



RAILROAD TRANSPORTATION SAFETY DISTRICT

Board Meeting

Tuesday, September 12, 2017

Meeting Began At 11:00 a.m.

Meeting Ended At: 11:38 a.m.

Members Present: Roy Christensen, Jennifer Brinkman, Cyndi Lamm, Jane Raybould, Todd Wiltgen

Members Absent: Deb Schorr

Others Present: Roger Figard, Amy Cornelius-Jones, Liz Thanel, Susie Filipi, Sara Hartzell, Bill Kutilek, Tony Jerina, Rick Haden, Rick Herrick

Order No. 17-25 Call Meeting to Order. Approval of Previous Minutes

Roy Christensen called the meeting to order. Christensen stated the RTSD is subject to and adheres to the Nebraska Open Meetings Act, and he indicated that a copy of the Act is posted and available for inspection at the entrance of the meeting room.

Christensen stated that on August 28, 2017, notice of the meeting agenda was posted on the bulletin boards at City Hall, first floor, 555 South 10th Street. Also, notice of the meeting, the agenda and the budget summary were published in the Journal Star on September 3, 2017. Notice of the meeting and attachments were also posted on the RTSD website on September 6, 2017, which may be linked from both the City of Lincoln and Lancaster County official government websites. The notice, agenda, and materials being considered at the meeting were also made available for inspection at the RTSD Offices, at 949 West Bond Street, Suite 200.

First item on the agenda is the approval of the minutes from the August 22, 2017 meeting. The minutes are available for review on the RTSD website <http://lincoln.ne.gov/city/pworks/rtsd/>.

Raybould moved to approve the minutes from the August 22, 2017 meeting.
Wiltgen seconded the motion. Motion approved 5-0

Order No. 17-26 Report of Statement of Financial Activity

Liz Thanel reported on the Statement of Financial Activity through the end of August 2017 (i.e., showing two months of financial activity after commencement of the fiscal year).

- To date, the RTSD has received \$1.644 million of the \$5.2 million in tax revenues. The \$1.6 million represents the 2nd half of the 2016 taxes at the 1.9 cent levy. \$13,112 has been received of the \$60,000 interest revenue which is at 32% of the revenue for the year.

- Disbursements – Spent: \$32,607 in commissions, \$3,853 in operating costs, and \$10,696,013 in construction project costs. This includes the \$10 million to the City of Lincoln for the South Beltway.
- As of August 31, 2017, the ending cash balance was \$660,059 with an additional \$10,535,022 in investments. As of that date, there was a total fund balance of \$11,195,081.

Wiltgen moved to approve the Statement of Financial Activity.

Raybould seconded the motion. Motion approved 5-0

Order No. 17-27 Review & Consideration of FY 2016/2017 Audit

Tony Jerina from HBE, LLP presented the Draft FY 2016/2017 Audit report. The report should be finalized in the following week and no changes are expected from the draft to the final report. HBE, LLP expresses an unmodified opinion, which means the financial statements present fairly, in all material respects, the respective financial position of the RTSD. There are no deviations from the standard opinion. Jerina reviewed the draft as follows:

Statement of Net Position: Total Assets increased \$3.7 million over the prior year. As of June 30, 2017 assets were approximately \$21 million.

Statement of Activities: Total expenses were \$795,000. There was a decrease in construction projects from the prior year. Property taxes increased due to an increase in the requested levy rate. Investment income increased to \$118,000. Overall, total general revenues increased approximately \$950,000.

Notes to Financial Statements: Jerina specifically noted Notes E-G as follows:

Note E – Commitments: There were three contracts that have not been finished with Olsson Associates, and each are described in Note E to the audit report.

Note F – Prior Period Adjustment: A prior period adjustment is noted in the audit report due to a construction contract with expenses that were approximately \$33,000 less than anticipated.

Note G – Subsequent Events: In Note G to the audit report, a reference is made to the \$10 million commitments for the South Beltway project in 2017 and 2018. The audit report includes a comparison of the budget to the actual expense for the year ending June 30, 2017. In addition, there are Schedules of Accounts with the County Treasurer, Certificates of Deposit, Insurance Coverage, and Valuations, Rates and Assessments. Finally, there is a report of internal controls which has one finding that is the same as the prior year. The report states that HBE, LLP prepared the financial reports instead of the RTSD preparing the reports themselves. Jerina indicated that this is a common finding in audit reports, but it requires disclosure.

Wiltgen pointed out that since it is now past September 1, 2017, and the first commitment of \$10 million has already been paid to the City with respect to the South Beltway project, that it seems appropriate to revise Note G to reflect that such payment has actually been paid. Jerina indicated that this revision can be made in the final audit report.

Order No. 17-28 Consideration of FY 2017/2018 Budget

Roger Figard stated that included in the Board meeting materials were copies of the State Budget forms that the RTSD is required to submit to the State Auditor’s office. The information described on the forms reflect the same amounts that were approved in the draft budget from the June 5, 2017, Board meeting as well as the special meeting held August 22, 2017.

Wiltgen moved to approve FY 2017/2018 Budget and authorize the Executive Director to secure any necessary signatures on all required budget forms. Raybould seconded the motion. Motion approved 5-0

Order No. 17-29 Report Regarding Current Budget Status

Figard stated that we have spent 5% of the operating budget and 20% of the construction budget which included the \$10 million for the South Beltway project. Figard does not have any concerns with the status of the current budget. Figard would like to thank the County Treasurer's office for being timely and having the cash ready to transfer to the City of Lincoln in order to satisfy the commitment for the South Beltway project.

Order No. 17-30 Report of Project and Crossing Updates

Figard reported that BNSF Railroad representatives will be in town at the end of the month to meet and discuss RTSD, Lincoln Airport Authority, Lower Platte South NRD, City of Lincoln-Parks and Recreation and City of Lincoln-Public Works projects. Wiltgen suggested that at least one RTSD Board member should attend the meeting.

33rd & Cornhusker

Kris Humphrey, Project Manager gave a status update. There is a fully-executed Memorandum of Understanding (MOU) between the RTSD, BNSF and Nebraska Department of Transportation (NDOT). The MOU outlines the responsibilities between the three parties regarding items such as funding, schedule, and the individual responsibilities of each party.

There was an RFQ issued for the project and the RTSD received three proposals. Two firms were short-listed for interviews. This project/work includes a sub-area Planning Study, NEPA-Environmental, and Preliminary Engineering. The interview team selected the Olsson Associates/Benesch team. The next steps are to negotiate a contract with them for the first phase of the services which will be sub-area planning with components of environmental and preliminary engineering for different alternatives for the roadway. The goal is to have a contract negotiated by December and then submitted to the Board for action. Christensen asked if the project is on schedule. Humphrey confirmed it is.

Jamaica North Trail Connection

Sara Hartzell from Parks and Recreation gave a project update with respect to the Jamaica North Trail connection. The connection is between the Jamaican North and the Rock Island trails in southwest Lincoln. Olsson Associates has been working on these plans along with the Nebraska Trails Foundation & Great Plains Trails Network. These two trail groups have been major partners in this project resulting in 30% fundraising efforts towards the costs of the project to date. Hartzell is working with Susie Filipi from Public Works to prepare an interlocal agreement between the RTSD and the City of Lincoln for transfer of funding, as well as preparing a fact sheet for the project.

Jane Raybould asked if an option had been chosen. Hartzell stated that costs for the design options are currently being reviewed. Christensen asked who makes the final decision as to the final design option. Hartzell responded that several factors play into the decision, including costs, impacts to the park, public input, and future plans for area trails. Parks and Recreation will be the entity that makes final decisions, and the RTSD will be kept apprised.

Hobson's Yard

There was an article in the Journal Star about the fatality crash in west Lincoln. It referenced that the RTSD was looking into track abandonment of the Hastings line in Hobson's Yard. This will be on the agenda for the meeting with the railroad at the end of the month. The 33rd & Cornhusker project is a priority over the Hobson Yard relocation. Information is still being gathered for Hobson Yard.

West Wittstruck

Estimated costs are being finalized and reviewed for a couple options for straightening out the alignment of the county road at West Wittstruck Road. This is being addressed by the County Engineering and Nebraska Department of Transportation.

Pine Lake Road; 56th Street – Hwy 2

The crossing of the OPPD line in south Lincoln is an active but seldom used line. Discussions are under way as to whether all the new safety equipment needs to be installed at the beginning of the project or whether certain improvements can be phased in so that costs can be deferred. There may be an interlocal agreement ready for the December meeting to establish cost sharing for this project.

Crossing Updates:

At the December 2016 Board meeting, Figard stated that the City and County are responsible for maintaining appropriate markings approaching railroad crossings. At the time, the County was working with NDOT on a federal aid project. Figard has received a letter that the project is ready for construction and addresses approximately ten crossings within the county. The local cost-share that the RTSD would be asked to fund would be approximately \$2,000, which represents 10% of the project cost. Figard is also working with the City for crossings within the City which also require marking improvements.

The RTSD continues to receive concerns from citizens for crossing conditions. Figard continues to work with staff on these conditions.

Figard showed updates to the RTSD website and the interactive map that is now available for public access. This provides more transparency and information for the public and staff.

Order No. 17-31 Non-Agenda / Public Comment

No non-agenda items were addressed. Jerina returned for public comment to show his appreciation to Roger Figard, Liz Thanel, Amy Cornelius-Jones, and Candace Meredith for their assistance with gathering and transmitting required information for the audit. The next meeting is presently scheduled for Monday, December 4, 2017 at 11:00 a.m.

Brinkman moved to adjourn. Raybould seconded the motion. Motion approved 5-0

Meeting adjourned at 11:38 a.m.

Prepared by: Amy Cornelius-Jones, Engineering Services

Minutes 09-12-17