

**REGIONAL TRANSPORTATION COMMISSION (RTC)
REGIONAL ROAD IMPACT FEE (RRIF)
TECHNICAL ADVISORY COMMITTEE**

Meeting Minutes

Thursday, April 22, 2021

Members Present:

Amy Cummings, Regional Transportation Commission

Brian Stewart, Regional Transportation Commission

John Krmptic, Private Sector

Jon Ericson, City of Sparks

Kraig Knudsen, Private Sector

Larry Chesney, Washoe County

Mike Mischel, City of Reno

Mitchell Fink, Washoe County

Shelley Read, City of Sparks

Ted Erkan, Private Sector

Members Absent:

Alex Velto, City of Reno

Jim Rundle, City of Sparks

Kurt Dietrich, City of Reno

Randy Walter, Private Sector

Guests:

Kelly Mullin

RTC Staff:

Adam Spear

Blaine Petersen

Dale Keller

Hannah Yue

Jelena Williams

Lee Anne Olivas

Stephanie Haddock

Xuan Wang

Yeni Russo

Item 1: Call to Order

The meeting was called to order at 8:39am. Roll call was taken to ensure there was a quorum.

Item 2: Public Comment

There were no public comments received.

Item 3: Approval of Agenda

The agenda was approved as presented.

Item 4: Approval of the February 25, 2021 Meeting Minutes

The February 25, 2021 Meeting Minutes were approved as presented.

Item 5.1: RRIF General Administrative Manual (GAM) updated and the Vehicle Miles Traveled (VMT) rates proposed to be included in the Capital Improvement Plan (CIP) Report

Dale Keller of the RTC Engineering Department provided a presentation to brief the committee on the progress being made with the 7th Edition RRIF GAM Update. Dale discussed the process of developing the RRIF Fees with a specific focus on Vehicle Miles Traveled (VMT) growth anticipated to occur based on the TMRPA (Truckee Meadows Regional Planning Agency) Land Development Model and the RTC Travel Demand Model forecasts. He explained the five RRIF Growth Inputs used to help determine the growth and needs for development and calculation of RRIF Fees: Population (Consensus Forecast), Employment (Consensus Forecast), Trip Lengths by Service Area (Travel Demand Model), the Trip Generation Rates by Land Use (ITE 10th Edition), and VMTs for Development Units.

Dale stated the approved 2030 TMRPA Consensus Forecast projections for Population and Employment growth were used in the development of VMT rates and the RRIF Fee. The Data calculations for 2030 show there is growth in both population and jobs in the North and South Service Areas with the majority of jobs appearing in the South.

Dale provided key highlights on how the RTC Travel Demand Model, developed from TMRPA's Development Model, is then used to generate the Average Trip Length within the North and South Service Areas on the regional road network, excluding travel on local residential streets and freeways. The output data from the model for the Daily Average Trip Length for 2030 is 3.58 in the North Area and 3.46 in the South Area. This is a growth from what was identified in the 6th Edition of the RRIF GAM and CIP. Dale noted that these calculations are in draft format and will be reviewed for confirmation of correct inputs. The data from the model is then used to develop the North and South Travel Demand and generate the Weekday Vehicle Miles of Travel (VMT). Between 2020 and 2030, there is an increase of 325,369 weekday VMTs for the North Travel Demand and an increase of 200,221 weekday VMTs for the South.

Next process steps include gaining understanding of the Capital Improvement Projects previously presented to the committee and their associated costs, as well as an understanding of other available Funding Sources identified in the Regional Transportation Plan (RTP), including Federal, State, and Regional funding that includes local funds such as sales tax and fuel tax. This would involve the consideration of applying these funding sources before using RRIF Fees or RRIF funds for capital improvement projects. This helps in the creation of the new Development Funding Share and ultimately, the Impact Fee Summary and Fee Schedule.

RTC staff continues to review the eligibility determination and appeal process sections of the 7th Edition RRIF GAM to ensure the manual's clarity to the committee and staff who will apply its guidelines. Any changes made to these sections will be presented to the committee at a future meeting. In June 2021, a presentation will be offered to the committee on the RRIF Fee calculations and in months following, a presentation on any changes to the RRIF GAM and Capital Improvement Program (CIP) manuals.

A motion to acknowledge receipt of a report on the RRIF General Administrative Manual (GAM) updated and the Vehicle Miles Traveled (VMT) rates proposed to be included in the Capital Improvement Plan (CIP) was approved unanimously.

Item 6: Member Items

Dale Keller commented on affordable housing and that both RTC staff and RRIF Administrators for the City of Reno, the City of Sparks and Washoe County will need to discuss whether it is worth pursuing for the RRIF GAM.

Item 7: Public Comment

There were no public comments received.

Item 8: Adjournment

There being no further business, the meeting adjourned at 9:00am.

Respectfully Submitted,

Yeni Russo