

City of Elko           )  
County of Elko        )  
State of Nevada       )

SS     December 12, 2017

The City Council of the City of Elko, State of Nevada met for a regular meeting beginning at 4:00 p.m., Tuesday, December 12, 2017.

This meeting was called to order by Mayor Chris Johnson.

## **ROLL CALL**

**Mayor Present:**     Chris J. Johnson

**Council Present:**   Councilman John Rice  
                          Councilwoman Mandy Simons  
                          Councilman Robert Schmidlein  
                          Councilman Reece Keener

**City Staff Present:**  Curtis Calder, City Manager  
                          Scott Wilkinson, Assistant City Manager  
                          Ryan Limberg, Utilities Director  
                          Shanell Owen, City Clerk  
                          Jonnye Jund, Administrative Services Director  
                          Aubree Barnum, Human Resources Manager  
                          Cathy Laughlin, City Planner  
                          Ty Trouten., Police Captain  
                          Jeremy Draper, Development Manager  
                          Bob Thibault, Civil Engineer  
                          Jeff Ford, Building Official  
                          Matt Griego, Fire Chief  
                          John Holmes, Fire Marshal  
                          Jim Foster, Airport Manager  
                          Mike Haddenham, WRF Superintendent  
                          James Wiley, Parks and Recreation Director  
                          Dave Stanton, City Attorney  
                          Diann Byington, Recording Secretary

## **PLEDGE OF ALLEGIANCE**

## **COMMENTS BY THE GENERAL PUBLIC**

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. **ACTION WILL NOT BE TAKEN**

*There were no public comments.*

*The minutes were approved by general consent.*

**I. PRESENTATIONS**

- A. A Presentation of a Nevada LTAP Road Scholar Certificate to James Pauley, and matters related thereto. **INFORMATION ONLY – NON ACTION ITEM**

Dennis Strickland spoke about the Nevada LTAP program and handed out information (Exhibit “A”). He presented James Pauley with his Road Scholar Certification.

Paul Algerio, Street Superintendent, said this will be the first of many. There are others taking the classes. We may have another presentation in another month or so.

- B. Review, consideration, and possible authorization for the City of Elko to enter into an agreement with Building Reports/Compliance Center to provide 3<sup>rd</sup> party inspection reports to City of Elko Departments (Fire, Community Development, Water and Engineering), and matters related thereto. **FOR POSSIBLE ACTION**

A few years ago the previous Fire Marshal approached Council regarding the same type of 3<sup>rd</sup> party reporting company. However, that company (Compliance Engine) charges for their inspections. The current company Building, Reports/Compliance Center does not charge the community due to Major Company contributions. This reporting system will help City Departments with compliance reporting of required inspection. JH

John Holmes, Fire Marshal, gave a presentation (Exhibit “B”).

Councilman Keener asked if all of the inspection data will be hosted by this website. (Yes) What is the duration of the agreement?

Mr. Holmes answered until we decide not to have it. We can cancel as long as we give a 90 day notice. There are no fees associated with it.

Councilman Keener was worried that since our data will be on their site, they will start charging an annual fee to access it.

Chief Griego said this will not have all of our inspection data. John will go out and do the annual inspections and those are on our emergency reporting. This is for specific things such as compliance with fire alarms. Are third parties coming in to inspect the fire alarms or backflow preventers? This company is helping aggregate these things; the compliance things that the city has to track.

Mayor Johnson said he didn’t know what this was. He stated that he has a conflict of interest because this reporting will benefit a company like his. He abstained from voting. Mayor Pro Tem Rice will finish this item.

Mayor Pro Tem Rice asked for a motion.

**\*\* A motion was made by Councilman Keener, seconded by Councilwoman Simons, to allow the city to enter into an agreement with Building Reports/Compliance Center to provide services outlined in the agreement.**

*The motion passed. (4-0 Mayor Johnson abstained.)*

## **II. APPROPRIATIONS**

- E. Review, consideration, and possible authorization for the transfer of ownership of Elko Police Department's Canine *Niels* to Officer Jason Checketts in exchange for the adoption fee of \$85.00, and matters related thereto. **FOR POSSIBLE ACTION**

Elko Police Dog *Niels* is a ten (10) year old Belgian Malinois who is in need of retirement. It is in the best interest of the City of Elko to transfer ownership of a highly trained Police Dog to its current handler. Officer Jason Checketts desires to purchase *Niels*. Canine *Niels*' selling price was determined by using the amount set for dog adoptions at the City of Elko Animal Shelter. BR

Ty Trouten, Police Captain, said this is the third K9 that has retired from the Police Department. *Niels* is ten years old and showing his age with grey in the muzzle. He has been with Officer Checketts for the last 7 years. This is a trained animal and would need a handler that is likewise trained to manage and care for that animal.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilwoman Simons, to authorize Elko Police Department to transfer ownership of K9 *Niels* to Officer Jason Checketts in exchange for the adoption fee paid for by the City Council Members of \$85.00.**

*The motion passed unanimously. (5-0)*

- F. Review, consideration, and possible final project acceptance and assessment of liquidated damages for the Elko Police Station, and matters related thereto. **FOR POSSIBLE ACTION**

At the February 25, 2015 Council meeting, the project for the construction of the City of Elko Police Station was awarded to MGM Construction in the amount of \$5, 377,979. During construction a total of nine (9) change orders were approved totaling \$260, 949.29, approximately 4.8% of the base bid, bringing the total project cost to \$5,638,928.29. Substantial completion for the project was issued on June 13, 2016, fourteen (14) days after the contract substantial completion of May 30, 2016. Per the contract with MGM Construction the project liquidated damages are assessed at a rate of \$500 per day, for a total of \$7,000. The final punch list was completed and incomplete set of as-builts and record drawing were provided to the City of Elko on November 7, 2017. JD

Mayor Johnson stated he had a conflict of interest because of his business affiliation with MGM Construction on another project, and he plans to bid future projects with MGM. He turned it over to Mayor Pro Tem Rice.

Jeremy Draper, Development Manager, said Byron Smith from LCA was present. There was a letter/email in the packet from MGM Construction. A memo was sent out today rebutting MGM's comments. He went over the memo (included in the packet).

Councilwoman Simons asked Mr. Stanton if number two did constitute a de facto occupancy.

Dave Stanton, City Attorney, said moving furniture into a building does not define a substantial completion. He wasn't involved in contract administration and he is getting his information from those that were. It sounds like they are trying to key substantial completion to the date we started moving property into the facility. That doesn't equate to substantial completion.

Councilwoman Simons asked about holding up a valid draw request. Was there a time stipulated in which we could?

Mr. Draper said typically our contracts are 30 to 45 days.

Councilwoman Simons asked about No. 4, the amount of retention was contrary to NRS 338.530, but then Mr. Draper cited NRS 338.525. What does 530 say?

Mr. Draper answered 530 deals with the payment of interest on amounts withheld improperly. If we hold retention over 30 days improperly we pay interest on it. NRS 338.525 deals with the process for holding that retainage for reasons. Part of those reasons were that we had a large punch list that needed to be completed. We do have to notify the contractor of those reasons and we did that in writing and through weekly meetings with them.

Councilman Schmidtlein asked when the city made use of the property.

Mr. Draper answered it was his understanding that we did that on June 5, 2016. We started moving furniture in two to three weeks prior to that. He references a letter dated April 11, 2016 where we laid out the items that needed to be completed for substantial completion. Those included the use of the main building, the use of the accessory building and the security fence being completed. The security fence held them up. Once the security fence was completed we issued a notice of substantial completion for June 13th.

Councilman Schmidtlein asked how many days are allowed on a punch list. Some projects are 30 days and some are 60 days. It has been over a year?

Mr. Draper answered if you go through the technical specifications that we identified in this memo, they were supposed to have all of those documents that we just got last month, to us prior to us asking an inspection for that substantial completion and to develop that punch list. Byron had several conversations with them and we went round and round with them trying to get that punch list done and get the documents in hand. Those didn't get to us until November 6<sup>th</sup> of this year, almost 18 months after we took occupancy.

Scott Wilkinson, Assistant City Manager, said we can characterize MGM towards the end of the project as non-responsive. Some of the points made today were not brought to our attention at the time. Supposedly when we didn't process a payment in a timely manner, that wasn't communicated as being an issue to the City of Elko until this item was on the agenda.

Councilman Keener said the liquidated damages are .0012% of the project cost. It is a miniscule amount and 18 months after the fact. The liquidated damages are put in a contract to motivate the contractor to get the job done in a timely manner. It is important that we enforce those.

Mayor Pro Tem Rice asked if anyone from MGM was present. (no)

Mr. Draper said he didn't get an indication that they would be present but he did send them a copy of this memo as soon as he sent it out to the Council Members.

Councilman Schmidlein said we need to support the design team. There were a lot of hurdles and weather. We did grant them an additional 123 working days gave them suitable time. He agreed that they were non-responsive.

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Keener, to provide final acceptance of the Elko Police Station Project and assess MGM Construction with 14 days of liquidated damages totally \$7,000.**

*The motion passed. (4-0 Mayor Johnson abstained.)*

- G. Review, consideration, and possible authorization to solicit bids for the WRF Fill Station Project, and matters related thereto. **FOR POSSIBLE ACTION**

This project is budgeted in the current fiscal year budget. The project would consist of a reuse water fill station with card reader system and would be located on vacant property adjacent to the WRF.

Attached as backup is letter from NDEP dated June 27, 2016 recommending this project. RL

Ryan Limberg, Utilities Director, said Lana Carter, our design engineer was present. So was the WRF superintendent, Mike Haddenham. There are three drivers on this project and they all tie to regulations. The first regulation is the WRF discharge permit. The second is the Class B water regulations. The third would be the city's storm water permit regulations. We are trying to control public access, restrict human contact, no release off the property and no release/runoff of that water to the storm drain system. If we take the card reader assembly from the project we can reduce the costs. There are some other things we can do to reduce the costs but we wanted to create something that will last a long time and have some efficiencies for finance and other things.

Councilman Schmidlein asked how much usage is done by contractors around town.

Mike Haddenham, WRF Superintendent, answered it was close to three million gallons.

Councilman Schmidlein had an issue with the card reader. We have to dispose of this anyhow. We are doing anything we can to distribute it on the golf course and the new sports complex. We should be giving it away for free.

Councilman Keener thought that was a great point. If we offered it for free maybe there would be more demand for it and there would be less that would end up in the perk pond. He would be in favor of doing away with the card reader system all together.

Mr. Haddenham clarified that the card reader isn't just the computer, it is the complete fill system. It includes the plumbing, the fill pipe, the winter encasement to keep it from freezing in the winter months, and stuff like that.

Councilwoman Simons noted we can't eliminate the full \$50,000 or else we wouldn't have a fill pump. What portion is just the card reader?

Mr. Limberg said if you look at the last line item, there is a fill station for \$50,000. While part of that would still stay in there is also other parts in these costs above that would come out. As far as the value of reuse water, you see that increasing each year throughout communities. The demand for that is growing. When we have the most water is the winter time when nobody needs it. We want to use it all up and we don't want to be over committed.

Councilman Rice felt this water is an asset and we should be cautious giving away assets when they are part of an enterprise fund.

Mr. Limberg said the potable water is \$1.50 a thousand gallons and the reuse water is \$0.40 a 1000 gallons. Staff will be fine with whatever council decides.

Councilman Schmidlein asked irrigating at the sports complex, if the drainage heads towards the river will we have fines?

Mr. Limberg answered if it heads to the river there is no issue. If it goes into the river it is a big issue. We have a WRF Operating Permit that contains terms and conditions. There are several outfalls listed, locations where we can use that water. To get those locations listed we also have to have an effluent management plan for each of those locations. One of the locations we will have that plan for is the Sports Complex. We will have that by the time the water goes there. There are terms and conditions on the effluent management plans. Many of those terms and conditions are those that he has previously mentioned such as public access and human contact. When those things do occur, and they inevitably do, it is a violation of our permit and we have to submit data to the NDEP explaining why that happened.

Councilman Rice felt this was a good long-term plan that takes into account costs that will be incurred if we don't do this. The project will pay for itself in the long run. Effluent water is an asset that the city controls and we need to be cautious giving it away. These things cost money and part of it is driven by new regulations from the state.

Curtis Calder, City Manager, said the effluent sales over the last two years has been under \$25,000. We are not talking about a lot of money.

Mr. Limberg cautioned council. It isn't about the money coming in, it is about what we are saving by not putting in more ribs or wells. It is an important feature to have. It may not make a lot of money but it can potentially save a lot of money.

Mayor Johnson said to move ahead with the project but forget about the reader.

**\*\* A motion was made by Mayor Johnson, seconded by Councilwoman Simons, to direct staff to solicit bids for the WRF Fill Station less the scope of work of the electronic reader that the City of Elko would not bill for effluent water.**

*The motion passed. (4-1 Councilman Schmidlein voted no.)*

- H. Review, consideration, and possible final acceptance for the demolition of the former Elko Police Station, and matters related thereto. **FOR POSSIBLE ACTION**

At the October 10, 2017 Council meeting, Council awarded a contract to Q&D Construction for the demolition of the former Elko Police Station. All work has been completed, there were no change orders on the project, and Staff recommends final acceptance. JD

Jeremy Draper, Development Manager, explained the project is complete. The value is listed in the agenda. The total cost to demo this, including asbestos abatement, was \$241,000.

**\*\* A motion was made by Councilman Keener, seconded by Councilman Rice, for final acceptance of the Demolition of the Former Elko Police Station Project.**

*The motion passed unanimously. (5-0)*

### **III. NEW BUSINESS**

- A. Review and consideration of submitted data and/or arguments as to whether the proposed increase in zoning application fees will impose a direct and significant burden upon a business or directly restrict the formation, operation, or expansion of a business, and matters related thereto. **FOR POSSIBLE ACTION**

Pursuant to NRS 237.080, the City of Elko notified trade associations or owners and officers of businesses which may be affected by increased zoning application fees. Responses were due to the City by 5:00 pm on Friday, December 1<sup>st</sup>. No responses were received. After making a determination regarding the proposed rule, Staff will prepare a business impact statement which will be considered during a subsequent public hearing. SO

Shanell Owen, City Clerk, explained a copy of the proposed rule notification was included in the packet. We mailed out 415 notices on November 3<sup>rd</sup>. The deadline to submit comments was December 1<sup>st</sup>. The notice was published in the Elko Daily Free Press on November 3<sup>rd</sup> and posted on the City of Elko website on November 3<sup>rd</sup>. The notice was also posted at City Hall. There were no comments received. If Council would like to proceed with the fee increases then

the action would be to declare that the fees proposed will not impose a direct and significant burden upon a business or directly restrict the formation, operation or expansion of a business.

**\*\* A motion was made by Councilman Keener, seconded by Councilman Rice, to advise the Clerk's Office to move forward with an increase in Zoning Application Fees and the findings are that this will not impose a direct and significant burden upon a business or directly restrict the formation, operation or expansion of a business.**

*The motion passed unanimously. (5-0)*

- B. Review and possible approval of an agreement Carter Engineering, LLC, to Adopt-a-Street for litter collection in the public right-of-way on Cedar Street from D Street to 6<sup>th</sup> Street, and matters related thereto. **FOR POSSIBLE ACTION**

Carter Engineering, LLC, is interested in volunteering for the Adopt-a-Street program. Cedar Street from D Street to 6<sup>th</sup> Street is currently available for adoption. DS

Dennis Strickland, Public Works Director, explained Ms. Carter was present. She has been gracious enough to volunteer her services to clean that area.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilman Rice, to approve the agreement with Carter Engineering, LLC to Adopt-a-Street for litter collection in the public right-of-way on Cedar Street from D Street to 6<sup>th</sup> Street.**

*The motion passed unanimously. (5-0)*

- C. Review, consideration, and possible approval of Map of Reversion to Acreage No. 1-17, filed by Idaho Street Properties, LLC, for the purpose of reverting to acreage Parcel 2 as shown on the Parcel Map File No. 684789 and Lot 1B as shown on Parcel Map File No. 606122, identified as APN 001-564-034 & 001-564-043, located generally south of the intersection of Ruby Vista Drive, and Doerr Drive, and matters related thereto. **FOR POSSIBLE ACTION**

Cathy Laughlin, City Planner, explained we had an application for a rezone for these properties. We did approve a rezone for both to be Industrial Commercial. At that time the developer was thinking of using the property that is closest to the new hotel and now they plan to make a larger facility that will spread over the property line. It would be a requirement of ours that they remove that interior property line and make that into one parcel instead of two.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to conditionally approve Map of Reversion to Acreage No. 1-17, with conditions listed in the Planning Department's memo.**

*The motion passed unanimously. (5-0)*

- D. Review, consideration, and discussion for the appointment of one (1) new member to the Parks and Recreation Advisory Board, and matters related thereto. **FOR POSSIBLE ACTION**



City Council authorized Staff to advertise for an open position on the Parks and Recreation Advisory Board at a previous meeting in early 2017. Since then, Staff received one letter of interest from Andrew Storla expressing a desire to serve as a member on the Board. The appointment will be for a four (4) year term. JW

James Wiley, Parks and Recreation Director, explained we have had a vacancy on this board for most of 2017. He recommended appointing Mr. Storla to a four year term while they try to fill the other vacancy.

Andrew Storla, 711 Bronco Dr., Spring Creek, thanked the council for letting him serve and looks forward to it.

Ryan Limberg, Utilities Director, said Mr. Storla is an employee of the Water Department.

**\*\* A motion was made by Councilman Rice, seconded by Councilman Keener, to recommend approve the nomination and application of Andrew John Storla to serve on the Parks and Recreation Advisory Board.**

*The motion passed unanimously. (5-0)*

## **II. APPROPRIATIONS (Cont.)**

- A. Review and possible approval of Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

Councilman Schmidtlein asked about a Green Day payment. It says repair and replace drainage concrete at PD. Is that the old PD or the new PD?

James Wiley, Parks and Recreation Director, answered this was at the new Police Station. On the rear side of the new building we have downspouts that drain into the landscape. That is an extremely large roof to be shedding water and snow and we have had some issues with ponding of water right up against the backside of the building. Our answer to that was to install this drainage system that takes the water from the rear around to the front.

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Schmidtlein, to approve the regular warrants.**

*The motion passed unanimously. (5-0)*

- B. Review and possible approval of Print 'N Copy Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**\*\* A motion was made by Councilman Rice, seconded by Councilwoman Simons, to approve the Print 'N Copy warrants.**

*The motion passed. (4-0 Councilman Keener abstained.)*

- C. Review and possible approval of Great Basin Engineering Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Rice, to approve the Great Basin Engineering warrants.**

*The motion passed. (4-0 Councilman Schmidlein abstained.)*

- D. Review and possible approval of Chester Plumbing and Heating, and matters related thereto. **FOR POSSIBLE ACTION**

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Keener, to approve the Chester Plumbing and Heating warrants.**

*The motion passed. (4-0 Mayor Johnson abstained.)*

#### **IV. REPORTS**

- A. Mayor and City Council

*Councilman Keener thanked councilmembers and the Mayor for participating in the broadband meetings that were held this past Wednesday and Thursday. He thinks we will see some positive changes.*

*Mayor Johnson reported on the lighting of the tower and the positive things people have said to him about it.*

*Councilman Rice thanked the City Manager for putting together a nice Christmas Party.*

- B. City Manager

*Dr. Jack Walther passed away recently. His obituary will probably be in the paper soon. We will be sending flowers on the City Council's behalf. We are sad to see him go but he left a lasting impression on the Animal Shelter.*

- C. Assistant City Manager

*Scott Wilkinson said James Wiley, Bob Thibault and he have been working with MGB+A to put together a base bid for the Sports Complex project.*

- D. Utilities Director

*Ryan Limberg said nicely done to Council and the staff involved on the tower.*

- E. Public Works

*Dennis Strickland reported on the leaf collection this year.*

- F. Airport Manager

*James Foster reported on the FAA inspection.*

- G. City Attorney

- H. Fire Chief

- I. Police Chief

*Ty Trouten thanked Council for helping Officer Checketts with the K9 adoption. He reported on the local doctor issue.*

- J. City Clerk

- K. City Planner

L. Development Manager

*Jeremy Draper thanked council for a great centennial year. It has been a fun year. There was a good turnout for the tower event last weekend.*

M. Administrative Services Director

N. Parks and Recreation Director

O. Civil Engineer

P. Building Official

#### **COMMENTS BY THE GENERAL PUBLIC**

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. **ACTION WILL NOT BE TAKEN**

*There were no public comments.*

There being no further business, Mayor Chris Johnson adjourned the meeting.

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Mayor Chris Johnson

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Shanell Owen, City Clerk

Nevada Local Technical Assistance Program (LTAP)  
Annual Report  
October 1, 2016 – September 30, 2017

Nevada Department of Transportation  
Federal Highway Administration

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Truckee Meadows Community College  
5270 Neil Road, Reno, Nevada 89502

## Exhibit A

## **Executive Summary**

Truckee Meadows Community College (TMCC) has administered the Nevada Local Technical Assistance Program (LTAP) since 2012. The objective of the program is to improve skills and increase knowledge of transportation workers relating to infrastructure management, workforce development, and safety.

The Nevada LTAP is staffed with a Program Director, Jim Nichols, P.E., Program Manager, Randy Bowling, P.E., and Office Manager, Linda Schoen. Instructors who lead classes include LTAP staff, subject matter experts with a proven success in the classroom, and agency personnel, such as Federal Highway Administration (FHWA) Resource Center experts.

To provide LTAP with a representative understanding of the needs of Nevada's transportation industry and profession, LTAP relies on its Advisory Board, which consists of representatives from government, engineering consulting, and professional organizations. Supporting the input from the Advisory Board, LTAP professional staff meet with local agency administrators and field personnel throughout the state. Active membership in professional organizations such as the American Public Works Association (APWA), and participation in the National LTAP Association also support LTAP's commitment to stay current in the transportation field and maintain a network of peer organizations.

During the twelve-month period from October 1, 2016 through September 30, 2017, 934 students attend LTAP classes throughout the state. Attendance in safety classes consisted of 64% of all attendance, underscoring the emphasis that LTAP places on safety training, for the transportation worker and for the traveling public. Infrastructure management made up 19% of total attendance, while workforce development comprised 17% of total attendance. Organizations in which students are employed are as follows: State government 49%, local agencies 44%, consultants and other groups 6%, and FHWA 1%.

The Road Scholar program continues to provide training in subject matter common to many roadway and transportation activities and operations. Approximately 400 Road Scholars remain active in the transportation industry or profession. During the past twelve period, two more Road Scholars graduated from the program.

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## Introduction

Truckee Meadows Community College (TMCC) has administered the Nevada Local Technical Assistance Program (LTAP) since 2012. The mission of LTAP is to provide training and technical assistance to local agencies in the state that have transportation responsibilities. LTAP's objective is to improve skills and increase knowledge of transportation workers in three primary areas: infrastructure management, workforce development, and safety.

## History

Truckee Meadows Community College (TMCC) administers the Nevada Local Technical Assistance Program (LTAP) on behalf of the Nevada Department of Transportation (NDOT). NDOT selected TMCC to administer the Nevada LTAP in 2012. Prior to 2012, NDOT administered LTAP, and the University of Nevada before NDOT.

Nationwide, every state, plus Puerto Rico, has an LTAP. Academic institutions administer approximately two-thirds of the LTAPs. State transportation agencies administer the remaining one-third of LTAPs. Only one LTAP is administered by a community college, Nevada.

## Mission

The mission of LTAP is to foster a safe, efficient, and environmentally sound surface transportation system by improving skills and increasing knowledge of the transportation workforce and decision makers. The Nevada LTAP center enables counties, cities and towns to improve their roads and bridges by supplying them with a variety of training programs, an information clearinghouse, new and existing technology updates, and personalized technical assistance.

## Work Plan

The Nevada LTAP staff develops a work plan to implement the mission of the program. The Nevada LTAP work plan emphasized three focus areas. The three focus areas that target the mission of improving skills and increasing knowledge of the transportation workforce and decision makers are as follows:

- Safety (worker and roadway safety)
- Infrastructure Management
- Workforce Development

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## Organization

The Nevada LTAP Center is located at TMCC in Reno. Prior to July 2017, LTAP was organized under the Workforce Development and Community Education (WDCE) division. On July 1, 2017, TMCC reorganized departments to obtain greater operational efficiencies. Part of the reorganization included placing LTAP under the Technical Services Division. While the Technical Services Division is physically located at the William N. Pennington Applied Technology Center on Edison Way in Reno, the LTAP Center remains at the Meadowood Center on Neil Road in Reno.

## Staff

The LTAP Center staff remains small, but experienced in transportation. Center staff consists of a Program Director, a Program Manager, and an administrative assistant who serves as the office manager.

**Program Director.** Jim Nichols continues to be the Program Director at 0.6 Full Time Equivalent employee (FTE). He has been the Program Director for the past five years.

**Program Manager.** Randy Bowling continues to be the Program Manager at 0.6 FTE. Mr. Bowling joined the LTAP program in July of 2014.

**Office Manager.** Linda Schoen is the office manager for the LTAP Center. She has been with LTAP for over two years.

## Instructors


The LTAP Center retains outside instructors to provide instruction on unique or specialized topics. Examples of topics taught by retained instructors include the following:

- Stormwater Pollution Control
- Roadway Safety Plus/Runovers & Backovers
- Road Safety Audits
- Summer Survival
- Solving ADA Design Challenges
- Tort Liability & Risk Management

Instructors that LTAP retains are from several sources. An important resource of which LTAP takes advantage is the Federal Highway Administration (FHWA) Resource Center. Additionally, LTAP utilizes other LTAPs as a source for instructors.

## Facilities

To respond to student demand, classes are held throughout the state. For classes outside of the Reno area we are making every effort to secure classrooms at other state college facilities. Great Basin College has facilities in Elko, Winnemucca, Ely and Pahrump. Western Nevada College has facilities in Carson City, Fallon and Fernley. College of Southern Nevada has multiple campuses in the greater Las Vegas area, including Henderson. Classes held on Nevada System of Higher Education (NSHE) campuses offer an optimal setting for education by providing state-of-the-art





training facilities at little or no cost. In addition to using NSHE facilities, LTAP holds classes at locations of state or local agencies, as well as convention facilities in rural areas.

Registration for LTAP courses takes place on our secure website, using the Lumens registration management system. TMCC has utilized Lumens since 2005 and by LTAP since the beginning of our relationship with NDOT. Students register themselves (or their employer can register them), or they can call or visit our office to have staff register them for the course(s) they are interested in taking. Students can pay by credit, debit, cash, check, money order or, if it is a state or local agency, with an invoice/purchase order. All registration transactions are done in a secure environment. Rosters and sign-in sheets are used to monitor registrations and attendance. Reports are generated for financial and marketing purposes at any time. A complete student database is stored in this one system.

## **Advisory Board**

The Nevada LTAP receives advice and direction from professionals in the transportation profession. The primary means of collecting relevant training and technical advice is from its Advisory Board, which is comprised of agency representatives, professional organization representatives, and engineering consultants. During the 2016-2017 fiscal year, the Nevada LTAP Advisory Board experienced several membership changes.

## **Membership**

At our recent summer meeting, the Board discussed the addition of new members and entertained the idea that the Board could be more diverse to include a contractor and an officer from the Nevada chapter of the America Public Works Association (APWA). We continue to look for a representative from Southern Nevada. Current board members are:

- Dennis Strickland—City of Elko
- Ken Chambers—Nevada DOT
- Shital Patel—Regional Transportation Commission of Southern Nevada
- Scott Gibson—Washoe County Regional Transportation Commission
- Christina Leach—FHWA Nevada Division
- Kathy Sanchez—City of Reno
- Barbara Stearns—Nevada DOT
- Paul Solaegui—Solaegui and Associates
- Wes Henderson—Executive Director Nevada League of Cities
- Troy Jorgenson—US Forest Service
- Don Pawlowski – APWA Nevada Chapter President

An advisory board is a valuable asset. The Nevada LTAP Advisory Board reviews programs, identifies necessary skill sets for the workforce, advises program staff of new technologies and products, identifies and provides subject matter experts and trainers for the program, and provides ongoing assessment of the Center's programs and the effectiveness of LTAP on their respective agencies. To achieve these tasks, we are increasing our contact with the Advisory

Board by adding frequent informational emails to keep the committee abreast of LTAP operations. During Advisory Board meetings, we have utilized TMCC's video conference facilities to areas throughout the state, if board member travel to Reno is not possible.

### **Local Agency Contact**

Another aspect of developing and maintaining a dialogue with the agencies and related groups that LTAP serves is communicating with agency representatives. Periodically, Jim Nichols and Randy Bowling team up on visits to agencies throughout the state. The most recent trip included Fernley, Ely, Elko County, and Winnemucca. Future trips will focus on the agencies and communities in the southern part of the state.

Historically, the benefits of these trips has been to maintain a friendly and open network with our agency clients. In addition, these trips give us firsthand knowledge of the types of classes our agencies need. Two examples of classes that came from these visits are the ADA and Road Safety Audits that have well attended.

### **National LTAP Meetings**

Another excellent source of communications that LTAP utilizes is the networking enjoyed with the National LTAP Association and the annual meetings that take place. In January of this year, the annual meeting between LTAPs and the FHWA took place in Arlington, Virginia to coincide with the Transportation Research Board (TRB) annual meeting in Washington, D.C. At this meeting, FHWA describes programs and policies that support the 51 LTAP centers. This year, FHWA announced that it will dissolve the regional Tribal Technical Assistance Programs (TTAPs), and will institute a national TTAP center with regional offices.

In July of this year, the NLTAPA national meeting took place in Portsmouth, Virginia. At the national meeting, the Nevada LTAP solidified its relationship with LTAPs in nearby states, specifically California (administered by CalTrans), Utah (administered by Utah State University), Colorado (administered by University of Colorado, Boulder), and Arizona (administered by ADOT). In addition to our fellow LTAPs, Jim Nichols and Randy Bowling seized the opportunity to buttress our relationship with FHWA Center for Local Aid Support Director Victoria Peters and Program Manager Andy Byra.

### **American Public Works Association (APWA)**

Building on the partnership agreement between NLTAPA and APWA, the Nevada LTAP maintains an active relationship with the Nevada Chapter of APWA. Discussions continue between the Nevada LTAP and APWA Chapter officers in looking for opportunities to support educational initiatives. Because of this renewed effort, several Chapter officers are initiating dialog with LTAP.

## Training

### Courses

Classes were developed and presented to achieve training in the three principal focus areas of safety, workforce development, and infrastructure management. Consistent with the emphasis by FHWA, safety of workers and the workplace received the greatest attention, followed by workforce development. During the reporting period, 934 registrants attended classes presented by LTAP. Figure 1 presents the distribution of student registrations among the three focus areas.

### PERCENTAGE OF REGISTRATIONS BY FOCUS AREA

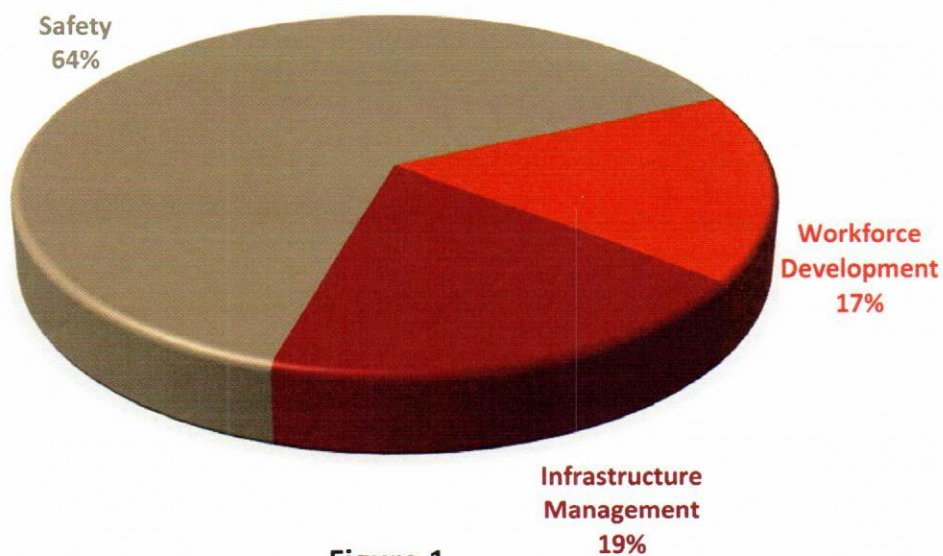


Figure 1.

Table 1 lists the courses that LTAP presented, categorized by subject matter focus area.

Table 1. COURSES BY FOCUS AREA CATEGORY	
Category & Course	Number of students
SAFETY	
Winter Survival	149
Workplace Safety	59
Airborne Pathogens and Roadside Hazards	21
Excavation & Trenching/Confined Space	125

Roadway Safety Plus/Preventing Runovers & Backovers	121
Road Safety Audits	47
Summer Survival	74

INFRASTRUCTURE MANAGEMENT	
Asphalt Pavement Rehabilitation	26
Solving ADA Design Challenges	105
Hands-On Traffic Signal Timing	13
Stormwater Pollution Control	34
WORKFORCE DEVELOPMENT	
Practical Math	94
Keeping You & Your Agency Out of Court	66
<b>TOTAL</b>	<b>934</b>

LTAP holds classes throughout Nevada. While many classes are offered, if the number of registrations is limited, classes are canceled and the reason for the cancelation is sent to the registrants.

### LOCATIONS AND NUMBER OF CLASSES

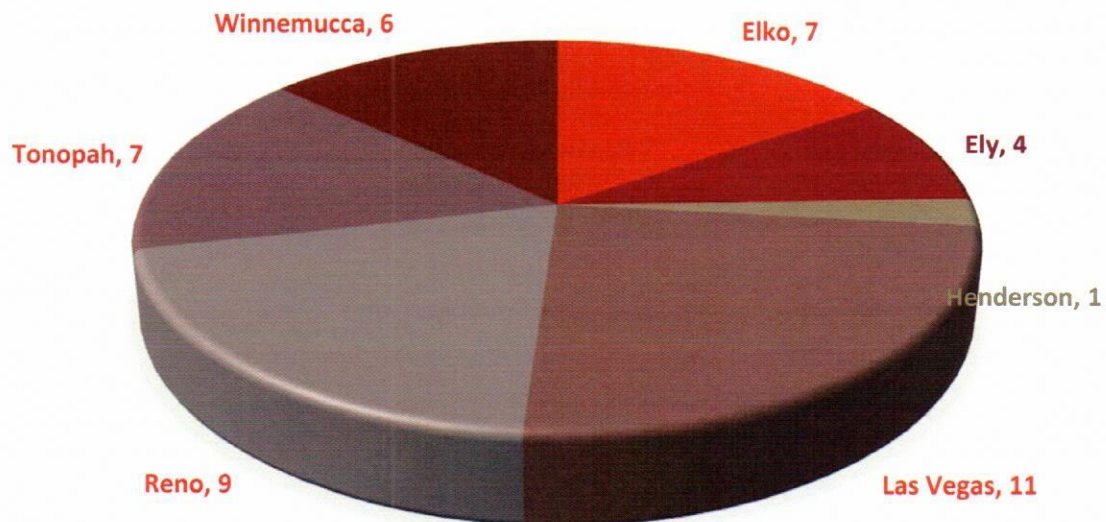
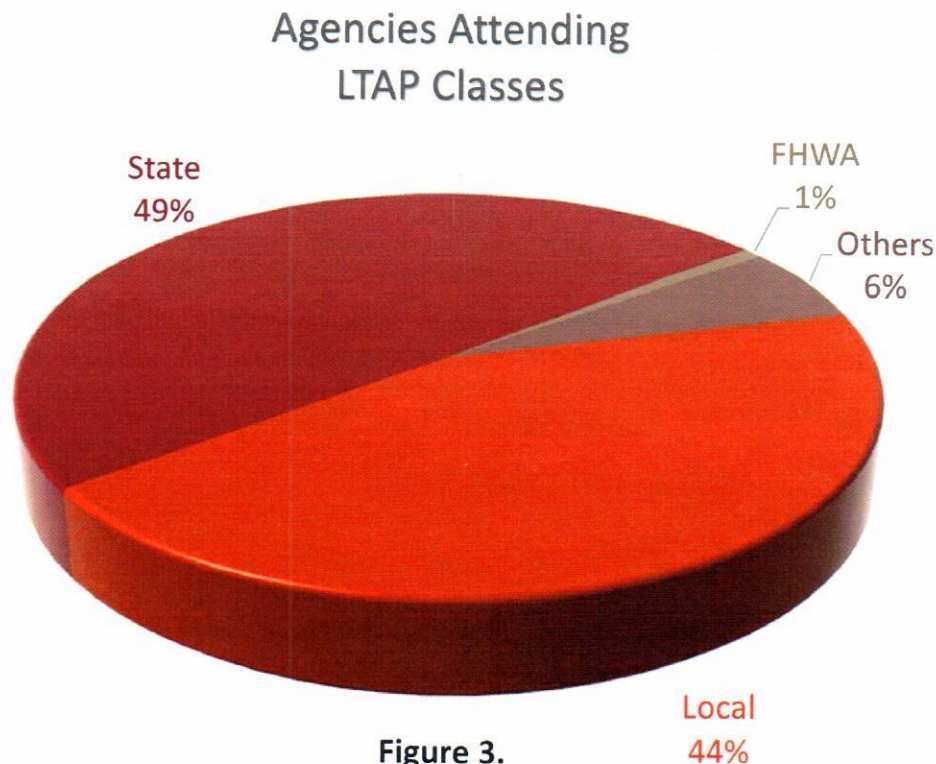


Figure 2.



As shown in Figure 2, a many classes are held in the large metropolitan areas of Las Vegas and Reno. However, the majority of classes take place in the rural communities of the state.

Individuals attending classes given by LTAP come from local cities, towns, counties, general improvement districts, airport authorities, and regional transportation agencies. Classes are also attended by engineering and planning consultants, and, based on available space, state agencies may attend, such as NDOT. Figure 3 provides a historical distribution of agencies attending LTAP classes.



**Figure 3.**

### Road Scholar

The Road Scholar program continues to provide training in the subject matter common to many roadway and transportation activities and operations. During 2016-2017, approximately 400 Road Scholars are in active employment. The actual number of Road Scholars is not discernable because the program does not monitor career/job changes. During 2016-2017, two additional Road Scholar candidates graduated from the program.

The LTAP Advisory Board plays an important role in identifying subject areas in which Road Scholars must be able to demonstrate competency. Because of the Advisory Board's suggestions, the Road Scholar curriculum was updated. The current curriculum is show in Table 2.

**Table 2.**  
**ROAD SCHOLAR CURRICULUM**

**Required Courses**

All About Roadway Materials  
Tort Liability and Risk Management  
Work Zone Safety and Traffic Control  
Workplace Safety  
Roadway Drainage

**Elective Courses**

Aggregate Properties and Characteristics  
Airborne Pathogens & Roadside Hazards  
Asphalt Binder Technology  
Asphalt Paving Technology & Maintenance  
Asphalt Pavement Rehabilitation  
Design of Concrete Pavements  
Dust Control  
Effective Communication Skills  
Gravel Road Maintenance  
Leadership Techniques  
MUTCD  
Practical Math for Roadway Worker  
Pavement Management Systems  
Road Safety 365  
Snow and Ice Control  
Solving ADA Design Challenges  
Summer Survival  
Winter Survival

23  
Courses

# BUILDING REPORTS – COMPLIANCE CENTER

John Holmes – Fire Marshal

12.12.2017



Exhibit B



# HOW WILL THIS SERVICE ASSIST THE CITY

- City of Elko is charged with ensuring businesses are compliant with annual inspections. With this 3<sup>rd</sup> party tracking system, City departments are able to verify compliance, while reducing staff time and record keeping.

- Fire Sprinkler Systems – Fire Department
- Fire Alarms – Fire Department
- Commercial Kitchen Hoods – Fire Department
- Fire Extinguishers – Fire Department
- Private Fire Hydrant Inspections – Water Department
- Back Flow Devices – Community Development
- Grease Traps – Community Development
- Sand/Oil Separator – Community Development





# WHAT CAN THIS PROGRAM DO FOR THE BUSINESSES?

- Program aids businesses by assuring life safety and environmental appliances are operational.
- Building Reports makes safety compliance reporting more efficient and accurate.
- Provides online database of safety equipment and national/local safety regulations.



# WHAT IS THE COST TO BOTH THE CITY AND BUSINESSES?

- Why there is no cost to our solution: There are a few reasons for this, but the main one is because we, as a company felt that we were providing a great number of services to private companies who performed those inspections but didn't have enough options for AHJ's or Fire Departments.
- At the same time, we became aware of other solutions already in the market that offered similar services to AHJ's at a cost, that was affecting Service Providers and/or Fire Departments. At this point we decided to intervene, and came up with Compliance Center, with the sole reason to give you a free solution that 1) Allowed us to give back the industry that had given us so much 2) To actually increase compliance in your area at nobody's expense.
- It is also important to mention that we are able to maintain Compliance Center as a free solution because we generate enough revenue from all the 900+ service company locations around the world that use our premium services on a daily basis.

# **BUILDING REPORTS MEMBERS WITHIN THE AREA:**

- Reno
  - ABC Fire and Cylinder Service
  - Central Station LLC
- Salt Lake City
  - Inter-west Fire Protection, Inc.
  - AAA Fire Safety & Alarm, Inc.
  - Delta Fire Systems, Inc. - Salt Lake City
  - Fire Engineering Company, Inc.
  - State Fire DC Specialties, LLC
- Boise
  - Webster Fire Protection
  - Mountain Alarm
  - Mattson Fire Sprinklers
  - State Fire DC Specialties:

# BENTONVILLE FIRE DEPARTMENT

Fire Marshal Holmes,

We had implemented Building Reports' Compliance Center in April 2016 via city ordinance, and very purposefully directed it to cover all 'life safety' systems and their associated inspections. We were deliberate in allowing ourselves and our service providers a 'learning curve' thus didn't go fully on-line until it January 2017. In turn, Dwight and his team at Building reports has been very flexible to help up include emergency and exit lighting systems, Kitchen Hood & Duct cleaning reports, private fire hydrant maintenance...in addition to the normal fire alarm, fixed fire suppression, fire sprinkler systems, inspection reports. We have experienced some internal issues and difficulties due to some poor recordkeeping in our own past FD practices, and have created a few extra steps on some of our incoming reports as a result. Bad addresses for the most part were our biggest challenge to get cleaned up. Hence, if you start from a clean data base I would see you having good success with their system.

We are a very rapidly growing area, and have outgrown our 'human resources' as provided to the FD several times over. We had to really look for ways to streamline our efforts to provide fire code compliance and Building reports has provided a good product to support our inspection program. Please accept my apology for taking so long to get back to you, and let me know if you have any other specific questions. Lastly, Building Reports has been providing educational support to us and all of our fire equipment providers as needed. Because we were the first jurisdiction in Arkansas to jump on board there has been a learning curve for our service providers; but it has certainly helped us to see the providers that were in need of our support to help properly enforce the Code requirements for Inspection, Testing and Maintenance they are providing. Most of them that were skeptical at the onset, seem to like the support we have been able to deliver now.

Respectfully,

Rod

Division Chief Rod Hughes

Fire Marshal

Bentonville Fire Department

O: 479-271-3108 M: 479-531-8429

[rhughes@bentonvillear.com](mailto:rhughes@bentonvillear.com)

# PORTAGE DEPARTMENT OF PUBLIC SAFETY

Good morning,

I have been pleased with the operation of Compliance Center. My only real complaint is it is tough to get contractors to submit reports through it. Many are stuck in their ways with sending .pdf copies, faxing reports, or mailing them in. I have been trying to break this trend, but it is a slow process. Support from Compliance Center has been great and Building Reports is easy to work with. Let me know if you have any specific questions.

Thank you,

Derek Henson

Fire Marshal

Portage Department of Public Safety

Fire Division

(269) 329-4486



# QUESTIONS

