transit.

Ms. Bonnie Weber, representing the Reno City Council, Ward 4, addressed the Board to express concern that the North Valleys High School has never had transit service that she's aware of.

Mr. Maloney said that the high school will be served with microtransit.

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

Vice Chair Jardon commented that Las Vegas had recently launched a similar program and asked if there is anything staff at RTC can learn from their program.

Mr. Maloney said he has put the question out there but hasn't heard anything yet.

The Vice Chair also applauded staff and everyone involved for coming up with creative ideas for transit while keeping the agency fiscally sound.

Chairman Lucey requested immediate outreach of some kind to the businesses in the microtransit area to let their employees know about the program and how to access it during this trial period. Outreach is crucial.

On motion of Vice Chair Jardon, seconded by Mayor Smith, which motion carried unanimously, Chairman Lucey ordered that the Fall 2019 RTC RIDE Service Adjustment, scheduled for Nov. 2, 2019, including changes to Route 9, the Sierra Spirit/creation of temporary Route 999, and implementation of the RTC FlexRIDE microtransit six month demonstration project be approved with the modifications identified.

Item 5.1 thru 5.3 DIRECTOR REPORTS

5.1 RTC Executive Director Report

Executive Director (E.D.) Lee Gibson spoke briefly on the following topics, some of which were upcoming at the time of this meeting:

- The RTC works to seek new ways to encourage new transit riders and increase our ridership numbers. We have three free transit ride opportunities for upcoming special events.

On Saturday, July 20th, RTC will provide free rides on Route 15 to the Reno Garlic Fest from the Reno Sparks Livestock Events Center to Pat Baker Park from 3:30 pm to 8:30 pm. The free rides are offered only to the public using the park-and-ride lot at the livestock events center.

On Saturday, July 27th, all day we are offering free rides on RTC transit services to the Northern Nevada PRIDE Festival and Parade in Downtown Reno.

During Hot August Nights, RTC will be offering free rides on the RAPID service, the Virginia and Lincoln Lines, starting on Wednesday, August 7th through Saturday, August 10th from 5:30 pm to 12:30 am; and all day on Sunday, August 11th.

Information is available at www.rtcwashoe.com and RTC social media channels. You can also go to the special event websites.

In addition to supporting these community events, providing this limited free service also helps to introduce RTC transit to new customers to increase ridership. Moreover, we have established new partnerships with the organizers of these special events.

These events are promoted through the Don't Drive, Arrive program to promote alternative modes of transportation such as using transit, biking, walking, or carpooling to special events. The Don't Drive, Arrive program was developed through a partnership with the City of Sparks and the City of Reno.

- UNR and TMCC students, faculty and staff have a new, free transit option as of July 1st. Their campus ID can now be used as a transit pass called a U-PASS for UNR and an ED-PASS for TMCC.

This transit pass enables the university and community college community to ride RTC fixed-route transit services free by using their campus-issued ID cards. This new program will provide an alternative mode of transportation during the semester in which students are registered, as well as providing an increase in transit ridership and a reduction congestion and parking hassles around the campuses. More information about the program at the upcoming Board transit workshop.

- The RTC is recruiting for members for the Citizens Multimodal Advisory Committee. The CMAC provides input to the RTC on issues relative to public transportation, the regional street and highway system, and multimodal transportation planning in the region.

Meetings are held the first Wednesday of the month from 5:30pm to 7pm. Interested individuals can go to www.rtcwashoe.com to complete a membership application and learn more about the Citizens Multimodal Advisory Committee

Chairman Lucey that he had a request to speak form on this item so opened the meeting to public input and called on Mr. Jeromy Manke, a local resident, who thanked the RTC for offering free transit for the Northern Nevada Pride Celebration on July 27th.

5.2 RTC Federal Report

A written update is available in the staff report materials for this item and E.D. Gibson.

5.3 NDOT Director Report

NDOT Director Kristina Swallow gave a brief update on the Spaghetti Bowl project, saying that the procurement process had to be changed to a Design/Build procurement to reduce the risk and expedite the project. Earlier in the year under the Design/Bid/Build procurement process, there were three submittals, one of which was deemed non-responsive and the remaining two were deemed not cost effective. The project is moving forward beginning with utility relocations in early 2020, immediately followed by the full development of the project.

Vice Chair Jardon said that this project has been the single, number one priority in the region for years and she is frustrated and concerned that changing the procurement process in this construction environment might not bring the costs down. In the meantime, tragedies will continue to occur during this delay. She would like to know at the next meeting more specifically what "moving forward" means.

Director Swallow responded that construction will begin next year, beginning with utility relocations and will, hopefully, merge into one continuous project visually even though it will be let as two projects. She offered her commitment that this project will be advanced as fast as possible.

Chairman Lucey agreed with Vice Chair Jardon, saying that the common perception in the region is that once again, Northern Nevada project funding is getting passed over for Southern Nevada projects. He then asked if this delay will affect the North Valleys project.

Director Swallow responded that a fully agendaized item will be on the next RTC agenda so that a complete update may be provided.

The Chairman added his concern about the rising construction costs while this project is delayed.

Item 6.1 PUBLIC TRANSPORTATION AND OPERATIONS

6.1 Acknowledge receipt of the Keolis Fixed-Route Operations and Maintenance progress report update for the RTC RIDE Service (For Possible Action)

Mr. Mark Maloney addressed the Board to introduce Mr. Abul Hassan, General Manager for Keolis. He then began his presentation, stressing that there was a three month transition period from M/V to Keolis and that both companies did a great job of making it as seamless as possible. *(A full copy of this presentation may be obtained by contacting Denise Thompson - dthompson@rtcwashoe.com)*

Mr. Hassan said their goal was to make sure that riders could be guaranteed of their transportation from day one. He went on to say that on July 1st, after several weeks, there were no missed pull-outs and they were at 90% on-time performance after hiring 18-20 bus operators who were figuring out their routes, etc. Keolis is fully committed to their passengers and focuses on 99% reliability, including everything from staff accountability, the bus wash system, bus operators, and everyone else. He added that the drivers are the face of both Keolis and the RTC and their employees are treated well, even with the small acknowledgements like just thanking them or even having a cook-out for them. Keolis will have continuous meetings with the RTC so everyone is equally knowledgeable as they move forward.

Mr. Maloney added that in order to ensure the reliability promised, Keolis has had a standby bus since day one in case an incident happens and needs to be taken out of service.

Vice Chair Jardon thanked both of them and said she has not received any complaint emails which is a good sign. She also credited Keolis for the handling of the “ex-driver” event by communicating quickly, meeting with the media quickly and coming up with a comprehensive, expanded security approach. She said she thought the whole thing was very well done.

Chairman Lucey asked for some sort of mitigation plan to be brought to the Board on how to address down-time or any other events, especially in the winter.

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

Item 7.1 ENGINEERING

7.1 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. He said that work between Plumb and Mt. Rose Street on the east side of the road should be complete and ready for traffic by the end of the month. After that is completed, work will begin on the west side of that portion of the project. Side streets in the northern part of the project are also underway with new sidewalks and gutter work. (*A full copy of this presentation may be obtained by contacting Denise Thompson - dthompson@rtcwashoe.com*)

He then highlighted the continued outreach and events for the project and the hours the public can access the on-site project trailer. A weekly video is also being produced with up-to-date information on the project construction and expected traffic interruptions. Mr. Wilbrecht thanked Lauren Ball, RTC Public Information Officer, for her great work on the videos.

Vice Chair Jardon asked if there has been much foot traffic at the project trailer.

Mr. Wilbrecht said there has not been as much foot traffic as anticipated.

The Vice Chair would like information brought to a future meeting on whether resources at the trailer could be better utilized elsewhere on the project.

Chairman Lucey agreed with the Vice Chair and said he would rather pay for media to highlight the new and existing businesses to the public rather than paying people to sit in a project trailer that isn't being very effective.

The Vice Chair said that the RTC cannot advertise for any specific business but the area as a whole can be. Businesses are concerned that the public will pick up and move to another location and not return to the Midtown area.

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

Item 8.1 METROPOLITAN PLANNING ORGANIZATION

8.1 Acknowledge receipt of a report on the RTC Affordable Housing Study; provide direction accordingly (*For Possible Action*)

Ms. Amy Cummings, RTC Deputy Executive Director, addressed the Board to give a presentation and seek input on the RTC Affordable Housing Study. She first said affordable housing is most beneficial when it is close to existing transit stops. She then suggested the following options for participation:

1. RTC could take a look at the parcels that are currently owned to see if there is a viable affordable housing use for them.
2. Identify whether there are opportunities for the RTC to participate through a joint development project with the Federal Transit Administration (FTA). That would include a capital investment of FTA funds that RTC would make, which could be done jointly with private development.
3. Identify vacant sites that are near transit that RTC or partners in the affordable housing community think would be great locations for affordable housing.

Ms. Cummings then provided more detail on how FTA funds could be made available for this use and a few ways the RTC could participate in this type of joint development. She also reviewed several parcel sites the RTC has already looked into for potential affordable housing use. (*A full copy of this presentation may be obtained by contacting Denise Thompson - dthompson@rtcwashoe.com*)

Mayor Smith does not want to limit RTC parcel use to affordable housing only. He believes that any business that has an interest should have an opportunity to make an offer for purchase. He added that if property is sold for an affordable housing project, it will still take another ten years to obtain all the permits and conditioning to get the project built.

Vice Chair Jardon said RTC does a great job with roads and transit, and asked if we really want to get involved in housing and construction. Does the RTC have the expertise and the bandwidth to take something like this on?

E.D. Gibson suggested that the RTC have a discussion with FTA to get more information on the question and the requirements of joint development. He added that the Vice Chair is correct, this is not the RTC's area of expertise, and isn't sure if developing property is allowed under NRS, so would like to explore what procurement alternatives are for developing and retaining a master developer. Procedures need to be developed internally as to how to dispose of the property, as the new statute does not go into effect until October 1st, so he would like to come back to the Board in two or three months to provide an update.

Chairman Lucey said that some of the larger parcels owned by the RTC that are not good for this type of development could possibly be considered for a land swap somewhere that is closer to a transit line or future stations, such as in the North Valleys, Spanish Springs, etc. It does not necessarily have to go toward affordable housing either.

Commissioner Delgado would like a wider breadth of what “affordable housing” looks like to be considered for any potential development.

Vice Chair Jardon suggested that the public could also make suggestions on how to use some of the parcels in the same manner they did for the City of Reno for the future use of City Center.

Chairman Lucey also suggested working with places such as the Food Bank of Northern Nevada for their suggestions on helping to fix the “food deserts” in the area.

On motion of Mayor Smith, seconded by Vice Chair Jardon, which motion carried unanimously, Chairman Lucey ordered that receipt of the report be acknowledged with the direction provided.

Items 9.1 thru 9.2 GENERAL ADMINISTRATION

9.1 Review Executive Director Lee Gibson’s performance as it pertains to the proper duties of the position and accomplishments of Fiscal Year (FY) 2019 Goals and adjust compensation accordingly - *Continued from June 20, 2019 (For Possible Action)*

Ms. Angela Reich, RTC Administrative Services Director, reviewed the responsibilities of the commissioners to review and rate E.D. Gibson’s performance near the end of RTC’s fiscal year. This includes discussion of performance, award of an annual salary increase and a performance bonus of up to 5% of his current base pay. Any salary increase would be retroactive to July 1, 2019.

Chairman Lucey said that they were given an extensive presentation the previous month and had asked for information on the average increase for employees. The average was 5.18% for all other employees. He believes E.D. Gibson has done a good job and the RTC is a leading agency in the region and the best planning organization. The previous year, E.D. Gibson was given a 2.5% salary increase and a 3% bonus. He added that any salary increase received directly affects PERS but the bonus amount does not. He also asked for confirmation that no employee of the RTC receives a cost of living increase (COLA). Ms. Reich confirmed.

Chairman Lucey then made a motion, seconded by Mayor Smith, that Lee Gibson, RTC Executive Director, be given a 2% salary increase (retroactive to July 1, 2019) and a 3% bonus.

On discussion, Vice Chair Jardon asked for confirmation that the 2.5% salary increase is PERS eligible and is compounding but the 3% bonus is not PERS eligible and is not compounding. Ms. Reich confirmed.

The Vice Chair then said that because the average employee increase was 5.18%, all of which is PERS eligible and is compounding, the Executive Director is actually getting a smaller increase than staff, then asked if that is correct. Ms. Reich confirmed.

Vice Chair Jardon said she is on-board.

Upon a vote, the motion for Lee Gibson, RTC Executive Director, to be given a 2% salary increase (retroactive to July 1, 2019) and a 3% bonus 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 updated the Board on legal matters pertaining to a property acquisition matter for the 4th/Prater Project. He thanked RTC staff for their assistance and Brian Stewart, RTC Engineering Director, for his participation in the trial.

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.

Mr. Carlos Elizondo, local resident, addressed the Board to say that the buses are either not on time or they all stop at the same time, one right after another, on Virginia Street. He also complained that some of the seats have stains and that the grab bar at the exit is loose on some of the buses.

Ms. Cathy Brandhorst, local resident, spoke on matters of importance to herself.

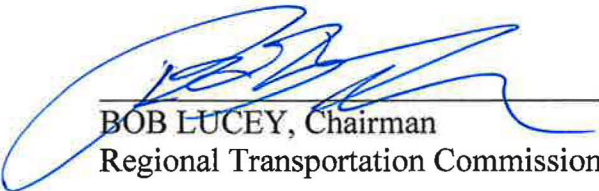
There being no one else wishing to speak, the Chair closed public input.

Item 11 MEMBER ITEMS

There were no member items.

Item 12 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 11:13 a.m.



BOB LUCEY, Chairman
Regional Transportation Commission