

**NOTICE OF PUBLIC MEETING OF THE  
CARSON AREA METROPOLITAN PLANNING ORGANIZATION  
WEDNESDAY, MAY 13, 2015 4:30 P.M.  
COMMUNITY CENTER- SIERRA ROOM  
851 EAST WILLIAM STREET  
CARSON CITY, NEVADA**

**NOTE:** The Carson Area Metropolitan Planning Organization is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Carson Area Metropolitan Planning Organization staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or Comments@CarsonAreaMPO.com, or call Patrick Pittenger at (775) 887-2355 as soon as possible (requests are required prior to 12:00 p.m. on May 11, 2015).

For more information regarding any of the items listed on the agenda, please contact Patrick Pittenger, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted on the CAMPO website at [www.carsonareampo.com](http://www.carsonareampo.com), or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

**AGENDA**

**A. ROLL CALL AND DETERMINATION OF A QUORUM**

**B. PUBLIC COMMENT:** Members of the public who wish to address the Metropolitan Planning Organization may approach the podium and speak on matters related to the Metropolitan Planning Organization. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future Metropolitan Planning Organization meeting. No action may be taken upon 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 may be taken.

**C. For Possible Action: APPROVAL OF MINUTES**

**C-1** For Possible Action: Action to approve the minutes of the March 11, 2015 meeting.

**D. AGENDA MANAGEMENT NOTICE:** Items on the agenda may be taken out of order; CAMPO may combine two or more agenda items for consideration; and CAMPO may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**E. DISCLOSURES:** Any member of the Metropolitan Planning Organization that may wish to explain any contact with the public regarding an item on the agenda or business of the Metropolitan Planning Organization.

**F. PUBLIC MEETING ITEMS:**

**F-1** For Possible Action: To approve the Fiscal Year 2016 Unified Planning Work Program (UPWP).

**Staff Summary:** Staff has developed the UPWP for FY 2016 (July 1, 2015 – June 30, 2016). The UPWP establishes the budget for proposed CAMPO activities and describes how federal Consolidated Planning Grant (CPG) and 5303 funds will be administered during the fiscal year.

**F-2** For Possible Action: To approve Amendment 1 to Agreement No. NM444-12-804, which sets forth general provisions for the duties of the parties in the expenditure of the Federal metropolitan Planning (PL) funds.

**Staff Summary:** The proposed amendment modifies the existing agreement by updating the reference to the current Office of Management and Budget (OMB) Circular, which governs eligible costs and the methods for documentation of those costs attributable to project contracting requirements.

**F-3** For Possible Action: To authorize the Transportation Manager to sign Agreement No. PR107-15-804 for commitment to complete the Fiscal Year (FY) 2016 Unified Planning Work Program (UPWP) and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in the value of funding of up to 20% of the initial funding amount.

**Staff Summary:** The proposed agreement commits CAMPO to complete the FY 2016 UPWP as approved and to comply with the matching requirements for the expenditure of federal funds.

**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (Non-Action Items):**

**G-1** Future Agenda Items

**H. BOARD COMMENTS:** Status reports and comments from the members of the Carson Area Metropolitan Planning Organization Board.

**I. PUBLIC COMMENT:** Members of the public who wish to address the Metropolitan Planning Organization may approach the podium and speak on any matter that is not specifically included on the agenda as an action item and allowable under the Open Meeting Law. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future Metropolitan Planning Organization meeting. No action may be taken upon 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 may be taken.

**J. For Possible Action: ADJOURNMENT**

The next meeting is tentatively scheduled for 4:30 p.m., Wednesday, June 10, 2015, at the Sierra Room - Community Center, 851 East William Street.

This agenda has been posted at the following locations  
on Thursday, May 7, 2015, before 5:00 p.m.:  
CITY HALL, 201 North Carson Street  
CARSON CITY LIBRARY, 900 North Roop Street  
COMMUNITY CENTER, SIERRA ROOM, 851 East William Street  
CARSON CITY PUBLIC WORKS, 3505 Butti Way  
CARSON CITY PLANNING DIVISION, 108 E. Proctor Street  
DOUGLAS COUNTY EXECUTIVE OFFICES, 1594 Esmeralda Avenue, Minden  
LYON COUNTY MANAGER'S OFFICE, 27 South Main Street, Yerington  
NEVADA DEPARTMENT OF TRANSPORTATION, 1263 S. Stewart Street, Carson City

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson Area Metropolitan Planning Organization**  
**Wednesday, March 11, 2015 ● 4:30 PM**  
**Community Center Sierra Room, 851 East William Street, Carson City, Nevada**

**Board Members**

<b>Chair – Ray Fierro</b>	<b>Vice Chair – Jon Erb</b>
<b>Member – Brad Bonkowski</b>	<b>Member – Robert Crowell</b>
<b>Member – Mark Kimbrough</b>	<b>Member – Robert McQueary</b>
<b>Member – Jim Smolenski</b>	<b>Ex-Officio Member – Sondra Rosenberg</b>

**Staff**

Patrick Pittenger, Transportation Manager  
Daniel Doenges, Senior Transportation Planner  
Dirk Goering, Transportation Planner  
Graham Dollarhide, Transit Coordinator  
Joseph Ward, Senior Deputy District Attorney  
Tamar Warren, Deputy Clerk/Recording Secretary

**NOTE:** A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

The televised CAMPO meetings are available on: <https://www.youtube.com/watch?v=-pvJYf8RjFY>.

**A. CALL TO ORDER AND DETERMINATION OF QUORUM (4:29:07)** – Chairperson Fierro called the meeting to order. Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Ray Fierro	Present	
Vice Chairperson Jon Erb	Present	
Member Brad Bonkowski	Present	
Member Robert Crowell	Present	
Member Mark Kimbrough	Absent	
Member Robert McQueary	Present	
Member Jim Smolenski	Present	
Ex-Officio Member Sondra Rosenberg	Present	

**B. PUBLIC COMMENT**

(4:30:36) – Carson City Supervisor Jim Shirk introduced himself and noted that his comment was not on behalf of the Board of Supervisors. Supervisor Shirk indicated that he had been addressing every board, committee, and commission to request that all their meeting start at 5:30 p.m. to provide an opportunity for citizens in the community to attend the meetings, should they wish to do so.

**C. FOR POSSIBLE ACTION: APPROVAL OF MINUTES**

**C-1 None – No January 2015 meeting.**

D. AGENDA MANAGEMENT NOTICE (4:32:24) – None.

E. DISCLOSURES (4:32:37) – None.

F. PUBLIC HEARING ITEMS

**F-1 FOR POSSIBLE ACTION: TO APPROVE THE PROPOSED AMENDMENT TO THE CAMPO FEDERAL FISCAL YEARS 2015 – 2018 TRANSPORTATION IMPROVEMENT PROGRAM (TIP).**

(4:32:52) – Chairperson Fierro introduced the item.

(4:33:07) – Mr. Doenges presented the agenda items which are incorporated into the record, and recommended approval. He also noted that that no public comments were received during the public meeting and the 30-day public comment period. Mr. Doenges highlighted the new projects which had been requested by NDOT, and others that were added by Staff. He specifically noted that the new sidewalk and ADA improvements at transit stops were funded by the Federal Transit Administration (FTA). In response to a question by Chairperson Fierro, Mr. Pittenger noted that the Community Development Block Grant (CDBG) would be used as a matching fund for transit stop and ADA sidewalk improvements on bus routes.

There were no additional board or public comments.

**(4:36:17) – MOTION: I move to approve the proposed amendment to the CAMPO Federal Fiscal Years 2015 – 2018 Transportation Improvement Program (TIP).**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Smolenski
<b>SECONDER:</b>	Erb
<b>AYES:</b>	Fierro, Erb, Bonkowski, Crowell, McQueary, Smolenski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Kimbrough

**F-2 INFORMATION ONLY ON RECENT ACTION BY THE STATE REGARDING SAFETY PROJECTS AND THE NEEDS AND PRIORITIES OF CAMPO MEMBER AGENCIES REGARDING TRANSPORTATION SAFETY.**

(4:36:58) – Chairperson Fierro Introduced the item.

(4:37:06) – Mr. Pittenger gave background and presented the agenda materials. He also noted that Carson City had submitted a letter on February 26, 2015 indicating their desire to pursue funding sources for three types of projects. Mr. Pittenger mentioned the availability of state and more flexible federal safety funds and cited examples of projects for which Carson City had utilized said funds. He also invited Douglas and Lyon Counties to share their submissions to the State. Vice Chairperson Erb explained that he had drafted a letter which was

currently being reviewed by the Douglas County Public Works Director. Chairperson Fierro stated that the majority of the Lyon County citizens were excited about the new traffic signal and the crosswalk. Member Rosenberg stressed the importance of safety and commended the coordination between CAMPO members, staff and NDOT, adding that they were improving their processes to maintain continuous coordination and “keep this list going”, which she called “critically important”.

There were no public comments.

**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION ITEMS)**

**G1 FUTURE AGENDA ITEMS**

(4:45:12) – Mr. Pittenger indicated that a draft work program for the upcoming fiscal year would be heard at the next meeting. He also introduced Dirk Goering, the new Carson City Transportation Planner.

**H. BOARD COMMENTS**

(4:45:52) – Member Rosenberg invited the members to an upcoming Nevada Traffic Safety Summit on March 24 and 25, 2015 and encouraged them to register to attend the event. She also announced that they would begin the County Tour Process in May, visiting each county to discuss the NDOT program for the year. Member Rosenberg also introduced new staff member Lee Bonner, who will head the County Tour Process this year. Member Smolenski was informed that the Safety Summit is open to the public; however, registration on [zerofatalities@nv.com](mailto:zerofatalities@nv.com) is required.

**I. PUBLIC COMMENT**

(4:48:18) – None.

**J. FOR POSSIBLE ACTION: ADJOURNMENT**

**(4:48:25) – MOTION: Member Bonkowski moved to adjourn. The meeting was adjourned at 4:48 p.m.**

The Minutes of the March 11, 2014 Carson Area Metropolitan Planning Organization meeting are so approved this 13<sup>th</sup> day of May, 2015.

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RAY FIERRO, Chair

## Item F-1

### CARSON AREA METROPOLITAN PLANNING ORGANIZATION REQUEST FOR BOARD ACTION

**Date Submitted:** April 29, 2015

**Meeting Date:** May 13, 2015

**To:** Carson Area Metropolitan Planning Organization

**From:** Dan Doenges, Senior Transportation Planner

**Subject Title:** For Possible Action: To approve the Fiscal Year 2016 Unified Planning Work Program (UPWP).

**Staff Summary:** Staff has developed the UPWP for FY 2016 (July 1, 2015 – June 30, 2016). The UPWP establishes the budget for proposed CAMPO activities and describes how federal Consolidated Planning Grant (CPG) and 5303 funds will be administered during the fiscal year.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Board Action:** I move to approve the Fiscal Year 2016 Unified Planning Work Program (UPWP).

**Explanation for Recommended Action:** Prior to the beginning of each fiscal year, CAMPO must submit a UPWP to the Nevada Department of Transportation (NDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) establishing the budget for proposed activities to be administered throughout the year. These agencies must approve the UPWP before any tasks are initiated to ensure reimbursement through federal funds for expenses incurred by CAMPO activities.

Prior to submittal of the UPWP, CAMPO must hold a 30-day public comment period for review of the proposed program and document any comments received. The 30-day public comment period ended on April 27, 2015. During the comment period, there was a public informational meeting in which no comments were received.

**Applicable Statute, Code, Rule or Policy:** N/A

**Fiscal Impact:** \$443,500 budgeted for proposed work tasks in FY 2016; comprised of \$418,550 in CPG/5303 funds and \$24,950 in local matching funds. The \$24,950 in required local matching funds was distributed among the three CAMPO member agencies as follows: \$16,542 (66.3%) from Carson City, \$3,842 (15.4%) from Douglas County, and \$4,566 (18.3%) from Lyon County. As has been the case in past years, any unused local funds from the FY 2016 work program will be proportionately credited toward the FY 2017 balance for the three CAMPO member agencies.

**Explanation of Impact:** The \$24,950 in local funds will leverage an additional \$418,550 that is necessary to complete the work tasks outlined in the proposed UPWP.

**Funding Source:** FHWA and FTA (CPG funds), FTA 5303 funds, and CAMPO member agencies (Carson City, Douglas County, and Lyon County)

**Alternatives:** N/A

**Supporting Material:** FY 2016 UPWP

**Prepared By:** Dan Doenges, Senior Transportation Planner

**Reviewed By:** *Daniel Doenges*  
(Transportation Manager)

Date: 5/4/15

*Tom. Gu*  
(Public Works Director)

Date: 5/4/15

*Theresa A. White*  
(Finance Director)

Date: 5/4/15

*Joseph L. Ward Jr.*  
(District Attorney's Office)

Date: 5/4/15

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_ Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)



# CARSON AREA METROPOLITAN PLANNING ORGANIZATION



**Fiscal Year 2016: July 1, 2015 – June 30, 2016**

**UNIFIED PLANNING WORK PROGRAM**

**Proposed 5/13/15**

Contact Information:  
Carson Area Metropolitan Planning Organization  
3505 Butti Way  
Carson City, NV, 89701  
Office: (775) 887-2355  
E-mail: [CarsonAreaMPO@carson.com](mailto:CarsonAreaMPO@carson.com)  
[www.carson.org](http://www.carson.org)

*This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation and member agencies, including Carson City, Douglas County, and Lyon County. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.*

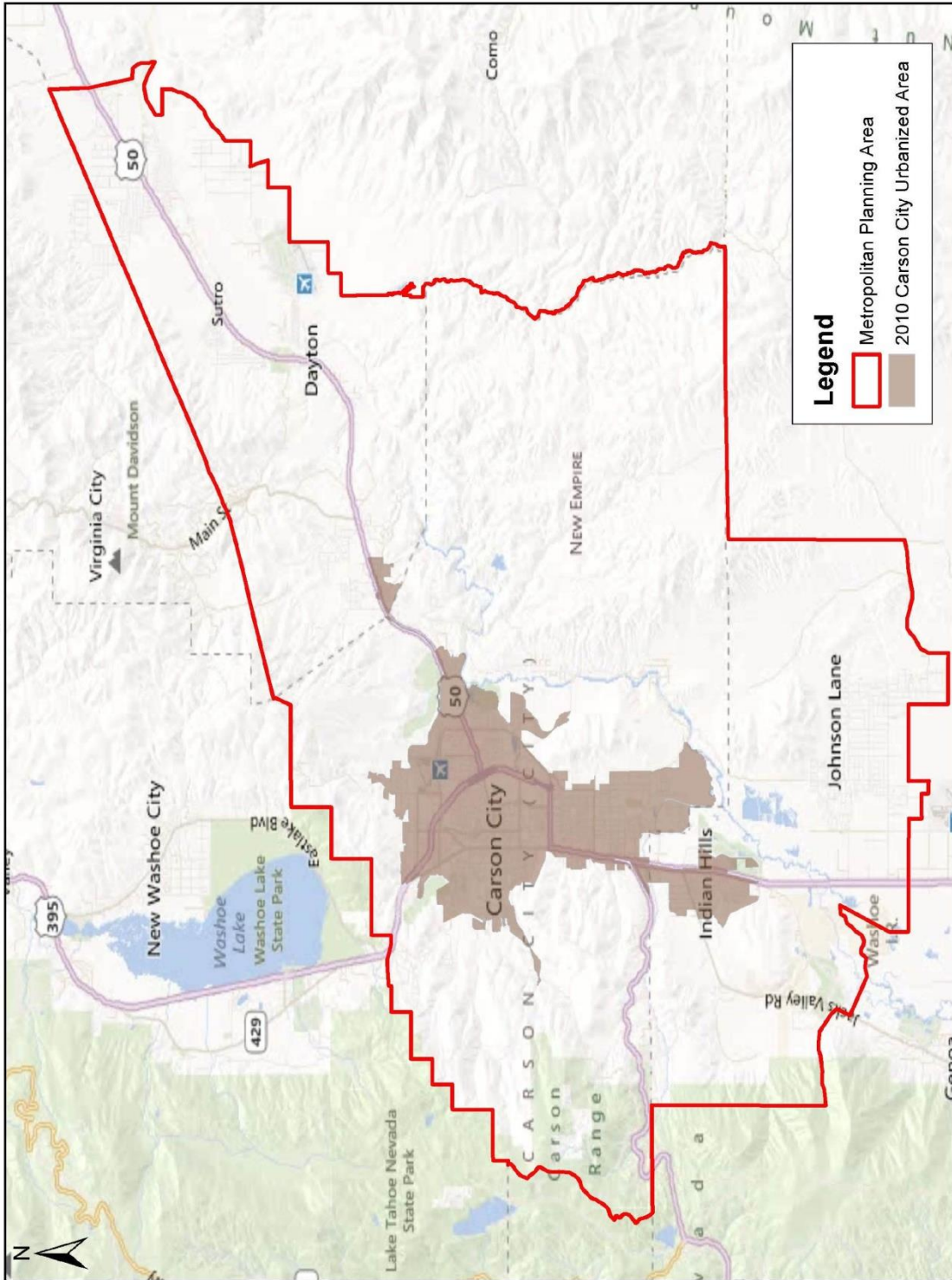
**Carson Area Metropolitan Planning Organization  
2016 CAMPO Unified Planning Work Program  
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# 1.0 Introduction

## 1.1 CAMPO Service Area

CAMPO Metropolitan Planning Area - Approved 12/10/12



**1.2 CAMPO Policy Board**

**Carson Area Metropolitan Planning Organization (CAMPO)  
Policy Board Membership**

<b>Member</b>	<b>Governmental Body Represented</b>
Mr. Ray Fierro, Chairperson	Lyon County
Mr. Jon Erb, Vice-Chairperson	Douglas County
Mr. Brad Bonkowski	Carson City
Mr. Bob Crowell	Carson City
Mr. Mark Kimbrough	Carson City
Mr. Robert McQueary	Carson City
Mr. Jim Smolenski	Carson City
Ms. Sondra Rosenberg*	Nevada Department of Transportation

\*Non-Voting ex-officio

### 1.3 Organization Overview

#### **What is a Metropolitan Planning Organization?**

A Metropolitan Planning Organization is an organization of local governments in areas with a collective population of 50,000 or over, termed an Urbanized Area. As a condition for receiving Federal transportation dollars, MPOs must have a *continuing, cooperative, and comprehensive* transportation planning process in cooperation with the State. The MPOs are to cooperate with the State in developing transportation plans and programs for urbanized areas. This transportation planning process results in plans and programs consistent with the area's locally adopted comprehensive plans. On October 1, 2012, the current transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) took effect, reaffirming the role of MPOs.

#### **What is the Carson Area Metropolitan Planning Organization?**

In 2002, the US Census Bureau announced the release of the Carson City Urbanized Area geography (according to the 2000 Census), with a population that had surpassed the threshold of 50,000. The urbanized area consists of Carson City, as well as the adjacent, relatively densely inhabited portions of Douglas and Lyon Counties. As a result of surpassing the population criteria of 50,000, the area was required to form a Metropolitan Planning Organization for its transportation planning and programming activities. The Nevada Governor, in accordance with Federal regulations, designated the Carson Area Metropolitan Planning Organization (CAMPO) as a newly formed MPO in the State of Nevada. In 2012, the Census Bureau updated the urbanized area boundaries based on data collected during the 2010 Census, though changes were minor.

CAMPO carries out transportation planning activities within the Metropolitan Planning Area (MPA), shown on the map on a previous page. The MPA encompasses the urbanized area and a larger area that is likely to continue to urbanize within the next 20 years. Currently, there are two urban clusters, as defined by the US Census Bureau, within the MPA. They are the Johnson Lane area in Douglas County and Dayton in Lyon County.

CAMPO is governed by a seven-member Policy Board consisting of representatives of Carson City, Douglas County, and Lyon County. A representative of the Nevada Department of Transportation (NDOT) serves as an ex-officio, non-voting member. Carson City operates a transit system within the CAMPO planning area. Additionally, through an agreement with RTC Washoe, Carson City provides partial funding for an intercity transportation service based in Reno that operates within the CAMPO planning area. The representation on the MPO Policy Board from Carson City also represents the interests of the transit system.

Carson City Public Works staff serves as support staff to CAMPO. There are four staff members that carry out the daily operations and they include the Transportation Manager, Senior Transportation Planner, Transportation Planner, and Transit Coordinator. In addition, CAMPO utilizes Geographic Information Systems (GIS) staff on occasion for geographic analyses, the production of various maps, and other related tasks.

## **What is the Purpose of this Document?**

The purpose of this document is to outline the transportation planning and programming activities of the Carson Area Metropolitan Planning Organization for fiscal year 2016 (July 1, 2015 to June 30, 2016). Funding for the MPO activities are made possible through the US Department of Transportation – both the Federal Highway Administration and the Federal Transit Administration – and through the three local entities – Carson City, Douglas County, and Lyon County. The work efforts to be undertaken and their associated costs and funding are described in this document. Public outreach is conducted in accordance with CAMPO's Public Participation Plan to encourage participation in the development of the Unified Planning Work Program (UPWP).

## **1.4 Responsibility and Priorities**

The primary responsibility of CAMPO is the continued, cooperative, and comprehensive planning, to provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

## 1.5 Organizational Procedures and Documents

The following list of documents includes organizational policies and procedures, programming documents, transportation planning studies, and other required documents, which are available on CAMPO's website: [www.carsonareampo.com](http://www.carsonareampo.com)

CAMPO Policies & Procedures  
CAMPO Public Participation Plan  
CAMPO FFY 2015-18 Transportation Improvement Program  
CAMPO FY 2015 Unified Planning Work Program  
CAMPO Pedestrian Safety Guidelines  
Carson City Freeway Corridor Multi-Use Path Alignment Study - Pt. 1  
Carson City Freeway Corridor Multi-Use Path Alignment Study - Pt. 2  
CAMPO Fare & Service Change Policy  
Notice of Protection Under Title VI  
CAMPO Disadvantaged Business Enterprise (DBE) Program  
CAMPO Disadvantaged Business Enterprise (DBE) FFY 2014-16 Goal  
CAMPO 2035 Regional Transportation Plan  
CAMPO Travel Demand Model Validation Report (2013)

## 2.0 WORK EFFORTS

### 2.1 MAP-21 Federal Planning Emphasis Areas

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued a statement encouraging MPOs to give priority to certain planning emphasis areas when updating their unified planning work programs (UPWP). The three planning emphasis areas are MAP-21 Implementation, Regional Models of Cooperation and Ladders of Opportunity, and are described below:

MAP-21 Implementation - Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Models of Regional Planning Cooperation - Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity - Access to essential services - as part of the transportation planning process identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.



## 2.2 SUMMARY OF FY 2015 ACOMPLISHMENTS AND WORK EFFORTS

The following are the primary tasks that were undertaken during FY 2015.

- An update to the Carson City Pavement Management System was completed. Carson City's street network was inventoried and the updated database provides a new baseline to assess roadway conditions and better manage the pavement system.
- The American with Disabilities Act Transition Plan for Transportation Facilities was completed. The ADA Transition Plan provides an estimated cost and prioritization schedule to bring Carson City sidewalks, transit stops, and signalized intersections in compliance with ADA.
- Staff worked with the consultant for the Travel Demand Model to implement a tool that has the capability to analyze the level of service at individual intersections under existing and forecast scenarios. In addition, the consultant performed a traffic flow analysis based on the proposed design for the Downtown Carson Street improvements.
- Non-motorized network planning continued to be an important part of CAMPO activities as the demand for bicycle and pedestrian facilities and improved connectivity remains strong. This task allowed staff to work with planning partners to continue to grow the bicycle and pedestrian network, including much progress on the planning and development of the Carson City Freeway multi-use path.
- The Transportation Improvement Program (TIP) was updated for federal fiscal years 2014-2017. Though the TIP is required to be updated at least every four years, CAMPO is committed to updating it on an annual basis to better track project development and funding. Staff worked with our State and Federal planning partners, as well as fellow MPOs, to develop a more uniform TIP that is being implemented as part of an on-line electronic Statewide Transportation Improvement Program (eSTIP). The eSTIP is anticipated to be operational for the FFY 2016 STIP.
- Staff responded to new and changing requirements associated with MAP-21, by collaborating with the U.S. Department of Transportation, Nevada Department of Transportation, and other metropolitan planning organizations in reviewing and commenting on Federal Notices of Proposed Rulemaking (NPRMs) regarding performance measures and implementation of performance management in the transportation planning process.

## 2.3 OVERVIEW OF FY 2016 WORK EFFORTS

The following are the primary tasks to be undertaken during FY 2016.

- Many tasks listed in previous years' programs are considered to be ongoing and will be included in this program as well. These tasks include general administration, UPWP development, MPO representation, training, and public participation efforts.
- The current MAP-21 transportation bill is under continued resolution and set to expire on May 31, 2015. While it is likely that the bill will be extended through another continuing resolution, eventually reauthorization or authorization of a new bill will be approved by the U.S. Congress. Staff will monitor the transportation legislature and respond to any potential requirements of a new bill. In addition, staff will use this task to work with our State and Federal planning partners, as well as fellow MPOs, to develop performance measures required by MAP-21 as more information continues to become available.
- CAMPO will continue to work with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects.
- Staff will develop the 2040 Regional Transportation Plan (RTP) to extend the planning horizon from 2035 to 2040. In addition, the plan will incorporate an updated travel demand model, reflect new capital improvements since 2012, updated financial assumptions, and examine performance based planning.
- Staff will work with a consultant to update the travel demand model to be used for analysis in the 2040 RTP. The model will utilize updated traffic volume counts and adjusted intersection counts. The majority of the cost for this task will be associated with consultant services, with a minority of the cost used to reimburse staff project management.
- Staff will update the Transportation Improvement Program (TIP). The format of the TIP will be updated to reflect consistency with the eSTIP, which is expected to be operational by the 2016 federal fiscal year.
- Staff will update the Pavement Management System following improvements or changes to the street network. Staff will use this task to provide data to CAMPO to report on performance measures as they relate to pavement maintenance.
- In anticipation of Complete Streets measures along Carson Street and elsewhere in the CAMPO area, staff will collect baseline information to evaluate and monitor the performance of Complete Streets measures in the future.
- CAMPO staff, in coordination with NDOT, will work with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this task include training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.
- Staff will continue to participate in regional transit coordination with the three transit services operating within the CAMPO planning area (JAC, RTC Intercity, and BlueGo). CAMPO staff will coordinate the services from a regional perspective.

## 2.4 CAMPO's Work Efforts and the Federal Planning Emphasis Areas

The table below is a summary of how CAMPO's 2016 Work Efforts align with the three Federal prioritized planning emphasis areas as described previously. As illustrated below, all three of the Federal planning emphasis areas are integrated into CAMPO's 2016 Work Efforts.

**Summary of CAMPO's 2016 Work Efforts and the Federal Planning Emphasis Areas**

2016 UPWP Work Tasks		MAP-21 Implementation	Models of Regional Planning Cooperation	Ladders of Opportunity
1.1	General Administration and Work Program Oversight	x		
1.2	UPWP Development		x	
1.3	MPO Representation		x	x
1.4	Training	x		
1.5	Public Participation			x
1.6	MAP-21 Implementation	x	x	x
2.1	Development of 2040 Regional Transportation Plan	x	x	
2.2	Update Travel Demand Model	x	x	x
2.3	Complete and Maintain Transportation Improvement Program		x	
2.4	Regional Consistency Review		x	x
3.1	Model Maintenance and Support Activities	x		
3.2	Maintain Pavement Management System	x		
4.1	Non-Motorized Network Planning		x	x
4.2	Complete Streets Performance Monitoring	x		x
5.1	Responsibilities as Direct Recipient	x	x	x
5.2	Regional Transit Coordination		x	x

One of the primary 2016 Work Efforts that pertains to MAP-21 and Models of Regional Cooperation planning emphasis areas is the development of the 2040 Regional Transportation Plan (RTP), which is one of CAMPO's fundamental documents that guides future work efforts. Development of the RTP is dependent upon working with regional partners to identify common goals and capitalize on regional opportunities. The RTP will focus on transitioning to performance-based planning and programming, as outlined in MAP-21 legislation, including the development of specific performance measures. Outreach efforts will be critical in developing those measures. In addition, the plan will establish baseline data to evaluate future performance.

The Ladders of Opportunity planning emphasis areas will be reflected in the development of performance measures and baseline data. This work will support other work tasks in the UPWP and allow staff to evaluate and refine work efforts related to the maintenance of the Pavement Management System, implementation of Complete Streets measures, and the delivery of essential services. In addition, CAMPO's regional transit coordination and non-motorized network planning work efforts will benefit from regional cooperation by helping to identify transportation connectivity gaps to essential services including employment, health care, schools/education, and recreation.

### 3.0 FY 2016 UNIFIED PLANNING WORK PROGRAM

The following section describes each of the work tasks for the 2016 UPWP, including funding amounts and estimated benchmarks. A summary table that outlines the estimated cost and funding sources for all work elements is attached at the end of this document. Except where noted below for each task, work will be completed by CAMPO staff.

#### WORK ELEMENT 1.0 – MPO Administration

##### Tasks

- 1.1 General Administration and Work Program Oversight - This task will be undertaken by staff, and include the following:
- 1.1.1 Preparation of required MPO reports and memoranda supporting the activities of CAMPO.
  - 1.1.2 Budget and task/activity summaries.
  - 1.1.3 Preparation of billings and reimbursement requests and other related activities.
  - 1.1.4 Application and management of CPG funds for CAMPO operations.
  - 1.1.5 Memberships in related professional organizations and subscriptions to related professional periodicals.
  - 1.1.6 Obtaining and maintaining professional certifications.
  - 1.1.7 MPO Board Support – providing special reports, researching MPO issues, preparation of staff agendas, and attendance at MPO regular and special meetings.

Product: Reports, budget, task summaries, funding for CAMPO and local transit operators, and UPWP amendments as needed.

Funding:	CPG	\$90,250
	<u>Local</u>	<u>\$4,750</u>
	Total	\$95,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.2 Unified Planning Work Program Development – Staff will prepare for adoption of the FY 2017 UPWP and coordinate UPWP activities with other local, regional and statewide agencies. This task also includes UPWP amendments as needed.

Product: An adopted FY 2017 UPWP and any amendments to the FY 2016 UPWP as needed.

Funding:	CPG	\$9,500
	<u>Local</u>	<u>\$500</u>
	Total	\$10,000

Estimated Benchmarks: Draft document March 2016

Estimated Completion Date: May 2016

- 1.3 MPO Representation – Staff will represent the MPO at events and meetings not related to specific other UPWP tasks. This task also includes coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and other agencies and organizations to ensure development of transportation related projects that serve the best interests of the region.

Product: A well-represented MPO and appropriate coordination.

Funding:	CPG	\$33,250
	<u>Local</u>	<u>\$1,750</u>
	Total	\$35,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.4 Training – Provide appropriate training to CAMPO staff. This work program will focus on training to enhance the capabilities of staff and Board members in exercising the responsibilities of the MPO. This task will include the acquisition of materials for in-house training when appropriate.

Product: Enhanced staff capabilities.

Funding:	CPG	\$23,750
	<u>Local</u>	<u>\$1,250</u>
	Total	\$25,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.5 Public Participation – Under this activity, continuing public participation efforts will be conducted by staff throughout the program period related to numerous work tasks, including the update of the TIP, development of the 2040 RTP, the development of the UPWP for the next fiscal year, and other activities. This task also includes the publication of notices and the maintenance of the CAMPO website, as the website is a useful tool to inform constituents of CAMPO’s purpose and current activities.

Product: Public participation activities, including the publication of notices and an operating website for public information.

Funding:	CPG	\$19,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$20,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.6 MAP-21 Implementation – Staff will work to comply with new requirements under MAP-21 as they continue to be communicated from the U.S. Department of Transportation (DOT), with an emphasis on developing performance measures.

Product: Compliance with MAP-21 and the development of documentation as required.

Funding:	CPG	\$23,750
	<u>Local</u>	<u>\$1,250</u>
	Total	\$25,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

## **WORK ELEMENT 2.0 - Regional Transportation Plan**

### **Tasks**

- 2.1 Development of 2040 Regional Transportation Plan (RTP) – CAMPO staff will need to extend the planning horizon from 2035 to 2040. The updated plan will incorporate an updated travel demand model, and will reflect new capital improvements since 2012. The plan will also incorporate updated financial assumptions to be developed in coordination with the Federal Highway Administration, Nevada Department of Transportation, and other metropolitan planning organizations. Finally, the plan will examine performance based planning, though specific requirements are still forthcoming from the U.S. Department of Transportation.

Product: Updated and extended RTP and travel demand model.

Funding:	CPG	\$47,500
	<u>Local</u>	<u>\$2,500</u>
	Total	\$50,000

Estimated Benchmarks: Development of workgroup August-2015, incorporation of travel demand model results-October 2015, draft document-March 2016, and public meeting-April 2016

Estimated Completion Date: May 2016

2.2 Update to Travel Demand Model – Staff will work with a consultant to update the travel demand model. The model will be updated with the most recent traffic volume counts available and adjusted intersection counts. The model will be validated and traffic forecasts for 2025 and 2040 will be prepared. The majority of the cost for this task will be associated with consultant services, with a minority of the cost used to reimburse staff project management.

Product: An extended and validated travel demand model.

Funding:	CPG	\$42,750
	<u>Local</u>	<u>\$2,250</u>
	Total	\$45,000

Estimated Benchmarks: Updated model and validation report-October 2015  
Estimated Completion Date: December 2015

2.3 Complete and Maintain the Transportation Improvement Program (TIP) – The TIP will be revised and extended. The TIP will include a four-year list of projects and be consistent with all Federal planning regulations. The format of the TIP will be updated to reflect consistency with the eSTIP, which is expected to be operational by the 2016 federal fiscal year. Administrative modifications and/or formal amendments will be made as necessary throughout the period. Staff will perform all activities under this task.

Product: Updated TIP

Funding:	CPG	\$14,250
	<u>Local</u>	<u>\$750</u>
	Total	\$15,000

Estimated Benchmarks: Draft document August-2015  
Estimated Completion Date: September 2015, with potential amendments and administrative modifications throughout the fiscal year as needed.

- 2.4 Regional Consistency – Projects proposed within the CAMPO boundaries will be subjected to a review by staff to determine consistency with the RTP and TIP. Reviews will examine the effectiveness of proposed projects as they relate to the ability to relieve/prevent congestion, consideration of likely impacts of transportation policy on land use and development decisions, preservation and efficient utilization of transportation facilities, and other matters required by federal regulation. This effort will not duplicate routine reviews of proposed developments that are conducted by constituent units of government.

Product: Periodic transportation system review and reports. Input on proposed developments of regional significance with regard to the RTP and TIP. Annual growth management reviews will be conducted.

Funding:	CPG	\$4,750
	<u>Local</u>	<u>\$250</u>
	Total	\$5,000

Estimated Benchmarks: N/A  
 Estimated Completion Date: Ongoing

**WORK ELEMENT 3.0 - Street and Highway Planning**

**Tasks**

- 3.1 Travel Demand Model Maintenance and Support Activity – This task consists of on-demand travel demand modeling services through consultant service. There are periodic needs to provide information to other agencies both within and outside the CAMPO area that is derived from, or is an input to, the modeling process. The majority of the cost of this project will be associated with consultant costs, with a minority of cost used to reimburse staff project management.

Product: Provision of information from the modeling process as requested.

Funding:	CPG	\$19,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$20,000

Estimated Benchmarks: N/A  
 Estimated Completion Date: Ongoing as needed



- 3.2 Maintain the Pavement Management System – Staff will update the Pavement Management System following improvements or changes to the street network. Staff will also use this task to provide data to CAMPO to report on performance measures as they relate to pavement maintenance.

Product: Pavement data and up-to-date Pavement Management System.

Funding:	CPG	\$23,750
	<u>Local</u>	<u>\$1,250</u>
	Total	\$25,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

#### **WORK ELEMENT 4.0 – Non-Motorized Planning**

##### **Tasks**

- 4.1 Non-Motorized Network Planning – Staff will continue to evaluate the existing bicycle and pedestrian network, work with member agencies and local advocates, and pursue grant opportunities to improve the accessibility and connectivity of the system.

Product: Improved access and connectivity of the bicycle and pedestrian network.

Funding:	CPG	\$19,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$20,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 4.2 Complete Streets Performance Monitoring – In anticipation of Complete Streets measures along Carson Street and elsewhere in the CAMPO area, staff will collect baseline information to evaluate and monitor the performance of Complete Streets measures in the future.

Product: Baseline information to evaluate the performance of Complete Streets.

Funding:	CPG	\$14,250
	<u>Local</u>	<u>\$750</u>
	Total	\$15,000

Estimated Benchmarks: Identify performance measures-September 2015

Estimated Completion Date: December 2015, but with ongoing data collection

## WORK ELEMENT 5.0 - Public Transit Planning

### Tasks

- 5.1 Responsibilities as Direct Recipient/Transit Project Identification and Allocation of Regional Transit Funds – CAMPO, in coordination with NDOT, works with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this task include training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.

Product: Project identification and allocation of funds among regional transit operators to allow for implementation of FTA transit programs.

Funding:	CPG	\$19,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$20,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 5.2 Regional Transit Coordination – There are three transit services operating within the CAMPO planning area (JAC, RTC Intercity, and BlueGo) that are subsidized by member counties. CAMPO staff will coordinate the services from a regional perspective. This work task will be funded with FTA 5303 funds at an 80% reimbursement rate, as opposed to the 95% reimbursement rate received in CPG funds for all other work tasks in this program.

Product: Coordination and communication among transit operators.

Funding:	FTA 5303	\$14,800
	<u>Local</u>	<u>\$3,700</u>
	Total	\$18,500

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

## **4.0 Unified Planning Work Program Budget**

### **Budget Assumptions**

CAMPO receives an annual apportionment of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds that may be used for transportation planning activities. The FHWA funds are from the planning (PL) program and the FTA funds are allocated from the Section 5303 program. These two funding sources are combined as Consolidated Planning Grant (CPG) funds and may be used to reimburse up to 95% of eligible expenses. The CPG funds are allocated to CAMPO based on an agreed upon distribution formula between NDOT and Nevada's three other MPOs. In addition, CAMPO is utilizing 5303 funds, from a previous allocation as a one time use, for Work Task 5.2. This standalone 5303 allocation is not associated with the CPG funds and is reimbursable at an 80% rate as opposed to the 95% rate of the CPG funds. See the individual work efforts described earlier in this report and the summary budget table, on the next page, for further information on the MPO's revenue and expenses.

## CAMPO 2016 UPWP Cost/Funding Summary

Major Work Element	Work Task		Funding Breakdown		
	Number	Description	CPG/5303	Local Match	Total Cost
1.0 MPO Administration	1.1	General Administration and Work Program Oversight	\$90,250	\$4,750	\$95,000
	1.2	UPWP Development	\$9,500	\$500	\$10,000
	1.3	MPO Representation	\$33,250	\$1,750	\$35,000
	1.4	Training	\$23,750	\$1,250	\$25,000
	1.5	Public Participation	\$19,000	\$1,000	\$20,000
	1.6	MAP-21 Implementation	\$23,750	\$1,250	\$25,000
2.0 Regional Transportation Plan	2.1	Development of 2040 Regional Transportation Plan	\$47,500	\$2,500	\$50,000
	2.2	Update Travel Demand Model*	\$42,750	\$2,250	\$45,000
	2.3	Complete and Maintain Transportation Improvement Program	\$14,250	\$750	\$15,000
	2.4	Regional Consistency Review	\$4,750	\$250	\$5,000
3.0 Street and Highway Planning	3.1	Model Maintenance and Support Activities*	\$19,000	\$1,000	\$20,000
	3.2	Maintain Pavement Management System	\$23,750	\$1,250	\$25,000
4.0 Non-Motorized Planning	4.1	Non-Motorized Network Planning	\$19,000	\$1,000	\$20,000
	4.2	Complete Streets Performance Monitoring	\$14,250	\$750	\$15,000
5.0 Public Transit Planning	5.1	Responsibilities as Direct Recipient	\$19,000	\$1,000	\$20,000
	5.2	Regional Transit Coordination^	\$14,800	\$3,700	\$18,500
<b>Total Funding</b>			<b>\$418,550</b>	<b>\$24,950</b>	<b>\$443,500</b>

\*Consultant involvement is expected for the following work tasks: 2.2 and 3.1.

^Task 5.2 is funded with FTA Section 5303 funds, which requires a 20% match as opposed to 5% as for CPG funds.

Distribution of Local Share		
County	Pct.	Cost
Carson City	66.3	\$16,542
Douglas County	15.4	\$3,842
Lyon County	18.3	\$4,566
Total	100.0	\$24,950

## Item F-2

### CARSON AREA METROPOLITAN PLANNING ORGANIZATION REQUEST FOR BOARD ACTION

**Date Submitted:** April 29, 2015

**Meeting Date:** May 13, 2015

**To:** Carson Area Metropolitan Planning Organization

**From:** Dan Doenges, Senior Transportation Planner

**Subject Title:** For Possible Action: To approve Amendment 1 to Agreement No. NM444-12-804, which sets forth general provisions for the duties of the parties in the expenditure of the Federal metropolitan Planning (PL) funds.

**Staff Summary:** The proposed amendment modifies the existing agreement by updating the reference to the current Office of Management and Budget (OMB) Circular, which governs eligible costs and the methods for documentation of those costs attributable to project contracting requirements.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Board Action:** I move to approve Amendment 1 to Agreement No. NM444-12-804, which sets forth general provisions for the duties of the parties in the expenditure of the Federal metropolitan Planning (PL) funds.

**Explanation for Recommended Action:** The Planning Agreement outlines the provisions required for CAMPO to receive Federal Planning (PL) funds. PL funds are made available on an annual basis to all four Nevada metropolitan planning organizations (MPOs) and are the primary source of funding to carry out the tasks identified each year in the individual Unified Planning Work Programs (UPWPs) developed by each MPO.

The proposed amendment would update the agreement to reference provisions in the most recent circular released by the Federal Office of Management and Budget. The newest circular, commonly called the “Super Circular,” is basically a consolidated circular that combines grant administrative rules, cost principles, and audit requirements into one document. Previously, there was a separate circular for each of these for different types of entities. No changes in the administration of these funds are expected as a result of the new circular.

**Applicable Statute, Code, Rule or Policy:** OMB Circular Title 2 Subtitle A Chapter II Part 200

**Fiscal Impact:** N/A  
**Explanation of Impact:** N/A  
**Funding Source:** N/A  
**Alternatives:** N/A

**Supporting Material:** Amendment 1 and existing Agreement No. NM444-12-804

**Prepared By:** Dan Doenges, Senior Transportation Planner

**Reviewed By:** David Doenges Date: 5/4/15  
(Transportation Manager)  
Carl Egan Date: 5/4/15  
(Public Works Director)  
Michelle A. White Date: 5/4/15  
(Finance Director)  
Joseph L. Wood Date: 5/4/15  
(District Attorney's Office)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)

Amendment No.1 to  
Cooperative Agreement No. NM444-12-804

This Amendment is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the State of Nevada, Department of Transportation, hereinafter referred to as the DEPARTMENT, and Carson Area Metropolitan Planning Organization, 3503 Butti Way Carson City, NV 89701 hereinafter referred to as the CAMPO.

WITNESSETH:

WHEREAS, on October 1, 2012, the Parties entered into Agreement No. NM444-12-804 to set forth general provisions for the duties of the parties for the expenditure of the Federal metropolitan Planning (PL) funds; and

WHEREAS, reference to an Office of Management and Budget (OMB) Circular must be updated to reflect a new super circular; and

WHEREAS, the Parties hereto desire to make certain amendments to Agreement No. NM444-12-804.

NOW, THEREFORE, the Parties agree as follows:

- A. Article 1, Paragraph 7 a and b, are amended by deleting them in their entirety and inserting in their place:  
“a. Office of Management and Budget (OMB) Circular Title 2 Subtitle A Chapter II Part 200.”
- B. All of the other provisions of Agreement No. NM444-12-804 dated October 1, 2012, shall remain in full force and effect as if set forth herein.

IN WITNESS WHEREOF, the above named Parties have hereunto set their hands and executed this Amendment on the date first written above.

Carson Area Metropolitan Planning  
Organization

STATE OF NEVADA, acting by and through  
its DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_

\_\_\_\_\_

Director

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Approved as to Legality and Form:

\_\_\_\_\_  
Title (Print)

\_\_\_\_\_  
Deputy Attorney General

COOPERATIVE AGREEMENT

This Agreement is made and entered into this 1st day of October, 2012 by and between the STATE OF NEVADA, acting by and through its Department of Transportation, hereinafter called the DEPARTMENT, and the Carson Area Metropolitan Planning Organization, hereinafter called the CAMPO.

WITNESSETH:

WHEREAS, a Cooperative Agreement is defined as an agreement between two or more public agencies for the "joint exercise of powers, privileges and authority;" and

WHEREAS, pursuant to the provisions contained in Chapter 408 of the Nevada Revised Statutes (NRS), the Director of the DEPARTMENT may enter into agreements necessary to carry out the provisions of the Chapter; and

WHEREAS, NRS 277.110 authorizes any two or more public agencies to enter into agreements for joint or cooperative action; and

WHEREAS, the parties to this Agreement are public agencies and authorized to enter into agreement in accordance with NRS 277.080 to 277.110; and

WHEREAS, the purpose of this Agreement is to set forth general provisions for the duties of the parties for the expenditure of the Federal Metropolitan Planning (PL) funds set forth herein; and

WHEREAS, the transportation planning services to be provided by the CAMPO will be of benefit to the DEPARTMENT, the CAMPO and to the people of the State of Nevada; and

WHEREAS, the PROJECT has been approved for Federal Planning funds C.F.D.A. (Catalog of Federal Domestic Assistance) Number 20.205; and

WHEREAS, the parties hereto are willing and able to perform the services described herein.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein contained, it is agreed as follows.

ARTICLE I - CAMPO AGREES

1. To be responsible for the maintenance of a comprehensive, continuing, and cooperative transportation planning process, and as such, shall be responsible for all transportation planning funds for the study area whose boundaries shall include the limits of the CAMPO Planning Area Boundary.

2. To conduct its designated planning activities in compliance with the approved Unified Planning Work Program and in accordance with the policies and procedures of the Federal Highway Administration (FHWA).



3. To be responsible, in cooperation with the DEPARTMENT, for designating the project priorities on the Functionally Classified System of Streets and Highways within the CAMPO's boundaries, consistent with the guidelines governing the Regional Transportation Improvement Program.

4. To be responsible, in cooperation with the DEPARTMENT, for compiling, reviewing the planning consistency of, and adopting a fiscally constrained Transportation Plan and Transportation Improvement Program for the Metropolitan Planning Area.

5. To develop and implement a public participation program to assist the CAMPO in identifying community transportation needs and desires. Various methods of providing for public involvement and input may be used as deemed necessary or appropriate. These methods may include but are not limited to meetings, hearings, workshops, citizen committees, and newsletters.

6. To be responsible, in cooperation with the DEPARTMENT, for the annual development, maintenance, adoption, and administration of the CAMPO Unified Planning Work Program as required by Title 23 Code of Federal Regulations (CFR) 450.314 and Title 23 CFR Part 420, herein incorporated by reference. The Unified Planning Work Program is a program budget document within which the comprehensive metropolitan planning process is defined so that Federal and DEPARTMENT planning requirements can be met.

7. To provide funds, from sources other than the DEPARTMENT or Federal funds, to cover the balance of the work defined in the Unified Planning Work Program. Any funding provided by the DEPARTMENT as indicated in the Unified Planning Work Program must be expended in the program year indicated. The DEPARTMENT's obligation to provide DEPARTMENT funds lapses at the end of each program year as indicated in the approved Unified Planning Work Program. Eligible costs as well as methods for documenting those costs attributable to the project contracting requirements shall be governed by the current provision of:

a. Office of Management and Budget (OMB) Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments."

b. Office of Management and Budget (OMB) Circular A-102, "Grants and Cooperative Agreements with State and Local Governments," including all applicable attachments.

8. To invoice the DEPARTMENT quarterly for actual eligible costs (with supporting auditable documentation) of completing planning activities as contained in the approved Unified Planning Work Program. Monthly billings will be allowed, at the DEPARTMENT's discretion, on a case-by-case basis. Reimbursement shall not exceed the approved federal funds for the fiscal year that is programmed. This agreement does not cover fund sources other than the PL funds and the 5303 Federal Transit Administration (FTA) funds transferred to FHWA to become PL funds. The CAMPO is responsible for the non-federal match as required.

9. To invoice the DEPARTMENT for final quarter eligible costs within Forth-five (45) calendar days of the program completion.

10. To submit for review quarterly and year-end reports accounting for the expenditure of all funds and services included as part of the transportation section of the Unified Planning Work Program.

11. To permit the DEPARTMENT and the FHWA to audit the books, records, and accounts of the CAMPO pertaining to the CAMPO's Unified Planning Work Program. In addition, the CAMPO will present to the DEPARTMENT the results of any independent audit, review, and/or inspection of the CAMPO's Unified Planning Work Program prepared by or for the CAMPO.

12. To provide and maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and to make such materials available at the administrative offices of the CAMPO at all reasonable times during the tenure of this agreement and for three (3) years from federal acceptance of the project for work accomplished by the CAMPO under the Unified Planning Work Program. Such materials will be made available for inspection by authorized representatives of the DEPARTMENT or the FHWA, and copies thereof shall be furnished if requested.

13. To establish a separate fund to provide funding for the transportation planning process and to match Federal transportation planning funds.

14. The Director of the DEPARTMENT shall be an ex-officio member for participation in matters pertaining to planning.

#### ARTICLE II - DEPARTMENT AGREES

1. To participate in the ongoing transportation planning program and to provide funds for eligible activities in the federally approved Unified Planning Work Program. Any State funds used shall come from monies authorized by NRS Chapter 408, and shall be utilized for funding only by agreement in writing approved by the DEPARTMENT.

2. To program the approved Federal funds each year allocable to the CAMPO. The DEPARTMENT agrees to reimburse the CAMPO ninety-five percent (95%), of the amount approved by FHWA of the program costs upon receipt of quarterly billings with supporting documentation. Total reimbursement shall not exceed the total amount appropriated for each federal fiscal year. Reimbursement shall not exceed the amount shown for each of the tasks in the approved CAMPO Unified Planning Work Program.

3. To reimburse the CAMPO PL funds no later than fifteen (15) calendar days (per MAP-21) after the date of receipt as authorized in Title 23 United States Code (USC). The invoice must contain all appropriate documentation and backup material. If the required documentation contains errors or is not included with the invoice as required, the invoice will be returned to the respective CAMPO for correction. After corrections are made, the invoice will be returned to the DEPARTMENT and the fifteen (15) calendar day period will begin affective upon stamped receipt of the corrected invoice.

4. To notify the CAMPO within thirty (30) calendar days of the publication of a FHWA Notice as authorized by Congress of the Rescission of Federal Metropolitan Planning funds of the amounts to be rescinded from each of the various Metropolitan Planning areas of the State of Nevada under said Notice together with any amounts withheld by the DEPARTMENT and the basis for this allocation.

5. The DEPARTMENT shall inform the CAMPO and the FHWA Division Office of the amounts allocated (per the mutually agreed upon allocation formula) to CAMPO as soon as

possible, but no later than thirty (30) calendar days, after PL and 5303 FTA funds have been apportioned by the United States Department of Transportation (USDOT) to the DEPARTMENT.

ARTICLE III - IT IS MUTUALLY AGREED

1. The term of this agreement shall be from the date first written above and shall remain in effect through and including September 30, 2016.

2. This Agreement may be terminated by either party prior to the date set forth above, provided that a termination shall not be effective until thirty (30) calendar days after a party has served written notice upon the other party. This Agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason Federal and/or State Legislature funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

3. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile or electronic mail with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth below:

FOR DEPARTMENT: Rudy Malfabon, P.E., Director  
Attn: Tom Greco, P.E., Assistant Director, Planning  
Nevada Department of Transportation  
1263 South Stewart Street  
Carson City, NV 89712  
Phone: (775) 888-7440  
Fax: (775) 888-7201  
E-mail: [tgreco@dot.state.nv.us](mailto:tgreco@dot.state.nv.us)

FOR CAMPO: Charles DesJardins, Chairman  
Attn: Patrick Pittenger, Transportation Manager  
City of Carson City  
3505 Butti Way  
Carson City, NV 89701  
(775) 887-2355  
(775) 887-2164  
E-mail: [ppittenger@carson.org](mailto:ppittenger@carson.org)

4. The parties shall coordinate their designated planning activities according to Federal regulatory requirements.

5. Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitations, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

6. To be responsible, in cooperation with the CAMPO and the Federal Agencies, for securing the timely approval of the annual CAMPO Unified Planning Work Program and any amendments thereto. In the case of Amendments, the DEPARTMENT will transmit the Amendment to the Federal Agencies within thirty (30) calendar days of receipt from the CAMPO.

7. The CAMPO will work closely with the DEPARTMENT on developing a mutually agreed upon schedule of information needed to develop the Unified Planning Work Program.

8. To the fullest extent of NRS Chapter 41 liability limitations, each party shall Indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, caused by the negligence, errors, omissions, recklessness or intentional misconduct of its own officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. This indemnification obligation is conditioned upon the performance of the duty of the party seeking indemnification (indemnified party), to serve the other party (indemnifying party) with written notice of actual or pending claim, within thirty (30) calendar days of the indemnified party's notice of actual or pending claim or cause of action. The indemnifying party shall not be liable for reimbursement of any attorney's fees and costs incurred by the indemnified party due to said party exercising its right to participate with legal counsel.

9. The parties do not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Agreement liability of both parties shall not be subject to punitive damages. Actual damages for any DEPARTMENT breach shall never exceed the amount of funds which have been appropriated for payment under this Agreement, but not yet paid, for the fiscal year budget in existence at the time of the breach.

10. Failure to declare a breach or the actual waiver of any particular breach of the Agreement or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

11. An alteration ordered by the DEPARTMENT which substantially changes the services provided for by the expressed intent of this Agreement will be considered extra work, and shall be specified in an Amendment which will set forth the nature and scope thereof. The method of payment for extra work shall be specified at the time the amendment is written.

12. This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the exclusive jurisdiction of the Nevada First Judicial District Court, Carson City, Nevada for enforcement of this Agreement.

13. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement and this Agreement shall be construed as if such provision did not exist. The unenforceability of such provision shall not be held to render any other provision or provisions of this agreement unenforceable.

14. Except as otherwise expressly provided within this Agreement, all or any property presently owned by either party shall remain in such ownership upon termination of this

Agreement, and there shall be no transfer of property between the parties during the course of this Agreement.

15. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof a third party beneficiary status hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

16. Each party agrees to keep and maintain under generally accepted accounting principles full, true and complete records and documents pertaining to this Agreement and present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation is maintained. Such records and documentation shall be maintained for three (3) years after final payment is made.

17. The parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each party is and shall be a public agency separate and distinct from the other party and shall have the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

18. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

19. The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to engage in the cooperative action set forth herein.

20. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is confidential by law or a common law balancing of interests.

21. Each party shall keep confidential all information, in whatever form, produced, prepared, observed, or received by that party to the extent that such information is confidential by law or otherwise required to be kept confidential by this Agreement.

22. This Agreement shall not become effective until and unless approved by appropriate official action of the governing body of each party.

23. This Agreement constitutes the entire agreement of the parties and such is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement shall be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Attorney General.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

Carson Area Metropolitan  
Planning Organization

Charles R. Destardins

CHARLES R. DESTARDINS

Name (Print)

CHAIRMAN, CAMPO

Title (Print)

Approved as to Form:

Joseph L. Ward  
Attorney

12/24/2012  
Date

State of Nevada, acting by and through its  
DEPARTMENT OF TRANSPORTATION

Lady Maljean  
Director

Approved as to Legality & Form:

E. June Logan  
Deputy Attorney General

## Item F-3

### CARSON AREA METROPOLITAN PLANNING ORGANIZATION REQUEST FOR BOARD ACTION

**Date Submitted:** April 29, 2015

**Meeting Date:** May 13, 2015

**To:** Carson Area Metropolitan Planning Organization

**From:** Dan Doenges, Senior Transportation Planner

**Subject Title:** For Possible Action: To authorize the Transportation Manager to sign Agreement No. PR107-15-804 for commitment to complete the Fiscal Year (FY) 2016 Unified Planning Work Program (UPWP) and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in the value of funding of up to 20% of the initial funding amount.

**Staff Summary:** The proposed agreement commits CAMPO to complete the FY 2016 UPWP as approved and to comply with the matching requirements for the expenditure of federal funds.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Board Action:** I move to authorize the Transportation Manager to sign Agreement No. PR107-15-804 for commitment to complete the Fiscal Year (FY) 2016 Unified Planning Work Program (UPWP) and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in the value of funding of up to 20% of the initial funding amount.

**Explanation for Recommended Action:** The proposed agreement commits CAMPO to complete the FY 2016 UPWP as approved and to comply with the matching requirements for the expenditure of federal funds allocated to the UPWP. This agreement is updated annually after approval of the upcoming Federal Fiscal Year UPWP.

It is anticipated that the funding amount shown in the agreement will likely change following obligation of Consolidated Planning Grant (CPG) funds to CAMPO. At that time, an amendment to the agreement is expected to authorize the obligated funding amount and incorporate the determined amount of carryover from the previous year.

**Applicable Statute, Code, Rule or Policy:** N/A

**Fiscal Impact:** \$500,000

**Explanation of Impact:** This is the amount of federal funding that is estimated to be available to complete the work tasks in the FY 2016 UPWP. A 5% local match is required to use the CPG funds.

**Funding Source:** CPG funds.

**Alternatives:** N/A

**Supporting Material:** Agreement No. PR107-15-804.

**Prepared By:** Dan Doenges, Senior Transportation Planner

**Reviewed By:** *Daniel Doenges* Date: 5/4/15  
(Transportation Manager)  
*M. J. ...* Date: 5/4/15  
(Public Works Director)  
*Thelma ...* Date: 5/4/15  
(Finance Director)  
*Joseph ...* Date: 5/4/15  
(District Attorney's Office)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)



COOPERATIVE AGREEMENT

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the STATE OF NEVADA, acting by and through its Department of Transportation, hereinafter called the DEPARTMENT, and the Carson Area Metropolitan Planning Organization, hereinafter called the MPO.

The undersigned signatory MPO hereby commits to complete during State Fiscal Year (FY) starting July 1, 2015, and ending June 30, 2016, the Unified Planning Work Program (UPWP) as approved, and is incorporated herein by this reference and made an express part of this agreement.

All of the obligations, duties, terms and conditions set forth in the Cooperative Agreement NM444-12-804 and executed with effective dates of October 1, 2012, to September 30, 2016, between the MPO and the DEPARTMENT are incorporated herein by this reference as part of this UPWP Agreement for FY 2016.

The federal letter of approval from the Nevada Division of the Federal Highway Administration (FHWA) and Federal Transit Administration that approves the UPWP covering the time period July 1, 2015, through June 30, 2016, is incorporated herein by this reference and made an express part of this agreement.

The MPO agrees to comply with FHWA matching requirements for "Consolidated Planning Grant" funds obligated and encumbered against this UPWP. This UPWP obligates and encumbers only these following federal funds: FHWA – Metropolitan Planning (PL), 95/5 (federal/local). All local match funds are to be provided from non-federal sources.

Subject to availability of federal funds this FY, UPWP funds encumbered by the DEPARTMENT include, but may not exceed the following:

The estimated amount of federal funds for FY 2016 is Five Hundred Thousand and No/100 Dollars (\$500,000.00). Reimbursement of these funds will begin when the funds are made available to the DEPARTMENT. When federal funds become available, the agreement will be amended. The estimated amount of local match to be paid by the MPO is Twenty-Six Thousand Three Hundred Sixteen and No/100 Dollars (\$26,316.00).

Should the MPO expend funds in excess of those federal funds actually encumbered for FY 2016 against this UPWP, those costs shall be borne solely by the MPO.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

Carson Area Metropolitan Planning Organization

State of Nevada, acting by and through its DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_

\_\_\_\_\_

Director

\_\_\_\_\_  
Name and Title (Print)

Approved as to Legality & Form:

Approved as to Form:

\_\_\_\_\_  
Deputy Attorney General

\_\_\_\_\_  
Attorney