



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

**MEETING AGENDA
Thursday, May 22, 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/86331482615?pwd=rXeVLpDtu05deH6tWtsxFEeCV9WNnT.1>. You may also participate by telephone at 1-346-248-7799 or 1-669-444-9171 (Meeting ID: 863 3148 2615; Meeting passcode: 781510). 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.
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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 March 27, 2025, Committee Meeting Minutes (*For Possible Action*)

5. Discussion Items and Presentations

5.1 Acknowledge receipt of a report on the proposed updates to the 8th Edition Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and RRIF Capital Improvement Plan (CIP) draft project list and 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, MARCH 27, 2025**

MEMBERS PRESENT

Dale Keller, Regional Transportation Commission

Michon Reede, Washoe County

Mitchell Fink, Washoe County

Rob Pierce, Washoe County

Hans Meyer, City of Reno

Mike Mischel, City of Reno

Karl Nieberlein, 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

Ted Erkan, Private Sector Xuan Wang, Regional Transportation Commission

RTC STAFF

Adam Spear Jeff Wilbrecht Vanessa Lacer

Yeni Russo

GUESTS

Angela Fuss, City of Reno

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 March 27, 2025, Meeting Minutes

The March 27, 2025, Meeting Minutes were approved as presented.

Item 5.1: Acknowledge Receipt of a Report on Updates Proposed to the 8th Edition RRIF GAM and the RRIF CIP

Jeff Wilbrecht, RTC Engineering Manager, provided a report on the proposed updates to the 8th Edition RRIF General Administrative Manual (GAM) and RRIF Capital Improvement Plan (CIP). The updates include modifications to the RRIF GAM Administrative Organization and Responsibility section, to clarify roles based on past program administration practices. Key changes involve a clearer definition of RTC's role in administering the RRIF program, incorporating the purpose and objectives of the RRIF Technical Advisory Committee (TAC) into the GAM (previously a separate document), and clarification that while the RRIF TAC is not subject to open meeting laws, it will operate similarly. The updates also formalize the Capital Improvement Advisory Committee, required by NRS 278B, and define the responsibilities of the participating local government Planning Commissions. Adam Spear, RTC General Counsel, noted that these revisions reflect the collaborative nature of the regional program, managed through Interlocal Cooperative Agreements to ensure compliance with NRS 278B. Jeff emphasized that the goal of these changes is to document existing practices, ensure compliance with state statutes, and provide clarity for newer RRIF TAC members.

Additionally, updates to the Determination of RRIF Fee Based on Fee Schedule section include reorganizing the order of land use categories to align with the current fee schedule. Proposed revisions also involve adding data centers and logistics centers under the existing warehousing

category, due to their comparable trip-generating characteristics. Jeff further discussed the land use and trip generation analysis for various recreational facilities. He recommended maintaining the current categories under regional recreational facilities, which include public parks, public swimming pools, and ball fields, while removing skating rinks. For larger-scale developments such as arenas or amusement parks, Jeff advised performing project-specific trip generation analyses to more accurately determine appropriate impact fees.

Sienna Reid, City of Sparks, suggested adding "flat fields" to the regional recreational facility definition to further clarify the category.

Item 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

Jeff Wilbrecht, RTC Engineering Manager, provided a report on the proposed update to the 8th Edition RRIF CIP draft project list and review data included within the fee calculation. Jeff emphasized the need to align the RRIF Network definitions and terminology with the updated Regional Transportation Plan (RTP). He proposed replacing current listed arterial categories with "State operated arterials" and "Arterials listed in the 2050 RTP Update".

Jeff discussed a proposal to expand the RRIF service area to include parts of Washoe County located east and north of Interstate 80, and areas north in the Warm Springs region. The goal of this expansion is to incorporate areas that are currently generating trips on the regional road network but are not contributing to the associated fees. Jeff noted that an ongoing analysis indicates the impact on fee calculations from the proposed change would be minimal. He is currently investigating why these areas were excluded in the 5th edition CIP update and will report his findings to the committee. Dale Keller, RTC Engineering Director, inquired about developments within the proposed expansion zone. Jeff responded that the area contains data centers and smaller residential developments, suggesting a pattern of emerging growth that supports the need for inclusion in the network. John Krmpotic, Private Sector, asked if this aligns with the trucking motor services area as defined by Truckee Meadows Regional Planning Agency (TMRPA). Jeff responded that he would verify this and make it an item to follow up on.

Jeff reviewed the draft CIP project list, highlighting recent updates and feedback received. He noted the addition of a spot improvement at South Virginia Street and South Hill Drive. Jeff also addressed an inquiry from the County regarding the potential eligibility of the intersection at West Calle De La Plata and Pyramid Highway for the RRIF Offset Program. He confirmed that the location is within the limits of the existing Pyramid Highway Southbound Operations Improvement project identified in the CIP and may qualify for offset eligibility. However, final determination would depend on the details of the proposed improvements.

Jeff provided an update on the ongoing development of the fee schedule. He noted that the preliminary calculation is expected to be ready by the next meeting, with a final review of the fee calculation anticipated during the May-June time frames.

Randy Walter, Private Sector, suggested that highlighting changes within the fee calculation spreadsheet when presenting it to the committee would be helpful. This method, used in the past, helps the group to better understand the reasons behind fee amount changes from one version to the next and supports clearer communication when explaining those changes to others. Jeff agreed on the importance of highlighting changes in the spreadsheet and confirmed that a version with the proposed changes highlighted will be provided at the next meeting.

Mitchel Fink, Washoe County, inquired whether the proposed expansion of the service area would impact the Vehicle Miles of Travel (VMT) fees as part of the current fee calculation rate update, or if any resulting changes would be deferred to a future update cycle. Jeff confirmed that the modifications to the service area boundaries will be included into the current update and reflected in the upcoming fee calculations.

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 9:28 a.m.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: May 22, 2025

AGENDA ITEM 5.1

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

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

RECOMMENDED ACTION

Acknowledge receipt of a report on the proposed updates to the 8th Edition Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and the RRIF Capital Improvement Plan (CIP) draft project list and fee calculation.

BACKGROUND AND DISCUSSION

In accordance with the provisions of the Interlocal Cooperative Agreement between the RTC, Washoe County, the City of Reno, and the City of Sparks, the RTC is responsible for initiating periodic reviews of the RRIF program. This review process was triggered by the approval of the long-range 2050 Regional Transportation Plan (2050 RTP).

The RRIF Program leverages RTC's transportation planning - outlined in the 2050 RTP - to define a list of capital improvements needed by, and attributable to, new development in each service area. These projects are listed in Exhibit C of the RRIF CIP.

The proposed updates to the RRIF GAM and CIP reflect review and input from the RRIF Technical Advisory Committee (TAC), including but not limited to the following:

1. The new list of capacity improvement projects based on the first 10 years of the 2050 RTP for the North and South Service Areas (previously reviewed and included in the staff report presentation),
2. The methodology used to calculate the RRIF fees (included in the staff report presentation),
3. The proposed changes to the GAM to clarify the roles and responsibilities of the RRIF TAC by updating the *Administrative Organization and Responsibilities* section (previously reviewed by the RRIF TAC),
4. Updates to the GAM's *Land Use Definitions* (previously reviewed by the RRIF TAC),
5. Clarifications in the GAM distinguishing *Single Family* and *Multifamily* classifications, particularly as they relate to *Accessory Dwelling Units* (included in the staff report presentation).

Following input from this meeting, staff will present the Final Draft of the 8th Edition RRIF GAM and CIP to the RRIF TAC and the RTC Board to initiate the formal approval and adoption process with the Cities and County.

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 (Complete)~~
- ~~– April~~ May 2025: Present RRIF TAC fee calculations (Today)
- ~~– 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