



STAFF REPORT

Report To: Regional Transportation Commission **Meeting Date:** August 12, 2026

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action – Discussion and possible action regarding 1) a proposed Interlocal Agreement for Signal Maintenance No. RTC-2026-01 (“Agreement”) between the Carson City Regional Transportation Commission (“RTC”) and Douglas County, through which Carson City staff will provide technical support to, and maintenance of, traffic signals, beacons, lighting, and other traffic control devices (“Signal Systems”) for Douglas County, and 2) authorization for the Transportation Manager to sign the Agreement and any amendments to the Agreement that do not substantively change the terms of the Agreement. (Chris Martinovich, Transportation Manager)

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

Proposed Motion

I move to approve the Agreement and to authorize the Transportation Manager to sign the Agreement and any amendments that do not substantively change the terms of the Agreement.

Board's Strategic Goal

N/A

Previous Action

June 12, 2019 (Item 6.F) – The RTC approved an interlocal agreement with Douglas County that authorized Carson City staff to provide technical support and maintenance activities on traffic signals and lighting systems in Douglas County.

Background/Issues & Analysis

Carson City provides certain services and technical support for the maintenance and operation of certain Signal Systems throughout Douglas County at the request of Douglas County. Carson City has specialized equipment and employs staff who are skilled in the repair and maintenance of highway traffic control equipment. An agreement for Signal Systems has been in place with Douglas County since 2011. The current version of the agreement, approved in 2019, renews automatically unless replaced or terminated. Carson City currently provides similar services to Lyon County and the Nevada Department of Transportation (“NDOT”) under separate interlocal agreements.

The Agreement has similarities with the current version of Douglas County; however, there are two main differences related to the responsibilities and the fees for the service. The Agreement better defines the responsibilities of each party and clarifies that Carson City is not responsible for the maintenance or operation of cameras, sensors, readers, and other information technology located on or

attached to signal poles that do not support the core function of the signal operation. Elements not related to the core operation of the Signal System shall remain the responsibility of Douglas County. The Agreement also includes the creation of an annual fee that Douglas County must pay Carson City for the Signal Services. This annual fee is defined by the Agreement as a "System Fee". The System Fee replaces the annual fiscal year ("FY") cap of \$100,000 under the current version of the agreement and also allows Carson City to invoice for items such as vehicle depreciation. Due to an increase in the number of traffic signals in Douglas County, increases in material and labor costs, and the desire to simplify the tracking and billing of work, the System Fee was developed to more accurately capture and remain current with actual labor and other indirect costs over time. The System Fee will be calculated annually and invoiced quarterly, and it includes direct labor rates and pro-rated vehicle replacement costs based on the number of Signal Systems Carson City is contracted to maintain for Douglas County. As the operating costs and total number of assets operated by Douglas County change, the System Fee will be adjusted to ensure that Douglas County is contributing an amount proportional to their impact on the City. Actual costs for replacement equipment, parts, supplies, software, licenses, cellular/satellite service, support contracts, calibration, or third-party services will be invoiced quarterly with no markup.

It is the desire of the staff to utilize this agreement as a template for a revised agreement with Lyon County and with NDOT.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 277.180, NRS 277A.270

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Street Maintenance Fund, Street Operations Douglas County revenue account 2563081-437560, and Street Operations Salaries account 2563038-500101, and Signal Repair and Maintenance account 2563028-500425.

Is it currently budgeted? No

Explanation of Fiscal Impact: Carson City will be paid the annual System Fee, estimated at \$219,045 for FY 2027. The reimbursement amount for materials will be based on the actual cost of materials required for Signal Systems in Douglas County. The System Fee and the reimbursement for materials will be deposited into the Douglas County revenue account, 2563081-435760. Expenditures for labor is accounted for under the Salaries account, 2563038-500101, and expenditures for materials is accounted for under the Signal Repair and Maintenance account, 2563028-500425. Finance will augment this budget as necessary for Revenues and Expenses.

Alternatives

Do not approve the Agreement with Douglas County and provide an alternative direction to staff.

Attachment(s):

[5F_RTC_Exhibit 1 - Douglas Signal Maintenance Agmt - FINAL.pdf](#)

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

