



The Regional Transportation Advisory Committee meeting will be held on **Friday, February 19, 2016**, from **9 a.m. to 11 a.m.**, in the **6th Floor Training Room 679**, Clark County Public Service Center, 1300 Franklin Street, Vancouver, Washington.

A G E N D A

- I. Call to Order and Approval of January 15, 2016 Minutes, Action
- II. Bus on Shoulder Feasibility Study - Action
- III. GMA Certification - A Guide to RTC's Plan Certification Process, Action
- IV. C-TRAN Service Change Concepts: Presentation by Roger Hanson, C-TRAN *
- V. Public Participation Plan Update and RTC Tribal Consultation Policy – Background *
- VI. Other Business
 - A. RTAC Members
 - B. RTC Staff
 - a. Safe Routes to School and Bike/Ped Safety Project Call
 - b. Clark County Comp Plan – Preferred Alternative

**Materials available at meeting*

*Served by C-TRAN Route 3 or 25
If you have special needs, please contact RTC*

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An advisory committee to:

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**Regional Transportation Advisory Committee (RTAC)
Meeting Minutes
January 15, 2016**

I. Call to Order and Approval of Minutes

The Meeting of the Regional Transportation Advisory Committee was called to order on Friday January 15, 2016, at 9:00 a.m. in the Public Service Center 6th Floor Training Room, 1300 Franklin Street, Vancouver, Washington by Matt Ransom, RTC Executive Director. Those in attendance follow:

Gary Albrecht	Clark County
Mike Bomar	CREDC
Katy Brooks	Port of Vancouver
Ken Burgstahler	WSDOT
Jim Carothers	Camas
Rob Charles	Washougal
Tony Cooper	La Center
Lynda David	RTC
Michael Derleth	Clark County
Roger Hanson	C-TRAN
Mark Harrington	RTC
Bob Hart	RTC
Colleen Kuhn	Human Services Council
Stephanie Millar	ODOT
Chris Malone	Vancouver
Matt Ransom	RTC
Patrick Sweeney	Vancouver
Shann Westrand	RTC

Matt Ransom, RTC Executive Director, asked if there were any changes or corrections to the December 18, 2015 meeting minutes and asked for a motion of approval.

MICHAEL DERLETH, CLARK COUNTY, MOVED FOR APPROVAL OF THE DECEMBER 18, 2015 MEETING MINUTES AND PATRICK SWEENEY, CITY OF VANCOUVER, SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

II. 2016-2019 TIP Amendment: City of Battle Ground, Adoption

Matt Ransom, RTC Executive Director, moved the 2016-2019 TIP Amendment: City of Battle Ground down the Agenda to wait for a representative from the City of Battle Ground to be present. Later in the meeting, Bob Hart, RTC, presented the 2016-2019 TIP Amendment for the City of Battle Ground. This amendment moves the \$7.7 million Connecting Washington (CWA) funds, for the SR-502 Main Street Project, from Washington State Department of Transportation (WSDOT) to the City of Battle Ground. Battle Ground will use the Connecting Washington

funds to complete seven projects in the vicinity of SR-502 and SR-503. The amendment is found to be consistent with all state and federal requirements. RTAC is asked to recommend adoption of the TIP amendment by the RTC Board at their February 2016 meeting.

ROGER HANSON, C-TRAN, MADE A MOTION TO APPROVE THE 2016-2019 TIP AMENDMENT FOR THE CITY OF BATTLE GROUND, MOVING \$7.7 MILLION IN STATE CONNECTING WASHINGTON FUNDS FROM WSDOT TO THE CITY OF BATTLE GROUND. THE MOTION WAS SECONDED BY ROB CHARLES, CITY OF WASHOUGAL, AND APPROVED UNANIMOUSLY TO FORWARD TO THE RTC BOARD FOR ADOPTION AT THEIR FEBRUARY 2016 BOARD MEETING.

III. 2016 – 2019 TIP Amendment: Bus on Shoulder Study – Adoption

Bob Hart, RTC, outlined the 2016-2019 TIP Amendment proposing to add the Bus on Shoulder (BOS) Feasibility Study utilizing \$125,000 in unallocated CMAQ funds and matching C-TRAN funds. All regionally significant projects must be listed in the regional TIP, which in turn become part of the State STIP. The BOS Feasibility Study will investigate and research the issues associated with potential implementation of BOS and determine its applicability. It will identify the technical and engineering considerations for BOS, including the identification of regulations, challenges and opportunities. The amendment is consistent with the Congestion Management Process, air quality requirements, and is financially constrained. In addition, the amendment meets the goals of the RTP by enhancing the regional transportation system and is found to be consistent with all state and federal requirements. Bob provided an overview of the study under agenda item VIII.

RTAC is asked to recommend adoption of the 2016-2019 TIP amendment: Bus On Shoulder Feasibility Study by the RTC Board at their February 2016 Board meeting.

KEN BURGSTAHLER, WSDOT, MADE A MOTION TO APPROVE THE 2016-2019 TIP AMENDMENT TO ADD THE BUS ON SHOULDER FEASIBILITY STUDY TO THE 2016-2019 TIP UTILIZING \$125,000 IN UNALLOCATED CMAQ FUNDS AND MATCHING C-TRAN FUNDS . THE MOTION WAS SECONDED BY ROGER HANSON, C-TRAN, AND APPROVED UNANIMOUSLY TO FORWARD TO THE RTC BOARD FOR ADOPTION AT THEIR FEBRUARY 2016 BOARD MEETING.

IV. FY-2017 Unified Planning Work Program: Overview and Timeline: Discussion

Lynda David, RTC, reported that it is time to develop the Unified Planning Work Program (UPWP) for FY 2017, which begins on July 1, 2016 and goes through June 30, 2017. Lynda reviewed the draft document and said the draft needs to be submitted to federal and state officials in advance of their review meeting with RTC on February 18. RTC develops its UPWP in synch with Metro's and is therefore ahead of other Washington State MPO/RTPO's. Lynda reviewed sections of the draft document. She said there is an introductory section with background information on RTC, its organization, Planning Emphasis Areas and key regional transportation issues. The first section of the UPWP deals with the Regional Transportation Planning Program;

the second section deals with Data Management, Travel Forecasting and Air Quality work elements. The third section includes significant Coordination and Management activities of the MPO and the fourth section addresses the planning activities that state and local agencies anticipate for the fiscal year as Federal legislation requires these activities be included in the UPWP.

Lynda explained that each year RTC is given guidance from WSDOT and from the Federal Agencies about what should be emphasized in the work program. This year the Federal agencies have indicated focus should be in transition from the Federal Transportation Act MAP-21 to implementation of the new Federal Transportation FAST Act, which was signed by the President on December 4, 2015. Also as a Bi-State agency, RTC needs to focus on regional planning cooperation. Again there is an emphasis area relating to Ladders of Opportunity which is addressing how residents of the area can access essential services, relating closely with Human Service Transportation planning efforts and transit service.

Lynda addressed WSDOT's guidance that asks MPO/RTPO's describe any unfunded planning activities. There was discussion among RTAC members who suggested including a regional Transportation Safety Study. Lynda noted RTC has previously conducted a Safety Assessment and it is mentioned in the RTP work element this assessment is usually completed in sync with the RTP update. There was also mention that there are some issues to be cautious of as identifying a deficiency could result in liability exposure. Lynda asked that if members have any other suggestions for the unfunded planning activities section to let her know before January 28th. There was also discussion of including the I-5 Bridge Project into the unfunded planning activities section.

Lynda reviewed the timeline for UPWP development as outlined in the Memo. January 28th is the deadline to submit the DRAFT UPWP to the Federal and State Staff for their review and February 18th at 1:00 PM is the meeting at RTC's office with Federal and State staff. C-TRAN and SW WSDOT staff are expected to attend the meeting to discuss work coordinated elements. The final FY 2017 document needs to be submitted to WSDOT by June 17th of this year. It is likely RTC will ask for RTC Board approval in May.

V. RTC's Certification Process for Local Comprehensive Growth Management Plans: Draft Guidance Document, Discussion

Lynda David, RTC, explained that the attached GMA Certification Guide provides details of RTC's GMA requirements and explains RTC's GMA Certification Process. Lynda went on to describe some of the key items required of RTC as Regional Transportation Planning Organization for the Clark County Region. RTC needs to make sure there are guidelines and principles in place that relate to the certification review for Growth Management plans. RTC needs to ensure that local Comprehensive Plans conform with the State's Growth Management Act and also need to check to see that local comp plan transportation elements are consistent with the regional transportation plan and also ensure that the region is complying with the Level Of Service (LOS) Bill.

Lynda mentioned that local jurisdictions need to submit their plans, updated plans or amendments in sync with submitting plans to the State Department of Commerce. This needs to occur at least 60 days before the local jurisdiction intends to have their plan adopted. Lynda did provide a draft Comprehensive Plan Review and Certification Checklist. There was some discussion about the Checklist being subjective and that RTC may need to meet with jurisdictions and help them at the time they are completing the checklist. The process update will be clarified in the Guide as to when updates will be done. Agencies can send suggestions and comments to Lynda before January 22nd.

VI. Regional Grant Funding Process Review, Discussion

Matt Ransom, RTC Executive Director, went over the Regional Grant Funding process review Memo that went to the RTC Board in January. Matt explained the Board's questions about funding strategies. Matt identified some of the criteria for use of regional STP and CMAQ funds were to leverage other grant sources, implement transportation management and operations improvements, and build multimodal urban arterials. To date, the criteria have not included preservation of the transportation system. The TAP criteria focused on implementing bicycle and pedestrian projects. Matt went over some slides explaining some of the scope of the current funding strategies of the Grant Funding Process. Discussion ensued and Matt pointed out that regional grant funding strategies may change over time. He suggested strategies and criteria may change depending on federal and state actions. He gave some examples of the federal FAST Act now having a new Federal Freight Program with an average of \$900 Million in competitive grants available per year. He also suggested that, very important to local agencies is, the Highway Design Manual opening up for innovations, consideration of different attributes and different design regulations.

VII. Federal Legislative Update: FAST Act, Discussion

Matt Ransom, RTC Executive Director, explained the federal Fixing America's Surface Transportation Act, or FAST Act signed into Law December 4, 2015. The Act has increased funding for all programs. The Governor in the State of Washington convenes a committee which includes his office, the senate and house transportation committee chair and representatives from select MPO's to develop the state funding formula. Matt said he is hopeful more money could flow to this region. Matt presented a couple of charts including one showing the new definition of the STP program. It is now called the Surface Transportation Block Grant (STBG) Program. This Bill gives local agencies more flexibility to use locally adopted design manuals that may supplement the State Design Manual.

VIII. Bus On Shoulder (BOS) Project Update, Discussion

Bob Hart, RTC, reported that since late last year RTC worked with partner agency staff to develop a Request for Qualifications and scope of work for the I-205 BOS Feasibility Study. The consultant selection, panel consisting of representatives from WSDOT, C-TRAN, Oregon DOT, Tri-Met and RTC, invited three firms for interviews. The team led by David Evans and Associates (DEA) were selected unanimously by the consultant selection panel as the most

qualified to provide the technical services for the study. The study will investigate and research the issues associated with potential implementation of BOS and determine its applicability to the I-205 Corridor. It will also identify the technical and engineering considerations for BOS in the corridor.

RTC will be the project lead for the overall study and management of work tasks. The BOS Technical Advisory Committee (TAC) consisting of WSDOT, C-TRAN, Oregon DOT, Tri-Met, Metro and RTC were formed to provide support regarding analysis approach and results and input on the development of scenarios and operational protocols. Patrick Sweeney asked if the City of Vancouver could be added to the TAC, Bob agreed and will add Patrick to the meeting notification list.

RTC is working with the consultant to complete the scope of work and budget and will meet with the I-205 BOS TAC for final consensus on consultant activities. At the February RTAC meeting, members will be asked to endorse approval of an agreement with DEA to provide consultant services for the I-205 BOS Feasibility Study and to forward to the RTC Board recommending award of the contract. The Board's action would also amend RTC's 2016 budget and the FY 2016 UPWP to reflect funding for the I-205 BOS Study.

IX. Other Business

A. RTAC Members

- a. Roger Hanson, C-TRAN, reported there will be changes to the C-TRAN system. Mr. Hanson will be bringing a presentation to the February RTAC including the system concept changes which are largely around the VINE/BRT project but include other routes.
- b. Ken Burgstahler, WSDOT, asked the committee to look over the Corridor Sketch Initiative data that was sent to RTAC members back in December and to please forward any data to Ken.
- c. Rob Charles, City of Washougal, indicated that staff went to their City Council and requested \$7.5 million for the 27th Street Overpass project be moved to add roundabouts on SR-14.
- d. Tony Cooper, City of La Center, stated the City is working with the Cowlitz Tribe in regard to the project of rebuilding the I-5/La Center interchange and new overpass.

B. RTC Staff

- a. Lynda David, RTC, announced WSDOT will be issuing a call for projects for Safe Route to Schools and Bicycle and Pedestrian program and will send out the notice to RTAC once received.

The meeting adjourned at 11:03 a.m. The next meeting will be Friday, February 19, 2016.



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Bob Hart
DATE: February 12, 2016
SUBJECT: **Bus on Shoulder Feasibility Study - Action**

INTRODUCTION

RTC staff provided information to RTAC on the I-205 BOS Feasibility Study at the January meeting that described the consultant selection process and tasks for the study. As a separate action, RTAC members recommended adoption of a TIP amendment to use \$125,000 in unallocated CMAQ funds and matching C-TRAN funds for the Study. Subsequent discussion with the consultant demonstrated that additional funds were required to perform the study tasks. Therefore, the amount of CMAQ funds requested for the TIP amendment has changed.

As a reminder, I-205 BOS Study is a bi-state effort that will investigate and research the issues associated with potential implementation of BOS and determine its applicability to the I-205 corridor. A key result of the BOS Study will be to evaluate its feasibility and to recommend to agency stakeholders whether the region should move forward with a comprehensive phase two study that would address physical improvements and associated preliminary engineering, bus operating protocols, a detailed bus service plan, and capital costs. In addition, if the region advances a phase two study, lessons learned from phase one could be used to develop recommendations on a set of regional policies that would guide how and when to consider BOS in other freeway corridors and bus operating protocols.

This memo is to remind RTAC of the consultant selection and the tasks for the Study. RTAC members are being asked to recommend that the RTC Board support to award the BOS Feasibility Study \$150,000 in unallocated CMAQ funds, entering into an agreement with David Evans and Associates (DEA) for technical services for the I-205 BOS Feasibility Study, add the BOS Study to the 2016-2019 TIP, and amend the FY 2016 UPWP to include the I-205 BOS Study.

CONSULTANT SELECTION

As described in January, a consultant selection panel made up of representatives of the Washington State Department of Transportation, C-TRAN, Oregon Department of Transportation, Tri-Met, Metro, and RTC, unanimously recommended David Evans and Associates (DEA) as the most qualified to provide professional services for the I-205 BOS Feasibility Study.

The DEA team is headed by Scott Harmon who has guided efforts for ODOT to develop advance traffic management strategies for freeways in the Portland region. The team also includes Nick Thompson of WSP/Parsons Brinckerhoff, a nationally known expert with direct knowledge in all phases of planning and implementation of BOS systems.

BUS ON SHOULDER FEASIBILITY STUDY SCOPE OF WORK

The study effort will focus on the I-205 corridor from the 18th Street interchange, now under construction, south to the I-84 interchange and on the SR-14 corridor from I-205 to 164th Avenue. SR-14 is included because of the high congestion levels and the number of buses traveling between Fisher's Landing Park and Ride facility and Portland that use the facility. Refinement of the corridor and BOS termini will occur under the BOS concept in Task 5. A summary of the study tasks is provided below:

Task 1: Data Collection

Compile baseline transportation and transit data including traffic freeway speeds by segment, time of day, and duration, mainline traffic volumes and entrance and exit volumes at ramps and at freeway to freeway interchanges along the corridor. Transit data would include ridership, on-time performance, reliability, and the number of buses required to maintain scheduled service.

Task 2: Transportation Analysis

Conduct transportation analysis for a wide range of traffic operations and transit operations and performance with and without BOS in the corridor. Key evaluation measures will include safety, travel speeds, vehicle queuing and delay, incidents, and transit speeds and reliability.

Task 3: Bus on Shoulder Technical Workshop

RTC will host a bus on shoulder technical workshop with agency stakeholders and policy makers. The workshop will inform participants on the engineering, operational, and technical issues associated with BOS systems and will include experts with knowledge and insight of BOS systems already in place around the country. In addition, these experts will also review information developed to date, facilitate discussion, and answer questions from workshop participants. One of the outcomes of the workshop is to support the development of a draft BOS operating concept for the corridor.

Task 4: Identification of Engineering Issues, Constraints, and Opportunities

Examine existing physical characteristics of the facilities where BOS is being studied in order to identify engineering issues/constraints and opportunities that would need to be considered for a BOS operation in the corridor.

Task 5: Bus service and Operating Concept

Develop a bus service and operating concept at a level that will allow identification of conceptual capital improvements and associated costs for bus on shoulder such as routes, transit vehicle volumes, and headways by line and road segment. This task will also define bus operating protocols that identify when, where, and how buses operate on the shoulder including inside or outside shoulder, time of day, operating speed thresholds, and incidents.

Task 6: Policy Issues

Research the policy and legal issues associated with BOS operations including existing statutes, regulations, and other agreements and determine if additional legislation is needed to allow transit vehicle use of the shoulder.

Task 7: Capital Improvement Concept

Identify capital improvements by category and location based on the bus service concept developed in Task 5.

Task 8: Concept Level Cost Estimate

Prepare order of magnitude level estimates for the improvement concepts developed in the previous task.

Task 9: Finance Plan

Conduct sketch level investigation of funding opportunities for a Bus on Shoulder system. This task will include research and identification of state and federal grant sources and requirements. It will also evaluate whether the project would qualify for Federal Transit Administration funds.

Task 10: I-5/I-205 North Scan Assessment (optional)

This task is not currently part of the scope of work. While the core scope of work is to study the I-205 corridor, the consultant may also be asked to provide a high level assessment of opportunities and risks for BOS on the I-5 corridor from Salmon Creek Interchange to the Interstate Bridge and to I-405 and on I-205 north of 18th Street to Salmon Creek Interchange. Insight about BOS operations and issues developed for I-205 as well as the development of BOS policies could be applied to prospects for BOS in these other corridors.

BUDGET

The total budget for I-205 BOS Feasibility Study is \$173,410 made up of \$137,600 in professional services and \$35,810 in agency funds. In addition, the Bus on Shoulder Feasibility Study would be added to the 2016-2019 TIP, utilizing \$150,000 in unallocated CMAQ funds and \$23,410 in matching C-TRAN funds.

ACTION

At the February RTAC meeting, members will be asked to: 1) endorse approval for the Executive Director to enter into an agreement with David Evans & Associates to provide consultant services for the I-205 BOS Study; 2) Amend the 2016-2019 TIP to program \$150,000 CMAQ funds and local match; and, 3) Amend the FY 2016 UPWP to include the I-205 BOS Study.

Attachment

Washington State S. T. I. P.

2016 to 2019

(Project Funds to Nearest Dollar)

MPO/RTPO: RTC

Y Inside

N Outside

February 12, 2016

County: Clark

Agency: RTC

Func Cls	Project Number	PIN	STIP ID	Imp Type	Total Project Length	Environmental Type	RW Required	Begin Termini	End Termini	Total Est. Cost of Project	STIP Amend. No.
11			WA-08771	18	15.700	CE	No	Region-Wide	Region-Wide	173,410	16-03

Bus on Shoulder Feasibility Study

Investigate and research the issues associated with potential implementation of Bus on Shoulder.

Funding

Phase	Start Date	Federal	Fund Code	Federal Funds		State Fund Code	State Funds	Local Funds	Total
PE	2019		CMAQ	150,000			0	23,410	173,410
Project Totals				150,000			0	23,410	173,410

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	173,410	0
Totals	0	0	0	173,410	0

	Federal Funds		State Funds	Local Funds	Total
Agency Totals for RTC	150,000		0	23,410	173,410



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Lynda David
DATE: February 12, 2016
SUBJECT: **GMA Certification - A Guide to RTC's Plan Certification Process - Action**

INTRODUCTION

At the September, November and December of 2015 meetings as well as the January RTAC meeting, RTAC considered RTC's role in the Growth Management planning process and RTC's responsibility to certify the transportation element of local Comprehensive Growth Management Plans. Since the January RTAC meeting, the RTC Board has had an opportunity to review the draft Guide to RTC's Plan Certification Process. At the February RTAC meeting, members will be asked to recommend adoption of the Guide to RTC's Plan Certification Process (attached) by the RTC Board at the Board's March 1 meeting. The Guide provides details of the GMA requirements and explains RTC's GMA Certification Process.

BACKGROUND

Southwest Washington Regional Transportation Council (RTC) is the state-designated Regional Transportation Planning Organization (RTPO) for the Clark, Klickitat and Skamania County region. As an RTPO, RTC has responsibility for the regional transportation planning process. One of the duties of an RTPO is to certify the transportation element of local Comprehensive Plans and any update to these Plans. The certification process reviews the transportation element within the Comprehensive Plan to assure conformance with the state's Growth Management Act (GMA), consistency with the Regional Transportation Plan (RTP) and meets the requirements of Washington State's Level of Service (LOS) Bill. The Certification Process embodies the spirit of the GMA which requires coordination between jurisdictions and transportation agencies when planning under the GMA as well as consistency between transportation plans.

HISTORY

The GMA Certification requirement was first addressed at RTC Board meetings in 1994 during development of the first Comprehensive Growth Management Plan for Clark County resulting from the State's Growth Management Act passed in 1990. The certification requirement was again reviewed in 2003 when the RTC Board acted to endorse an updated Certification Process. Certification of local plans was ratified with subsequent updates to the Metropolitan Transportation Plan (MTP) or Regional Transportation Plan (RTP) for Clark County, recognizing the close cooperation and coordination between the state, region and locals in

developing Plans within the Clark County region. The Certification Process developed in 2003 provides the framework and basis for the Guide to RTC's Plan Certification Process.

ELEMENTS OF THE GMA CERTIFICATION PROCESS

Recapped below are key elements of the Certification Process as required by Washington State law codified in Chapter 36.70A RCW, Growth Management – Planning, and in Chapter 47.80 RCW, Regional Transportation Planning Organizations, as reviewed at previous RTAC meetings and described in more detail in the Guide to RTC's Plan Certification Process (attached).

- **Guidelines and Principles**

Washington state law (RCW 47.80.026) calls for the RTPPO to establish guidelines and principles to provide direction for development and evaluation of comprehensive plan transportation elements. RTC relies on the federal, state and RTP's Vision and Goals and Clark County's County-Wide Planning Policies to guide the certification process.

- **Conformity with the Growth Management Act (GMA)**

The RTPPO is asked to certify that transportation elements of local Comprehensive Plans conform with the requirements of the Growth Management Act (GMA) as listed in RCW 36.70A.070. The Growth Management Act prescribes what the transportation element should address.

- **Consistency with the Regional Transportation Plan (RTP)**

Another certification requirement calls for consistency between the transportation element and the Regional Transportation Plan (RTP). Consistency with the RTP will be determined through a comparison of the transportation elements in local plans with the transportation provisions in the RTP (e.g. projects, programs, strategies).

- **Meeting the Requirements of the Level of Service (LOS) Bill**

Washington State passed a Level of Service Bill in 1998 to enhance coordinated planning for transportation facilities. The GMA requires that Level of Service must be considered in transportation elements of Comprehensive Plans. LOS standards represent the performance level desired for transportation facilities and services within the region. They are used as a gauge to evaluate the quality of the transportation system. Level of Service (LOS) requires coordination between federal, state, regional and local agencies and jurisdictions to promote a consistent regional evaluation of transportation facilities and corridors. LOS was addressed at RTC meetings in 2003 and the agreed-to regional LOS standards were subsequently incorporated into the Regional Transportation Plan for Clark County.

PROCESS FOR CERTIFICATION: RTC GUIDANCE DOCUMENT, CHECKLIST AND TIMELINE

Elements described above are described in more detail in the attached Guide to RTC's Plan Certification Process developed by RTC staff in coordination with RTAC members as an aid to help local jurisdictions meet RTC's certification process requirements.

To expedite the certification process, local jurisdictions will be asked to complete a Certification Checklist. The checklist itself is based on current statutory GMA and LOS requirements. Clark County and local jurisdictions will need to submit a completed Certification Checklist, together with updated Comprehensive Growth Management Plans, for certification by RTC in sync with submittal of the Notice of Intent to Adopt to the Department of Commerce Plan. The Department of Commerce requires a Notice of Intent to Adopt at least 60 days prior to the anticipated Comprehensive Plan adoption. RTC staff will review draft Comprehensive Plan updates prior to their adoption by local jurisdictions. If necessary, RTAC will discuss coordination issues and the RTC Board will be asked to take action to complete the certification process after the Comprehensive Plan updates are adopted by local jurisdictions.

ACTION REQUESTED

At the February 19 meeting, RTAC members will be asked to recommend adoption of A Guide to RTC's Plan Certification Process by the RTC Board at the Board's March 1 meeting to allow for its use by jurisdictions required to update their Comprehensive Plans in 2016.

Following Board action, the Process Guide and Checklist will be made available on RTC's website for use by local jurisdictions looking to complete their GMA Plan updates.

Attachment: Draft Certification Process Guide including checklist