



REGIONAL TRANSPORTATION COMMISSION
OF WASHOE COUNTY

REGIONAL ROAD IMPACT FEE
TECHNICAL ADVISORY COMMITTEE
MEETING AGENDA

THURSDAY, MAY 27, 2021
8:30AM-10:00AM

Meeting via teleconference/Zoom only pursuant to NRS 241.023 and Emergency Directive 006.

The meeting will be streamed live via the RTC YouTube channel and can be watched by following this link:
bit.ly/RTCWashoeYouTube

I. Pursuant to Section 1 of Governor Steve Sisolak's Declaration of Emergency Directive 006 ("Directive 006"), the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate has been suspended. Pursuant to Section 3 of Directive 006, the requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada has likewise been suspended. Pursuant to Section 5 of Directive 006, the requirement contained in NRS 241.020(3)(c) that physical locations be available for the public to receive supporting material for public meetings has been suspended.

II. Members of the public may provide public comment by one of the following: (1) submitting comments via online Public Comment Form (<https://www.rtcwashoe.com/about/contact/contact-form/>); (2) emailing comments to: rtcpubliccomments@rtcwashoe.com; or (3) leaving a voicemail at (775) 335-0018. **Comments received prior to 4:00 p.m. on May 26, 2021, will be entered into the record.**

III. The Commission 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.

IV. Requests for supporting documents and all other requests should be directed to RTC Engineering & Construction at (775) 348-0171. The supporting materials for the meeting will be available at www.rtcwashoe.com. In addition, a member of the public may request supporting materials electronically from Lee Anne Olivas at the following email address: lolivas@rtcwashoe.com.

V. The RTC appreciates the public's patience and understanding during these difficult and challenging circumstances.

1. CALL TO ORDER

1.1 Roll Call

2. PUBLIC COMMENT

Public input received prior to 4:00pm on Wednesday, May 26, 2021, will be added to the record for this meeting. No live comment will be heard during the meeting. See paragraph II above.

3. APPROVAL OF AGENDA (For Possible Action)

4. CONSENT ITEMS

Minutes

4.1 Approval of the April 22, 2021 Meeting Minutes (For Possible Action)

5. DISCUSSION ITEMS AND PRESENTATIONS

5.1 Acknowledge receipt of a report on the RRIF General Administrative Manual (GAM) update and the draft fee schedule proposed to be included in the Capital Improvement Plan (CIP) *(For Possible Action)*

5.2 Acknowledge receipt of a report on the Average Trip Length, measured in miles, included in the regional travel demand-forecasting model *(For Possible 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 input received prior to 4:00pm on Wednesday, May 26, 2021, will be added to the record for this meeting. No live comment will be heard during the meeting. See paragraph II above.

8. ADJOURNMENT (For Possible Action)

Pursuant to Section 3 of Directive 006, the requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada has likewise been suspended. Current posting locations:

RTC website: www.rtcwashoe.com, State website: <https://notice.nv.gov/>

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

Meeting Minutes

Thursday, April 22, 2021

Members Present:

Amy Cummings, Regional Transportation Commission

Brian Stewart, Regional Transportation Commission

John Krmpotic, Private Sector

Jon Ericson, City of Sparks

Kraig Knudsen, Private Sector

Larry Chesney, Washoe County

Mike Mischel, City of Reno

Mitchell Fink, Washoe County

Shelley Read, City of Sparks

Ted Erkan, Private Sector

Members Absent:

Alex Velto, City of Reno

Jim Rundle, City of Sparks

Kurt Dietrich, City of Reno

Randy Walter, Private Sector

Guests:

Kelly Mullin

RTC Staff:

Adam Spear

Blaine Petersen

Dale Keller

Hannah Yue

Jelena Williams

Lee Anne Olivas

Stephanie Haddock

Xuan Wang

Yeni Russo

Item 1: Call to Order

The meeting was called to order at 8:39am. Roll call was taken to ensure there was a quorum.

Item 2: Public Comment

There were no public comments received.

Item 3: Approval of Agenda

The agenda was approved as presented.

Item 4: Approval of the February 25, 2021 Meeting Minutes

The February 25, 2021 Meeting Minutes were approved as presented.

Item 5.1: RRIF General Administrative Manual (GAM) updated and the Vehicle Miles Traveled (VMT) rates proposed to be included in the Capital Improvement Plan (CIP) Report

Dale Keller of the RTC Engineering Department provided a presentation to brief the committee on the progress being made with the 7th Edition RRIF GAM Update. Dale discussed the process of developing the RRIF Fees with a specific focus on Vehicle Miles Traveled (VMT) growth anticipated to occur based on the TMRPA (Truckee Meadows Regional Planning Agency) Land Development Model and the RTC Travel Demand Model forecasts. He explained the five RRIF Growth Inputs used to help determine the growth and needs for development and calculation of RRIF Fees: Population (Consensus Forecast), Employment (Consensus Forecast), Trip Lengths by Service Area (Travel Demand Model), the Trip Generation Rates by Land Use (ITE 10th Edition), and VMTs for Development Units.

Dale stated the approved 2030 TMRPA Consensus Forecast projections for Population and Employment growth were used in the development of VMT rates and the RRIF Fee. The Data calculations for 2030 show there is growth in both population and jobs in the North and South Service Areas with the majority of jobs appearing in the South.

Dale provided key highlights on how the RTC Travel Demand Model, developed from TMRPA's Development Model, is then used to generate the Average Trip Length within the North and South Service Areas on the regional road network, excluding travel on local residential streets and freeways. The output data from the model for the Daily Average Trip Length for 2030 is 3.58 in the North Area and 3.46 in the South Area. This is a growth from what was identified in the 6th Edition of the RRIF GAM and CIP. Dale noted that these calculations are in draft format and will be reviewed for confirmation of correct inputs. The data from the model is then used to develop the North and South Travel Demand and generate the Weekday Vehicle Miles of Travel (VMT). Between 2020 and 2030, there is an increase of 325,369 weekday VMTs for the North Travel Demand and an increase of 200,221 weekday VMTs for the South.

Next process steps include gaining understanding of the Capital Improvement Projects previously presented to the committee and their associated costs, as well as an understanding of other available Funding Sources identified in the Regional Transportation Plan (RTP), including Federal, State, and Regional funding that includes local funds such as sales tax and fuel tax. This would involve the consideration of applying these funding sources before using RRIF Fees or RRIF funds for capital improvement projects. This helps in the creation of the new Development Funding Share and ultimately, the Impact Fee Summary and Fee Schedule.

RTC staff continues to review the eligibility determination and appeal process sections of the 7th Edition RRIF GAM to ensure the manual's clarity to the committee and staff who will apply its guidelines. Any changes made to these sections will be presented to the committee at a future meeting. In June 2021, a presentation will be offered to the committee on the RRIF Fee calculations and in months following, a presentation on any changes to the RRIF GAM and Capital Improvement Program (CIP) manuals.

A motion to acknowledge receipt of a report on the RRIF General Administrative Manual (GAM) updated and the Vehicle Miles Traveled (VMT) rates proposed to be included in the Capital Improvement Plan (CIP) was approved unanimously.

Item 6: Member Items

Dale Keller commented on affordable housing and that both RTC staff and RRIF Administrators for the City of Reno, the City of Sparks and Washoe County will need to discuss whether it is worth pursuing for the RRIF GAM.

Item 7: Public Comment

There were no public comments received.

Item 8: Adjournment

There being no further business, the meeting adjourned at 9:00am.

Respectfully Submitted,
Yeni Russo



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: May 27, 2021

AGENDA ITEM 5.1

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

From: Dale Keller, P.E., Engineering Manager

RECOMMENDED ACTION

Acknowledge receipt of a report on the RRIF General Administrative Manual (GAM) update and the draft fee schedule proposed to be included in the Capital Improvement Plan (CIP).

BACKGROUND AND DISCUSSION

The RRIF fees are based on the development of a regional impact fee capital improvement plan that identify planned projects over a 10 year timeframe to provide roadway capacity to accommodate new development within each Service Area. The projects were identified based on analysis of existing and forecasted conditions, regional travel demand model outputs incorporating the adopted land use assumptions, and the professional judgment of transportation planners of the RTC and participating local governments.

The cost per service unit is determined by dividing the cost of providing additional roadway capacity by the amount of new capacity supplied. NRS 278B requires that impact fees take into account other funding sources. The major sources of funding for improvements to the regional roadway network are based on Federal, State, Regional (Fuel Tax, and Sales Tax) plus Other Revenue Sources, i.e., private development.

The Regional Road Impact Fee for a given land use type is the product of the number of service units generated by the land use and net cost per service unit. Based on the North and South Service Areas Capital Improvements Program, and the data, analysis and assumptions contained in the RRIF GAM and RRIF CIP, the draft impact fee schedule is presented in Attachment A.

ATTACHMENT

- A. Draft Regional Road Impact Fee Schedule

DRAFT REGIONAL ROAD IMPACT FEE SCHEDULE (7TH EDITION)

Average Trip Length (Mi) RRIF Share of CIP VMT Increase Over Ten Years Capital Cost per VMT		North – Draft 7 th Ed.		South – Draft 7 th Ed.		North – 6 th Ed		South – 6 th Ed.		Difference between 7 th and 6 th Editions	
		3.58		3.36		2.79		2.64			
		\$83,749,561		\$48,813,858		\$103,283,121		\$72,767,044			
		325,369.28		194,434		322,046		232,352			
		\$257.40		\$251.06		\$328.34		\$320.63			
Development Type	Development Unit	VMT North	7 th Ed RRIF North	VMT South	7 th Ed RRIF South	VMT North	6 th Ed RRIF North	VMT South	6 th Ed RRIF South	% North	% South
Residential											
Single Unit	Dwelling	20.55	\$5,289.57	19.29	\$4,841.89	15.03	\$4,934.95	14.22	\$4,559.36	7.19%	6.20%
3+ Units per structure	Dwelling	13.09	\$3,369.37	12.29	\$3,085.10	10.23	\$3,358.92	9.68	\$3,103.70	0.31%	-0.60%
Industrial											
Light Industrial	1000 Sq Ft	6.48	\$1,668.27	6.08	\$1,527.18	5.05	\$1,658.12	4.78	\$1,532.61	0.61%	-0.35%
Manufacturing	1000 Sq Ft	5.14	\$1,321.83	4.82	\$1,210.05	4.00	\$1,313.36	3.79	\$1,215.19	0.64%	-0.42%
Warehouse	1000 Sq Ft	2.27	\$585.24	2.13	\$535.75	1.77	\$581.16	1.68	\$538.66	0.70%	-0.54%
Mini-Warehouse	1000 Sq Ft	1.97	\$507.88	1.85	\$464.93	1.54	\$505.64	1.46	\$468.12	0.44%	-0.68%
Commercial											
Retail/Eating/Drinking Places	1000 Sq Ft	29.43	\$7,576.46	27.63	\$6,935.72	22.94	\$7,532.12	21.71	\$6,960.88	0.59%	-0.36%
Casino Gaming Area	1000 Sq Ft	60.17	\$15,488.67	56.48	\$14,178.79	46.90	\$15,399.15	44.37	\$14,226.35	0.58%	-0.33%
Office & Other Services											
Lodging	Room	4.38	\$1,126.75	4.11	\$1,031.46	3.41	\$1,119.64	3.23	\$1,035.63	0.64%	-0.40%
Public Parks	Acre	1.02	\$262.35	0.96	\$240.16	2.32	\$761.75	2.20	\$705.39	-65.56%	-65.95%
Schools & Daycare	1000 Sq Ft	16.83	\$4,333.19	15.80	\$3,966.74	13.12	\$4,307.82	12.41	\$3,979.02	0.59%	-0.31%
Hospital	1000 Sq Ft	14.01	\$3,605.61	13.15	\$3,300.69	10.92	\$3,585.47	10.33	\$3,312.11	0.56%	-0.34%
Nursing Homes	1000 Sq Ft	8.68	\$2,233.33	8.14	\$2,044.46	6.76	\$2,219.58	6.40	\$2,052.03	0.62%	-0.37%
Office & Other Services	1000 Sq Ft	12.73	\$3,276.00	11.95	\$2,998.95	9.92	\$3,257.13	9.39	\$3,010.72	0.58%	-0.39%
Medical Office	1000 Sq Ft	45.47	\$11,704.79	42.68	\$10,714.92	35.44	\$11,636.37	33.53	\$10,750.72	0.59%	-0.33%



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: May 27, 2021

AGENDA ITEM 5.2

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

From: Dale Keller, P.E., Engineering Manager

RECOMMENDED ACTION

Acknowledge receipt of a report on the Average Trip Length, measured in miles, included in the regional travel demand-forecasting model.

BACKGROUND AND DISCUSSION

The Average Trip Length, measured in miles, is an output of the regional travel demand-forecasting model. Trip lengths by service area represents travel on the regional road network, excluding travel on local residential streets and freeways.

With the upcoming 7th Edition of the RRIF GAM, the draft average trip length in 2030 for the North Service Area on the regional road network is 3.58 miles and 3.36 miles for the South Service Area.