



**REGIONAL TRANSPORTATION COMMISSION
TECHNICAL ADVISORY COMMITTEE
MEETING AGENDA**

**Wednesday, November 1, 2017 at 9:00 am
Regional Transportation Commission 1st Floor Conference Room
1105 Terminal Way, Reno NV 89502**

I. The RTC 1st Floor Conference Room is accessible to individuals with disabilities. Requests for auxiliary aids to assist individuals with disabilities should be made with as much advance notice as possible. For those requiring hearing or speech assistance, contact Relay Nevada at 1.800.326.6868 (TTY, VCO or HCO). Requests for supporting documents and all other requests should be directed to RTC Metropolitan Planning at 775-348-0480. Supporting documents may also be found on the RTC website: www.rtcwashoe.com.

II. The Technical Advisory Committee (TAC) has a standing item for accepting public comment on topics relevant to the RTC TAC that are not included on the agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. For specific items on the TAC agenda, public comment will be taken at the time the item is discussed. Individuals providing public comment will be limited to three minutes. Individuals acting as a spokesperson for a group may request additional time. Attempts to present public input in a disruptive manner will not be allowed. Remarks will be addressed to the TAC as a whole and not to individual members.

III. The TAC may combine two or more agenda items for consideration and/or may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

ITEM 1 Approval of Agenda (*For Possible Action*)

ITEM 2 Public Comment - *please read paragraph II near the top of this page*

ITEM 3 Approval of the October 4, 2017 Meeting Minutes (*For Possible Action*)

ITEM 4 RTC Asset Planning for Emergencies (*For Possible Action*)

ITEM 5 Discussion and Recommendation on the Public Participation Plan Update (*For Possible Action*)

ITEM 6 Development Updates (*Informational Only*)

ITEM 7 Member Items

- | | |
|-------------------|---------------------------------------|
| a) City of Reno | b) Reno-Tahoe Airport Authority |
| c) City of Sparks | d) FHWA |
| e) Washoe County | f) Air Quality Management Div. (AQMD) |
| g) NDOT | h) TMRPA |
| i) WCSD | j) Reno-Sparks Indian Colony (RSIC) |

ITEM 8 Agenda Items for Future TAC Meetings (*For Possible Action*)

ITEM 9 RTC Staff Items (*Informational Only*)

ITEM 10 Public Comment - *please read paragraph II near the top of this page*

ITEM 11 Adjournment (*For Possible Action*)

The Committee may take action on any item noted for possible action

**REGIONAL TRANSPORTATION COMMISSION
TECHNICAL ADVISORY COMMITTEE**

Meeting Minutes

Wednesday, October 4, 2017

Attendees

Yann Ling-Barnes	Washoe County Health District-Air Quality Management Division
Janelle Thomas	City of Reno Community Development
Chris Tolley	Truckee Meadows Regional Planning Agency
Steve Bunnell, Chair	City of Reno Community Development
Joe Spencer	Nevada Department of Transportation
Lissa Butterfield	Reno-Tahoe Airport Authority
Scott Carey	Reno-Sparks Indian Colony
Armando Ornelas	City of Sparks Public Works

RTC Staff

Dan Doenges	Garth Oksol
Mark Maloney	Michael Dulude
Amy Cummings	Xuan Wang
Doug Maloy	Jacqueline Maldonado

TAC Guests

Tim Mueller, NDOT	Dan Bartholomew, RTAA
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The Committee met in the First Floor Conference Room, 1105 Terminal Way, Reno, Nevada. The meeting was called to order at 9:00 a.m. by the Chair, Steve Bunnell.

ITEM 1. APPROVAL OF AGENDA

The agenda was approved as submitted.

ITEM 2. PUBLIC COMMENT

There were no public comments.

ITEM 3. APPROVAL OF THE SEPTEMBER 6, 2017 MEETING MINUTES

The minutes of the TAC meeting September 6, 2017, were approved as submitted.

ITEM 4. RENO-TAHOE INTERNATIONAL AIRPORT MASTER PLAN DEVELOPMENT

Daniel Bartholomew, RTAA gave a presentation on the Reno-Tahoe Master Plan Development. A copy of the PowerPoint presentation is on file at the RTC Metropolitan Planning Department. No Discussion followed on the plan.

ITEM 5. NDOT TRANSPORTATION PLANNING ADVISORY COMMITTEE (TPAC)

Tim Mueller, NDOT, gave a brief discussion on the newly formed Transportation Planning Advisory Committee (TPAC). The first meeting of TPAC was held on September 7, 2017. No discussion followed.

ITEM 6. PYRAMID HIGHWAY/US 395 CONNECTION PROJECT FINAL ENVIRONMENTAL IMPACT STATEMENT (FEIS)

Doug Maloy, RTC Engineer gave a presentation on the Pyramid Highway/US 395 Connection Project FEIS report. A copy of the PowerPoint presentation is on file at the RTC Metropolitan Planning Department. There was no discussion on the report.

ITEM 7. RECENT SERVICE CHANGE FEEDBACK AND CALL FOR SERVICE IMPROVEMENTS FOR SEPTEMBER 2018

Michael Dulude, RTC Transit Planner gave a brief discussion on the RTC RIDE service change feedback and call for service improvements for September 2018. Scott Carey gave comments and suggestions for the RTC RIDE Route 18 service.

ITEM 8. COMMUTER RAIL RIDERSHIP FORECAST REPORT (PHASE 1: RENO-SPARKS-USA PARKWAY/TRI CENTER)

Xuan Wang, RTC Planner gave a presentation on the Commuter Rail Ridership Forecast Report (Phase 1: Reno-Sparks-USA Parkway/TRI Center). A discussion followed on the existing stations and concepts for the report.

ITEM 9. RTC AFFORDABLE HOUSING STUDY

Amy Cummings, RTC Director of Planning gave a brief discussion on the RTC Affordable Housing Study which, will be taken to the RTC Board. No discussion followed.

ITEM 10. DEVELOPMENT UPDATES

- Janelle Thomas gave development updates for the City of Reno and questions on Steamboat to South Meadows were discussed.

ITEM 11. MEMBER ITEMS

- Joe Spencer, NDOT gave updates on the eSTIP.
- Scott gave updates on continued cooperation between RSIC and NDOT on improvements for the NDOT Spaghetti Bowl Project.

ITEM 12. AGENDA ITEMS FOR FUTURE TAC MEETINGS

There were no items given.

ITEM 13. RTC STAFF ITEMS

Amy introduced Adam Spear, RTC Director of Legal Services.

ITEM 14. PUBLIC COMMENT

There was no public comment

ITEM 15. ADJOURNMENT

The meeting adjourned at 10:01 a.m.

DRAFT



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

November 1, 2017

AGENDA ITEM 4

TO: Technical Advisory Committee

FROM: Rob Reeder
Administrator Security/Safety

SUBJECT: **RTC Asset Planning for Emergencies**

RECOMMENDATION

Acknowledge receipt of staff report regarding RTC asset planning during emergencies.

SUMMARY

Following the events of September 11, 2011, the Federal government implemented key plans for emergency and disaster response intended to be used from the local to federal levels of disaster response. The “*National Response Framework*” is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation. The Response mission area focuses on ensuring the Nation is able to respond effectively to all types of incidents that range from those adequately handled with local assets to those of catastrophic proportion that require marshaling the capabilities of the entire Nation. The priorities of the Response Framework are to save lives, protect property and the environment, stabilize the incident and provide for basic human needs.

Within the National Response Framework are 15 Emergency Support Functions (ESF’s). ESF’s include Transportation, Communications, Public Works and Engineering, Firefighting, Emergency Management, Mass Care, Emergency Assistance Housing and Human Services, Logistics Management and Resource Support, Public Health and Medical Services, Search and Rescue, Oil and Hazardous Material Response, Agriculture and National Resources, Energy, Public Safety and Security, Long-Term Community Recovery and External Affairs. The RTC’s primary role in emergencies and disasters is to support ESF #1 Transportation. Our general duties are to support the ESF which include providing emergency transportation to evacuees, provide temporary on-scene sheltering for victims, witnesses or evacuees, and provide transportation for emergency workers and equipment during a disaster or emergency. RTC asset use is directed by need at the local and regional level within guidelines from the “*Washoe County District Board of Health Multi-Casualty Incident Plan*.”

The RTC is an active member of the Washoe County Local Emergency Planning Committee (LEPC). The LEPC meets regularly and is responsible for developing local emergency response plans and efforts including developing plans, conducting training and exercises, and reviewing LEPC actions in an effort to improve future responses. The RTC actively participates in local emergency planning as well as local and regional emergency exercises and drills. Lastly, the RTC responds to 3-5 requests per year for emergency assistance at large fires, accident scenes, evacuations for various reasons and transportation of evacuees to other facilities.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

November 1, 2017

AGENDA ITEM 5

TO: Technical Advisory Committee

FROM: Amy Cummings, AICP, LEED AP
Director of Planning

SUBJECT: Discussion and Recommendation on the Public Participation Plan Update

RECOMMENDATION

Recommend approval of the Public Participation Plan update.

SUMMARY

The RTC's Public Participation Plan was approved on January 17, 2014 by the RTC Board. This plan must be updated every four years. The Public Participation Plan outlines RTC's strategy to involve the community in the transportation planning process. The updated plan conforms to the Fixing America's Surface Transportation (FAST) Act regulations and contains guidance to engage the public above and beyond the federal requirements.

The proposed update has been made available on the RTC's website as well as at the Planning Department Offices for a 45-day public comment/review period that started on October 3, 2017 and ends on November 16, 2017. The item is tentatively scheduled to go to the RTC Board for action at the November 17, 2017 meeting.

Attachment



Regional Transportation Commission

PUBLIC PARTICIPATION PLAN

November 17, 2017

Contents

1.0	INTRODUCTION	2
2.0	FEDERAL REGULATIONS.....	3
3.0	RTC PLANS AND PROGRAMS	4
4.0	PUBLIC/AGENCY INVOLVEMENT IN THE REGIONAL TRANSPORTATION PLAN	5
5.0	PARTICIPATION GOALS AND OBJECTIVES.....	6
6.0	PUBLIC PARTICIPATION PLAN REQUIREMENTS.....	7
7.0	METHODS AND TECHNIQUES.....	9

1.0 INTRODUCTION

The Regional Transportation Commission of Washoe County (RTC) was formed in July 1979 by the Nevada State Legislature through the consolidation of the Regional Street and Highway Commission, the Regional Transit Commission and the Washoe County Area Transportation Study Policy Committee. The agency is governed by the RTC Board of Commissioners, which consists of five members: two representatives from the Washoe County Board of Commissioners, two representatives from the Reno City Council, and one representative from the Sparks City Council. The Nevada Department of Transportation (NDOT) Director is an ex-officio member of the RTC Board. The RTC has three standing advisory committees that provide recommendations to the RTC Board: the Technical Advisory Committee (TAC), the Citizens Multimodal Advisory Committee (CMAC), and the Regional Road Impact Fee Technical Advisory Committee (RRIF TAC).

The RTC serves three roles for the Washoe County urban area. It is the Metropolitan Planning Organization (MPO), public transportation provider, and constructs improvements as well as administers a pavement preservation program for the regional roadway network. As the MPO, RTC conducts a collaborative short- and long-range multimodal transportation planning program. The RTC develops the 20-year Regional Transportation Plan (RTP), the 5-year Regional Transportation Improvement Program (RTIP), the annual Unified Planning Work Program (UPWP), and this document – the Public Participation Plan.

This Public Participation Plan articulates the RTC's commitment to open and transparent interaction with the public and with relevant public agencies to support the regional transportation planning process. Public involvement opportunities must be established early in the process and be a continuous effort throughout the development of any document or project. Transportation planning for a region requires collaboration between many different agencies, individuals and stakeholders. This Plan outlines the RTC's strategy to involve the community in the transportation planning process.

The RTC's community outreach process is designed to best understand the region's diverse and complex transportation needs through a people-based approach, which is critical for the development of the documents previously referenced. Effective transportation planning requires involvement from community stakeholders, elected officials, business owners, schools, economic development groups, property owners, and residents. Collaboration with the public allows for innovative ideas to emerge that address complex transportation issues including funding options, implementation of multimodal improvements, and increasing/diversifying travel options on a regional level. Ensuring a broad base of participation helps develop a cohesive effort in planning region-wide. It also allows RTC's priorities to support those of other groups and agencies who are working to enrich quality of life and create a more livable community. Strong community support for the planning process will also greatly enhance implementation of the RTC's plans and programs.

This plan establishes a process for the RTC to provide for timely public notice of information that is critical to plans and projects, allowing the public full access to key decisions. This process supports early and continued public involvement in the development of regional plans and programs. Preparation of the public participation plan is a regulatory requirement of the federal transportation legislation – the Fixing America's Surface Transportation (FAST) Act. The FAST Act seeks to ensure that citizens are given the opportunity to be part of the planning efforts that will shape their communities in the future. The purpose of this plan is to outline the core strategies for increasing public information and involvement in the planning process. This also includes providing information to those with Limited English Proficiency (LEP) and individuals under the Americans with Disabilities Act (ADA) to the extent that is reasonably possible. The goal of the plan is to increase citizen awareness and participation while widening the range of voices and views in the planning process.

Public involvement incorporates public concerns, needs and values into governmental decision-making. It is two-way communication, with the overall goal of implementing the best decisions that have public support. Effective public involvement must go beyond just informing the public; it must solicit the public's ideas, issues and concerns; and work collaboratively to develop solutions for the region's transportation infrastructure.

2.0 FEDERAL REGULATIONS

Public participation/involvement has been a part of federal transportation legislation since the enactment of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) and included in all transportation authorizing legislation since then. The current transportation bill is the Fixing America's Surface Transportation (FAST) Act. Federal regulations require that the MPO adopt a participation plan that:

- is developed in consultation with all interested parties;
- provides for all interested parties to have reasonable opportunities and adequate notice to comment on the contents of the Regional Transportation Plan (RTP) and Regional Transportation Improvement Program (RTIP), and that explicit consideration and response to public input received during the development of these plans is demonstrated;
- provides for the MPO to hold public meetings at convenient and accessible locations and times; and
- provides for the MPO to make public information available in an electronically accessible format and means, such as on the agency's website, to afford reasonable opportunity for consideration of public information.

The term "interested parties" includes individuals, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the transportation planning process.

The process must seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services. As part of the RTC's Title VI (of the Civil Rights Act of 1964) Policy, public meetings are held in locations near transit routes.

Title VI of the Civil Rights Act of 1964, states that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In accordance with federal guidelines, RTC must submit to the Federal Transit Administration (FTA) a Public Participation Plan that details the RTC's plans and strategies to engage minority and LEP populations in its planning and programming activities. As a recipient of federal funds, and per Title VI and its implementing regulations, the FTA directs RTC to:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

The FTA requires that public transit providers create a plan that describes both the proactive strategies the RTC will use to engage minority and LEP populations and the desired outcomes of this outreach. This plan can be part of a broader public participation strategy that also targets other traditionally underserved communities, including low-income populations and people with disabilities.

3.0 RTC PLANS AND PROGRAMS

In its role as the MPO, the RTC develops four federally required documents:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Unified Planning Work Program (UPWP)
- Public Participation Plan

These documents are described below.

Regional Transportation Plan

The foundation of the RTC planning process is the RTP. The RTP identifies the facilities, services and programs necessary to meet the increasing multimodal travel demands through a minimum of a twenty year period. It includes transportation policies that address health and safety, economic development and diversification, sustainability, and increased travel choices. A public participation plan specific to the RTP is adopted at the beginning of the development of a new plan. By federal regulation, the RTP must be updated at least every four years. The participation plan adopted for the 2040 RTP is included in that document as Appendix C.

The RTP development process is a cooperative, continuous and comprehensive effort. It is based on a community outreach process designed to best understand the region's diverse and complex transportation needs through a people based approach.

Regional Transportation Improvement Program

The Regional Transportation Improvement Program (RTIP) is a five-year, multimodal transportation program for Washoe County. It includes transit, paratransit, major street and highway capital projects, bicycle and pedestrian improvements, and transportation system and demand management programs. The RTIP is the RTC's principal means of implementing long-term transportation planning objectives through annual programming of specific projects.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is a document that describes the transportation related planning activities scheduled during a two-year period. These activities are performed by the RTC utilizing federal planning funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as well as state and local funds. The UPWP is developed in coordination with the RTC's budget.

Public Participation Plan

The public participation plan establishes the process for the RTC to provide for timely public notice of information that is critical to plans and projects of regional significance, allowing the public full access to key decisions.

4.0 PUBLIC/AGENCY INVOLVEMENT IN THE REGIONAL TRANSPORTATION PLAN

The RTC coordinates with the following parties in the region in an effort to include them in the transportation planning process. This is by no means an exhaustive list, and depending on the type of outreach effort or specific plan/program needs, several additional stakeholders may be involved.

- 1) Local Agencies
 - City of Reno
 - City of Sparks
 - Reno-Tahoe Airport Authority
 - Truckee Meadows Regional Planning Agency
 - Washoe County
 - Washoe County Health District-Air Quality Management Division
 - Washoe County School District
- 2) Tribal Government
 - Pyramid Lake Paiute Tribe
 - Reno-Sparks Indian Colony
- 3) Federal Agencies
 - Bureau of Land Management
 - Environmental Protection Agency
 - Federal Highway Administration
 - Federal Transit Administration
- 4) State Agencies
 - Nevada Department of Environmental Protection
 - Nevada Department of Public Safety
 - Nevada Department of Transportation
 - State Historical Preservation Office
- 5) Committees
 - RTC Citizens Multimodal Advisory Committee
 - RTC Technical Advisory Committee

The RTC also conducts outreach to those directly and indirectly affected by the transportation plans, programs, and projects in the region, which includes but is not limited to:

- Directly and indirectly affected public
- Elected officials, policy and decision makers
- Local public agency staff
- Property owners, including those of abutting properties and those in the vicinity of a proposed project
- Freight shippers, providers and users of freight transportation services via rail, air and highway routes
- Providers and users of private transportation services, e.g., taxis, shuttle buses, limousines and vanpools
- Providers/users of public transportation services (bus, shuttles, etc.)
- The business community (retail, services, industry, etc.)

- Advocacy groups, e.g., neighborhood groups, Chambers of Commerce, homeowners' associations, public interest groups for bicycle/pedestrians, civil rights and senior citizen organizations
- Underserved communities such as people with disabilities, children and youth, elderly, low-income, racial and ethnic minorities
- Non-English speaking public
- Emergency service providers and users
- Affected adjacent entities
- Project-specific community working groups

5.0 PARTICIPATION GOALS AND OBJECTIVES

The RTC's public participation goal is to provide the highest quality participation for transportation decision making by identifying and involving the various stakeholders, including individuals, in the planning process. To achieve its public participation goal, major planning and program development objectives include the following:

1. Seek maximum public participation in the planning process

The RTC strives to involve the highest number of stakeholders and affected individuals and entities very early in the planning process. Proactive participation denotes early and continuous involvement in important policy or project decisions before they are finalized. There are many opportunities for the public to play a role in shaping short- and long-term needs, solutions and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important transportation decisions in the region.

2. Seek broad identification and representative involvement for all transportation modes

The RTC's customer base includes not only the general public and local and tribal units of government, but businesses, industries and transportation service providers as well as organizations that represent people with specific transportation needs. The diverse characteristics and transportation needs of the customer base require different communication and outreach techniques.

3. Utilize effective and equitable means for distributing information and receiving comments

There are a variety of tools available to ensure that a diverse public is well-informed and able to play an active role in the transportation planning process. The RTC uses several methods to communicate to the public, including, but not limited to: email, the posting of information on the internet, surveys, public hearings, distribution of hard copies (planning documents, notices, etc.), social media networks, and opportunities for the public to speak at the RTC Board and advisory committee meetings.

4. Inform and educate the public and design participation initiatives that will support and encourage effective participation

All departments of the RTC work collaboratively to encourage early and continuous participation. Effective participation in the transportation decision-making process requires an understanding of transportation issues and the framework for making transportation investment decisions. RTC employs visualization techniques that optimize public understanding of issues and concepts.

5. Conduct outreach that bridges language, cultural and economic differences

The RTC uses several techniques for bridging language, cultural and economic differences that affect participation. The RTC selects the approach that is best suited for each plan or project, which may include having translators available at public meetings, translation of meeting materials and targeted outreach to local community organizations.

6. Provide reasonable accommodation and access to disabled individuals so that they can easily participate in the regional planning process

All of RTC's public meetings are held at locations where reasonable accommodation and access can easily be provided for individuals with disabilities according to the Americans with Disabilities Act (ADA) standards. Locations are also chosen based on access to public transportation routes and being within the ADA paratransit service area. An example of some locations that RTC typically holds public meetings include:

- a) RTC Administrative Offices
1105 Terminal Way
Reno, NV 89502
- b) RTC 4TH STREET STATION
200 E. 4th Street
Reno, NV 89501
- c) RTC CENTENNIAL PLAZA
1421 Victorian Avenue
Sparks, NV 89431
- d) Washoe County Commission Chambers
1001 E. 9th Street
Reno, NV 89512
- e) Terry Lee Wells Nevada Discovery Museum
409 S. Center Street
Reno, NV 89501
- f) The Innevation Center University of Nevada, Reno
450 Sinclair Street
Reno, NV 89501

7. Evaluate the public participation process regularly

RTC evaluates its public participation process regularly to make sure its policies and procedures are updated to encourage continuous public participation and that it is compliant with the latest federal requirements.

6.0 PUBLIC PARTICIPATION PLAN REQUIREMENTS

The RTC has established the following requirements regarding the public participation process, consistent with U.S. Department of Transportation (USDOT) and Nevada Revised Statutes (NRS) requirements.

Agenda Item 5 ATTACHMENT

1. **Public Process Review**—The RTC shall, periodically, review its public involvement processes to ensure their effectiveness in providing full and open access to all parties. These procedures shall also be reviewed by the FHWA and the FTA to ensure compliance with federal regulation. A public comment period of 45 days is required before the public involvement process is initially adopted or revised. The public participation process shall be evaluated every four years, to ensure that the RTC is making the best use of all available methods to engage the public.
2. **Committee Review**—The RTC's Technical Advisory Committee and Citizens Multimodal Advisory Committee will review the RTP, RTIP, Public Participation Plan, UPWP and any amendments to these documents, as well as any corridor studies. It is the responsibility of these committees to advise and make recommendations to the RTC Board of Commissioners. Notice for and the conduct of all committee meetings will be open to the public in accordance with the State of Nevada Open Meeting Law (NRS Chapter 241). Committee agendas and backup materials as well as technical and other reports documenting the development, refinement and update of the RTP, RTIP or other planning study, shall be made available upon request to the public. These documents are also available on the RTC website at rtcwashoe.com. Public comment on planning products will be accepted, either verbally or in writing, at all committee hearings.
3. **Public Comment**—RTC will provide at least 21 days for public review and comments prior to an RTC Board public hearing. Notice of the opening of the public comment period and the availability of the document for review will be published in local newspapers of general circulation and on the agency's website and social media accounts. The public comment period will begin on the date noted in the published notice.
4. **Public Hearing**—A formal public hearing will be conducted prior to RTC approval/adoption of the RTP, RTIP, and any associated amendments, including accompanying air quality conformity determinations, as required by federal regulations. Notice of the public hearing will be published in local newspapers of general circulation posted in accordance with the Nevada Open Meeting Law.
5. **Comment Summary**—The RTC will prepare a written summary analysis and report on the disposition of any and all applicable comments received during the public comment period and at the public hearing. The RTC will address all public comments in writing, which will be made available upon request.
6. **Revisions**—In those instances where the final RTP or RTIP differs significantly from the draft that was made available for public comment and/or raises new substantive issues which interested parties could not reasonably have foreseen from the draft, the RTC shall provide additional opportunities for public review and comment. The RTC will, at a minimum, issue a second notice allowing, at a minimum, for an additional 21-day public comment period.
7. **Administrative Modifications**—RTIP changes that are considered non-substantive in nature (administrative modifications) will not be subject to the public comment and public hearing process cited herein. These actions will be processed through the electronic Statewide Transportation Improvement Program (eSTIP) and include the following:
 - a) Moving a project in the document to an earlier or later year
 - b) Increasing the estimated cost of a project by less than \$5 million or by more than \$5 million if the amount is less than 40% of the total estimated project cost
 - c) A decrease in funding in any amount
 - d) A change in the fund source, but not the amount

- e) A change in scope that does not require an air quality conformity determination
8. **Amendments**—In the event that a change in the RTIP falls outside of the criteria for an administrative modification, an amendment will be made, and will follow the process outlined above in numbers two through five of this section. Amendments will also be processed through the eSTIP for the following actions:
- a) Addition of a new project
 - b) Any action that requires an air quality conformity determination

7.0 METHODS AND TECHNIQUES

The RTC uses a variety of methods and techniques to provide public participation opportunities to individuals early in the planning process. Some of these techniques are listed below.

RTC Board Meetings. The RTC Board of Commissioners is the decision making body of the RTC. The RTC Board meetings are usually held on third Friday of the month. The RTC Board provides opportunities for general public comment and input at the beginning and end of each meeting as well as with each item on the agenda. Information about the upcoming board meetings are provided and posted at many locations including the City of Sparks, City of Reno, and Washoe County offices. The agenda and agenda support materials are also made available on the RTC website prior to the board meeting. Individuals can download the board agenda items from the RTC website.

Technical Advisory Committee Meetings. The RTC Technical Advisory Committee (TAC) is made up of directors from the local planning and public works departments, providing the important technical input from all levels of government as well as a discussion forum regarding local and regional issues. The TAC meetings are usually held the first Wednesday of the month and provide public involvement opportunities at each meeting. Public input is encouraged and accepted in all decisions. Information regarding the TAC meeting is provided at various venues and the agenda material is also posted on the RTC website for easy access to the public.

Citizen Multimodal Advisory Committee Meetings. The RTC Citizens Multimodal Advisory Committee (CMAC) is appointed by the RTC Board and consists of citizens having various backgrounds from throughout the community. The CMAC provides guidance and advice on the implementation and planning of multimodal improvements in the region; including bicycle and pedestrian facilities, transit operations and capital improvements. The CMAC makes recommendations to the RTC Board on current and proposed planning programs in the region. The CMAC usually meets on the first Wednesday of the month. Public comment is encouraged and accepted at all meetings. Meeting agendas and documents are made available on the RTC website and are posted throughout the community. More information regarding RTC Advisory Committees can be found on the RTC [website](#).

Public Outreach events. RTC engages the public through various means such as trade fairs and community events to ensure the public is informed about the RTC's plans, programs, and projects. These outreach events also increase public participation in the regional decision-making process.

Information on the RTC website. RTC makes a variety of information available on the agency website (www.rtcwashoe.com/) including the RTP, RTIP, meeting agendas, hot topics and other information for easy access to the public. This information is made available in a PDF format, which can be easily downloaded from the internet. The website also provides links and information for individuals to become involved in the planning efforts. Additionally, project specific websites and/or social media pages may be developed.

Agenda Item 5 ATTACHMENT

Media Coverage. To maximize its outreach efforts, the RTC provides important information regarding its plans and programs on local TV channels, radio stations and newspapers.

Mailing Lists. RTC maintains mailing lists for each of its committees and projects to provide a variety of information to maximize public participation in regional decision-making efforts.

RTC Agenda Posting Locations. Before each RTC Board, TAC, and CMAC meeting, the meeting agendas are posted at the following locations to inform the public about the time, location and agenda of the meetings:

Reno City Hall
Sparks City Hall
Washoe County Administrative Building
Regional Transportation Commission Offices
4TH STREET STATION
CENTENNIAL PLAZA
Incline Village General Improvement District
RTC Website

RTC e-News Briefs. RTC provides a monthly electronic news brief to elected officials, decision-makers and the public to inform them about the major projects and programs that the RTC is involved with. This e-News Brief is mailed electronically and is also made available on the RTC website to educate and inform interested parties.

RTC's Cooperative Relationships with Local Agencies. To expand outreach efforts, RTC has partnered with the local agencies to educate and inform residents in the region. As part of this program, the local agencies have agreed to provide information about the RTC and its programs through their respective websites.

Public Participation Documentation. The RTC maintains records in plan, program and project files including, but not limited to, agendas, staff reports, support documentation, notices of public hearings, meeting sign-in sheets, comment cards, responses to comments, meeting minutes, translated materials, and power point presentations.

Social Media. The RTC actively uses social media to share information about RTC initiatives and to seek input. RTC currently uses Facebook, YouTube, Twitter and Instagram to communicate with the public.

SAMPLE NOTICES

Newspaper Notice - 21-Day Public Comment/Participation Period

FFY 2018-2022 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

21-DAY PUBLIC COMMENT/PARTICIPATION PERIOD

The Regional Transportation Commission (RTC) of Washoe County, the Metropolitan Planning Organization (MPO) for the Reno/Sparks urbanized area, pursuant to federal law (23 USC 134), hereby provides the citizens of this metropolitan area an opportunity to review and comment on the FFY 2018-2022 Regional Transportation Improvement Program (RTIP). The RTIP was developed in accordance with the Fixing America's Surface Transportation (FAST) Act.

The FFY 2018-2022 RTIP is a five-year program of street and highway, transit, bicycle and pedestrian projects for Washoe County. The RTIP represents a prioritized program directed at meeting Washoe County's growing transportation needs while improving the region's safety, air quality, transportation efficiency and mobility. The RTIP is required by federal regulation and serves as a useful tool in planning and programming transportation system improvements.

A copy of the FFY 2018-2022 RTIP is available for viewing and comment during regular business hours at the RTC Planning Offices at 1105 Terminal Way, Suite 211, Reno and on the RTC website (www.rtcwashoe.com) for a 21-day period starting on July 27, 2017, and ending on August 16, 2017. A public hearing (to be noticed separately) will be held by the RTC Board following the public comment period. Citizen comments will be forwarded to the RTC Board. This document is subject to change through the public comment period. Any changes will be discussed in the public hearing before the RTC Board and will be made available for public review at the above locations.

Citizens can send comments on these proposed documents during the 21-day review period to the following address by mail, telephone, facsimile or electronically:

RTC Planning Offices
1105 Terminal Way, Suite 211, Reno, Nevada 89502
775.335.1918
775.348.0450 FAX
ddoenges@rtcwashoe.com

RTC Website Notice - 21-Day Public Comment/Participation Period

**FFY 2018-2022 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM
21-DAY PUBLIC COMMENT/PARTICIPATION PERIOD
July 27, 2017 to August 16, 2017**

The Regional Transportation Commission (RTC) of Washoe County, the Metropolitan Planning Organization (MPO) for the Reno/Sparks urbanized area, pursuant to federal law (23 USC 134), hereby provides the citizens of this metropolitan area an opportunity to review and comment on the FFY 2018-2022 Regional Transportation Improvement Program (RTIP).

The FFY 2018-2022 RTIP is the RTC's five-year program of street and highway, transit, bicycle and pedestrian projects for Washoe County. The RTIP represents a prioritized program directed at meeting Washoe County's growing transportation needs while improving the region's safety, air quality, transportation efficiency and mobility. The RTIP is required by federal regulation and serves as a useful tool in planning and programming transportation system improvements.

In addition to this website notice, copies of the FFY 2018-2022 RTIP are available for viewing and comment during regular business hours at the RTC Planning Offices at 1105 Terminal Way, Suite 211, Reno, during this 21-day period (July 27, 2017, through August 16, 2017). A public hearing (to be noticed separately) will be held by the RTC Board following the public comment period. Citizen comments will be forwarded to the RTC Board. This document is subject to change through the public comment period. Any changes will be discussed in the public hearing before the RTC Board and will be made available for public review on this website and at the RTC Planning Department offices.

Citizens can send comments on these proposed documents during the 21-day review period to the following address by mail, telephone, facsimile or electronically:

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Newspaper Notice – RTC Board Public Hearing

**OFFICIAL NOTICE OF PUBLIC HEARING BEFORE THE REGIONAL TRANSPORTATION
COMMISSION OF WASHOE COUNTY, NEVADA**

Notice is hereby given that a public hearing for the following subject will be conducted on:

**THURSDAY, AUGUST 17, 2017
WASHOE COUNTY COMMISSION CHAMBERS
1001 E. 9TH STREET, BLDG. A
RENO, NEVADA**

TIME CERTAIN 1:05 PM

FFY 2018-2022 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

The purpose of the hearing will be to discuss and consider the federal fiscal year (FFY) 2018-2022 Regional Transportation Improvement Program (RTIP). The RTIP was developed in accordance with the Fixing America's Surface Transportation (FAST) Act. The RTIP is being used to meet the program of projects for public transportation.

The FFY 2018-2022 RTIP is a five-year program of street and highway, transit, bicycle and pedestrian projects for Washoe County. The RTIP represents a prioritized program directed at meeting Washoe County's growing transportation needs while improving the region's safety, air quality, transportation efficiency and mobility. The RTIP is required by federal regulation and serves as a useful tool in planning and programming transportation system improvements.

The air quality conformity analyses used in the 2040 Regional Transportation Plan (conformity determination was made on June 12, 2017) is being used for the RTIP.

Interested parties will be provided an opportunity to appear and present written or oral comments. Requests for auxiliary aids or services to assist individuals with disabilities should be made with as much advance notice as possible. These requests should be directed to Denise Thompson at 348.0400. A copy of the FFY 2018-2022 RTIP is available for viewing and comment during regular business hours at the RTC Planning Offices at 1105 Terminal Way, Suite 211, Reno and on the RTC website (www.rtcwashoe.com). Should these items be approved with changes, copies of the amended items will be made available for public review at the above location.

Lee G. Gibson, AICP
Executive Director