



Red Rock Corridor Commission Agenda 4:30 p.m. Thursday, October 22, 2015

Newport City Hall
596 7th Avenue
Newport, MN 55055

	<u>Action Requested</u>
1. Introductions	Information
2. Approval of Agenda	Approval
3. Consent Items*	Approval
a. Checks and Claims	
b. Minutes from the September 21, 2015 Commission Meeting	
4. Implementation Plan Update*	Discussion
5. Draft 2016 Work Plan and Budget*	Discussion
6. Communications Update*	Information
7. Other	Information
a. Commissioner Reports	
b. Next Meeting, TBD	
The November/December Commission meetings will be combined since regularly scheduled dates fall on holidays.	
8. Adjourn	Approval

**Enclosures*



DATE: October 15, 2015
TO: Red Rock Corridor Commission
FROM: Staff
RE: Checks and Claims

Included is the:

<u>Johnson Group</u> September Invoice	\$1,720.00
<u>Kimley Horn</u> August Invoice	\$29,692.27
TOTAL	\$31,412.27

Details on the overall status of the budget for these contracts are attached.

Action:
Approval

Red Rock Corridor Implementaion Plan

Consultant Kimley-Horn and Associates, Inc.
 Contract No. 9342
 Expiration Date 10/31/2016
 Business Unit
 Object Code
 Updated 9/28/2015

Task No.	Task Description	Task Total
1.0	Project Management and Coordination	\$70,116.87
2.0	Review and Assess Previously Completed Work	\$3,053.60
3.0	Public Engagement and Agency Coordination	\$58,886.28
4.0	Ridership Forecast	\$79,613.60
5.0	Service Plan Development	\$19,004.48
6.0	Capital and Operating Costs	\$35,055.60
7.0	Update Station Planning to Reflect BRT	\$21,446.16
8.0	Implementation and Financial Plan	\$28,518.10
9.0	LPA Process	\$19,599.52
10.0	Draft and Final Report	\$17,102.48
11.0	Miscellaneous Services-Contingency	\$40,000.00
	Total Contract Cost	\$392,396.69
	Direct Expenses	\$7,460.00
	Total Project Cost	\$399,856.69

Invoice Number / Date	Tasks											Total Contract Cost	Direct Expenses	Total Project Cost
	Project Management and Coordination	Review and Assess Previously Completed Work	Public Engagement and Agency Coordination	Ridership Forecast	Service Plan Development	Capital and Operating Costs	Update Station Planning to Reflect BRT	Implementation and Financial Plan	LPA Process	Draft and Final Report	Miscellaneous Services-Contingency			
6550933 2/28/201	\$1,843.31	\$1,183.22	\$8,100.61									\$11,127.14	\$0.00	\$11,127.14
6633503 3/31/20	\$14,182.08		\$2,202.72	\$6,955.56								\$23,340.36	\$80.51	\$23,420.87
6710352 4/30/20	\$7,792.39	\$1,309.94	\$10,571.09	\$23,537.55							\$55.37	\$43,266.34	\$400.25	\$43,666.59
6787282 5/31/201	\$5,982.93	\$950.08	\$3,032.82	\$211.71								\$10,177.54	\$67.86	\$10,245.40
6880852 6/30/201	\$3,899.06		\$4,329.96	\$5,455.49	\$5,050.64	\$499.82			\$44.32			\$19,279.29	\$173.29	\$19,452.58
6964217 7/31/201	\$3,734.28		\$13,590.87	\$1,839.24	\$2,686.78				\$531.66			\$22,382.83	\$4,630.20	\$27,013.03
7048838 8/31/201	\$3,039.89		\$4,122.00	\$19,184.37	\$2,606.21						\$45.24	\$28,997.71	\$694.56	\$29,692.27
												\$0.00		\$0.00
												\$0.00		\$0.00
												\$0.00		\$0.00
												\$0.00		\$0.00
												\$0.00		\$0.00
												\$0.00		\$0.00
												\$0.00		\$0.00
Amount Billed to Date	\$40,473.94	\$3,443.24	\$45,950.07	\$57,183.92	\$10,343.63	\$499.82	\$0.00	\$0.00	\$575.98	\$0.00	\$100.61	\$158,571.21	\$6,046.67	\$164,617.88
Percent Complete	57.7%	112.8%	78.0%	71.8%	54.4%	1.4%	0.0%	0.0%	2.9%	0.0%	0.3%	40.4%		
Amount Remaining	\$29,642.93	(\$389.64)	\$12,936.21	\$22,429.68	\$8,660.85	\$34,555.78	\$21,446.16	\$28,518.10	\$19,023.54	\$17,102.48	\$39,899.39	\$233,825.48	\$1,413.33	\$235,238.81



Meeting Minutes

September 21, 2015

Cedar Grove Station

4:45 p.m.

Commission Members	Agency	Present
Marion Greene	Hennepin County RRA	X
Janice Rettman	Ramsey County RRA	
Jim McDonough	Ramsey County RRA	
Karla Bigham, Chair	Washington County RRA	X
Mike Slavik	Dakota County RRA	X
Jen Peterson, Vice-Chair	City of Cottage Grove	X
Myron Bailey	City of Cottage Grove	
John Kummer	Denmark Township	
Mark Vaughan	City of Hastings	
Cam Gordon	City of Minneapolis	
Tracy Rahm	City of Newport	X
Bill Finney	City of St. Paul	X
Keith Franke	City of St. Paul Park	

Ex-Officio Members	Agency	
Ron Allen	Goodhue County	
Jess Greenwood	Goodhue County	
Judy Mitchell	Canadian Pacific Railway	
Marc Mogan	Prairie Island Indian Community	

Staff	Agency	Present
Jan Lucke	Washington County RRA	X
Lyssa Leitner	Washington County RRA	X
Kevin Roggenbuck	Ramsey County RRA	X
Joe Morneau	Dakota County RRA	
Matt Parent	Dakota County	X
Hally Turner	Washington County	X
Laura Kearns	Washington County	
Joe Scala	Hennepin County	
Ray Hoover	Hennepin County	

Others	Agency	
Lynne Bly	MnDOT	
Will Schroeer	East Metro Strong	

Bruce Nordquist	City of Apple Valley
Deb Hill	City of Newport
Kevin White	Kimley Horn
Anna Potter	Kimley Horn
Kristine Elwood	Dakota County
Kathryn Paulson	Washington County HRA

Agenda Item #1: Introductions

Chair Bigham called the meeting to order at 4:43PM.

Agenda Item #2: Approval of Agenda

Motion was made by Commissioner Slavik to approve the Agenda. Motion was seconded by Councilmember Rahm. All in favor. Motion Carries.

Agenda Item #3: Consent Items

Motion was made by Commissioner Greene to approve the checks and claims from July and August and the minutes from the July 23rd Red Rock Corridor Commission meeting. The motion was seconded by Commissioner Slavik. All in favor, Motion Carries.

Agenda Item # 4: Communications Update

Ms. Leitner provided a brief update of the activity on the Red Rock Corridor website and Facebook page. There have been 1,622 website views in the past 30 days. The Facebook page is up to 295 “Likes.” Facebook ads have been helpful in driving up “Likes.” There have been no instances where comments needed to be removed from the site.

Agenda Item #5: Counties Transit Improvement Board (CTIB) Grant Resolution of Support

Ms. Leitner gave an overview of the Red Rock Corridor Commission grant application for the 2016 CTIB grant solicitation. Washington County had 3% of funds guaranteed for use for planning studies in the county. A 10% local match must come from local contributions. In the past, the local match funds have come from the Commission. This year’s request from the Red Rock Corridor Commission is to supplement ongoing Implementation Plan activities. There are currently more stations than identified in the Alternatives Analysis Update completed in 2014. These grant funds, if awarded, will also allow for staff to support cities as they go forward with their comprehensive plan updates. The Metropolitan Council will soon release system statements with targets for each community. All Red Rock Corridor cities with a station will have specific targets they will need to hit when planning around a transitway station. These funds will help ensure the cities have the information they will need.

This grant will also provide some funds for modeling. There will potentially be an application for the regional solicitation process for a demonstration project. Funds will be available for ridership modeling for that project.

The funds from the CTIB grant would supplement the Kimley Horn contract. The local match of \$15,000 would be from the Red Rock Corridor Commission dues. The current operating budget excluding studies is typically around \$50,000. Next year’s budget may be lower due

to an anticipated decreased in communications expenditures. There is an attempt to keep each county's contribution the same as last year. The budget information provided is an introduction for a more robust budget conversation to happen at the October commission meeting.

Chair Bigham clarified that the request was for the Commission to approve a resolution of support for the CTIB grant application.

Commissioner Greene asked if the commission would be voting or if this was a preview of a discussion on the budget in October. Ms. Leitner confirmed the commission would vote on the resolution of support and a local match of \$15,000.

Commissioner Slavik clarified that voting yes would be in support of contributing \$15,000 from the Red Rock Corridor Commission as the local match.

Motion was made by Councilmember Finney to approve the resolution of support and contribution of local match. Motion was seconded by Commissioner Greene. All in favor. Motion Carries.

Agenda Item #6: Implementation Plan Update

Ms. Leitner stated that the Kimley Horn team is currently working on technical information. After information is available in October, staff will host TAC and BCAC meetings to discuss the alternatives. The technical information would then be released to the public by the Commission at the October meeting. Engagement would follow the release of the information and will include an open house in early November in St. Paul Park. The November and December Commission meetings will be rescheduled due to holidays. We will likely hold one commission meeting in early December. At that meeting, the technical information and public input will be presented and the Commission can possibly act on approving one alternative or the other.

In the meantime, we are looking for feedback from the public on the two proposed alternatives. Comment boxes have been changed on the Contact Us page on website to ask four questions about the alternatives. This information was included in the last newsletter. Ms. Leitner encouraged people to share the page to promote receiving more feedback.

Chair Bigham asked if the questions have been provided to the cities. Ms. Leitner explained that the link will be sent to TAC members with instructions for them to share the information.

Agenda Item #7: Other

Chair Bigham announced that the Gateway Corridor has been named a recipient of a \$1 million dollar grant from the FTA to support transit-oriented development.

Chair Bigham reported that she continues to engage stakeholders along the Red Rock Corridor.

Commissioner Slavik announced that the Dakota County Development Agency provided a tax credit for a 37 unit development in downtown Hastings. The units will be 1-3 bedrooms

and will include studio space for artists. The project will be located across from the depot and will break ground next year.

Chair Bigham reported that the DOT Regional Director attended a CTIB meeting and received 2 minute updates on all of the corridors in the region.

Commissioner Greene stated that the Green Line continues to outperform expectations. Ms. Leitner stated that on one day 69,000 individuals rode the Green Line due in part to sporting events. Commissioner Greene reiterated that rides have gone up for visitors and commuters alike.

Chair Bigham stated the next Commission meeting will be on October 22nd starting at 4:30PM at Newport City Hall.

Ms. Leitner explained that Denmark Township is interested in leaving the Commission. There is no station proposed for the community. Denmark Township will need to provide a resolution from their board to the Red Rock Corridor Commission. The Commission will not need to act.

Motion was made by Councilmember Peterson to adjourn. Commissioner Slavik seconded. All in favor, Motion Carries.

The meeting was adjourned at 4:58PM.



DATE: October 15, 2015
TO: Red Rock Corridor Commission
FROM: Staff
RE: Implementation Plan Update

Background

An Implementation Plan for phased transit improvements in the corridor, including eventual bus rapid transit (BRT) service, has been underway since the beginning of 2015.

The Implementation Plan goals are to:

- identify more specific construction and capital costs;
- revise station area plans guided by market analysis for bus rapid transit;
- determine a funding plan; and
- establish a staged approach for implementation of the plan.

The Implementation Plan will determine short- and long-term strategies for implementing BRT and to tie those strategies to funding needs. It is expected that the plan will be completed by spring 2016.

September and October Meetings and Events

Meeting/Event	Date
Tour of the METRO Red Line	September 21, 2015
Technical Advisory Committee (TAC) Meeting	October 19, 2015

Tour of the METRO Red Line

Red Rock Corridor Commission, TAC, B-CAC, and interested community members were invited to a tour of the METRO Red Line on September 21, 2015. The METRO Red Line is a bus rapid transit route running along Cedar Ave between the Mall of America and the City of Apple Valley.

Participants were able to experience how the line operates and talked with city and county staff about the route. Kristine Elwood, Transit Manager with Dakota County, provided an overview of the planning process and current operations. The tour stopped at the Cedar Grove Transit Station and participants heard from a consultant with Kimley Horn regarding plans to improve travel time along the route. The tour concluded with a discussion with Bruce Nordquist from City of Apple Valley regarding the work the city has done to support the transit investment.

Participants stated the tour was a great way to experience bus rapid transit and to hear from both Dakota County and the City of Apple Valley on the planning and implementation process.

Evaluation of Route Alternatives

At the May meeting, the Commission approved the consultant team to start developing information on an additional BRT alternative that would provide neighborhood focused access instead of access only along Highway 61. Possible alternatives were vetted by cities along the corridor and amended per their comments. At that Commission meeting two alternatives were approved for additional analysis which can be seen here: http://www.redrockcorridor.com/wp-content/uploads/2014/12/Red-Rock_FactSheet_website_150818_DRAFT-2.pdf

Before technical data for the two alternatives is reviewed, the Commission will review a list of criteria to determine what alternative is selected for advanced analysis. Evaluation criteria were used in the Alternatives Analysis Update and therefore will ensure consistency with the project's goals. The evaluation criteria will be presented to and discussed with the TAC on October 19th. Based on these conversations, staff will present the criteria to the Commission. Information on the evaluation criteria from the AAU can be found here: <http://www.redrockcorridor.com/wp-content/themes/one-page/pdf/draft-evaluation-of-alternative-maps-october-21-2013.pdf>

Next Steps

The Kimley-Horn team is completing technical data, including cost and ridership, comparing these two options. The results of the analysis will be previewed with the TAC, B-CAC, and Commission at a high level this month and details will be provided in the next round of meetings in November and December. Once all committees have reviewed the technical information, it will be released for public comment. An open house will be held toward the beginning of January as part of the public comment period. Selection of the final route and station locations will likely happen at the January Commission meeting presuming the data, results from the evaluation criteria, and public input provides clear direction. The technical data, input from the public, and policy discussion will set the stage for the implementation plan document.

Action

Discussion



DATE: October 15, 2015
TO: Red Rock Corridor Commission
FROM: Staff
RE: Draft 2015 Workplan and Budget

Background

Attached is the draft 2016 work plan and budget for the Commission. The key items in the work plan are also listed below:

- Finalize the Implementation Plan with updated construction and capital costs, revised station area plans, funding plan, and a stage approach for implementation.
- Offer guidance, monitor progress and prepare formal comments on studies that are being conducted or that could have an impact on the activities in the Red Rock Corridor.
- Continue communication efforts through the use of social media and updating the website to coincide with the next steps in the Corridor implementation.
- Informing state and federal legislators of the need for a transitway improvement in the Red Rock Corridor.
- Continue to actively engage the business community, community advocacy groups, and the various other stakeholders in the corridor.

The proposed 2016 budget is \$190,000. It includes funding for corridor administration, the implementation plan, and public involvement activities such as events and ongoing communication services. Contributions would be split between the four counties based on the established formula. The total contribution amount has been offset by using \$5,000 of the existing fund balance.

Staff will provide an overview of the draft work plan and budget at the meeting and will seek input from the Commission. This is the first reading of the budget and work plan. The final work plan and budget will be on the next Commission agenda for approval.

Action

Discussion

Red Rock Corridor Commission

2016 Draft Work Plan

1. General Activities

The Red Rock Corridor Commission (RRCC) will work with corridor municipalities, chambers of commerce's and other business groups, community members, the Counties Transit Improvement Board (CTIB), the Metropolitan Council (Met Council), Metro Transit, the Minnesota Department of Transportation (MnDOT), the Minnesota High Speed Rail Commission (MNHSRC) and the Railroads as needed to continue the advancement of the Red Rock Corridor. To accomplish this, the RRCC will do the following:

1. Offer guidance, monitor progress and prepare formal comments on studies that are being conducted or that could have an impact on the activities in the Red Rock Corridor.
2. Work with state and local agencies to identify regional priorities for all transportation modes in the corridor.

2. Advocacy and Legislative Coordination

The Commission will continue to develop policy positions and advocate for improved transit to serve the Corridor and the Twin Cities region.

Commission activities include:

1. Informing area legislators and legislative leadership of the need for a transitway improvement in the Red Rock Corridor.
2. Advocating for increased funding at the state and federal level to advance the development of the Red Rock Corridor.
3. Coordinating legislative initiatives with the CTIB and other transitway corridors.
4. Coordinating legislative initiatives with potentially impacted freight railroads.
5. Establishing positions on legislative initiatives that affect the Red Rock Corridor.
6. Strengthen partnerships with the business communities and partner communities.

3. Public Involvement

The Commission's public involvement activities will continue to finalize the Implementation Plan. The Commission's activities will include:

1. Continue role of the Business and Civic Advisory Committee (B-CAC) to act as liaisons engaging local stakeholders, business members and citizens in the planning process enabling two-way communication between the project and the community. Membership should be as inclusive as possible.
2. Presentations to civic and community groups throughout the Corridor.
3. Distribution of newsletters and project updates at various public events including fairs and community festivals.

4. Media recognition of Commission meetings and events through print, radio, and public access television.
5. Coordination of updates to the project website to coincide with the multiple studies being undertaken.
6. Host a website and manage content and utilize social media.
7. Host events or tours to build awareness for the Red Rock Corridor to better inform project stakeholders and the general public

4. Management, Policy and Administrative Activities

Commission activities will include:

1. Prepare and adopt the annual Work Plan and Budget
2. Prepare the annual financial report
3. Review insurance needs and procure appropriate insurance
4. Provide Commission and staff administration
5. Manage Commission expenses
6. Manage the consultant selected for each of the various work tasks undertaken by the commission
7. Attend regional/national conferences to educate members on transit alternatives and their impact on the built environment.

5. Implementation Plan

In 2015 the Commission approved completing an Implementation Plan with the following goals:

- Identify more specific construction and capital costs;
- Revise station area plans guided by market analysis for bus rapid Transit;
- Determine a funding plan; and
- Establish a staged approach for implementation of the plan.

Implementation Plan activities, including the CTIB scope amendment, will continue into 2016 as the Kimley-Horn team finalizes the study based on the scope of work listed above.

The Red Rock Corridor Implementation Plan contract will be administrated by the Washington County Regional Railroad Authority (WCRRA) on behalf of the Red Rock Corridor Commission.

2016 Draft Budget

2016 Expenditures

Capital Expenditure Source	Amount
CTIB Grant for Amended Implementation Plan Scope	\$ 135,000
RRCC Local Match	\$ 15,000
TOTAL	\$ 150,000

Operating Expenditure Category	Amount
Corridor Administration / General Activities ⁽¹⁾	
- Corridor Insurance	\$ 3,000
- Materials / Postage / Printing / Memberships	\$ 3,500
- Events / Tours / Advertising	\$ 3,500
- Travel to a National Transit Conference ⁽²⁾	\$ 0
- Travel to learn about another transit System ⁽²⁾	\$ 0
Subtotal	\$10,000
Advocacy and Legislative Coordination	
- Travel to Washington D.C. ⁽¹⁾	\$ 0
- Federal/State Advocacy	\$ 0
Subtotal	\$ 0
Public Involvement	
- Website Hosting / Content Management	\$ 5,000
- Communication Services	\$ 20,000
Subtotal	\$ 25,000
Contingency	\$ 5,000
TOTAL	\$ 40,000

Notes:

1. The county regional railroad authorities are conducting administrative functions, including mailings. Such items are eligible for reimbursement as approved by the Commission.
2. Out of state travel costs to transit conferences, to learn about another transit system, or advocacy trip to Washington D.C. will be the responsibility of each individual member unless the Commission's Financial Members unanimously approve the use of contingency funds to pay for travel.

2016 Expenditure Summary

Expenditure Type	Amount
Capital (Implementation Plan Scope Increase)	\$ 150,000
Operating	\$ 40,000
TOTAL	\$ 190,000

2015 Revenue Summary

Revenue Source	% Due	Amount Due	Fund Balance ⁽¹⁾	Total Revenue
Regional Railroad Authority				
- Ramsey County	37.5%	\$ 18,750	\$1,875	\$ 20,625
- Washington County	35%	\$ 17,500	\$1,750	\$ 19,250
- Hennepin County	17.5%	\$ 8,750	\$875	\$ 9,625
- Dakota County	10%	\$5,000	\$500	\$5,500
DUES		\$50,000	\$5,000⁽²⁾	\$55,000
CTIB Grant for Implementation Plan	-----	\$135,000	-----	\$135,000
REVENUE TOTAL				\$ 190,000

Notes:

1. This is only an estimate of expected end of year fund balance based on projected revenues and expenses. The fund balance total is subject to change based on actual revenues and expenses incurred.
2. \$5,000 of the Commission's projected \$XX,000 2015 end of year fund balance will be used to offset the 2016 budget contribution and the remaining will be held in reserve.



DATE: October 14, 2015
TO: Red Rock Corridor Commission
FROM: Staff
RE: Communication Update

Website

There have been 2572 website views in the last 30 days.

Facebook

The Facebook page is now up to 296 likes. There have been no instances where comments needed to be removed from the Facebook page in accordance with the Commission's Facebook use policy.

Action:

Information