



RAILROAD TRANSPORTATION SAFETY DISTRICT

Board Meeting

Tuesday, March 6, 2018

Meeting Began At 11:00 a.m.

Meeting Ended At: 12:04 p.m.

Members Present: Deb Schorr, Roy Christensen, Todd Wiltgen, Jane Raybould, Cyndi Lamm

Members Absent: Roma Amundson

Others Present: Roger Figard, Amy Cornelius-Jones, Dennis Meyer, Kris Humphrey, Bill Kutilek, Tony Jerina, Justin Petersen, Rick Herrick, Pam Dingman

Order No. 18-01 Call Meeting to Order. Approval of Previous Minutes

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

Schorr stated that on March 1, 2018, notice of the meeting and agenda were posted on the bulletin boards at City Hall, first floor, 555 South 10th Street. Notice of the meeting and attachments were posted on the RTSD website on February 28, 2018, which may be linked to 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, 949 West Bond Street, Suite 200.

First item on the agenda is the approval of the Minutes from the December 4, 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 December 4, 2017 meeting.

Christensen seconded the motion. Motion approved 5-0; 1 absent.

Order No. 18-02 Election of Officers

Deb Schorr stated we needed to elect officer for President, Vice-President, and Secretary.

Wiltgen moved to nominate Deb Schorr as President. Lamm seconded the motion.

Motion approved 5-0; 1 absent.

Lamm moved to nominated Roy Christensen as Vice-Chair. Raybould seconded the motion.

Motion approved 5-0; 1 absent.

Christensen moved to nominate Todd Wiltgen as Secretary. Raybould seconded the motion.

Motion approved 5-0; 1 absent.

Order No. 18-03 Report of Statement of Financial Activity

Dennis Meyer reported on the Statement of Financial Activity from July 1, 2017 – February 26, 2018.

The RTSD tax revenues had \$2,786,115 that were collected, which is 54%. Interest income was \$69,195 and total receipts were \$ 2,855,310 as of date of report. Total disbursements were \$10,255,097 and construction project costs accounted for \$10,146,166 of that amount, which is driven by the \$10 million for the South Beltway.

Meyer reported the cash balance is \$792,668, investments are \$11,450,999 with a total fund balance of \$12,243,667.

Wiltgen moved to approve the Statement of Financial Activity.

Raybould seconded the motion. Motion approved 5-0; 1 absent.

Order No. 18-04 Report on Addition 1% Lid Calculation

Meyer discussed with the Board the intent and purpose of a “Additional one percent Board Approved Increase” allowance to the Lid Calculation, prior to the new budget being on the agenda at the June 2018 Board meeting. He clarified that the approval of a 1% Lid increase does not actually increase the budget. He offered to be available in the future should anyone have additional questions. No action required.

Order No. 18-05 Report of Executive Director Status for FY 18 - 19

Lonnie Burklund, Assistant Director of Transportation for Public Works & Utilities, who was unable to be at the meeting asked Figard to report that Public Works has a commitment in continuing the contract with Figard to provide administrative services to the RTSD as its Executive Director. Figard’s current contract with the City ends May 2018 and will be up for renewal for the FY18/19 with the scope of services being the same as the current contract. The administrative services would continue to be provided in accordance with the long-standing Interlocal Agreement between the City and the RTSD. No action required.

Order No. 18-06 Report Regarding Current Budget Status

Figard stated that we are approximately 66% through the fiscal year and in the operating budget, we have spent 66%. Our budget was \$85,500 and we have spent \$56,571 with 34% left for the rest of the fiscal year. Very little of the crossing improvement dollars have been spent to date.

Construction projects: 91st & Yankee Hill is complete and Figard has left some funds in that project should there be any invoices that come in late. The largest expenditure is the \$10 million for the South Beltway. West Wittstruck and Hobson Yard projects have not had much activity. The 33rd & Cornhusker project continues with good progress and more expenditures are expected by July 2018. However, several budget items for project will need to be carried over to the next fiscal year before the RTSD’s obligations are completed.

No action required.

Order No. 18-07 Report of Project and Crossing Updates

Kris Humphrey, Project Manager for the 33rd & Cornhusker project gave an update. A public meeting was held on February 22, 2018, attend by just over 100 people. The intent was to reintroduce the project to the people and gather information for the subarea plan for the Planning Phase. The Planning phase will span 2018 and focus on the subarea, corridor and transportation concepts. On the project's website; www.33rdcornhusker.com , there is a survey link that can be filled out. This will help with gathering information for the design charrette and the next public meeting which will be held on May 9, 2018. The design charrette is a three day series of meetings and closed workshops that the planners will develop the starting stages, vision, and transportation concepts for the street alignment in this subarea.

Estimated Schedule for this federally funded project:

Currently the Planning Phase is scheduled to be complete in 2018

Environmental Phase: Assessment or Impact Statement; 1 – 2 year time frame

Right-of-Way Acquisitions takes 1 – 2 years

Begin Construction approximately 2026

This project will also be coordinated with the Deadman's Run Study, which is a project being developed with the U.S. Corps of Engineers, Lower Platte South, NRD, and the City of Lincoln-Watershed

Figard updated the Board on the following items:

There has been change in management and leadership for BNSF railroad. Amber Stoeffels, who was the Manager of Public Projects has been replaced with Jeremy Wegner. Mr. Wegner will be in Lincoln on March 15th to have a "meet and greet" with various agencies.

OL& B Crossing on Y Street east of UNL campus will probably get replaced later in the spring. The crossing on 22nd Street at Lincoln Lumber is still in discussion for an agreement for the repairs.

The Nebraska Department of Transportation has approved a research project entitled: Nebraska Rail Crossing Safety Research. Recent crashes at urban rail crossings in Nebraska call for a review of motor vehicle driver expectancy. There are two main objectives for this research project: (a) update NDOT's Nebraska Accident Prediction Model for rail crossings using the latest crash and rail crossing inventory data; and (b) develop guidelines for improving safety at urban rail crossings that are not Quiet Zone but are in vicinity of other Quiet Zones crossings. Figard has been asked to serve on the Technical Advisory Committee for this research project. No action required.

Order No. 18-08 Report of Draft Budget & CIP

Figard presented the draft budget and CIP for the 2018/19 FY.

Operating expenses: \$2,000 was added for the Executive Director, but this amount is not paid out unless it is the actual charges submitted. A small increase of \$500 was added to the Support/Clerical Services for additional effort for cleaning up files and records. Accounting services with budget and invoices are also taken from this line item. Legal Services increase of \$1,000 is not related to an increase in proposed rates, but represents additional time that is projected to be spent on RTSD matters.

Constructions Projects: Crossing Improvements are the same amounts as last year. The 91st St & Yankee Hill project is complete, and Figard recommends keeping \$10,000 for any late expenses that may come forward. Underpass at Salt Creek amount is carried over to the next fiscal year budget. Miscellaneous Engineering and Emergency Safety is budgeted at the same amount as last year. The 33rd St. & Cornhusker

project is showing \$2.5 million for environmental and preliminary engineering contract services and incidentals. This money cannot be spent without going through scoping, negotiation and a formal contract. South Beltway is budgeted for \$10 million. The proposed budget includes a \$25,000 placeholder line item for the Lincoln Feasibility Quiet Zone for SW Lincoln. There is also a placeholder amount of \$100,000 for the Hasting Sub Feasibility Study. OPPD crossing at Pine Lake Road is budgeted at \$100,000 for the current year and \$500,000 for FY18/19. Any funds not spent this year will carry over to the next fiscal year. The Jamaica Trail Connection item in the amount of \$400,000 includes the amount from 19/20 FY. For the Wittstruck project, the amount of \$25,000 is a place holder while waiting responses from the railroad for option preference. Included is a new potential project for the RTSD involving studying the N 48th BNSF Underpass with a \$100,000 placeholder. No action required.

Order No. 18-09 Consideration of Letter of Intent for FY 2018-19 – Budget & Audit

Figard is recommending that the RTSD continue with HBE, LLP for their budget and auditing services. Tony Jerina from HBE, LLP presented the Engagement Letter of Intent for FY2018/19. The services provided will remain the same as in years past. The fee is \$11,900 which is a 3% increase from the prior year.

Wiltgen moved to authorize the Board chair to sign the Letter of Engagement with HBE, LLP. Lamm seconded. Motion approved 5-0; 1 absent.

Order No. 18-10 Non-Agenda / Public Comment

No non-agenda items were addressed. No one appeared for public comment.

The next meeting is presently scheduled for Monday, June 4, 2018 at 11:00 a.m.

Christensen moved to adjourn. Raybould seconded the motion. Motion approved 5-0; 1 absent.

Meeting adjourned at 12:04 p.m.

Prepared by: Amy Cornelius-Jones, Engineering Services

Minutes 3-6-18