



POLICIES AND PROCEDURES

**Adopted
October 2022**

TABLE OF CONTENTS

FOREWORD

The Regional Transportation program administered by the Regional Transportation Commission of Southern Nevada (RTCSNV) has grown and expanded to meet the changing conditions in the Clark County area. The RTCSNV, past and present, has fostered a regional approach in the administration of the Regional Transportation Fund.

In an effort to perpetuate the uniform administration of the Regional Transportation program, the RTCSNV Board of Commissioners has approved and published Policies and Procedures for the RTCSNV. The Policies and Procedures are intended as guidelines for the fair administration of the Regional Transportation Fund and the projects under the jurisdiction of the RTCSNV.

It is important to note that representatives of Clark County and the various cities within Clark County participated and concurred in the preparation of the Policies and Procedures contained herein. A significant effort was put forth by the representatives of the various entities in arriving at these guidelines.

It is expected that as circumstances change, these Policies and Procedures will also change to reflect and perpetuate the regional approach to the administration of the Regional Transportation program.

TABLE OF CONTENTS

FOREWORD	II
1 ORGANIZATION	1
1.1 GENERAL.....	1
1.2 COMPOSITION OF COMMISSION	1
1.3 RESPONSIBILITY	2
1.4 MEETING REQUIREMENTS.....	2
2 PROJECT DEVELOPMENT	2
2.1 PROJECT LIST	2
2.2 THE MASTER PLAN OF STREETS AND HIGHWAYS	3
2.3 FEDERAL TRANSPORTATION PLANNING AND PROGRAMMING	3
2.4 CAPITAL IMPROVEMENT PROGRAM (CIP)	5
2.5 PROJECT FUNDING.....	6
3 PROJECT REQUIREMENTS	7
3.1 RIGHT-OF-WAY	7
3.2 DESIGN CRITERIA	8
3.3 PLANS AND SPECIFICATIONS.....	10
3.4 COMPLETE STREETS.....	11
4 PROJECT ADMINISTRATION	12
4.1 CONSTRUCTION CONTRACT ADVERTISEMENT, BID AND AWARD	12
4.2 CONSTRUCTION CONTRACT ADMINISTRATION	13
4.3 CONTROL OF WORK.....	13
4.4 CHANGE ORDERS	13
4.5 PROJECT SIGNS	14
5 RTCSNV RESPONSIBILITY	14
5.1 GENERAL.....	14
5.2 PROJECT REVIEW	14
5.3 PROJECT FIELD AUDIT	15
5.4 PROJECT DOCUMENTS.....	15
5.5 UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS	15
6 REIMBURSEMENTS.....	15
6.1 REIMBURSABLE COSTS	15
6.2 NON-REIMBURSABLE COSTS	20
6.3 REQUESTS FOR REIMBURSEMENT OR PAYMENT	20
6.4 INVOICE PAYMENT POLICY.....	21
6.5 PROJECT CLOSEOUT AND FINAL PAYMENT	22
6.6 SUPPLEMENTAL FUNDING.....	23
7 INTERLOCAL CONTRACTS	24
7.1 REQUIREMENTS	24
8 REGIONAL STREET AND HIGHWAY FUNDS	24
8.1 INCOME	24
8.2 EXPENDITURES.....	25

TABLE OF CONTENTS

8.3	FINANCIAL REPORTS	25
8.4	RTCSNV AUDIT	25
9	RTCSNV EXECUTIVE ADVISORY COMMITTEE (EAC)	25
9.1	PURPOSE.....	25
9.2	MEMBERSHIP	27
9.3	OFFICERS AND DUTIES	27
9.4	MEETINGS	27
9.5	ROBERT’S RULES OF ORDER	28
9.6	PROJECT REVIEW	28
9.7	ANNUAL REVIEW OF POLICIES AND PROCEDURES	28
9.8	RESPONSIBILITY OF THE RTCSNV STAFF.....	28
10	BLANK	29
11	POLICIES AND PROCEDURES GOVERNING TRANSPORTATION ACCESS ADVISORY COMMITTEE (TAAC).....	29
11.1	CREATION AND PURPOSE	29
11.2	MEMBERSHIP	29
11.3	OFFICERS AND DUTIES	30
11.4	MEETINGS	30
11.5	ROBERT’S RULES OF ORDER	31
12	POLICIES AND PROCEDURES GOVERNING THE METROPOLITAN PLANNING SUBCOMMITTEE (MPS).....	31
12.1	CREATION AND PURPOSE	31
12.2	MEMBERSHIP	31
12.3	OFFICERS AND DUTIES	32
12.4	MEETINGS	32
12.5	ROBERT’S RULES OF ORDER	33
13	BLANK	33
14	POLICIES AND PROCEDURES GOVERNING THE OPERATIONS SUBCOMMITTEE	33
14.1	CREATION AND PURPOSE	33
14.2	MEMBERSHIP	34
14.3	OFFICERS AND DUTIES	34
14.4	MEETINGS	35
14.5	ROBERT’S RULES OF ORDER	35
15	POLICIES AND PROCEDURES GOVERNING THE SPECIFICATIONS SUBCOMMITTEE	35
15.1	CREATION AND PURPOSE	35
15.2	MEMBERSHIP	35
15.3	OFFICERS AND DUTIES	36
15.4	MEETINGS	36
15.5	ROBERT’S RULES OF ORDER	37
16	POLICIES AND PROCEDURES GOVERNING THE BUS SHELTER AND BENCH ADVISORY COMMITTEE (BSBAC).....	37
16.1	CREATION AND PURPOSE	37
16.2	MEMBERSHIP	37
16.3	OFFICERS AND DUTIES	38
16.4	MEETINGS	38

TABLE OF CONTENTS

16.5 ROBERT’S RULES OF ORDER 38

17 BLANK 39

18 BLANK 39

**POLICY AND PROCEDURES MANUAL
REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA**

1 ORGANIZATION

1.1 GENERAL

- 1.1.1** Chapter 373 of the Nevada Revised Statutes (1965) provides that counties, by ordinance, may create a Regional Street and Highway Commission and may impose taxes on motor vehicle fuel. Under Clark County Code Chapter 4.04, the Board of County Commissioners established a Fuel Tax on motor vehicle fuel and created the Regional Street and Highway Commission of Clark County. The Commission was established to administer the funds generated by the tax in a continuing program to improve the street and highway transportation facilities within the County. By virtue of the Nevada Revised Statutes and the Clark County Code, the Regional Street and Highway Commission of Clark County is authorized to administer the Regional Street and Highway Fund.
- 1.1.2** Under Nevada Assembly Bill Number 70, (1979 Session) the name of the Regional Street and Highway Commission of Clark County was changed to the Regional Transportation Commission of Clark County.
- 1.1.3** In 1981, the Governor of Nevada designated the Regional Transportation Commission of Clark County the Metropolitan Planning Organization of Clark County.
- 1.1.4** On August 10, 2000, the Regional Transportation Commission approved the agency name to be changed to Regional Transportation Commission of Southern Nevada (RTCSNV).

1.2 COMPOSITION OF COMMISSION

- 1.2.1** The RTCSNV Board of Commissioners (Commission) is composed of eight members. These members represent the various political entities within Clark County and include two members appointed by the Board of Clark County Commissioners, two members appointed by the City Council of the City of Las Vegas and one member each appointed by the City Councils of the cities of North Las Vegas, Boulder City, Henderson, and Mesquite. The Director of the Nevada Department of Transportation shall serve as an Ex-Officio member of the Commission.
- 1.2.2** All subsequently incorporated cities within Clark County will be allowed one representative on the Commission. The Commission members will select a Chair and Vice-Chair in July of odd numbered years as provided in NRS 277A.180 as amended at the 1993 Legislative Session.
- 1.2.3** The RTCSNV Chief Executive Officer and Chief Strategy, Policy and Marketing Officer serve as primary liaisons to the Commission. Commission members and their staff shall contact the RTCSNV Chief Executive Officer, Chief Strategy, Policy and Marketing Officer or Outside General Counsel with questions or direction on RTCSNV matters.

1.3 RESPONSIBILITY

- 1.3.1** The RTCSNV is responsible for funding a program of projects to improve the transportation facilities within Clark County in accordance with State Law. This program is funded through the special motor vehicle fuel tax which is provided by the Nevada Revised Statutes and Clark County Code. Accordingly, when projects are proposed for funding through the Regional Streets and Highway Fund, the Commission shall evaluate the project in terms of the priority established for the project, the relationship of the proposed construction in comparison with other proposed projects, the funds available, and the relative need for the project in comparison with others proposed. If the project meets this criteria, the Commission may approve funding for the project.
- 1.3.2** In its role as Metropolitan Planning Organization (MPO), the RTCSNV is responsible for developing a plan for regionally significant roadways, transit, fixed guideway, and alternative transportation modes.

1.4 MEETING REQUIREMENTS

- 1.4.1** The Commission shall meet the second Thursday of each month at the Clark County Government Center Commission Chambers, 500 South Grand Central Parkway, or at the location designated by the Chair. Special meetings shall be called by the Chair of the Commission when necessary. A quorum consisting of a majority of duly appointed Commission members will be required for the transaction of official business. Motions and resolutions require a majority vote of the members present, including the Chair.
- 1.4.2** The Commission will utilize a prepared agenda. Items for discussion or action must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing.
- 1.4.3** The Commission will utilize *Robert's Rules of Order* for the official transaction of business. No second on a motion is required. A formal vote will be required on all Commission action involving recommended expenditure of funds.
- 1.4.4** When a member of the Commission is unable to attend a regularly scheduled meeting, he or she should so notify the Chief Executive Officer or designee.

2 PROJECT DEVELOPMENT

2.1 PROJECT LIST

- 2.1.1** The RTCSNV shall keep a perpetual "Project List" of approved projects it has accepted under its authority. In addition, the RTCSNV shall periodically review the project lists from the Regional Transportation Plan and Transportation Improvement Program pertaining to federally funded locally sponsored intermodal priorities.

2.2 THE MASTER PLAN OF STREETS AND HIGHWAYS

- 2.2.1** The RTCSNV will maintain a Master Plan of Streets and Highways for the Las Vegas urban area. In order for a roadway project to be considered by the RTCSNV for funding under any program administered by the RTCSNV, the roadway must be shown on this Master Plan of Streets and Highways.
- 2.2.2** The Master Plan of Streets and Highways shall include all streets and highways that:
- A. Are included in a recognized transportation plan or transportation element adopted by one of the constituent entities of the RTCSNV, or
 - B. Lie within the Las Vegas urban area, or
 - C. Are identified as a street with a minimum of 80 feet planned right-of-way or functionally equivalent four (4) lane facility.
- 2.2.3** The Las Vegas urban area is defined to include:
- A. The full extent of the incorporated cities of Henderson, Las Vegas and North Las Vegas;
 - B. That part of unincorporated Clark County lying within the land disposal boundary established in the Southern Nevada Public Lands Management Act; and
 - C. Other contiguous areas as may be defined and approved by the Commission for this purpose.
- 2.2.4** The Master Plan of Streets and Highways should be reviewed and updated every five (5) years. The plan may also be amended at any time prior to the five (5) year update with a request from any member agency or the MPO. The request will be reviewed and submitted to the RTCSNV for adoption.

2.3 FEDERAL TRANSPORTATION PLANNING AND PROGRAMMING

- 2.3.1** The Nevada Department of Transportation defines the Roadway Functional Classification system. In order for a roadway project to be considered by the Federal Highway Administration for funding under a Federal-Aid Highway Program, the roadway must be included in this Roadway Functional Classification. This system of roadways is defined in conjunction with the RTCSNV and is approved by the Federal Highway Administration. It is the policy of the RTCSNV that the Master Plan of Streets and Highways shall form the basis for the selection of roads to be included in the Roadway Functional Classification system.
- 2.3.2** In order to receive funding under any Federal-Aid Highway Program, the project must be identified in the Regional Transportation Plan and scheduled for funding in the Transportation Improvement Program, as developed by the Commission and approved by the U.S. Department of Transportation as part of the Statewide Transportation Improvement Program.
- 2.3.3** The relationship between the RTCSNV procedures and those of the Federal programs are summarized in the following table:

To be funded under:	an RTCSNV program	a Federal program
The project must be on:	the Master Plan of Streets and Highways	the Roadway Functional Classification
And must be scheduled for funding in:	the RTCSNV Capital Improvement Program	the Regional Transportation Plan and Transportation Improvement Program

- 2.3.4** The Federal procedures, noted in Section 2.3.3, apply to both urban and non-urban areas whereas, different RTCSNV procedures apply outside the urban area.
- 2.3.5** The Transportation Improvement Program covers a four-year funding schedule and is updated pursuant to Title 23 Code of Federal Regulations, Part 450.324. For a project to be scheduled for funding in the Transportation Improvement Program, it must be drawn from the Regional Transportation Plan as approved by the Commission.
- 2.3.6** The Regional Transportation Plan is updated at least every four (4) years, and outlines the plans and programs needed to address the transportation needs of the region over a twenty-year time frame. The Plan is required to be in conformity with Federal Air Quality regulations, and this determination of conformity is subject to Federal review and approval.
- 2.3.7** Any project proposed for a roadway shown on the Roadway Functional Classification may be submitted for inclusion in the Regional Transportation Plan and Transportation Improvement Program in accordance with the procedures established for the various Federal-Aid Highway Programs.
- 2.3.8** Federal Regulations require that the Regional Transportation Plan and Transportation Improvement Program include all “Regionally Significant” transportation projects, irrespective of funding source. A regionally significant project means a project that is on a facility which serves regional transportation needs, such as:
- A. Access to and from the area outside the region;
 - B. Major activity centers;
 - C. Major planned developments, such as retail malls, sports complexes or employment centers;
 - D. Transportation terminals.
 - E. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities offering a significant alternative to regional highway travel.
- 2.3.9** Prior to approval of any project or development that would create a new regionally significant facility, or would eliminate, change the scope, or create a significant realignment of an existing regionally significant facility, the sponsoring entity shall submit the changes to the Commission for review and analysis. The RTCSNV shall have 30 calendar days to respond as to whether the change will necessitate a revision to the Regional Transportation Plan.

- 2.3.10 It is the responsibility of the implementing agency to notify the RTCSNV of approval to implement a project on a Regionally Significant facility. A project is considered approved when the governing body of the implementing agency by formal action authorizes the project to proceed.
- 2.3.11 The analyses required for the Regional Transportation Plan are supported by the regional travel demand forecast model. The Master Plan of Streets and Highways forms the basis for the forecast model roadway network.

2.4 CAPITAL IMPROVEMENT PROGRAM (CIP)

- 2.4.1 The RTCSNV Executive Advisory Committee shall review at least annually the active and proposed project list to be incorporated into the CIP. An updated project description (including street name, project limits, brief description of improvements), cost estimate and project schedule shall be prepared during the annual CIP review, which is to begin in March, to be adopted by the RTCSNV in June, and to be effective July 1st of the subsequent fiscal year.
- 2.4.2 Amendments to the capital plan will be required if funding is requested for a project that is not identified in the current fiscal year.
 - A. RTCSNV staff will make any amendments to the CIP administratively with one agenda item if there are available resources in the current fiscal year.
 - B. The member agency will be required to submit an agenda item explaining which projects to move out of the current fiscal year in order to make room for the proposed project if there are no available resources in the current fiscal year. RTCSNV staff will notify the member agency that an agenda item will be required.
- 2.4.3 RTCSNV staff will maintain an updated CIP monthly to identify the funding request from each member agency and to identify the available resources remaining in the current fiscal year. This update will be provided to the member agencies for their use.
- 2.4.4 The CIP, in addition to the new roadway projects identified, will include annual maintenance categories for the member agencies to program portions of their resources for their maintenance needs in the following categories:
 - A. Arterial Reconstruction Program – this category will allow the member agencies to program the maintenance activities required to streets with a minimum 80-foot right-of-way width or with a functional equivalent of four (4) general purpose travel lanes.
 - B. Neighborhood Rehabilitation Program – this category will allow the member agencies to program the maintenance activities of public roadways where ROW widths are less than 80-feet and not included in item 2.2.2 shall be eligible for RTCSNV funds.
 - C. ADA Upgrade Program – this category will allow the member agencies to program funds to upgrade portions of their pedestrian facilities to the current ADA standards in compliance with their ADA transition plan.

- D. Safety Upgrade Program – this category will allow member agencies to program funds to improve pedestrian and vehicle safety along the existing roadways within their jurisdiction.
- E. Intersection Improvement Program – this category will allow member agencies to program funds to provide necessary improvements to existing intersections or to construct new intersections to enhance safety including enhancements to traffic control.

2.5 PROJECT FUNDING

- 2.5.1** When a member agency recognizes the need for a new or improved facility, action may be initiated to request funding for the project. This action should be taken well in advance of the required date for actual expenditures. This action will be an agenda item for the RTCSNV to approve an interlocal contract between the member agency and the RTCSNV.
- 2.5.2** Project approval constitutes authority to expend funds identified in the interlocal contract.
- 2.5.3** When projects meet eligibility for funding, RTCSNV staff will review pending funding requests in the following order:
 - A. Supplemental interlocal contracts to meet construction awards of bid amounts, right-of-way acquisition, negotiated and/or administrative settlements and change orders.
 - B. Administrative items (e.g. consultant contracts).
 - C. Contracts for work in the maintenance categories.
 - D. Engineering and right-of-way.
 - E. Construction.
- 2.5.4** Eligibility for Funding – In order to be eligible for funds from the RTCSNV for administration of a project, the lead agency must have met the following:
 - A. Compliance with all criteria set forth in Section 2 (if applicable).
 - B. Performance of all requirements set forth in the interlocal contracts of all previously funded projects.
- 2.5.5** A project may be initiated by the member entity, which has jurisdiction over the physical location of the proposed project or by the MPO.
- 2.5.6** Engineering and Right-of-Way Acquisition funding eligibility –In order for a project to be eligible for engineering and right-of-way acquisition funding, the project must:
 - A. Be included on a plan in accordance with Section 2.2.
 - B. Have funds included in the current fiscal year of the CIP or amended to be in the current fiscal year.
- 2.5.7** Construction funding eligibility – Resources identified by the Finance Department may be made available for construction of projects. In order for a project to be eligible for construction and construction management funding, the project must:
 - A. Have funds included in the current fiscal year of the CIP; and

- B. Have ninety (90) percent design documents completed; and
- C. Have all right-of-entry for construction purposes obtained or the member agency satisfactorily demonstrates to the RTCSNV that it is in the process of commencing condemnation proceedings.
- D. Request for funds for resources programmed in years other than the current fiscal year may be approved if the following conditions are met:
 - (i) RTCSNV staff has determined adequate resources are available; and
 - (ii) Approval of funding must not result in the delay of design funding programmed in the current fiscal year; and
 - (iii) All prerequisites for construction funding are satisfied.

3 PROJECT REQUIREMENTS

3.1 RIGHT-OF-WAY

- 3.1.1** Any RTCSNV member agency shall be required to dedicate right-of-way on parcels that they have ownership on to facilitate the construction of an RTCSNV funded roadway project. Right-of-way acquisition for the construction of a project may be funded by the RTCSNV. On all right-of-way to be purchased, except as otherwise directed by the Commission, or as otherwise provided for in NRS 645C.150, the appraisal of at least one M.A.I. (Member of Appraisal Institute) or other person who is a senior or designated member of the Appraisal Institute or American Society of Appraisers will be required. In addition, the appraiser shall be a Certified General Appraiser with the State of Nevada - Department of Commerce, Real Estate Division.
- 3.1.2** All appraisals will be reviewed by the administrating entity and a summary of the appraisal values will be forwarded to the RTCSNV in the appropriate format. Right-of-way concessions in exchange for the donation of right-of-way shall have individual cases reviewed and approved by the Chief Executive Officer or designee. Preparation of right-of-way drawings for the project shall be the responsibility of the designated entity.
- 3.1.3** Prepare all descriptions of the take-area parcels involved in the project.
- 3.1.4** Prepare 8-1/2" x 11" parcel maps for all properties from which right-of-way is required.
- 3.1.5** The RTCSNV may participate in the purchase of property necessary for the construction of a project. Related right-of-way costs such as appraisals, title insurance, etc., will be reimbursed or paid directly by the RTCSNV. Right-of-way may be acquired by the administering entity at a cost not to exceed the appraised value provided that funds for such acquisition have been allocated by interlocal contract. Any negotiated or stipulated settlement above appraised value shall be in accordance with Section 3.1.6. Prior to purchase of property, copies of the appraisals shall be submitted to the RTCSNV staff for review.
- 3.1.6** Negotiated or stipulated settlements must be forwarded to the Chief Executive Officer or designee of the RTCSNV for concurrence and recommendation and the Chief Executive Officer or designee is to respond to the entity within five working days. A “no response” by the Chief Executive Officer or designee would be equal to “no exception taken” and

the entity would proceed. In the case of unresolved dispute of recommendation between the entity and RTCSNV Chief Executive Officer or designee, such disputes are to be forwarded to the Executive Advisory Committee and RTCSNV for resolution. Stipulated settlements must be submitted to the RTCSNV.

- 3.1.7** The value of minor parcels of right-of-way needed for the construction of a project, which are estimated to cost \$50,000 or less, may be negotiated in lieu of being based on an appraisal.
- 3.1.8** If it becomes necessary to purchase additional property in order to acquire the necessary right-of-way for construction, the RTCSNV may participate in the purchase of the property. Any residual properties not within the project limits of construction will require reimbursement to the Regional Street and Highway Fund if the property is sold or used by the administering entity in the manner outlined below:
- A. Sale of residual property shall comply with all the provisions of the appropriate state laws and ordinances. The cost of the appraisals shall be at the expense of the prospective purchaser, but entity costs of selling the property shall be at the expense of the RTCSNV. Remaining proceeds from the sale shall be deposited in the Regional Street and Highway fund.
 - B. If the administering entity desires to sell or use a residual property for a public purpose, the Regional Street and Highway Fund may be reimbursed by the entity on a pro-rata basis determined by multiplying the appraised price per square foot times the residual area.
 - C. If at project close out, residual property still exists and the entity has no plans for use or sale, the RTCSNV may place a "Notice of Lien" on the property. The Lien will ensure that the Regional Street and Highway Fund receives the proceeds from the sale of the residual property.
 - D. The RTCSNV will reimburse the costs incurred on a project in the purchase of property under a willing buyer/willing seller program in accordance with the requirements of the Nevada Revised Statutes and any criteria established by RTCSNV.

3.2 DESIGN CRITERIA

- 3.2.1** All projects shall be designed for future traffic to local standards, to standards adopted by the RTCSNV, the standards contained in the adopted Bicycle/Pedestrian Element of the Regional Transportation Plan, the State standards, American Association of State Highway and Transportation Officials (AASHTO) standards, the Regional Intelligent Transportation Systems Architecture adopted by the RTCSNV, and generally accepted engineering practices. The Uniform Standard Specifications for Public Works Construction of Off-Site Improvements, Clark County Area, Nevada, hereinafter referred to as "Standard Specifications," most recent edition shall be used on all contracts. No streets shall be constructed with less than a 3" asphalt concrete pavement, or the equivalent if other paving materials are used. The base course requirements on each street shall be determined by an acceptable method based on the types of soils encountered as sub-base material.

- 3.2.2** The installation of raised medians to reduce left turn conflicts and provide for pedestrian refuge areas shall be addressed during the project design.
- 3.2.3** Median islands or continuous left turn lanes should be built on all jobs where feasible. Landscaped or raised medians are preferred to reduce left turn conflicts and provide pedestrian refuge. Where traffic signals are anticipated to be installed at a later date, conduit shall be included during the construction of the project.
- 3.2.4** Before beginning design of any drainage facility, data relating to existing flows, ultimate flows as shown in the Regional Flood Control District Master Plans, and the construction schedule of future Flood Control District projects shall be collected and considered. Drainage studies and the design of drainage facilities constructed on RTCSNV projects shall be in accordance with the Regional Flood Control District's Hydrologic Criteria and Drainage Design Manual.
- 3.2.5** Projects shall be constructed to meet the requirements of Americans with Disabilities Act (ADA) "Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way" to the extent practical within the scope of the project.
- 3.2.6** All projects shall incorporate conduit for ITS infrastructure as determined by the RTCSNV.
- 3.2.7** All-Weather Roads: Roadways shall meet the 10-year and 100-year storm criteria in accordance to the Regional Flood Control District's Hydrologic Criteria and Drainage Design Manual.
- 3.2.8** Interception of Sheet Flow Drainage: All sheet flow drainage intercepted by the roadway shall be discharged within the same drainage area.
- 3.2.9** Nuisance Water Control: Defined as water runoff that would flow in the roadway when there is not storm water present. Provisions for nuisance water shall be provided in all urban roads. A maximum 18-inch pipe size will be reimbursed by the RTCSNV for nuisance water, provided there is existing drainage facility to connect the pipe to, or if an entity neighborhood plan allows for future connection.
- 3.2.10** Intensification of Drainage: Street paving may cause more storm water runoff. It is the obligation of the RTCSNV to ensure safe disposition of the increased runoff due to roadway construction. The flow from the street shall be discharged within the existing drainage area. No drainage may be diverted from its natural drainage course unless diverted in accordance with the Regional Flood Control Master Plan.
- 3.2.11** The installation of traffic signals, roundabouts and pedestrian crosswalk beacons or flashers must meet the criteria as specified in the Manual on Uniform Traffic Control Devices. The selection of a traffic control device may be evaluated and deemed appropriate by an Intersection Control Evaluation process recognized and adopted for use by a State Transportation Department (including NDOT) or the FHWA.

3.3 PLANS AND SPECIFICATIONS

- 3.3.1** During the design and construction phases of project development, the administering entity will be required to prepare and present monthly status reports to the RTCSNV. Project status reports must be submitted to the RTCSNV within 30 calendar days after the interlocal contract has been approved by the RTCSNV. These reports will be for purposes of keeping the RTCSNV informed of the project progress.
- 3.3.2** A pre-design conference shall be held with representatives of each entity in which the project is located with the Chief Executive Officer or designee and the design engineer present. Design conferences to be held at least monthly to review the progress.
- 3.3.3** The following items are required to be electronically submitted to RTCSNV Streets and Highways Department if completed for the project and requested by the RTCSNV:
- A. 30% Plans and Specifications; and
 - B. Cost estimate, with all funding sources identified; and
 - C. Traffic Impact Analysis; and
 - D. Drainage study; and
 - E. Right-of-way plans and parcel maps; and
 - F. Soils report; and
 - G. Computations on project quantities and structural items; and
 - H. 90% Plans and Specifications.
- 3.3.4** The submittal shall be made to the RTCSNV Streets and Highways Department only. The Streets & Highways staff will distribute the documents internally to FAST, Transit Amenities, and any other RTC department that has an interest in the project and collect the comments.
- 3.3.5** All of the above items will be retained in the files of the administering entity and be available to the RTCSNV staff upon request.
- 3.3.6** The design for all projects shall be submitted to the governing body of each entity affected for review in the preliminary stage before finalization of the design. The design in the preliminary stages shall include all major features including a summary of drainage facilities and associated costs and ADA compliance elements. When the construction cost of drainage features associated with the project exceeds 45% of the total construction cost of the project permission must be obtained first from the RTCSNV before design begins.
- 3.3.7** The plans and specifications will reflect on the title sheet the fact that the project is being funded by the RTCSNV and will include a signature area for the Chief Executive Officer or designee of the RTCSNV in addition to those required by the entity administering the project.
- 3.3.8** The RTCSNV will require an electronic complete set of plans, specifications, contract documents and addendums for all projects at the time they are issued for construction.

- 3.3.9** If the project is to be constructed as part of an assessment district, the title sheet as indicated above should include identification that a portion of the district is being funded by the RTCSNV.

3.4 COMPLETE STREETS

- 3.4.1** RTCSNV funded projects shall integrate multi-modal transportation improvements whenever possible in accordance with the RTCSNV approved “Complete Streets Design Guidelines for Livable Communities”.

- 3.4.2** RTCSNV funded projects must follow guidelines defined in the Americans with Disabilities Act (ADA) Accessibility Guidelines for Public Rights-of-Way.

- 3.4.3** Complete Streets principles incorporate community values and support adjacent land uses while ensuring safety and mobility. The concept of complete streets places the same priority on pedestrians, bicyclists and public transportation users as on motorists. The initiative aims to improve the quality of life for all users by designing streets that are both safe public spaces and sustainable transportation networks. A Complete Street roadway includes amenities including, but not limited to, wider assessable sidewalks, protected or shorter crosswalks, shade trees, pedestrian level streetlights, bus shelters, and bike facilities.

- 3.4.4** The RTCSNV encourages agencies to prioritize complete street projects that reduce congestion, improve air quality, and increase the quality of life of residents by providing safe, convenient, and comfortable multi-modal choices routes. Agencies should use the latest and best design guidelines, as well as adopt individual Complete Streets Policies that address the needs of all road users. These complete street policies should include the following:

- A. Vision and intent: Includes an equitable vision for how and why the community wants to complete its streets.
- B. Connectivity: Specifies need to create a complete and connected pedestrian network and specifies at least four modes, two of which must be biking and walking.
- C. Diversity: Benefits all users equitably, particularly vulnerable users and the most underinvested and underserved communities.
- D. Commitment: Specifies an agency interdepartmental commitment to providing accessible paths in all phases of projects: Applies to new, retrofit/reconstruction, maintenance, and ongoing projects.
- E. Clear, accountable expectations: Makes any exceptions specific and sets a clear procedure that requires high-level approval and public notice prior to exceptions being granted.
- F. Jurisdiction: Requires interagency coordination between government departments and partner agencies on Complete Streets.
- G. Design: Directs the use of the latest and best design criteria and guidelines and sets a time frame for their implementation.

- H. Land use and context sensitivity: Considers the surrounding community's current and expected land use and transportation needs.
 - I. Performance measures: Establishes performance standards that are specific, equitable, and available to the public.
 - J. Project selection criteria: Provides specific criteria to encourage funding prioritization for Complete Streets implementation.
 - K. Implementation steps: Includes specific next steps for implementation of the policy.
- 3.4.5** All costs associated with the Complete Streets project in accordance with the Design Guidelines are eligible for reimbursement in accordance with the laws that govern the funds used.
- 3.4.6** The RTCSNV is committed to the implementation of this policy and tracking the progress of its work on Complete Streets. The RTCSNV will collect and report best practice performance measures from member agencies and make them available to the public annually.
- 3.4.7** The RTCSNV recognizes that to create a transportation network for all users of all abilities, the RTCSNV must work with multiple jurisdictions and entities to implement Complete Streets. Therefore, for RTCSNV commits to working with other jurisdictions to coordinate Complete Streets efforts.

4 PROJECT ADMINISTRATION

4.1 CONSTRUCTION CONTRACT ADVERTISEMENT, BID AND AWARD

- 4.1.1** The designated entity responsible for administration of the project will coordinate all project advertising for bids, bid evaluation and summaries. It will be the entity's responsibility to insure conformance with required advertising procedures and contract award.
- 4.1.2** If a project funded by the RTCSNV is included as a part of a larger project not funded by the RTCSNV, a separate estimate of quantities shall be included for the RTCSNV portion.
- 4.1.3** An informational agenda item will be submitted to the Executive Advisory Committee and RTCSNV by the entity for all bid awards within 60 days of award of bid. The Award of Bid Agenda Item shall include:
- A. Project funding provided by all entities/sources and their combined total for the project; and
 - B. Date the bids were opened, number of bids received and range; and
 - C. Recommended best responsive bidder, dollar amount of the bid submitted, and percent lower/higher than the engineer's estimate; and
 - D. A bid abstract of all bidders; and
 - E. The engineer's estimate at the time of bid.

4.2 CONSTRUCTION CONTRACT ADMINISTRATION

- 4.2.1** The administering entity will be responsible for construction contract administration and for providing engineering and inspection to adequately control the project to assure construction of the project according to the plans and specifications.
- 4.2.2** For purposes of direct project coordination, the entity should designate one individual who will be responsible for the construction contract administration. All contacts and correspondence between the RTCSNV and the entity concerning the project will then have a single focal point.
- 4.2.3** The construction contract administration, engineering, and inspection may be performed all or in part by the administering entity or may be contracted to a consultant.

4.3 CONTROL OF WORK

- 4.3.1** It is the responsibility of the administering entity to see that work performed and materials used meet the prescribed requirements.
- 4.3.2** The administering entity will provide sufficient engineering supervision to assure vertical and horizontal control to allow construction of the project to line and grade within acceptable accuracy. Reimbursement for such engineering, inspection, and supervision will be in accordance with Section 6.1 “Reimbursable Costs”.
- 4.3.3** The administering entity will be required to submit copies of all inspection reports, materials, test reports, contract documents, and right-of-way documentation to the RTCSNV when requested. In addition, the entity will submit to the RTCSNV, on a monthly basis, a written summary of project activities completed and activities expected during the coming reporting period.

4.4 CHANGE ORDERS

- 4.4.1** Except as provided in Section 6 and the Standard Specifications, change orders on projects funded in whole or in part with RTCSNV funds shall be authorized by the RTCSNV.
- 4.4.2** A change order will be required in the following situations:
 - A. Any change requiring additional work which is not within the original scope or intent of the project, or any change which deletes work which changes the scope or intent of the project.
 - B. An increase to the construction conflicts bid item budgeted amount.
 - C. Damages paid to the contractor for delay claims.
- 4.4.3** Additional work which is within the original scope and intent of the project and is paid under a construction conflicts bid item will be reimbursable if it is a reimbursable item as outlined in these Policies and Procedures and funds are available. The administering entity shall forward a copy of the written authorization for the contractor to perform the

work together with any documentation explaining the cost of the work to the RTCSNV prior to reimbursement.

4.4.4 All change orders and/or construction change authorizations (CCA) that impact RTCSNV funds will be reviewed and approved in a timely manner by the Chief Executive Officer or designee for eligibility of funding. The RTCSNV Chief Executive Officer or Designee shall sign all forms the responsible entity prepares that will impact any RTCSNV funds.

4.4.5 If the contract award amount impacting RTCSNV funds plus any processed changes to the contract exceeds the total amount in the interlocal contract, it will be necessary to request an increase in project construction funds through a supplemental interlocal contract. The supplemental interlocal contract must be approved by the Commission prior to the responsible entity requesting reimbursement.

4.5 PROJECT SIGNS

4.5.1 An appropriate number of RTCSNV Construction Signs (a minimum of one per major approach) shall be placed on all RTCSNV funded construction projects, except that no signs are required on small localized projects such as a traffic signal or pedestrian crosswalk.

4.5.2 On projects where the RTCSNV has reimbursed a substantial amount, such as for the design and right-of-way acquisition, and the construction of the project is funded by another source, the RTCSNV should be listed as a participating funding agency on the construction sign used by the agency funding the construction.

5 RTCSNV RESPONSIBILITY

5.1 GENERAL

5.1.1 The RTCSNV is a governing body and shall take such actions as may be authorized by the Nevada Revised Statutes, Clark County Ordinance, adopted Policy and Procedures, or contractual agreements executed by the various entities.

5.2 PROJECT REVIEW

5.2.1 The RTCSNV will review projects to ensure compliance with RTCSNV Policies and Procedures from those documents submitted as required in Section 3 “Project Requirements”.

5.2.2 The RTCSNV review will be for the purpose of insuring compliance with RTCSNV policy. Such a review shall be completed within the established project review times determined by the project schedule. Once all comments are satisfied, the cover sheet shall be signed by RTCSNV.

5.3 PROJECT FIELD AUDIT

5.3.1 The RTCSNV will review projects on a regular basis but will have no direct administrative control over the project administration being exercised by the responsible entity. The RTCSNV will participate in periodic field audits through the Chief Executive Officer or designee prior to final project acceptance to assure compliance with the interlocal contract. Prior to final project payment, the responsible entity will present a summary of all project costs to the RTCSNV for approval.

5.4 PROJECT DOCUMENTS

5.4.1 The responsible entity will receive, maintain, and file copies of documents associated with the project including agreements, inspection reports, test reports, correspondence, plans, specifications, and as-built plans. All responsible entity's files and documentation regarding the project will be available for review by the RTCSNV.

5.5 UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS

5.5.1 The RTCSNV will maintain the: Uniform Standard Specifications and Drawings for Public Works Construction Off-Site Improvements, Clark County Area, Nevada and be the official repository of the latest copy. Revisions to the documents will be made in accordance with the procedures approved by the Commission.

6 REIMBURSEMENTS

6.1 REIMBURSABLE COSTS

6.1.1 No costs will be considered for reimbursement which were incurred before the date the Interlocal contract was approved by the Commission unless specifically addressed in the interlocal agreement. However, a project may be proposed by an entity for future RTCSNV reimbursement if a resolution is first adopted by the RTCSNV expressing its intent to participate in such reimbursement. Such resolution must expressly state that future RTCSNV reimbursement will be conditioned upon availability of adequate funds and compliance by the entity with all standard conditions, rules and standards for RTCSNV funded projects in effect at the time the resolution is adopted. Reimbursement may be made for eligible expenses that are incurred for a period of up to 18 months prior to the date the reimbursement is approved by the RTCSNV.

6.1.2 The amount of project reimbursement will be limited to the specific amounts as itemized in the interlocal contract and any supplemental interlocal contracts.

6.1.3 The RTCSNV will reimburse costs from the Highway Improvement Fund on projects which have been approved by the RTCSNV and the represented political entities. All project costs subject to reimbursement are open to audit by the RTCSNV.

6.1.4 The following are considered as allowable costs for reimbursement:

- A. Engineering: All engineering costs associated with the preparation and delivery of plans, specifications and estimates to the member agency, design engineering during construction, including in-house labor, will be considered as reimbursable costs.
- (i) The maximum reimbursement for engineering, including plan checking, shall not exceed the amount identified in the interlocal contract and any supplemental interlocal contracts.
 - (ii) The cost associated with potholing associated with project design to determine the exact horizontal and vertical location of utilities that may conflict with project improvements shall be considered an engineering expense.
 - (iii) When an entity hires a consultant for project management and/or design services, the entire cost of the consultant's contract, including administrative expenses, may be reimbursed providing the consultant's sole responsibility is to the RTCSNV projects. When the consultant's responsibilities include other than RTCSNV projects, a proportionate share of the consultant's administrative expenses may be reimbursed.
 - (iv) Expenses related to work on RTCSNV issues that are not attributable to a specific project may be reimbursed at the fully burdened rate. Invoices for the employee's cost must include copies of the time sheets or internal reports showing the RTCSNV projects or program developments that were worked on. The employee's time spent on non-RTCSNV Street and Highway related activities or training is not reimbursable.
- B. Right-of-Way: Right-of-way costs may be considered on all RTCSNV projects. Appraisal costs, title search, acquisition costs, negotiations, deed stamps, recording costs, filing costs, and related right-of-way engineering costs including topographic surveying of property to be acquired and special environmental study costs will be paid by the RTCSNV provided they are included in the interlocal contract. Costs of appraisals to determine special benefits to properties along a RTCSNV project and included in a special improvement district will also be considered a reimbursable right-of-way expense.
- C. Construction: The following project construction costs within approved construction limits may be reimbursed:
- (i) Flood control projects located within the limits of a funded RTCSNV roadway project may be partially funded by RTCSNV. The RTCSNV funding will be limited to the cost necessary to construct drainage facilities identified as reimbursable herein. RTCSNV funds may be used to fund drainage facilities designed to collect the 100-year storm event if such facilities are within the project limits and within 600 feet of a Regional Flood Control District (RFCD) master plan facility that is existing or on the 10-year construction program. RTCSNV and the responsible agency shall determine the appropriate use of RTCSNV funds.
 - (ii) The RTCSNV may reimburse the cost of diverting flows in accordance with flood control master plans. However, the extent of RTCSNV reimbursement shall be determined on a case-by-case basis. Entities shall pursue Regional Flood Control participation in the construction of joint RTCSNV/RFCD facilities.

- (iii) The cost of traffic control signal infrastructure including infrastructure for future traffic signals that are currently not warranted are reimbursable.
 - a. Any developer contributions for traffic signal infrastructure must be collected and used to offset the cost of facilities.
 - (iv) Replacement or upgrade of above ground infrastructure is reimbursable.
 - (v) Construction of new school flashers are reimbursable.
 - (vi) RTCSNV will reimburse maintenance costs for public roads constructed by others without RTCSNV funds and accepted for maintenance by the local agency.
 - (vii) Traffic control improvements including roundabouts, raised medians, pavement markings, and signs in accordance with the Manual on Uniform Traffic Control Devices will be reimbursed.
 - (viii) Temporary traffic control devices, including work zone Intelligent Transportation Systems, in accordance with the Manual on Uniform Traffic Control Devices, will be reimbursed.
 - (ix) Off-site improvements or adjustments adjacent to vacant parcels may be reimbursed but must be approved on an individual basis by the RTCSNV.
- D. Off-site improvements adjacent to Clark County Regional Flood Control District Detention Basins may be funded on streets with a planned right-of-way width of 60 feet or more. Reimbursement of costs is limited by the following criteria:
- (i) The facility must be located within the Federal Aid Urban Boundaries of the Las Vegas Valley. In addition, one or more of the following criteria must apply.
 - (ii) There must be existing paved access on the street adjacent to the Regional Flood Control District's detention basin on which construction of off-site improvements is proposed as listed below:
 - a. Completed off-site improvements across the street from the basin, or
 - b. Completed off-sites on either side of the basin that would match the proposed off-sites, or
 - c. Existing paved access adjacent to the basin, but no full completed off-sites adjacent to or next to the basin.
 - (iii) Construction of off-site improvements would be complete or provide a route between two paved streets.
 - (iv) The off-site improvements proposed to be funded with fuel tax proceeds have been determined to be ineligible for RFCDD funding.
 - (v) All-weather street criteria as contained in the RTCSNV Policies and Procedures would not necessarily have to be followed at the time the off-site improvements are constructed.
 - (vi) No right-of-way costs will be reimbursed.
 - (vii) Off-site improvements constructed on a street on the approved RTCSNV Capital Improvement Program may be reimbursed with those projects funds, subject to approval of an appropriate Interlocal Contract and Authorization to Proceed.
- E. Reimbursements for landscaping and structural aesthetics may be reimbursed in accordance with the following criteria:

- (i) Replacement landscaping and related items of construction on properties adjacent to the right-of-way may be reimbursed. Irrigation systems for future landscaping may also be reimbursed.
 - (ii) Aesthetic enhancement on projects may be reimbursable in an amount not to exceed 3% of the construction cost. The enhancement of various functional elements such as beams, walls or columns by utilizing colors, texture or other amenities is encouraged. The enhancements should be in accordance with an approved landscaping and/or aesthetics master plan or should be finalized after public participation. A presentation on the proposed aesthetic enhancement on any project shall be made to the RTCSNV upon request.
- F. Project specific public information expenses may be reimbursed.
 - G. Betterments to RFCFD flood control channel projects that are providing crossings for existing paved streets on the Regional Transportation Plan (RTP) may be funded. The RTCSNV and the responsible agency shall jointly determine the most appropriate use of the funds used.
 - H. Contractor incentives included in a construction contract may be reimbursed.
 - I. Contractor supplied quality control documents and associated contractor performed quality control supervision and testing included in a construction contract may be reimbursed.
 - J. Utility adjustments: Reimbursement for related utility facilities relocation and/or adjustment costs may be considered on all RTCSNV projects if the utility can demonstrate prior rights. Adjustments of horizontal and/or vertical location requirements and clearances for existing utilities that were properly installed during their original construction may be considered. Such participation will be limited to direct costs incurred in the relocation of such facilities which are in conflict with sound engineering principles and/or the approved project design and/or policy of the RTCSNV.
 - K. Reconstruction/Resurfacing Projects for those streets which are eligible for RTCSNV funding and included in the entity's overall pavement management program are eligible for reimbursement.
 - i. RTCSNV will reimburse costs to mill and overlay asphalt every 10 years.
 - ii. RTCSNV will reimburse costs to remove and replace asphalt every 20 years.
 - L. Pavement maintenance strategies used to prolong the life of the pavement are reimbursable only for those streets which are eligible for RTCSNV funding and included in the entity's overall pavement management program. Such strategies may include crack sealing and thin surface coating, such as fog seals, micro seals, slurry seals, chip seals, overlays, pavement and base failure reconstructions, and re-profiling. The pavement management program must identify pavement condition, proposed strategy, and benefit achieved by the strategy.

- M. All costs incurred to address ADA/PROWAG accessibility issues when the roadway is rehabilitated are reimbursable, including costs to construct sidewalk or temporary asphalt path beyond project limits for pedestrian connectivity. Costs to extend pavement beyond project limits to minimize occurrences of saw-tooths are reimbursable.
- N. Maintenance of any traffic signal systems located on roadways which are identified on the RTCSNV Master Streets and Highways Plan. Such maintenance includes repair or replacement of foundations, poles, conduits, wire, cabinets, signal heads, mast arms, controllers, services pedestals, loop detectors, video detectors, cameras and other appurtenances due to wear, technical obsolescence or damage. Costs of temporary signal equipment and traffic control required for the repair or replacement are reimbursable. Damage claims paid by insurance companies shall be used to repair damage due to accident and reimbursed to the RTCSNV if paid by the RTCSNV.
- O. Arterial traffic management and intelligent communications infrastructure are reimbursable including, but not limited to the following:
 - (i) Traffic monitoring cameras
 - (ii) Dynamic message signs
 - (iii) Arterial coordination systems
- P. Roadway improvements constructed in accordance with the RTCSNV approved “Complete Streets Design Guidelines for Livable Communities” and the “RTC Transit Bus Stop Guidelines” are reimbursable including, but not limited to the following:
 - (i) Bus turn-outs
 - (ii) Passenger loading pads
 - (iii) Accessible sidewalks and ramps
 - (iv) Safety lighting
 - (v) Paved school walking paths
 - (vi) Crosswalks and median refuges
- Q. Maintenance costs for off street trails or shared use paths will be considered reimbursement if the following criteria is met:
 - (i) The Off-Street Shared Use Path (Trail) shall be an adopted alignment of the Bicycle Pedestrian Element network.
 - (ii) The maintenance activity reimbursement must be for facilities that comply with the design standards set forth by the Uniform Standard Drawings for Public Works’ Construction Off-Site Improvement, Clark County Area, Nevada.
 - (iii) The reimbursement for maintenance costs applied to Off-Street Shared Use Path (Trail) shall be submitted every July by local entities to cover maintenance cost for the previous fiscal year.

- (iv) RTCSNV reimbursement shall be limited to the maintenance activities within the right-of-way of the paved path (trail), including pavement markings, signs and safety lighting associated to the path (trail).
- (v) The RTCSNV shall not reimburse landscaping and trail amenities such as lighting (except as a safety measure) power cost, water cost, benches, drinking fountains, etc.
- (vi) In the case of an applicable Off-Street Shared Use Path (Trail) maintenance life cycle cost involving the resurfacing and/or asphalt overlay, an inspection and approval by the RTCSNV will be required before any programming of the resurfacing project.

6.2 NON-REIMBURSABLE COSTS

6.2.1 The following costs will not be considered as reimbursable costs unless otherwise approved by the RTCSNV as provided for in the adopted policies and procedures:

- A. Materials and supplies of a general nature which will be used on more than one specific project.
Administrative and judicial costs including equipment and vehicle costs, associated with general project administration, except as identified in the interlocal contract.
- B. Office rental, office supplies and equipment, computer rental, telephone calls, desks, printing, and the like when associated with more than one specific project or when associated with general administrative costs, except as identified in the interlocal contract.
- C. Wherever a Special Improvement District is formed as part of the project, construction of curb, gutter, sidewalk and parking lanes, defined as the eight feet of pavement adjacent to the curb, and street lights will not be reimbursable items unless said items exceed the defined maximum benefit of the SID. Prior approval by the Chief Executive Officer or designee is required.
- D. Utility adjustments will not be reimbursed except where prior rights exist.
- E. Construction costs for improvements not accomplished by a private contractor, except as authorized by the RTCSNV.
- F. Costs of a repair or maintenance except as provided in Section 6.1.
- G. Any costs not specifically included in the interlocal contract.
- H. Materials or work which does not meet specifications.
- I. Any items constructed under an approved contingencies amount or construction conflicts bid item unless backup material that describes the nature of the expense accompanies the request for reimbursement or direct payment.

6.3 REQUESTS FOR REIMBURSEMENT OR PAYMENT

6.3.1 The entities may request reimbursement for project costs which have been previously approved and included in executed interlocal contracts or authorization to proceed. As a general rule, the request for reimbursement or payment should be submitted to the RTCSNV monthly and should have reimbursement requests identified or broken down as follows:

- A. Right-of-Way: Right-of-way costs shall be identified on the billing as appraisal, title and escrow, negotiations, right-of-way plans and acquisition.
- B. Engineering: Engineering costs will be identified on the billing as any engineering and design services required for the delivery of the plans, specifications, and estimates.
- C. Construction: Construction costs will be identified on the billing.

6.4 INVOICE PAYMENT POLICY

- 6.4.1 The following invoice payment policy will ensure prompt and accurate payment of RTCSNV expenses.
- 6.4.2 RTCSNV reimbursable costs are typically either a member entity's in-house project expenses or expenses invoiced to an entity by a contractor, consultant, or vendor performing services required for entity-administered RTCSNV-funded projects. At a member entity's option, an entity may either pay an invoice directly and request reimbursement from the RTCSNV, or forward the unpaid invoice to the RTCSNV for direct payment to the contractor, consultant, or vendor. Prior to any entity invoices for reimbursement or invoices for direct payment being sent to RTCSNV, the entity shall ensure that all necessary back-up has been included with the invoice to establish the costs as reimbursable per the Policies and Procedures. The RTCSNV will have ten working days to either pay invoices, or respond to an entity on why an invoice was not immediately paid.
- 6.4.3 Invoices shall be submitted in either of the following manner:
 - A. One Vendor – If only one vendor is included on the invoice for payment, the responsible agency shall specify the funding category to be used.
 - B. Multiple Vendors – If more than one vendor is included on the invoice for payment, the responsible agency must specify what category the vendor is to be paid and must provide a total for each category.
- 6.4.4 Reimbursement to an Entity
 - A. The following policies apply to requests for reimbursement of in-house expenses or direct payment:
 - i. The RTCSNV project number and the expenditure type (construction, engineering right-of-way) shall be identified for each invoice submitted. Invoice back-up must include copies of consultant and vendor invoice or contractor pay estimate, all change authorizations associated with contractor pay estimates, summary of in-house charges, any other information necessary to determine type of expense as categorized in the Policies and Procedures, and proof of payment. Proof of payment shall be a cleared check, ACH/wire remittance, or payroll summaries for in-house labor charges.
 - ii. The RTCSNV will receive and review the invoice to ensure the work completed is within the scope of the project, the expenditures reflect the approved notice to proceed and sufficient back-up is present. If information necessary to properly process the invoice has not been provided, a notice will be sent to the project engineer of the submitting entity within ten working days of receipt of the invoice identifying the project limits, invoice number

and amount and the reason payment has not been made to date. Each notice shall list a point of contact at the RTCSNV who is responsible for the project in question.

6.4.4.1 Direct Reimbursement

- A. If the administering entity desires for the RTCSNV to pay billings directly to a contractor, consultant, or vendor performing work on RTCSNV-funded projects, it is the entity's responsibility to ensure that the invoice is valid and correct, and all the information necessary for RTCSNV to process payment is included with the request for payment. If back-up received is incomplete, the entity will be contacted and the entity will be responsible for acquiring the necessary information. Although the RTCSNV will consider requests to expedite a payment, the RTCSNV will not be responsible for late fees or other similar charges for incomplete or untimely invoice submissions. The administering entity shall calculate the retention interest owed in accordance with NRS 338 and include it as backup to the retention release payment request.

6.5 PROJECT CLOSEOUT AND FINAL PAYMENT

- 6.5.1** Projects shall be closed out and final payments including retainage required by Chapter 338 of Nevada Revised Statute (NRS), shall be made as soon as possible after completion of the project. Within two months after completion of the project, or within an alternate time frame as requested by the entity, the staffs of the RTCSNV and administering entity shall meet to review anticipated final costs for the project. The RTCSNV shall provide an accounting to date of invoices received, paid and unpaid. The administering entity shall provide a similar accounting for correlation, plus a compilation of additional costs to be invoiced, calculation of final Special/Local Improvement District (SID) construction and engineering costs, a listing of right-of-way acquisitions to be finalized, a summary of applicable participation agreements both collected and uncollected, a detailed tabulation of construction conflict expenses and pending litigation or other special circumstances which may affect final project costs, and retainage to be paid. The need for supplemental interlocal contracts shall also be discussed.
- 6.5.2** The RTCSNV staff shall review the information, pay valid outstanding invoices, schedule follow-up meetings with the administering entity if necessary and prepare a draft final report within six months of the initial project closeout meeting. If the project closeout is not proceeding in accordance with the above schedule, the administering entity may request that the RTCSNV staff report to the RTCSNV on the closeout delays.
- 6.5.3** An agenda item will be prepared by the RTCSNV to close the interlocal contract when the following are completed and provided to the RTCSNV:
 - A. All expenses have been paid; and
 - B. The responsible agency and the RTCSNV have agreed on the final accounting report; and
 - C. Electronic file of record drawings (as-builts) upon request.

6.6 SUPPLEMENTAL FUNDING

- 6.6.1** To facilitate the maximum benefit possible from RTCSNV funds, all entities shall attempt to secure supplemental project funding where feasible.
- 6.6.2** Actions on subdivisions, parcel maps and applications for re-zonings, variances and use permits with respect to properties that are adjacent to or which will have a substantial impact on a street that may be proposed or scheduled as an RTCSNV project, and which are acted upon by the Planning Commission or the governing body of the entity that has jurisdiction over the street may be subject to certain conditions of approval at the discretion of the Planning Commission or governing body. Such conditions of approval may include the dedication of necessary rights-of-way and the construction of off-site improvements reasonably required in connection with the development of the property, including the installation of street paving, storm drain facilities and other off-site improvements that are reasonably necessary for the proper development of such property.
- 6.6.3** At the discretion of the entity, the property owner or its designee may enter into an agreement to construct such off-site improvements, secured by appropriate performance security, an agreement for the deposit of cash or other performance security to pay the costs of such construction or an agreement to participate in a special improvement district that will be created to construct such improvements, or any combination of such agreement; provided, however, that the property owner shall be informed that the street adjacent to its property has been identified as an RTCSNV project and shall be informed of the option of proceeding with the development of its property at that time, subject to such conditions of approval, or of foregoing the development of its property until such time as such street has been fully constructed, in which event the property owner will be relieved of any obligation to construct any improvements in excess of those that would be included in a special/local improvement district.
- 6.6.4** All of the conditions of approval with respect to subdivisions, parcel maps and applications for rezoning, variances and use permits and any obligation of the property owners to dedicate the necessary rights-of-way and to construct the required off-site improvements within the limits of the project as a reasonable condition for the approval of their developments shall remain in full force and effect and shall be enforced by the entity. Nothing in any signed agreement shall prevent the property owner from having its property included in any special improvement district that is created for such purposes.
- 6.6.5** Likewise, private funds which have been deposited with the entity by developers, individuals or others as an alternate to being required to construct any road improvements which are to be installed with the RTCSNV funds shall be used to supplement RTCSNV funds.
- 6.6.6** The RTCSNV will encourage meeting with private developers to ensure the best use of public funds based on information gathered from the regional project coordination process.

7 INTERLOCAL CONTRACTS

7.1 REQUIREMENTS

- 7.1.1** All Interlocal Contracts between the responsible entity for the project and the RTCSNV shall be drafted in conformance with the current Policies and Procedures of the RTCSNV. Exception to the policies and procedures as determined by action of the RTCSNV may be specifically noted in the Interlocal Contract.
- 7.1.2** Interlocal Contracts shall be funded for only the scope of work outlined in the contract. A project starting design will only have engineering and/or right-of-way funds authorized. A new interlocal contract will be required for construction funds once all eligibility is met per Section 2.5.7. If a project will be constructed in phases, each phase upon meeting funding eligibility will require its own supplemental interlocal contract specifying the work to be completed with said phase.
- 7.1.3** In addition, the following items will be included in the Interlocal Contracts:
- A. The name of the funding agency shall be shown on the title sheets of both the plans and specifications as the RTCSNV of Southern Nevada.
 - B. That the RTCSNV will pay for the cost of the project from funds derived from the Regional Street and Highway funds, upon the presentation of estimates prepared by the entity administering the contract.
 - C. A paragraph stating responsibility for maintenance of the project.
 - D. A statement that the entity administering the contract has a policy in place regarding the desirability of having no roadway cuts for utility work permitted on projects funded, at least in part, by the RTCSNV within five years following acceptance of the project for maintenance by the administering entity. Therefore each entity in which an RTCSNV project is located will contact every owner of undeveloped property adjacent to the project and the utility companies with the intent that mains and laterals will be installed prior to or at the time of the road construction. However, if utility cuts must be made in RTCSNV projects, the street shall be restored at least to the minimum requirements as described in Section 208.03.21., "Cutting and Restoring Street Surfacing," and other pertinent sections of the Uniform Standard Specifications and Drawings.

8 REGIONAL STREET AND HIGHWAY FUNDS

8.1 INCOME

- 8.1.1** The RTCSNV derives its income from a special motor vehicle fuel tax authorized by Nevada Revised Statute (NRS), Chapter 373 and the Clark County Code, Chapter 4.04. The Highway Improvement Acquisition Fund, acting as the fund receiving and dispensing money for the RTCSNV, receives the cents per gallon tax on certain motor vehicle fuels sold in Clark County. The net amount received by the RTCSNV is the aforementioned cents per gallon less an administrative amount deducted by the Nevada Tax Commission for collection and distribution.
- 8.1.2** The Nevada state legislature adopted referendum Question 10 which generates revenue from taxes on developers, aviation fuel and retail sales to fund improvements for streets

and highways. The RTCSNV receives a fractional share of Question 10 sales tax revenue for transportation programs.

- 8.1.3 The RTCSNV also maintains investments of those fund excesses not required for immediate expenditure on projects and receives a certain amount of income as a result of such investments. Proportionate shares of investment income/administrative expenses shall be credited to/deducted from the entities in the Direct Distribution Fund. No fund within the Direct Distribution Fund may go on the negative side.

8.2 EXPENDITURES

- 8.2.1 All billings from the entities requesting reimbursement to the entity or requesting direct payment to the entity contractor or consultant must be approved by the administering agency Public Works Director or other designated responsible person in charge of the project. The Chief Executive Officer or designee is authorized to process and approve such payments providing the required approval and appropriation requirements have been satisfied.

8.3 FINANCIAL REPORTS

- 8.3.1 The Chief Executive Officer or designee will direct the preparation of financial and progress reports as deemed necessary. A complete financial report will be prepared with an annual independent audit at the end of the fiscal year.

8.4 RTCSNV AUDIT

- 8.4.1 Each year, the RTCSNV shall authorize an independent certified public accountant to perform a financial audit of the activities of the RTCSNV. Such audit and findings resulting there from will be presented to the RTCSNV for review and approval. Copies of the audit will be presented to those interested jurisdictions as required by NRS and applicable ordinance.
- 8.4.2 The RTCSNV reserves the right to audit all reimbursement requests and expenditures related to funds approved, expended or appropriated for projects under financial sponsorship of the RTCSNV.

9 RTCSNV EXECUTIVE ADVISORY COMMITTEE (EAC)

9.1 PURPOSE

- 9.1.1 The Executive Advisory Committee (EAC) is an advisory body to the RTCSNV Board. The types of items, listed below, that will be placed on an agenda of the RTCSNV Board, shall be placed on an agenda of the Executive Advisory Committee and it shall make recommendations to the RTCSNV Board.
- 9.1.2 Administrative Items

- A. Budget items -Financial detail will not be included in the agenda back up but will be available on the RTCSNV website on a monthly basis.
- B. New and/or changes to RTCSNV staffing (Informational item)
- C. The following list of Administrative items are not to be placed on an agenda of the Executive Advisory Committee unless specifically requested:
 - (i) Office Facilities
 - (ii) Committee Appointments/Resignations, etc.
 - (iii) Transit and Paratransit Complaints and Appeals
 - (iv) Purchases
 - (v) Awarded RTCSNV Bid Items
 - (vi) “Housekeeping” items

9.1.3 Streets and Highways Items

- A. Proposed Revisions to the Policies and Procedures which are under the direct purview of the Executive Advisory Committee
- B. Capital Improvement Program - Updates and Revisions
- C. Funding Issues
- D. Interlocal Contracts
- E. Revisions and Additions to the Uniform Standard Specifications and Drawings
- F. Non-routine Project Issues in which a difference of opinion exists between staff and an entity, and Waivers of Standards
- G. Project Issues as provided in the Policies and Procedures
- H. Change Orders as provided in the Policies and Procedures
- I. Final Reports
- J. Status Reports- Project detail will not be included in the agenda back up but will be available on the RTCSNV website on a monthly basis.

9.1.4 Legislation Items

- A. Proposed Bills
- B. Ordained Legislation

9.1.5 RTCSNV Transit System

- A. Route Changes/Extensions
- B. Ridership Revenues
- C. Fares
- D. System Modification and Expansions
- E. Fixed guideway

9.1.6 Planning and Programming Items

- A. Federal Funding Issues
- B. TIP/RTP Development and Revisions
- C. Unified Planning Work Program (UPWP)
- D. Modeling Variables
- E. Planning Variables
- F. T.M. Items and Reports
- G. Bicycle and Pedestrian Element of the RTCSNV
- H. Air Quality Issues

- I. Notice of Public Hearings
- J. Status Reports

9.2 MEMBERSHIP

- 9.2.1** The membership of the Executive Advisory Committee shall consist of the following:
 - A. The Public Works Director or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
 - B. The land use planning agency Director or other designated individual, from each RTCSNV. member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
 - C. The Deputy Director of the Nevada Department of Transportation, or other designated individual.
- 9.2.2** Each Executive Advisory Committee member shall have one vote.
- 9.2.3** The terms of the members of the Executive Advisory Committee shall be at the discretion of each represented entity or agency.
- 9.2.4** For each member as provided for in Paragraph 9.2.1 alternate member(s) may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV Chief Executive Officer or designee.

9.3 OFFICERS AND DUTIES

- 9.3.1** A chair and a vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Executive Advisory Committee. The position of chair and vice-chair shall rotate alphabetically, by entity.
- 9.3.2** The succeeding chair will officiate at the July meeting and will serve for 12 months.
- 9.3.3** The chair shall preside at all meetings, call the meeting, and may choose to present a monthly progress report covering the Executive Advisory Committee's recommendations to the RTCSNV Board.
- 9.3.4** The vice-chair shall preside at meetings in the absence of the chair.

9.4 MEETINGS

- 9.4.1** The Executive Advisory Committee meeting shall be held monthly.
- 9.4.2** Special meetings of the Executive Advisory Committee may be called as directed by:
 - A. The RTCSNV Board
 - B. The chair of the Executive Advisory Committee
 - C. The request of more than one-half of the membership

D. The Chair of the RTCSNV Board

9.4.3 The Executive Advisory Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at an Executive Advisory Committee meeting must be submitted to the Chief Executive Officer or designee at least 24 calendar days prior to the meeting date. The Chief Executive Officer or designee may waive the 24 day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Executive Advisory Committee on each item that comes before it will be forwarded to the RTCSNV Board.

9.4.4 The presence of a majority of the members shall constitute the necessary quorum of the Executive Advisory Committee for the conduct of business.

9.5 ROBERT'S RULES OF ORDER

9.5.1 *Robert's Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

9.6 PROJECT REVIEW

9.6.1 Projects for which funding is provided through the metropolitan area's Transportation Improvement Program and the Highway Improvement Fund shall first be submitted to the Executive Advisory Committee for a recommendation before action is taken by the Commission except in an emergency as determined by five affirmative votes of the Commission.

9.7 ANNUAL REVIEW OF POLICIES AND PROCEDURES

9.7.1 During the month of August, the RTCSNV Executive Advisory Committee (EAC) shall conduct an annual review and update to the Policies and Procedures and make a recommendation before action is taken by the RTCSNV Board.

9.8 RESPONSIBILITY OF THE RTCSNV STAFF

9.8.1 To provide clerical, technical and management support to the Executive Advisory Committee by:

- A. Preparing the Executive Advisory Committee agendas in accordance with Nevada State law.
- B. Maintaining the RTCSNV Policies and Procedures and posting it on the RTCSNV website.
- C. Preparing and submitting agenda items to the appropriate Subcommittees/Committees and Board for approval.
- D. Attending meetings and public hearings related to RTCSNV business.

- E. Preparing technical and informational reports for the RTCSNV and the RTCSNV committees.
- F. Preparing and keeping of budget, bookkeeping, and financial records necessary for the efficient operation of the RTCSNV in accordance with State and County law and generally accepted accounting practices.
- G. Preparing transportation plans and programs that originate from a coordinated, comprehensive and continuing regional planning process.

9.8.2 To ensure that all RTCSNV actions are consistent with local, state and federal law.

9.8.3 All inquiries from media outlets shall be referred to the RTCSNV's Government Affairs Department. An appropriate spokesperson will handle the inquiry. All inquiries from elected officials shall be referred to the Government Affairs Department.

10 BLANK

11 POLICIES AND PROCEDURES GOVERNING TRANSPORTATION ACCESS ADVISORY COMMITTEE (TAAC)

11.1 CREATION AND PURPOSE

11.1.1 Pursuant to the requirements of the United States Federal Transit Administration, Section 504 of the 1973 Rehabilitation Assistant Act, the Americans with Disabilities Act of 1990 (ADA), and the Handicapped Transportation Program and ADA Paratransit Plan adopted there under by the RTCSNV, the Transportation Access Advisory Committee will provide public input on the special transportation concerns and needs of the elderly and disabled members of the community.

11.1.2 The TAAC shall serve as the RTCSNV's Paratransit Consumer Advisory Committee as required by the Americans with Disabilities Act.

11.2 MEMBERSHIP

11.2.1 The TAAC shall number no fewer than eight, nor more than 16 persons, each appointed by the RTCSNV.

11.2.2 Vacancies shall be filled by the RTCSNV from membership applications on file with the RTCSNV Chief Executive Officer or his or her designee. At its discretion the RTCSNV shall periodically solicit membership applications to be reviewed in the event of subsequent Committee vacancies.

11.2.3 The term of appointment of each member shall be for two years ending on June 30th of an odd-numbered year. Members may be reappointed for successive terms.

11.2.4 All Committee members shall be residents of Clark County, Nevada.

11.2.5 TAAC Member Absences

- A. Excusal of an absence may be obtained by contacting the TAAC Chair, the RTCSNV Chief Executive Officer or his or her designee prior to the meeting at which the absence will occur.
- B. Membership of any TAAC member who has three absences (excused or unexcused) within a calendar year, shall receive a warning letter.
- C. Membership of any TAAC member who has four absences (excused or unexcused) within a calendar year, shall be terminated.
- D. If a member is unable to attend a committee meeting that has been rescheduled to a future date they will not have that absence counted against their attendance, but they will have the option to participate in the committee meeting via conference line provided by the RTCSNV.
- E. Staff will provide the Committee members and the RTCSNV with a TAAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.
- F. A Committee member with excessive absences (excused or non-excused) during their appointment term may risk non-reappointment.

11.2.6 Each TAAC member shall have one vote.

11.3 OFFICERS AND DUTIES

- 11.3.1** The members of the TAAC shall elect a chair and a vice-chair annually at the first meeting in July.
- 11.3.2** The succeeding chair will officiate at the July meeting and will serve for 12 months.
- 11.3.3** The chair shall preside at all meetings, call the meetings, and represent the TAAC at all meetings. The chair may choose to present a monthly progress report covering the TAAC recommendations to the RTCSNV.
- 11.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

11.4 MEETINGS

- 11.4.1** Meetings of the TAAC will be scheduled bi-monthly beginning in July of each year, but a special meeting may be called as directed by:
 - A. The RTCSNV Board or its Chief Executive Officer or designee
 - B. The TAAC Chair
 - C. The request of more than one-half of the membership
 - D. The Chair of the RTCSNV Board
- 11.4.2** The presence of 1/3 of the membership shall constitute a quorum.
- 11.4.3** The TAAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a TAAC meeting must be submitted to the Chief Executive Officer or his or her designee at least 12

working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the TAAC on each item that comes before it will be forwarded to the RTCSNV Board.

- 11.4.4** No meeting of the TAAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

11.5 ROBERT’S RULES OF ORDER

11.5.1 *Robert’s Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

12 POLICIES AND PROCEDURES GOVERNING THE METROPOLITAN PLANNING SUBCOMMITTEE (MPS)

12.1 CREATION AND PURPOSE

12.1.1 The Metropolitan Planning Subcommittee shall assist the Executive Advisory Committee in the formulation of recommendations to the RTCSNV. The Subcommittee’s areas of interest shall include planning and programming issues and other items as requested by the Regional Transportation or the Executive Advisory Committee

12.2 MEMBERSHIP

12.2.1 The membership of the Metropolitan Planning Subcommittee shall consist of the following entity representatives:

- A. The land use planning agency Chief Executive Officer, Director of Planning or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
- B. The Chief of the Program Development Office of the Nevada Department of Transportation, or other designated individual.
- C. The land use planning agency director, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV Chief Executive Officer or designee.

12.2.2 The membership of the Metropolitan Planning Subcommittee shall also consist of the following community and special interests representatives:

- A. A designated staff member from the Clark County Department of Air Quality Management.
- B. The Director of the Clark County Department of Aviation, or other designated individual.
- C. A representative of each firm operating public mass transit services in the Las Vegas metropolitan planning area under contractual arrangements with the RTCSNV.
- D. One representative, selected by the RTCSNV, from the urban goods/freight transportation industry.

- E. One representative selected by the RTCSNV, from the taxicab or private motor carrier industry.
 - F. One representative from the Clark County School District.
 - G. One representative from the Bureau of Land Management.
 - H. One representative from the Southern Nevada Water Authority.
 - I. One representative from Nellis Air Force Base.
 - J. One representative selected by the RTCSNV, for non-motorized transportation users
- 12.2.3** Members of the Metropolitan Planning Subcommittee shall be selected by the entity, firm or agency they represent, unless otherwise designated under paragraph 12.2.2 above to be selected by the RTCSNV.
- 12.2.4** Members of the Metropolitan Planning Subcommittee designated under paragraph 12.2.2 above to be selected by the RTCSNV shall have a term of appointment for two years ending on June 30 of an odd-numbered year. Members may be reappointed for successive terms. Vacancies shall be filled by the RTCSNV.
- 12.2.5** Each Metropolitan Planning Subcommittee member shall have one vote.
- 12.2.6** Except as provided for in paragraph 12.2.4 the terms of the members of the Metropolitan Planning Subcommittee shall be indefinite.
- 12.2.7** For each member provided for in paragraphs 12.2.1 and 12.2.2, one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV Chief Executive Officer or designee.

12.3 OFFICERS AND DUTIES

- 12.3.1** A chair and vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Metropolitan Planning Subcommittee. The position of chair and vice-chair shall rotate alphabetically by the name of the entity, firm or agency listed under Section 12.2.1 and 12.2.2.
- A. The succeeding chair will officiate at the July meeting and will serve for 12 months.
 - B. The chair shall preside at all meetings, call the meetings, and represent the Metropolitan Planning Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Metropolitan Planning Subcommittee's recommendations to the Executive Advisory Committee.
 - C. In the event that the chair is unable to perform these duties, the vice-chair shall act in the place of the chair.

12.4 MEETINGS

- 12.4.1** The Metropolitan Planning Subcommittee shall meet not less than once every two months. Special meetings of the Metropolitan Planning Subcommittee may be called as directed by:

- A. The RTCSNV Board
- B. The Chair of the Subcommittee
- C. The request of more than one-half of the membership
- D. The Executive Advisory Committee or its Chair
- E. The Chair of the RTCSNV Board

12.4.2 The presence of seven (7) of the committee's members shall constitute a quorum.

12.4.3 The Metropolitan Planning Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Metropolitan Planning Subcommittee meeting must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Metropolitan Planning Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV Board.

12.5 ROBERT'S RULES OF ORDER

12.5.1 *Robert's Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

13 BLANK

14 POLICIES AND PROCEDURES GOVERNING THE OPERATIONS SUBCOMMITTEE

14.1 CREATION AND PURPOSE

14.1.1 The Operations Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest include traffic management and roadway operations, such as standardized traffic control features.

14.1.2 The Operations Subcommittee assists the Executive Advisory Committee in providing direction to the Freeway and Arterial System of Transportation (FAST) System Director to formulate policy, establish operational procedures and principles (Transportation Management Strategies).

14.1.3 The Operations Subcommittee shall assist with development, review and concurrence with the Transportation Management Strategies prior to their implementation.

14.1.4 Additionally, the Subcommittee may consider recommendations concerning RTCSNV transit operational matters.

14.2 MEMBERSHIP

- 14.2.1** The membership of the Operations Subcommittee shall consist of the following:
- A. The Traffic Engineer or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
 - B. The District Traffic Engineer from the Nevada Department of Transportation, or other designated individual.
 - C. The Traffic Engineer, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV Chief Executive Officer or designee.
 - D. An individual designated by the Las Vegas Metropolitan Police Department and other law enforcement agencies in Clark County, upon written request to the RTCSNV Chief Executive Officer or designee, as a non-voting advisory member.
 - E. An individual designated by the Clark County Fire Department and other fire department agencies in Clark County, upon written request to the RTCSNV Chief Executive Officer or designee, as non-voting advisory members.
- 14.2.2** Each Operations Subcommittee member, except for the individuals designated by the Las Vegas Metropolitan Police Department, the Clark County Fire Department and other law enforcement and fire department agencies in Clark County, shall have one vote.
- 14.2.3** The term of the members of the Operations Subcommittee shall be indefinite.
- 14.2.4** For each member provided for in Paragraphs 14.2.1, one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV Chief Executive Officer or designee.

14.3 OFFICERS AND DUTIES

- 14.3.1** Depending upon the meeting scheduled of the Operations Subcommittee, the members of the Operations Subcommittee shall elect a chair and a vice-chair annually at the first meeting in August.
- 14.3.2** Depending upon the meeting schedule of the Operations Subcommittee, the succeeding chair will officiate at the August meeting and will serve for 12 months. The chair and vice chair shall be rotated alphabetically by voting entity.
- 14.3.3** The chair shall preside at all Operations Subcommittee meetings, call the meetings, and represent the Operations Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Operations Subcommittee's recommendations to the Executive Advisory Committee.
- 14.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

14.4 MEETINGS

14.4.1 Meetings of the Operations Subcommittee may be called as directed by:

- A. The RTCSNV Board
- B. The chair of the Operations Subcommittee
- C. The request of more than one-half of the membership
- D. The Executive Advisory Committee or its Chair
- E. The Chair of the RTCSNV Board

14.4.2 The presence of a majority of the voting membership shall constitute a quorum of the Operations Subcommittee.

14.4.3 The Operations Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at an Operations Subcommittee meeting must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement, in accordance with the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Operations Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV.

14.4.4 The Operations Subcommittee shall meet every two months, on even numbered months. Additional meetings may be held at the discretion of the Chairperson should such a need arise. All meetings shall comply with the notice requirements of the Open Meeting Law (NRS.241).

14.5 ROBERT'S RULES OF ORDER

14.5.1 *Robert's Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

15 POLICIES AND PROCEDURES GOVERNING THE SPECIFICATIONS SUBCOMMITTEE

15.1 CREATION AND PURPOSE

15.1.1 The Specifications Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest include matters regarding the Uniform Standard Specifications for Public Works Construction Off-Site Improvements and updating the Uniform Standard Drawings.

15.2 MEMBERSHIP

15.2.1 The membership of the Specifications Subcommittee shall consist of the following:

- A. The Public Works Director or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).

- B. The Public Works Director or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV Chief Executive Officer or designee.
- C. An individual from the Clark County Regional Flood Control District and the Nevada Department of Transportation, Southern Nevada Home Builders, and Nevada Contractors Association or other designated individual shall be non-voting advisory members.

15.2.2 Each Specifications Subcommittee member, except advisory members, shall have one vote.

15.2.3 The term of the members of the Specifications Subcommittee shall be indefinite.

15.2.4 For each member provided for in Paragraphs (A), one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV Chief Executive Officer or designee.

15.3 OFFICERS AND DUTIES

15.3.1 Depending upon the meeting scheduled of the Specifications Subcommittee, the members of the Subcommittee shall elect a chair and a vice-chair annually at the first meeting in July. The chair and vice chair shall be rotated alphabetically by entity.

15.3.2 Depending upon the meeting schedule of the Specifications Subcommittee, the succeeding chair will officiate at the July meeting and will serve for 12 months.

15.3.3 The chair shall preside at all Specifications Subcommittee meetings, call the meetings, and represent the Specifications Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Specifications Subcommittee's recommendations to the Executive Advisory Committee.

15.3.4 In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

15.4 MEETINGS

15.4.1 Meetings of the Specifications Subcommittee may be called as directed by:

- A. The RTCSNV Board
- B. The Chair of the Specifications Subcommittee
- C. The request of more than one-half of the membership
- D. The Executive Advisory Committee or its chair
- E. The Chair of the RTCSNV Board of Commissioners

15.4.2 The presence of a majority of the membership shall constitute a quorum of the Specifications Subcommittee.

15.4.3 The Specifications Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Specifications Subcommittee meeting must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Specifications Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV.

15.4.4 The Specification Subcommittee shall meet every two months, on odd numbered months. Additional meetings may be held at the discretion of the Chairperson should such a need arise. All meetings shall comply with the notice requirements of the Open Meeting Law (NRS.241).

15.5 ROBERT’S RULES OF ORDER

15.5.1 *Robert’s Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

16 POLICIES AND PROCEDURES GOVERNING THE BUS SHELTER AND BENCH ADVISORY COMMITTEE (BSBAC)

16.1 CREATION AND PURPOSE

16.1.1 On July 1, 2005, Assembly Bill 239 transferred authority to provide for benches and shelters for passengers of public mass transportation from local governments to the RTCSNV. The Bill required the establishment of an advisory committee to provide information and advice to the RTCSNV concerning the construction and maintenance of those benches and shelters, thereby heightening Commission sensitivity to community needs and desires.

16.2 MEMBERSHIP

16.2.1 Assembly Bill 239 mandates two members of the general public from each city within the county appointed by the governing body of that city and six members of the general public appointed by the Commission. One-third (1/3) of the membership constitutes a quorum. Vacancies shall be filled in the same manner as the original appointment. At its discretion, the RTCSNV shall periodically solicit membership applications for review in the event of subsequent Committee vacancies.

16.2.2 The term of appointment of each member shall be for one year. Members may be reappointed for successive terms.

16.2.3 All Committee members shall be residents of Clark County, Nevada.

16.2.4 BSBAC Member Absences:

- A. Excusal of an absence may be obtained by contacting the BSBAC Chair or the Chief Executive Officer or designee prior to the meeting at which the absence will occur.
- B. Staff will provide the Committee members and the RTCSNV with a BSBAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.
- C. A Committee member with excessive absences during their appointment term may risk non-reappointment.

16.2.5 Each BSBAC member shall have one vote.

16.3 OFFICERS AND DUTIES

16.3.1 The members of the BSBAC shall elect a chair and a vice-chair annually at the first meeting.

16.3.2 The succeeding chair will officiate at the first meeting and will serve for 12 months.

16.3.3 The chair shall preside at all meetings, call the meetings, and represent the BSBAC at all meetings. The chair will brief the RTCSNV every six months to report the Committee's progress.

16.3.4 In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

16.4 MEETINGS

16.4.1 Meetings of the BSBAC will be scheduled bi-monthly, but a special meeting may be called as directed by the:

- A. RTC of Southern Nevada (RTCSNV) or its Director
- B. Chair of the RTC Board of Commissioners

16.4.2 The presence of 1/3 of the membership shall constitute the Committee's quorum.

16.4.3 The BSBAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a BSBAC meeting must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date for approval. The Chief Executive Officer or designee may waive the 12-day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the BSBAC on each item that comes before it will be forwarded to the RTCSNV.

16.4.4 No meeting of the BSBAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

16.5 ROBERT'S RULES OF ORDER

16.5.1 *Robert's Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.

B. The chair can make motions and can vote on any motion.

17 **BLANK**

18 **BLANK**