

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

Meeting Minutes

Thursday, April 23, 2015

Members Present:

Amy Cummings, Regional Transportation Commission
Art Sperber, City of Sparks Planning Commission
Bill Gall, City of Reno Community Development
Clara Lawson, Washoe County Public Works
Jeff Hale, Regional Transportation Commission
Jim Rundle, City of Sparks Community Development
John Martini, City of Sparks Public Works
Kraig Knudsen, Private Sector
Paul Kelly, Washoe County Development Review
Ted Erkan, Private Sector

Members Absent:

Doug Coffman, City of Reno Planning Commission
Jess Traver, Private Sector
Randy Walter, Private Sector
Roger Edwards, Washoe County Planning Commission
Steve Bunnell, City of Reno Public Works

RTC Staff:

Bessie Wooldridge
Lee Anne Olivas
Stephanie Haddock

Julie Masterpool
Marchon Miller

Guests:

Carl Savely

Jeremy Smith

The meeting was called to order at 2:05pm.

Item 1: Approval of Agenda

The Agenda was approved unanimously.

Item 2: Public Comment

There was no response to the call for public comment.

Item 3: Approval of the August 28, 2014 Meeting Minutes

The August 28, 2014 Meeting Minutes were approved unanimously.

Item 4: RRIF Credit Extension Update

In September 2014, the RTC Board approved a 10-year extension for credits. Washoe County approved the extension in January 2015. City of Reno and City of Sparks are scheduled to vote on the extension in May. Once all of the agencies have approved the extension, then notices will go out to all credit holders. There will be two notices placed in the Reno Gazette Journal. Credit holders will have six months to make a credit extension request.

Julie Masterpool discussed the specifics of the credit extensions and agreements. The agreement will be a 3-party agreement between the developer, RTC, and the local agency. For credit holders with multiple accounts in the same jurisdiction, all of the accounts can be included under one agreement. Separate agreements are required for the other jurisdictions. If the credit holder has accounts under different names, then each name will have its own agreement. The tentative fee will be \$500 per agreement.

Once the open period closes for the extensions, all agreements will be taken together to the RTC Board and the local agency for approval. The approval process could take one to two months.

Credits that are extended will be put in a new account with a new expiration date. Extended credits and non-extended credits cannot be co-mingled. There was discussion about transfers during the period that agreements are waiting to be approved by the RTC and the local agencies. Any new accounts created during that time period would not be eligible to apply for the extension. Julie will discuss the issue of transfers during the approval period with legal counsel.

The draft extension agreement includes a table showing each account with the remaining balance and a place to include the number of credits to be extended. The committee recommended the agreement be modified to reference that the credits remaining in the account “at the time of the agreement” would all be extended, eliminating the need for the last two columns of the table.

Item 5: RRIF Automation Program Changes

Julie Masterpool presented upcoming changes to the RRIF Automation Program. Local agency staff has limited ability to check credit usage related to the CCFEA developments of record. Julie has worked with RTC staff, TMRPA staff, the local agencies and RTC’s website consultant to create a system that checks credit usage for each permit voucher by benefit district and development of record. TMRPA created a GIS map that includes the development of records for all active CCFEA’s. The map will be available online for all developers to review the limits of the various developments of record and make sure their information is correct. An URL will be provided to the map.

Julie discussed how the RRIF Automation program will work and gave examples of permit voucher results. The user will be required to enter an APN along with the building permit information and physical address. The RRIF program will verify the permit location falls within the CCFEA benefit district and whether it falls within the development of record associated with the credits. The permit voucher will identify whether the credits can be used to pay 100% or 50% of the impact fees owed. John Martini suggested that we talk with the local agencies’ permit departments to see if a link could be created so the amount due comes up. Julie stated that since the RRIF Automation program is unique to RTC, we should be able to customize it, as needed. There was also a suggestion that when final maps are submitted, that they include the unique permit or TI number. All of the local agencies will be using the same permitting system.

Item 6: Public Comment

There was no response to the call for public comment.

Item 7: Member Items

There will not be a May RRIF TAC Meeting. The next RRIF TAC Meeting will be on June 25, 2015. Julie Masterpool asked the private sector members to review the GIS RRIF Viewer to verify the boundaries of their developments are listed correctly. A draft Credit Extension agreement will be circulated for review and comments.

Item 8: Adjournment

There being no further business, the meeting adjourned at 2:51pm.

Respectfully Submitted,

Lee Anne Olivas

Approved