

**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 8<sup>th</sup> Edition RRIF GAM and the RRIF CIP**

Jeff Wilbrecht, RTC Engineering Manager, provided a report on the proposed updates to the 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 Truckee Meadows 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.