9.0 RESPONSIBILITY OF THE RTC EXECUTIVE ADVISORY COMMITTEE

9.1 DEFINITION
The Executive Advisory Committee is an advisory body to the RTC. The types of items, listed below, that will be placed on an agenda of the RTC, shall be placed on an agenda of the Committee and it shall make recommendations to the RTC.

Administrative
1. Budget Items (Informational item)
   a. Financial detail will not be included in the agenda back up but will be available on the RTC website on a monthly basis.
2. New and/or changes to RTC staffing (Informational item)
   Note: The following list of Administrative items are not to be placed on an agenda of the Executive Advisory Committee unless specifically requested:
   a. Office Facilities
   b. Committee Appointments/Resignations, etc.
   c. Transit and Paratransit Complaints and Appeals
   d. Purchases
   e. Awarded RTC Bid Items
   f. “Housekeeping” items

Streets and Highways
1. Proposed Revisions to the Policies and Procedures
2. Capital Improvement Program - Updates and Revisions
3. Funding Issues
4. Interlocal Contracts
5. Authorizations to Proceed
6. Revisions and Additions to the Uniform Standard Specifications and Drawings
7. Non-routine Project Issues in which a difference of opinion exists between staff and an entity, and Waivers of Standards
8. Project Issues as provided in the Policies and Procedures
9. Change Orders as provided in the Policies and Procedures
10. Final Reports
11. Status Reports
   a. Project detail will not be included in the agenda back up but will be available on the RTC website on a monthly basis

Legislation
1. Proposed Bills
2. Enacted Legislation

Transit/CAT System
1. Route Changes/Extensions
2. Ridership Revenues
3. Fares
4. System Modification and Expansions
   For example: Transfer hubs and stations and park and ride parking lots.
5. Fixed guideway
Planning and Programming
1. T-21 Funding Issues
2. TIP/RTC Development and Revisions
3. Unified Work Program
4. Modeling Variables
5. Planning Variables
6. T.M. Items and Reports
7. Bicycle and Pedestrian Element of the RTC
8. Air Quality Issues
9. Notice of Public Hearings
10. Status Reports

9.2 MEMBERSHIP
A. The membership of the Executive Advisory Committee shall consist of the following:
   1. The Public Works Director or other designated individual, from each RTC member entity
      (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of
      Boulder City and City of Mesquite).
   2. The land use planning agency Director or other designated individual, from each RTC
      member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of
      Henderson, City of Boulder City and City of Mesquite).
   3. The Deputy Director of the Nevada Department of Transportation, or other designated
      individual.

B. Each Executive Advisory Committee member shall have one vote.

C. The terms of the members of the Executive Advisory Committee shall be at the discretion of
   each represented entity or agency.

D. For each member as provided for in Paragraph (A) 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 RTC General Manager.

9.3 OFFICERS AND DUTIES
A. A chairman and a vice-chairman shall be elected annually, at the first meeting in July, from
   the voting membership of the Executive Advisory Committee. The position of chairman and
   vice-chairman shall rotate alphabetically, by entity.

B. The succeeding chairman will officiate at the July meeting and will serve for 12 months.

C. The chairman 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 RTC.

D. The vice-chairman shall preside at meetings in the absence of the chairman.
9.4 MEETINGS
A. The Executive Advisory Committee meeting shall be held monthly.

B. Special meetings of the Executive Advisory Committee may be called as directed by:
   1. The RTC
   2. The chairman of the Executive Advisory Committee
   3. The request of more than one-half of the membership
   4. The Chairman of the RTC

C. 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 General Manager at least 12 days prior to the meeting date. The General Manager may waive the 12 day requirement in accordance with his authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the Executive Advisory Committee on each item that comes before it will be forwarded to the RTC.

D. 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
Robert’s Rule of Order will be used except as follows:
   1. Seconds will not be required for any motion.
   2. The chairman can make motions and can vote on any motion.

9.6 PROJECT REVIEW
Projects for which funding is provided through the metropolitan area's Transportation Improvement Program 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 RTC.

9.7 ANNUAL REVIEW OF POLICIES AND PROCEDURES
There will be an annual review, by the Executive Advisory Committee, of the Policies and Procedures during the month of August.

10.0 RESPONSIBILITY OF THE RTC STAFF
Staff personnel of the RTC will be responsible for the following:
   1. To provide clerical, technical and management support to the RTC and RTC advisory committees by:
      A. Preparing RTC agendas and posting public notices of all RTC and RTC committee agendas in accordance with Nevada State law.
      B. Attending meetings and public hearings related to RTC business.
      C. Preparing technical and informational reports for the RTC and the RTC committees.
      D. Preparing and keeping of budget, bookkeeping, and financial records necessary for the efficient operation of the RTC in accordance with State and County law and generally accepted accounting practices.
      E. Preparing transportation plans and programs that originate from a coordinated, comprehensive and continuing regional planning process.
2. To perform conceptual reviews of project plans.

3. To perform field audits of projects to determine conceptual compliance with the interlocal contract.

4. To audit change orders as provided herein.

5. To audit monthly payments on projects as stipulated herein.

6. To review all project construction bids and to make recommendations to the RTC Executive Advisory Committee.

7. To recommend reimbursements or payments of the appropriated or authorized amounts as stipulated in the project contract upon receipt of supporting documents substantiating the basis of the claim.

8. To ascertain that all required right-of-way has been acquired, construction plans have been approved, and that all air quality conformity requirements have been fulfilled, and that sufficient funds exist in the Regional Street and Highway Fund to adequately finance the project prior to recommending approval to award the project.

9. To facilitate the utility companies planning for the construction of major facilities in advance of roadway projects thereby reducing potential utility conflicts.

10. To ensure that all RTC actions are consistent with local, state and federal law.

11. All inquiries from media outlets shall be referred to the RTC’s Government Affairs Department. An appropriate spokesperson will handle the inquiry. All inquiries from elected officials shall be referred to the General Manager, Deputy General Manager or Government Affairs Department.

11.0 RESPONSIBILITY OF PARTICIPATING ENTITIES

Governmental agencies utilizing RTC funds on projects shall be responsible for the following:

1. To provide the necessary preliminary and final design engineering.

2. To provide the necessary right-of-way drawings, descriptions, and obtaining the necessary appraisals for each project.

3. To acquire the necessary right-of-way or right-of-entry for a project.

4. To coordinate all activities related to project advertising, receiving of bids, and checking all submitted bids for accuracy and validity.

5. To provide all required construction engineering, quality control inspection for projects, and project administration.

6. To submit to the RTC copies of the right-of-way drawings, descriptions, and appraisal summaries for projects.
7. To submit to the RTC prints of project plans and specifications.

8. To submit to the RTC copies of all project agreements, correspondence, inspection reports, and related documents as required herein.

9. To submit to the RTC copies of all revisions, updates and amendments to local development, land use, comprehensive, and master street and highway plans.

10. To process change orders as required herein.

11. To provide all services as described in the Policies and Procedures through staff or consultant services.

12. To submit to the RTC a written request for any appropriations necessary for project completion which is in excess of the reimbursable amounts as set forth in the project contract.

13. To maintain a complete set of "as built" plans and provide these to the RTC upon request.

12.0 POLICIES AND PROCEDURES GOVERNING STAKEHOLDER ADVISORY COMMITTEE

12.1 CREATION AND PURPOSE
The Regional Transportation Commission of Southern Nevada (RTC) may seek public input on issues of importance to the community and the Commission. The Commission may rely on the input from a variety of stakeholders by way of a Stakeholder Advisory Committee. The Commission shall set forth the scope of the issues that the Committee will consider.

12.2 MEMBERSHIP
A. The membership of the Stakeholder Advisory Committee shall consist of the following:
   1. Stakeholders appointed by the RTC Board of Commissioners.
B. Members are appointed for a term of one year.
C. If a Stakeholder Advisory Committee member is absent, he/she may send an alternate to the meeting. The alternate may participate in the Committee discussion.

12.3 MEETINGS
A. Meetings shall be held at least quarterly or more often as determined by the RTC.
B. Meetings shall be facilitated by the RTC or a designated facilitator.
C. The presence of 33 percent of the membership shall constitute a quorum.
D. The Stakeholder Advisory Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by Nevada State Law.
E. The Stakeholder Advisory Committee will try to reach consensus on all items. Opposing opinions will be reflected in the Committee minutes.
F. Meetings will be recorded.
G. Stakeholder Advisory Committee meetings will be open to the public.
H. Public comment will be permitted at the end of each meeting.