

# **CARSON CITY REGIONAL TRANSPORTATION COMMISSION**

## **Minutes of the August 10, 2022 Meeting**

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin following the adjournment of the Carson Area Metropolitan Planning Organization (CAMPO) meeting (starting at 4:30 p.m.) on Wednesday, August 10, 2022, in the Community Center Robert "Bob" Crowell Boardroom, 851 East William Street, Carson City, Nevada.

**PRESENT:** Vice Chair Lisa Schuette  
Commissioner Robert "Jim" Dodson  
Commissioner Chas Macquarie  
Commissioner Gregory Novak

**STAFF:** Darren Schulz, Public Works Director  
Chris Martinovich, Transportation Manager  
Adam Tully, Deputy District Attorney  
Bryan Byrne, Traffic Engineer  
Kelly Norman, Transportation Planner/Analyst  
Marquis Williams, Transportation Planner/Analyst  
Rebecca Bustos, Grant Analyst  
Alex Cruz, Transit Coordinator  
Tamar Warren, Senior Deputy Clerk

**NOTE:** A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours. All approved meeting minutes are available on [carson.org/minutes](http://carson.org/minutes).

### **1. CALL TO ORDER – REGIONAL TRANSPORTATION COMMISSION (RTC)**

(4:47:25) – Vice Chairperson Schuette called the meeting to order at 4:47 p.m.

### **2. ROLL CALL**

(4:47:30) – Roll was called, and a quorum was present. Chairperson Bagwell was absent.

### **3. PUBLIC COMMENT**

(4:47:41) – Vice Chairperson Schuette entertained public comments; however, none were forthcoming.

### **4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JULY 13, 2022**

(4:47:53) – Vice Chairperson Schuette introduced the item and entertained corrections or a motion.

**(4:48:05) – Commissioner Dodson moved to approve the minutes of the July 13, 2022 RTC meeting as presented. The motion was seconded by Commissioner Novak and carried 4-0-0.**

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## **5. PUBLIC MEETING ITEMS**

**5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT WITH TRANSLOC INC. (“TRANSLOC”) TO PROVIDE THE EQUIPMENT, SOFTWARE AND SERVICES NEEDED TO EQUIP JUMP AROUND CARSON’S (“JAC”) FIXED-ROUTE BUSES WITH COMPUTER AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION (“CAD/AVL”), AUTOMATIC PASSENGER COUNTING (“APC”) AND WIFI (COLLECTIVELY, “SERVICES”) FOR AN INITIAL TERM OF THREE YEARS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$104,890, AND PROVIDING THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”) AN INDEFINITE NUMBER OF ONE-YEAR OPTIONS TO EXTEND THE CONTRACT AFTER THE INITIAL TERM EXPIRES.**

(4:48:33) – Vice Chairperson Schuette introduced the item. Mr. Cruz gave background and reviewed the Staff Report and the revised contract provided in the late material, both of which are incorporated into the record. Commissioner Macquarie thanked Staff for “quite a bit of work” done in the revisions. Commissioner Dodson received clarification from Mr. Tully that the proposed motion allowed the contract to be on automatic renewal (with a 30-day notice to Transloc for the expiration of the contract, if needed), and to allow the Transportation Manager to make that decision (up to two times). Commissioner Novak was pleased to see competing bids. Vice Chair Schuette also thanked Staff for their hard work and entertained public comments; however, none were forthcoming.

**(4:55:20) – Commissioner Macquarie moved to award the contract, as submitted in late material, to make the not to exceed amount on this contract \$103,332 and to authorize the Transportation Manager to exercise up to two one-year options to extend the contract beyond the initial three-year term. The motion was seconded by Commissioner Novak and carried 4-0-0.**

## **6. NON-ACTION ITEMS:**

### **6-A TRANSPORTATION MANAGER’S REPORT**

Please see item 6-C.

### **6-B STREET OPERATIONS ACTIVITY REPORT FOR June 2022**

(4:57:53) – Mr. Martinovich referenced the Street Operations Activity Report, which is incorporated into the record, and responded to clarifying questions. He also informed Commissioner Novak that westbound Fifth Street would tentatively be closed near the Lompa Ranch Development from August 15, 2022 until the last week of August. Additionally, Mr. Martinovich provided information on long-line and short-line striping throughout the City and mentioned several upcoming Safe Routes to School activities that would take place at the start of the school year.

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#### **6-C OTHER COMMENTS AND REPORTS, WHICH COULD INCLUDE:**

- FUTURE AGENDA ITEMS**

(4:56:06) – Mr. Martinovich explained that the annual summary report of the previous fiscal year would be presented at the next meeting. He also believed that a Western Nevada Safe Routes to School Project amendment would be agendized, as additional funding becomes available via the Nevada Department of Transportation (NDOT). Mr. Martinovich noted that a Jump Around Carson (JAC) rider policy, a grant application request for Community Development Block Grants (CDBG), and a local roads funding update would be discussed in the September meeting as well. He also announced the High Water Mark Unveiling Ceremony near Highway 580 at Fifth Street and Airport Road on August 11, 2022.

- STATUS REVIEW OF ADDITIONAL PROJECTS**
- INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- CORRESPONDENCE TO THE RTC**
- ADDITIONAL STATUS REPORTS AND COMMENTS FROM THE RTC**
- ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

#### **7. PUBLIC COMMENT**

(5:01:41) – Vice Chairperson Schuette entertained final public comments; however, none were forthcoming.

#### **8. FOR POSSIBLE ACTION: TO ADJOURN**

(5:02:10) – Vice Chairperson Schuette adjourned the meeting at 5:02 p.m.

The Minutes of the August 10, 2022 Carson City Regional Transportation Commission meeting are so approved this 14<sup>th</sup> day of September, 2022.