



## Approved Meeting Minutes

October 25, 2012  
St. Paul Park City Hall  
4:00 p.m.

Commission Members	Agency	Present
Joe Harris, Chair	Dakota County RRA	X
Autumn Lehrke	Washington County RRA	X
Janice Rettman	Ramsey County RRA	
Jan Callison	Hennepin County RRA	
Barb Hollenbeck	City of Hastings	X
Jen Peterson, Vice-Chair	City of Cottage Grove	X
Keith Franke	City of St. Paul Park	
Steve Gallagher	City of Newport	
Kathy Higgins	Denmark Township	
Jim Keller	Denmark Township	X
Cam Gordon	City of Minneapolis	X
Amy Brendmoen	City of St. Paul	X

Ex-Officio Members	Agency	
Ron Allen	Goodhue County	
Bob Kastner	City of Red Wing	
Marc Mogan	Prairie Island Indian Community	X
Ken Bjornstad	Goodhue County	X

Staff	Agency	Present
Andy Gitzlaff	Washington County RRA	X
Josh Olson	Ramsey County RRA	X
Joe Morneau	Dakota County RRA	X
Adele Hall	Hennepin County RRA	X

Others	Agency	
Carl Jensen	MnDOT	
Linda Jungwirth	Assistant to Ramsey County Commissioner Rettman	
John Jungwirth		

The meeting was video recorded and can be viewed online at: [http://swctc.granicus.com/MediaPlayer.php?view\\_id=2&clip\\_id=3970](http://swctc.granicus.com/MediaPlayer.php?view_id=2&clip_id=3970)

Chair Harris called the meeting to order at 4:05 p.m.

**Agenda Item #1: Consent Items**

**a. Minutes of the August 30, 2012 Meeting**

Motion made by Peterson to approve the August 30, 2012 meeting minutes. Seconded by Keller. **All in favor.** Motion carried.

**b. Checks and Claims**

Motion made by Peterson to approve the checks and claims as submitted in the packet with an additional invoice from League of MN Cities Insurance Trust for \$927.00. Seconded by Keller. **All in favor.** Motion carried.

**Agenda Item #2: 2013 Draft Workplan and Budget Review - WCRRA**

Gitzlaff distributed budget summary to date for 2012 and reviewed the information provided in the packet. He noted item 5 on page 2 of 4 in the packet should say Alternative Analysis Update, not Advanced Alternative Analysis. Gitzlaff said staff is proposing a \$40,000 budget instead of the normal \$70,000 budget. As a part of that, the Commission would hold \$20,000 in reserve for the following year, thus, maintaining a fund balance outside of the budget.

Gitzlaff stated the bulk of the Commission's undertaking for the next year involves the Workplan. We will be looking at doing more with the new Surface Transportation Bill, Map21, to determine what options might be available for Red Rock. Gitzlaff stated the final Budget and Workplan would be presented at the November meeting for approval.

Lehrke noted the 2013 Capital Expenditures total listed on page 4 of 4 should read \$250,000, not \$1,500,000.

Rettman asked if the entire \$5,000 was needed for the Public Involvement/Website Hosting. Gitzlaff stated the cost is \$3,000 for the year for the web site, and there may be additional communication items the Commission would like. Rettman asked if the Commission would be comfortable moving half of the \$20,000 allocation for Public Involvement/Communication Services into Contingency since the actual cost will need to be discussed by the Commission in the future. Harris stated he would be comfortable with that change. Gitzlaff stated \$10,000 can be moved from Communication Services to Contingency.

Peterson asked if High Speed Rail should be specifically mentioned in the Workplan under General Activities and Advocacy as one of the groups we'd be working with and communicating on. Harris stated we probably should add that in under General Activities since that is where we list other organizations we are working with.

Rettman asked if Map21 is considered part of the Workplan General Activities/Coordination of Corridor Studies or should it be identified as a specific study.

Gitzlaff stated it falls under General Activities/Formal Comments as Needed; Map21 is not a study, per say, but it is the new eligibility regulations for New Starts, which will be coming out in the next couple of months and may provide the opportunity for the Commission to submit formal comments.

Rettman commented that Workplan item 5, AA Update, is being done by contract and asked if the other items in the Workplan would be done by existing staff or by the Commission members. Gitzlaff stated this is the Commission's General Workplan for what the Commission will be doing. Staff is available to assist in accomplishing the Workplan and complete work as directed by the Commission. Rettman commented that members of the Commission will have to be individually involved; with a small budget, we need to maximize the staff time to not overwhelm anyone.

Chair Harris noted that all four Counties must be present for the approval of budget at the November meeting.

**Agenda Item #3: AAU Consultant Selection Update - WCRRA**

Gitzlaff updated the Commission on the selection process as outlined in the packet. Proposals were received from Hay Dobbs with Parsons Brinkerhoff and MRFA as sub-consultants, and Stantec with Community Design Group as a sub-consultant. Interviews will be scheduled with both consulting groups and staff will bring a recommendation to the Commission at the November meeting.

Rettman asked if the proposals fall within the budget limits. Gitzlaff said staff is reviewing the proposals following the Brooks Act process; therefore, we are assuming that both proposers, having seen the budget amount, didn't submit proposals beyond that budget amount.

**Agenda Item #4: Legislative Update - RCRRRA**

**a. State**

No updates at this time.

**b. Federal**

Olson updated the Commission stating that information from the surface transportation bill is steadily moving in, but not yet the burst of information we'd like to have. Olson stated we have a bit more clarity on MAP-21 and expect more detailed information next year. MAP-21 funding expires in October 2014. Olson stated the highway transit split was maintained at 80/20; therefore we expect some semblance of what we've seen before. There is a change in the New Starts programing; the Alternative Analysis program, as it exists at the Federal level, is more or less going away. He cautioned to take that with a grain of salt because even though the name is going away, a similar type of analysis needs to be done to move forward with project development. Olson stated New Starts has \$1.9 billion dollars each year for the next two years, which enables more funding for BRT projects.

**Agenda Item #5 Other**

**a. Met Council Highway Transitway Study Overview**

Gitzlaff updated the Commission on the study overview as outlined in the packet. He stated since the Red Rock AAU will include BRT using the existing highway, our study will be somewhat ahead of the Met Council's study; therefore, they will be pulling our information into their study. Staff will keep the Commission informed of the developments of that study.

**b. Next Meeting – Thursday, November 29, 2012**

Chair Harris reminded Commission members that the November meeting will be held at the new Cottage Grove City Hall.

Motion made by Peterson to adjourn. Seconded by Lehrke. **All in favor.** Motion carried.

Meeting adjourned at 4:33 p.m.