

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

Meeting Minutes

Thursday, July 24, 2014

Members Present:

Debra Goodwin for 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

Julie Masterpool for Jeff Hale, Regional Transportation Commission

Jess Traver, Private Sector

Jim Rundle, City of Sparks Community Development

Paul Kelly, Washoe County Development Review

Randy Walter, Private Sector

Steve Bunnell, City of Reno Public Works

Ted Erkan, Private Sector

Members Absent:

Doug Coffman, City of Reno Planning Commission

John Martini, City of Sparks Public Works

Kraig Knudsen, Private Sector

Roger Edwards, Washoe County Planning Commission

RTC Staff:

Kristen Barnes

Lee Anne Olivas

Marchon Miller

Shawn Pearson (Woodburn & Wedge)

Guests:

Carl Savely

The meeting was called to order at 2:03pm.

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 June 26, 2014 Meeting Minutes

The June 26, 2014 Meeting Minutes were approved. Randy Walter abstained because he did not attend the June meeting.

Item 4: RRIF General Administrative Manual Review

Julie Masterpool noted that the agenda packet distributed prior to the meeting had some errors in Attachment B to Item 4. Some of the language was out of order. The agenda packet presented at this meeting is the correct version. Julie noted that she had Tyson White review the proposed changes to the GAM and his input has been included.

Julie discussed the revisions that were proposed at the June RRIF TAC meeting and recommendations from Tyson White. She also discussed the revisions to Attachment B. One of the revisions to Attachment B includes adding a Casino/Gaming definition section under the Commercial land use category. There was discussion about clarifying the definition to include language about “unrestricted” gaming. Another revision to the land use categories includes combining all types of schools (elementary, high school, etc.) under one definition. Ms. Masterpool stated that references to thresholds and phasing have been removed from the Shopping Centers category, an explanation of how fees would be assessed on a Church/Synagogue and Convenience Store with Gas Pumps was added, and language for Regional Recreational Facilities has been added

under Section IV. Shawn Pearson recommended changing the Church/Synagogue title to a different term such as “House of Worship”. There was discussion about supplemental units and whether the definition should have the term “attached” removed. The committee agreed to leave the definition as written. The committee recommended revising the Regional Recreation Facilities definition so that it better defines the category. The proposed language includes removing the term “large” and adding “regional significant area facilities” and removing “picnic facilities” from the definition.

There was a motion to accept the GAM with all recommended revisions. The motion carried unanimously.

Item 5: RRIF Capital Improvement Plan Manual Update

Julie Masterpool stated that the tables in the CIP will be updated by TischlerBise to reflect the approved land uses and fees included in the GAM. There was a motion to accept the CIP with all recommended revisions. The motion carried unanimously.

Item 6: RRIF Credit Extension Update

Shawn Pearson discussed the plan to address credit extensions. Shawn stated that for credits to be extended, two criteria will need to be met: 1) A GAM revision and 2) revision to the individual CCFEA. Both the GAM and CCFEA have hard coded credit expirations included. Revising the GAM and individual CCFEAs will be a significant effort. Extending credit expiration dates is a RTC Board policy decision. The RTC Board will determine if they want to extend credit expiration dates and if so, for how long, the terms and conditions for the extension, i.e., a two for one exchange or even exchange, and if there would be any administrative fees assessed for requesting a credit extension.

Next steps include scheduling an RTC Board Workshop within the next couple of months as an educational workshop to update the Board on the updated GAM and discuss a possible amendment to the GAM, if the RTC Board decides to extend credit expiration dates. The RTC Board will then be asked to approve the revised GAM, interlocal cooperative agreement with the local agencies, and make a decision on extending credit expiration dates. If the RTC Board chooses to extend credit expiration dates, credit holders will be notified and given a set period of time to respond if they would like an extension. Credit holders will need to formally request an extension, identify their

CCFEA, and verify that they have authority to make the request. Credit holders will also be required to opt in to the automation process, if they are not already using the RRIF Automation system.

Shawn Pearson discussed possibly suspending the use of credits during the credit extension request process. Ted Erkan stated that he feels that could cause some problems. Ted suggested that all credits left in the system at the time of extension approval be changed to the new time period and not suspend the use of credits during the credit extension request process.

Item 7: Public Comment

There was no response to the call for public comment.

Item 8: Member Items

The next RRIF TAC meeting is currently scheduled for Thursday, August 28, 2014 at 2:00pm in the RTC Engineering Conference Room located at 1105 Terminal Way, Suite 108. Depending on when the RTC Board Workshop is scheduled, the August RRIF TAC meeting may be re-scheduled for a different date. The committee would like to review the staff report that will be presented to the RTC Board prior to the Workshop and/or Board meeting and provide input.

Item 9: Adjournment

There being no further business, the meeting adjourned at 3:15pm.

Respectfully Submitted,

Lee Anne Olivas