

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

Meeting Minutes

Wednesday, December 20, 2023

Members Present

Angela Fuss, City of Reno
Dale Keller, Regional Transportation Commission
Jim Rundle, City of Sparks
John Krmpotic, Private Sector
Jon Ericson, City of Sparks
Kraig Knudsen, Private Sector
Mike Mischel, City of Reno
Manny Becerra, City of Reno
Shelley Read, City of Sparks
Xuan Wang, Regional Transportation Commission

Members Absent

Alex Velto, City of Reno
Dwayne Smith, Washoe County
Larry Chesney, Washoe County
Mitchell Fink, Washoe County
Randy Walter, Private Sector
Ted Erkan, Private Sector

RTC Staff

Alex Wolfson	Christian Schonlau
Hannah Yue	Jeff Wilbrecht
Jelena Williams	Josh MacEachern
Yeni Russo	

Item 1: Call to Order

The meeting was conducted via Zoom Webinar and was called to order at 8:31 a.m. Roll call was taken to ensure there was a quorum.

Item 2: Verbal Instructions Required by Assembly Bill 219 (2023)

The verbal instructions were read by the committee Chair, Jeff Wilbrecht.

Item 3: Public Comment

There were no public comments received.

Item 4: Approval of Agenda

The agenda was approved as presented.

Item 5.1: Approval of the October 27, 2022, Meeting Minutes

The October 27, 2022, Meeting Minutes were approved as presented.

Item 6.1: Year 2 Indexing of the 7th Edition RRIF General Administrative Manual (GAM) and the RRIF Capital Improvement Plan (CIP)

Jeff Wilbrecht, with the RTC Engineering Department, presented the staff report and provided brief information on the Year 2 Indexing of the 7th Edition RRIF GAM and CIP. He explained that the inflationary adjustment increase, authorized through NRS 278B.225, will go into effect January 31, 2024.

Item 6.2: Acknowledge receipt of a report on the 2050 Regional Transportation Plan (RTP) Update

Xuan Wang, with the RTC Planning Department, gave a presentation on the 2050 RTP Update (see Item 6.2, Attachment A). The presentation provided a summary of the Plan's Purpose, Process, Basic Requirements, Public and Agency Outreach Approaches, and Schedule. The current RTP was adopted in March 2021. Federal regulations require that the plan is updated every four years. The schedule for the RTP update process allows for federal review and approval of the plan by March 2025.

Jon Ericson, with the City of Sparks, requested the Pyramid Lake Paiute Tribe be included in the RTP's Agency Working Group meetings.

Item 6.3: Discussion regarding the RRIF GAM and RRIF CIP Update following the 2050 RTP Update

Jeff Wilbrecht, with the RTC Engineering Department, opened discussion for this item.

Dale Keller, with the RTC Engineering Department, stated the RTP is an important document to the RRIF TAC as it assists in determining the projects that will be eligible for waivers and projects that can be funded with impact fees.

Staff would like to keep the committee members apprised and receive their input by meeting regularly as the RTP update process progresses to approval. Following adoption in 2025, the RTC anticipates evaluating and recommending projects for consideration in the RRIF CIP.

Item 6.4: Acknowledge receipt of an update on the RRIF TAC Statement of Purpose, Objectives, and Procedures

Jeff Wilbrecht, with the RTC Engineering Department, provided the committee an amended, "Statement of Purpose, Objectives, and Procedures" (see Item 6.4, Attachment A). The committee approved the update to a virtual meeting format.

It was requested a current committee member roster be provided to the members at a future meeting.

Item 7: Member Items

There were no member items.

Item 8: Public Comment

There were no public comments received.

Item 9: Adjournment

The meeting was adjourned at 9:03 a.m.

Respectfully Submitted,

Yeni Russo

Approved



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

Regional Transportation Plan Update
December, 2023





Purpose of RTP:

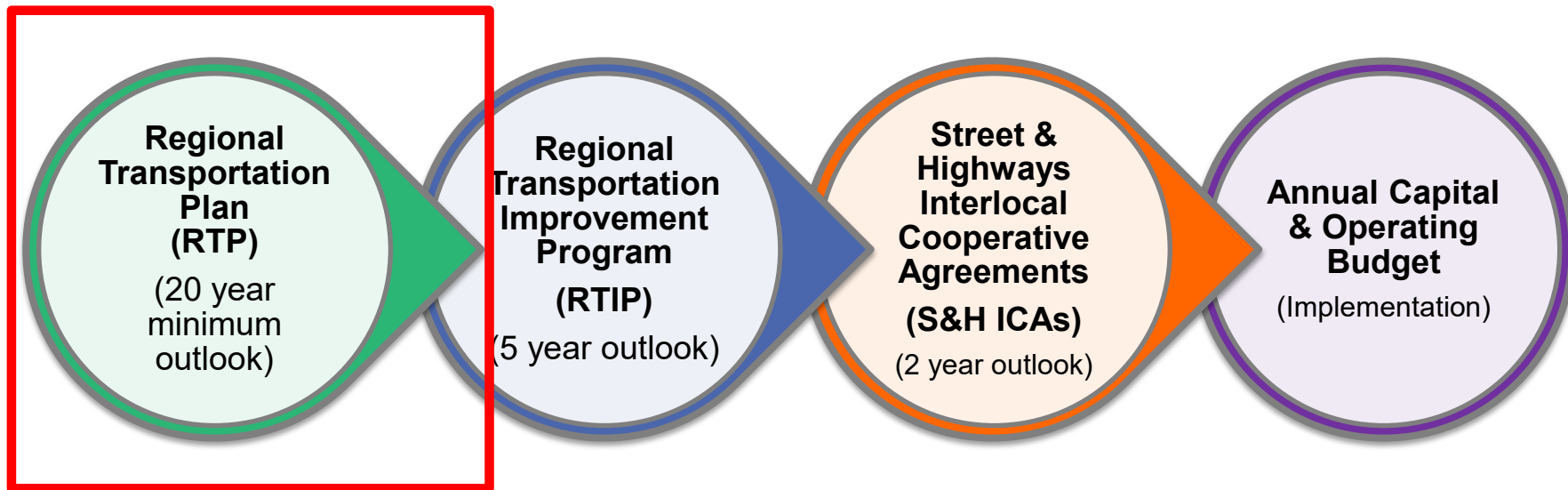
- Identify the transportation guiding principles & goals
- Identify transportation investments through 2050
- Community-based process

Plan completion by March 2025

- Draft for review in Fall 2024



RTP Process





RTP – Basic Requirements

- Identification of Transportation Facilities
- Performance Measures and Targets
- System Performance Report
- Mitigation Activities
- Financial Plan
- Operational and Management Strategies
- Capital Investment and Other Strategies
- Transportation and Transit Enhancement Activities



RTP – Public and Agency Outreach Approaches

- Bi-monthly updates to RTC Board & TAC/CMAC
- Agency Working Group meetings
 - FHWA, FTA, EPA, City of Sparks, City of Reno, Washoe County, NDOT, Reno-Sparks Indian Colony, TMRPA, Northern Nevada Public Health, Washoe County School District, Reno-Tahoe Airport Authority
- Senior Staff Meetings with Reno, Sparks, Washoe
- Inter-County Transportation Working Group
- Air quality interagency consultation group meetings
 - FHWA, FTA, EPA, NDEP, TMRPA, Northern Nevada Public Health, NDOT
- Community Planning Workshops
- Social Media/Traditional Media



THANK YOU

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Building A Better Community Through Quality Transportation
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**REGIONAL ROAD IMPACT FEE (RRIF)
TECHNICAL ADVISORY COMMITTEE (TAC)**

STATEMENT OF PURPOSE, OBJECTIVES, AND PROCEDURES

I. BACKGROUND

The RRIF program was implemented in November 1995 which included the preparation of a “Capital Improvements Plan” (CIP) as required by the Nevada impact fee statute, NRS 278B, Impact Fees for New Development. With the preparation of the RRIF CIP and its companion, RRIF General Administrative Manual (GAM), the RRIF program was adopted and is jointly administered by the RTC, the City of Reno, the City of Sparks and Washoe County, within the framework of an Interlocal Cooperative Agreement as authorized by the state Interlocal Cooperative Act.

The RRIF Program is reviewed biennially, as required in the Interlocal Cooperative Agreement and NRS. During the review, updated population and employment assumptions provided by the Truckee Meadows Regional Planning Agency (TMRPA) are included in the RTC Traffic Forecast Model. An updated capital improvement plan is developed by comparing the new future volumes against the existing roadway system capacity. Average project costs are used to determine the net cost per service unit resulting in the recalculated impact fee rates.

Impact fees are collected by the local agencies prior to the issuance of a building permit. The fees are determined by the local RRIF Administrator based on a fee schedule. Regional road impact fees are transferred from the local governments to the RTC on a quarterly basis. The monies are then expended for projects selected and approved by the RTC Board and local governmental agencies.

II. STATEMENT OF PURPOSE

The purpose of the RRIF TAC is to review and recommend any modifications, additions, or updates to be made to the RRIF General Administration Manual (GAM) and Capital Improvements Plan (CIP). The RRIF TAC is also part of the appeal process as outlined in the RRIF GAM. The RRIF GAM states that a fee payer or applicant affected by an administrative decision of the RTC RRIF Administrator or Local Administrator may appeal such decision to the RTC Regional Road Impact Fee Technical Advisory Committee.

III. OBJECTIVES

1. Provide review and comment on any modifications, additions, or updates to be made to the RRIF General Administration Manual (GAM) and Capital Improvements Plan (CIP).
2. To affirm or reverse the decision of the RTC RRIF Administrator or Local RRIF Administrator on an appeal of an administrative decision. To affirm or reverse a decision, there must be a motion with a vote. The simple majority of those present approves or fails the motion. A tie means the motion fails.

IV. PROCEDURES

1. RRIF TAC meetings will be scheduled monthly during the update process, although they can be held on an as-needed basis such as when an appeal is to be heard. The regular meetings shall be held at the RTC Engineering Facility **conducted via virtual meeting** at 8:30 a.m. on the fourth Thursday of each month, **although meeting times may be adjusted to meet the schedules of the RRIF TAC members.**

2. The RRIF TAC consists of 15 members with 8 members constituting a quorum. Technical Advisory Committee membership is comprised of the following individuals or their designated representatives:
 - RTC RRIF Administrator (1)
 - From the Cities of Reno and Sparks and Washoe County (9)
 - Community Development Directors (3)
 - Public Works Directors (3)
 - Planning Commission Members (3)
 - One RTC staff member appointed by the Executive Director of the RTC (1)
 - Four private sector members appointed by the Chairman of the RTC (4)
3. The RTC RRIF Administrator shall chair the RRIF TAC.
4. RTC will provide secretarial and staff support to the Committee.
5. Agendas and supporting materials will be e-mailed or delivered monthly to Committee members no later than the Friday before each meeting.
6. RTC will create meeting minutes to be sent out after each meeting.

Updated December 20, 2023, JW