

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

Meeting Minutes

Thursday, July 29, 2021

Members Present:

Amy Cummings, Regional Transportation Commission
Dale Keller for Brian Stewart, Regional Transportation Commission
Jim Rundle, City of Sparks
John Krmpotic, Private Sector
Jon Ericson, City of Sparks
Kelly Mullin, City of Reno
Kraig Knudsen, Private Sector
Mitchell Fink, Washoe County
Randy Walter, Private Sector
Ted Erkan, Private Sector

Members Absent:

Alex Velto, City of Reno
Larry Chesney, Washoe County
Mike Mischel, City of Reno
Shelley Read, City of Sparks

RTC Staff:

Adam Spear	Dan Doenges
Hannah Yue	Lee Anne Olivas
Stephanie Haddock	Yeni Russo

Item 1: Call to Order

The meeting was called to order at 8:34am. 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 May 27, 2021 Meeting Minutes

The May 27, 2021 Meeting Minutes were approved as presented.

Item 5.1: RRIF General Administrative Manual (GAM) update and the proposed revisions to the GAM

Dale Keller of the RTC Engineering Department provided a brief review of the May 2021 RRIF TAC meeting, and gave a presentation to brief the committee on the 7th Edition update and proposed revisions to the RRIF General Administrative Manual (GAM). In his presentation, Dale discussed the substantive changes to the final draft of the 7th Edition RRIF GAM. Four main areas of focus were discussed:

- Conformity of Terms and References - staff made a concerted effort to ensure defined terms were correctly referenced and any erroneous citations were updated or removed.
- Consistency Between Key Terms – this revision mainly focused on ensuring consistency between NRS, the RRIF GAM, and the RRIF Capital Improvement Plan (RRIF CIP). The key terms were revisited to guide the RTC and the Participating Local Governments in the administration of the RRIF Program.
- The Appeals Process – the process was refined to clearly outline what is required by the applicant for the appeal and what can be appealed, including the creation of an Appeal Committee.
- Special Capital Improvement Request - the update to this section reflects the appropriate amendment process for consistency with NRS and the administration of the RRIF GAM.

Next steps include a presentation of the final RRIF GAM to the committee in August 2021, including a request for recommendation for adoption, and a presentation to the RTC Board at the September 2021 meeting.

Jim Rundle with the City of Sparks requested clarification be added to the definition for the Appeal Committee under the Appeals Process. Adam Spear with RTC Legal Services responded the definition would be reviewed for further changes.

Item 6: Member Items

There were no member items presented.

Item 7: Public Comment

There were no public comments received.

Item 8: Adjournment

There being no further business, the meeting adjourned at 9:12am.

Respectfully Submitted,

Yeni Russo