



**REGIONAL TRANSPORTATION COMMISSION
REGIONAL ROAD IMPACT FEE
TECHNICAL ADVISORY COMMITTEE**

**MEETING AGENDA
Thursday, March 27, 2025, 8:30 a.m.
MEETING TO BE HELD VIA ZOOM ONLY**

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- I. This meeting will be held via Zoom. There will be no physical location. For those requiring hearing or speech assistance, contact Relay Nevada at 1-800-326-6868 (TTY, VCO or HCO).
 - II. Members of the public may attend the meeting via Zoom at: <https://us02web.zoom.us/j/82834490582?pwd=FASCSGaO281cmsoEqBAE2DiGbwGGLe.1>. You may also participate by telephone at 1-346-248-7799 or 1-669-444-9171 (Meeting ID: 828 3449 0582; Meeting passcode: 396026). To provide public comment during the meeting via Zoom, please make sure your computer or device has a working microphone. Use the "Chat" feature to submit a request to make a comment. When the time comes to make public comments, you will be invited to speak. If you wish to provide public comment before the meeting, please contact RTC Agency Services at (775) 348-0171 prior to 4:00 p.m. on the day before the meeting and provide the telephone number you will be calling from as well as the item(s) you would like to comment on. When the time comes to make public comments, you will be invited to speak.
 - III. Members of the public may provide public comment in advance of the meeting by one of the following methods: (1) emailing comments to rtcpubliccomments@rtcwashoe.com; or (2) leaving a voicemail (limited to three minutes) at (775) 348-0171. Comments received prior to 4:00 p.m. on the day before the meeting will be entered into the record.
 - IV. The supporting materials for the meeting can be found at <https://rtcwashoe.com>. If you need to request a copy of the supporting materials, please contact RTC Agency Services by phone at (775) 348-0171 or by email at agencyservices@rtcwashoe.com.
 - V. RTC staff will make reasonable efforts to assist and accommodate individuals with disabilities. Please call RTC Agency Services at (775) 348-0171 in advance so that arrangements can be made.
 - VI. RTC staff will make an audio and video recording of the meeting. The recording will be a public record. Committee members and members of the public who do not wish to be shown on the video should turn their cameras off during the meeting.

1. Roll Call/Call to Order

- 2. Verbal Instructions required by Assembly Bill 219 (2023):** RTC staff will read the following before the first public comment period:

"If you are participating via Zoom, to provide public comment during the meeting please make sure your computer or device has a working microphone. Use the "Chat" feature to submit a request to make a comment. When the time comes to make public comments, you will be invited to speak.

If you are participating by telephone, to provide public comment you should have contacted RTC Agency Services prior to 4:00 p.m. yesterday and provided the telephone number you would be calling from as well as the item (s) you wanted to comment on. When the time comes to make public comments, you will be invited to speak."

3. Public Comment

Public comment may pertain to matters both on and off the agenda. Comments are to be made to the committee as a whole and not to individual committee members or staff. Public comment is limited to three (3) minutes.

4. Consent Items

- 4.1. Approve the January 23, 2024, Committee Meeting Minutes (*For Possible Action*)

5. Discussion Items and Presentations

- 5.1. Acknowledge receipt of a report on updates proposed to the 8th Edition Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and the RRIF Capital Improvement Plan (CIP) (*No Action*)
- 5.2. Acknowledge receipt of a report on the updates to the 8th Edition RRIF CIP draft project list and review data included within the fee calculation. (*No Action*)

6. Member Announcements and Updates

Announcements and updates to include requests for information or topics for future agendas. No discussion will take place on this item.

7. Public Comment

Public comment may pertain to matters both on and off the agenda. Comments are to be made to the committee as a whole and not to individual committee members or staff. Public comment is limited to three (3) minutes.

8. Adjournment

Posting locations: RTC, 1105 Terminal Way, Reno, NV; RTC website: www.rtcwashoe.com; State Website: <https://notice.nv.gov/>

**REGIONAL TRANSPORTATION COMMISSION (RTC)
REGIONAL ROAD IMPACT FEE (RRIF)
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES
THURSDAY, JANUARY 23, 2025**

MEMBERS PRESENT

Dale Keller, Regional Transportation Commission
Xuan Wang, Regional Transportation Commission
Michon Reede, Washoe County
Mitchell Fink, Washoe County
Rob Pierce, Washoe County
Manny Becerra, City of Reno
Mike Mischel, City of Reno
Karl Nieberlain, City of Sparks
Shelley Read, City of Sparks
Sienna Reid, City of Sparks
John Krmpotic, Private Sector
Kraig Knudsen, Private Sector
Randy Walter, Private Sector

MEMBERS ABSENT

Alex Velto, City of Reno Amber Sosa, City of Sparks
Hans Meyer, City of Reno Ted Erkan, Private Sector

RTC STAFF

Alex Wolfson Jeff Wilbrecht Sara Going
Yeni Russo

GUESTS

Angela Fuss, City of Reno Loren Chilson, Private Sector

Item 1: Roll Call/Call to Order

The meeting was conducted as a Zoom meeting and was called to order at 8:32 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.

Item 4.1: Approval of the November 21, 2024, Meeting Minutes

The November 21, 2024, Meeting Minutes were approved as presented.

Item 5.1: Acknowledge Receipt of a Report on the Year 3 Indexing of the 7th Edition RRIF

GAM and RRIF CIP

Jeff Wilbrecht, RTC Engineering Manager, provided a report on the Year 3 Indexing of the 7th Edition RRIF General Administrative Manual (GAM) and RRIF Capital Improvement Plan (CIP). Jeff informed the committee of the automatic annual impact fee increase of 4.3%, as permitted by NRS 278B.225 and required by ordinances adopted by Washoe County, the City of Reno, and the City of Sparks.

Jeff explained that this inflationary adjustment is based on a rolling five-year average of the percentage increase in the Consumer Price Index (CPI) for West Urban Consumers data from the U.S. Bureau of Labor Statistics. This increase will take effect on January 31, 2025, one year following the previous rate change, which occurred either through indexing or an update to the RRIF GAM and RRIF CIP.

Item 5.2: RTC Staff Presentation on the Update to the 8th Edition RRIF CIP Draft Project

List

Jeff Wilbrecht, RTC Engineering Manager, discussed the update to the 8th Edition RRIF Capital Improvement Plan (CIP) draft Project List. He noted staff have been reviewing comments and

verifying the accuracy of project information. The request presented to the committee for the inclusion of South Virginia Street and South Hill Drive was approved, and these projects have been added to the draft list. Jeff emphasized that the list includes projects from the capacity and intersection spot improvement sections of the Regional Transportation Plan (RTP) that are relevant to the RRIF program, including private projects.

Jeff requested the committee to review the updated draft list and provide comments by February 21, 2025. The goal is to present a finalized list to the committee, along with any updates to the GAM by March 2025. Future steps include developing and refining fee calculations.

Dale Keller, RTC Engineering Director, stressed the importance of committee input on changes to the 8th Edition RRIF GAM and CIP update, particularly regarding land use classifications and the fee table. He encouraged members to bring forward concerns so they can be addressed, and recommendations can be made.

The committee also discussed the land classification of industrial, logistics, and data centers.

Item 6: Member Announcements and Updates

There were no member items.

Item 7: Public Comment

There were no public comments.

Item 8: Adjournment

The meeting was adjourned at 9:00 a.m.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: March 27, 2025

AGENDA ITEM 5.1

To: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

From: Jeff Wilbrecht, P.E., Engineering Manager

RECOMMENDED ACTION

RTC staff report on updates proposed for the 8th Edition Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and the RRIF Capital Improvement Plan (CIP)

BACKGROUND AND DISCUSSION

The proposed updates to the RRIF GAM include revisions to the Administrative Organization and Responsibilities section and general refinements to the Land Use Definitions section.

Administrative Organization and Responsibilities

The updates in this section aim to clarify roles based on past practices in program administration. Key changes include defining RTC's role in administering the RRIF program more clearly, incorporating the purpose and objectives of the RRIF Technical Advisory Committee (TAC) into the GAM (previously maintained as a separate document), updating the role of the Capital Improvement Advisory Committee, and clarifying the responsibilities of Local Participating Governments. Additionally, all these sections now include references to relevant Nevada Revised Statutes (NRS) for further clarity and alignment with statutory requirements.

Land Use Definitions

Updates to this section are categorized into two parts:

General Refinements - the order of land uses has been reorganized to better align with the existing fee schedule. Naming conventions have been standardized for consistency between the fee schedule and definitions in the GAM.

Review of Land Use Definitions – at the request of the RRIF TAC, RTC reviewed the classifications for Logistic Centers, Data Centers (within the Warehousing category), and Recreational Facilities. According to the Institute of Transportation Engineers (ITE) Trip Generation Manual (ITE TripGen), trip generation average trips per 1,000 gross floor area for Logistics Centers and Data Centers closely match those of Warehouse. Warehouse is already included as a land use in the GAM, it is recommended that these two land uses be categorized under the Warehouse category.

For Recreational Facilities, ITE TripGen identifies facilities similar to these as public parks and data suggests they generate relatively low volume of trips, these large facilities are measured in acres to determine their trip potential. ITE TripGen measures stadiums, events centers, and theme parks on

different scales as potential for trips generated from these types of facilities can vary greatly. Therefore, it is recommended that these facilities undergo project-specific trip generation analysis to determine their impact fees.

The proposed updates to the RRIF CIP include refining the RRIF Network definition to better align with definitions and the terminology used in the recent Regional Transportation Plan (RTP) update. In general, the RRIF Network proposed in the analysis of the impact fee remains the same as the prior edition. Another proposed change includes updating service area boundaries to include portions of Washoe County east of Interstate 80 and areas north in the Warm Springs region.

The schedule below outlines the next steps in the 8th Edition update process.:

- ~~— January 2025: Provide RRIF CIP List to RRIF TAC (Complete)~~
- March 2025: Provide GAM/CIP update to RRIF TAC (Today)
- April 2025: Present RRIF TAC fee calculations
- May/June 2025: Final review of RRIF GAM/CIP Manuals
- July/August 2025: RRIF GAM/CIP Adoption by Planning Commission and City Council/County Commission



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: March 27, 2025

AGENDA ITEM 5.2

To: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

From: Jeff Wilbrecht, P.E., Engineering Manager

RECOMMENDED ACTION

RTC staff report on updates to the 8th Edition Regional Road Impact Fee (RRIF) Capital Improvement Plan (CIP) draft project list and review data included within the fee calculation spreadsheet

BACKGROUND AND DISCUSSION

The proposed draft RRIF CIP project list for the 8th Edition RRIF CIP was developed using projects from the draft Regional Transportation Plan (RTP) project list. These projects will be used to calculate impact fees based on eligible project costs and Vehicle Miles Traveled (VMT).

During the January 2025 RRIF TAC meeting, the group reviewed the draft RRIF CIP project list and were asked to submit comments by February 21, 2025.

During the meeting, there was consensus on including a spot improvement at South Virginia Street and South Hill Drive. Additionally, Washoe County sought verification on whether a developer-installed signal at West Calle de La Plata and Pyramid Highway would fall under the Pyramid Highway - Add Southbound Lane (Operations Improvements) project. Since this intersection is within the project's limits and identified for capacity improvements, any developer-provided spot improvements to increase capacity at the intersection would be eligible for offset waivers.

After the January RRIF TAC meeting, additional comments and discussion occurred regarding the prioritization and timing of several projects. Since the process to prioritize and identify project timing is a function of the RTP, these comments were conveyed to the RTC planning group for consideration in the RTP Update.

The development of impact fees incorporates several variables from Census data, trip generation based on land use type, trip adjustment to consider partial trips or stop-by trips, input from the travel demand model, and considerations of the north and south service areas in our region. The spreadsheet that is used to develop the fee will be reviewed during the staff report.