

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION**  
**Minutes of the October 12, 2011 Meeting**  
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A regular meeting of the Carson City Regional Transportation Commission was scheduled for 4:30 p.m. on Wednesday, October 12, 2011 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Shelly Aldean  
Vice Chairperson James Mallery  
Commissioner Russell Carpenter  
Commissioner Charles Des Jardins

**STAFF:** Darren Schulz, Deputy Public Works Director  
Patrick Pittenger, Transportation Manager  
Daniel Doenges, Senior Transportation Planner  
Ken Smithson, Transit Coordinator  
Tina Russom, Deputy District Attorney  
Kathleen King, Deputy Clerk / Recording Secretary

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

**A. CALL TO ORDER AND DETERMINATION OF A QUORUM (5:40:47)** - Chairperson Aldean called the meeting to order at 5:40 p.m. Roll was called; a quorum was present. Chairperson Aldean advised of having been informed that Mayor Crowell would be out of town.

**B. PUBLIC COMMENT (5:41:15)** - Chairperson Aldean entertained public comment; however, none was forthcoming.

**C. POSSIBLE ACTION ON APPROVAL OF MINUTES - August 10, 2011 and September 14, 2011 (5:41:40)** - Commissioner Carpenter moved to approve the minutes, as presented. Vice Chairperson Mallery seconded the motion. Chairperson Aldean entertained public comment and, when none was forthcoming, called for a vote on the pending motion. Motion carried 4-0.

**D. AGENDA MANAGEMENT NOTICE (5:42:14)** - Chairperson Aldean entertained modifications to the agenda; however, none were forthcoming.

**E. DISCLOSURES (5:42:25)** - None.

**F. PUBLIC MEETING ITEMS:**

**F-1. POSSIBLE ACTION TO AUTHORIZE THE REGIONAL TRANSPORTATION COMMISSION CHAIR TO EXECUTE AMENDMENT NO. 2 TO AGREEMENT NO. PR189-08-063, COOPERATIVE STEWARDSHIP AGREEMENT FOR THE CARSON CITY FREEWAY LANDSCAPING PROJECT FOR PHASE 1, BETWEEN CARSON CITY AND THE NEVADA DEPARTMENT OF TRANSPORTATION (5:42:39)** - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda materials. Mr. Pittenger responded to questions regarding allocation of the funding under the agreement. In response to a further question, he agreed to review the figures relative to project costs. In response to a question, Chairperson Aldean provided clarification relative to her request for staff to review the figures associated with estimated project costs.

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Chairperson Aldean entertained public comment. (5:48:12) G.R.O.W. President Mary Fischer expressed appreciation for the additional funding, and for the commission's support "over this whole time." Chairperson Aldean thanked Ms. Fischer and GROW for their "steadfast support and ... conscientious pursuit of the money from the federal government which made this all possible." Chairperson Aldean thanked City staff for continuing to work cooperatively. Ms. Fischer also commended City staff.

Chairperson Aldean entertained additional public comment and, when none was forthcoming, a motion. **Commissioner Des Jardins moved to authorize the Regional Transportation Commission chair to execute Amendment No. 2 to Agreement No. PR189-08-063, Cooperative Stewardship Agreement for the Carson City Freeway Landscape Project for Phase 1, contingent upon staff reviewing the budgeted items, at Paragraph F, Article III, on page 2 of 3 of the proposed amendment. Vice Chairperson Mallery seconded the motion. Motion carried 4-0.**

**F-2. POSSIBLE ACTION TO DETERMINE THAT CONTRACT NO. 0910-184 IS A CONTRACT FOR HARDWARE AND ASSOCIATED PERIPHERAL EQUIPMENT AND DEVICES FOR COMPUTERS AND/OR SOFTWARE FOR COMPUTERS AND, THEREFORE, NOT SUITABLE FOR PUBLIC BIDDING, PURSUANT TO NRS 332.115, AND TO APPROVE AMENDMENT NO. 2 TO CONTRACT NO. 0910-184; A REQUEST FOR THE PURCHASE OF ROUTEMATCH SOFTWARE CA, ROUTESHOUT SMART PHONE / SMS TEXT TRAVELER INFORMATION SYSTEM AND ROUTEMATCH FIXED ROUTE WEB PORTAL FOR A NOT-TO-EXCEED COST OF \$100,614.00, AND CONTINGENCY OF \$10,061.00, TO BE FUNDED FROM THE TRANSIT PROFESSIONAL SERVICES FUND, AS PROVIDED IN FY 2011 / 2012** (5:50:32) - Chairperson Aldean introduced this item, and Mr. Smithson reviewed the agenda materials. Mr. Smithson responded to questions regarding annual maintenance and technical support costs, the RouteMatch Software Company, training procedures, and the contract cost. Discussion took place to clarify the contract costs.

Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. **Vice Chairperson Mallery moved to determine that Contract No. 0910-184 is a contract for hardware and associated peripheral equipment and devices for computers and / or software for computers and, therefore, not suitable for public bidding, pursuant to NRS 332.115, and to approve Amendment No. 2 to Contract No. 0910-184, a request for the purchase of RouteMatch Software CA, RouteShout Smart Phone / SMS Text Traveler Information System, and RouteMatch Fixed-Route Web Portal, for a cost not to exceed \$110,675.00, to be funded from the transit professional services fund, as provided in FY 2011 / 2012. Commissioner Des Jardins seconded the motion. Chairperson Aldean noted that \$10,061.00 of the figure cited in the motion represents a contingency amount. Vice Chairperson Mallery amended his motion accordingly. Commissioner Des Jardins continued his second. Motion carried 4-0.**

**F-3. POSSIBLE ACTION TO APPROVE PROPOSED REVISIONS TO THE SNOW REMOVAL MAP** (5:57:23) - Chairperson Aldean introduced this item, and Mr. Pittenger reviewed the agenda materials. He responded to questions relative to reassigned priorities on certain roadways depicted on the map. Chairperson Aldean entertained public comment and, when none was forthcoming, a motion. In response to a question, Mr. Pittenger advised that the snow removal map was distributed with the commission agenda materials "through broadcast email" as well as posted on the Transportation Division's website. Following a brief discussion, Chairperson Aldean again entertained a motion. **Commissioner Carpenter moved to approve the proposed revisions to the snow removal map. Vice Chairperson Mallery seconded the motion. Motion carried 4-0.**

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**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**G-1. STREET OPERATIONS REPORT - AUGUST 2011, and G-2. STREET OPERATIONS REPORT - SEPTEMBER 2011** (6:04:18) - Chairperson Aldean introduced these items and entertained questions or comments of the commissioners and the public. None were forthcoming.

**G-3. PROJECT STATUS REPORT** (6:04:43) - Chairperson Aldean introduced this item, and Mr. Schulz advised of having recently received notification from NDOT staff that the City will have the freeway landscaping project permit this week. He reported that preliminary work on the gateway signage project is ongoing, "with submittals and acquiring permits ... and we hope to get that started ... this month." He further reported that the slurry seal program is complete for this year. Commissioner Carpenter commended the efficiency of the southeast portion of the slurry seal program. "The work appears to be of good quality." With regard to the freeway landscaping project, Chairperson Aldean requested an itemized accounting of the amounts which can be designated as "reimbursables as opposed to the \$150,000 that RTC dedicated to design work for this project."

Mr. Pittenger reported that NDOT continues to make progress on the Clearview bridge construction project. "Every one, including the contractor, NDOT, and the City are all eager for them to be done. They are down to the very final items ... The public should expect that in the very near future ... Clearview should be open to the public again for the first time in a long time."

**G-4. FUTURE AGENDA ITEMS** (6:07:51) - Mr. Pittenger reviewed the tentative agenda for the November commission meeting.

**H. PUBLIC COMMENT** (6:11:01) - Chairperson Aldean entertained public comment; however, none was forthcoming.

**I. ACTION ON ADJOURNMENT** (6:11:17) - A motion was made, seconded, and carried unanimously to adjourn the meeting at 6:11 p.m.

The Minutes of the October 12, 2011 Carson City Regional Transportation Commission meeting are so approved this 9<sup>th</sup> day of November, 2011.

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SHELLY ALDEAN, Chair