



Agenda
Red Rock Corridor Commission
Thursday September 30, 2010
3:30 p.m.

Cottage Grove City Hall, Council Chambers
7516 80th Street South
Cottage Grove, MN

	<u>Action Requested</u>
1. Consent Items	Approval
a. Minutes of the July 29, 2010 Meeting*	
b. Checks and Claims*	
2. League on MN Cities Insurance Coverage* - WCRRA	Approval
3. Financial Management Agreement Amendment* - WCRRA	Approval
4. Draft 2011 Work Plan and Budget* - WCRRA	Discussion
5. Draft Travel and Attendance Policy* - WCRRA	Discussion
6. Station Area Panning Study Update* - WCRRA	Information
7. Legislative Update* – RCRRA	Information
a. State	
b. Federal	
8. Draft 2011 State Legislative Platform* - WCRRA	Discussion
9. Other	Information
a. High Speed Rail Summit – October 27, 2010	
b. Next Meeting - October 28, 2010	

* *Enclosures*



Meeting Minutes

July 29, 2010

Cottage Grove City Hall, Council Chambers

Cottage Grove, MN

2:00 p.m.

Members Present:

Myra Peterson, Washington County
Joe Harris, Dakota County
Jen Peterson, City of Cottage Grove
Cam Gordon, City of Minneapolis
John Hunziker, City of St Paul Park
Barb Hollenbeck, City of Hastings
Corbin Hopkins, City of Newport

Staff:

Ted Schoenecker, Washington County RRA
Josh Olson, Ramsey County RRA
Ken Bjornstad, Goodhue County

Ex-Officio Members Present:

Marc Mogan, Prairie Island Indian Community

Others Present:

Robert Vockrodt, MnDOT Metro District
Tom Dobbs, Hay Dobbs

Chair Peterson called the meeting to order at 2:04 pm.

Chair Peterson indicated that item number six on the agenda will be taken off the agenda for this meeting and put on for the next meeting. Our Ramsey County Commission Member requested to be present for that discussion and was not available today.

Agenda Item #1 Consent Items

- a. Minutes of the May 27, 2010 Meeting
- b. Checks and Claims

Commission Member Hunziker moved the approval of the Consent Items. The motion was seconded by Commissioner Member Hopkins and passed unanimously.

Agenda Item #2 League on MN Cities Liability Coverage Insurance-WCRRA

Mr. Schoenecker referred the commission members to the item in their agenda packets about the insurance coverage for The Red Rock Corridor Commission. The commission as a governing agency has had insurance coverage since its inception. In discussions with the Washington County's risk manager and being consistent with

years past, the risk manager has recommend that the corridor commission does not waive the monetary limits on municipal tort liability as established by Minnesota Statutes Number 466.04.

Commission Member Hopkins motioned to approve the insurance without waiving the monetary limits of liability. The motion was seconded by Commissioner Member Harris and passed unanimously.

Agenda Item #3 Distribution of Red Rock State Bond funds - WCRRA

Mr. Schoenecker indicated that the discussion on the State Bond Funds was reviewed previously at the May meeting and therefore, he will only briefly review this resolution item. The Red Rock Corridor Commission has had, at their availability, one million dollars in State Bond Funds and these funds can only be used for specific work tasks. Previously, the Red Rock Corridor Commission committed these bond funds to the Union Depot Project. Due to a change in recent circumstances these funds cannot be used for The Union Depot and; therefore, the Commission will need to reallocate these funds. He referenced the memo and attached resolution included in the agenda packets that identified a strategy and recommendation from staff for the utilization of these State bond funds. The resolution would identify \$600,000 of the State Bond Funds going toward the design and construction of the Hastings Park-and-Ride. \$400,000 of these funds will be used as a local match to the Railroad Capacity Study that is currently underway.

He briefly reviewed the allocation for the local match for the station area planning study as indicated in the agenda packets:

Ramsey County has one station provided in the plan so they will provide up to 25% of the total costs.

Washington County has two stations identified in the plan and will provide up to 50% of the local costs.

Dakota County has one station and will also provide up to 25% of local costs.

Approval of this reallocation of funds is contingent upon a similar approval of resolutions of the regional rail authorities of Washington County, Ramsey County and Dakota County.

Commission Member Hopkins questioned whether some of the \$600,000 going towards the Hastings Park-and-Ride could be applied to the Newport Park-and-Ride.

Commission Chair Peterson indicated that Hastings is ready to construct and these funds need to be utilized within this year. The Newport site is not ready for construction yet, so these bond dollars cannot be used there.

Commission Member Hunziker motioned to approve the resolution authorizing the distribution of Red Rock Corridor State Bond Funds. The motion was seconded by Commissioner Member Hollenbeck.

Roll call vote:

Commission Chair Peterson	Yes
Commission Member Harris	Yes

Commission Member Hollenbeck	Yes
Commission Member Hunziker	Yes
Commission Member Hopkins	Yes
Commission Member Peterson, Jen	Yes

The motion passed unanimously.

Agenda Item #4 Resolutions of Support for Union Depot, Red Rock and Rush Line Federal Funding Requests - WCRRA

Mr. Schoenecker referred the commission members to review the separate attachments in reference to the three resolutions of support that are up for approval at this meeting.

The first request is for the support of a Tiger II grant for the Union Depot multi modal transit hub in downtown St Paul, by the Ramsey County Regional Rail Authority. This grant will fulfill a funding need to aid in the completion of this project. This is not a request for any cost participation for the Red Rock Corridor; it is only a resolution of support from the commission.

Commission Member Hollenbeck motioned to approve the Red Rock Corridor Commission Resolution 2010-05. The motion was seconded by Commissioner Member Hunziker.

Roll Call Vote:

Commission Chair Peterson	Yes
Commission Member Harris	Yes
Commission Member Hollenbeck	Yes
Commission Member Hunziker	Yes
Commission Member Hopkins	Yes
Commission Member Peterson, Jen	Yes

The motion passed unanimously.

Mr. Schoenecker continued to review the next resolution up for approval. This resolution 2010-06 is a resolution of support for a Tiger II Planning Grant for the advanced alternatives analysis work for a planning grant for the Rush Line Corridor and the Red Rock Corridor by the Washington County Regional Railroad Authority. Both the Rush Line and Red Rock are in similar stages of development. The Washington County Regional Rail Authority has submitted a pre-application for funding with final application due at the end of August. The maximum request amount is 3 Million dollars, and as with any federal funds, it requires a 20% local match of support. This is noted in the resolution that this commission will work to identify the local match needs necessary, if this grant is received.

Commission Chair Peterson motioned to approve the Red Rock Corridor Resolution 2010-06. The motion was seconded by Commissioner Member Hopkins.

Roll Call Vote:

Commission Chair Peterson	Yes
Commission Member Harris	Yes
Commission Member Hollenbeck	Yes
Commission Member Hunziker	Yes
Commission Member Hopkins	Yes
Commission Member Peterson, Jen	Yes

The motion passed unanimously.

Mr. Schoenecker referred to the last resolution to approve resolution 2010-07. Similar to the Tiger II planning application, this is a Livability Grant with the same 20% required local match of support.

Commission Member Hunziker motioned to approve the Red Rock Corridor Commission Resolution 2010-07. The motion was seconded by Commissioner Member Hollenbeck.

Roll Call Vote:

Commission Member Peterson	Yes
Commission Member Harris	Yes
Commission Member Hollenbeck	Yes
Commission Member Hunziker	Yes
Commission Member Hopkins	Yes
Commission Member Peterson, Jen	Yes

The motion passed unanimously.

Agenda Item #5 Station Planning Study Update – Hay Dobbs

Commission Chair Peterson advised the Red Rock Corridor Commission, that the State of Minnesota High Speed Rail Plan has received national recognition. This was based on the process that they went through involving various, citizens, business leaders as well as local units of government.

Tom Dobbs presented an update of the station area planning process. He indicated that their schedule is an eighteen month process and they are about halfway through that process. So far in the process there has been a variety of events, press conferences, focus groups, and visioning sessions aimed at public awareness and involvement. Last week there was a tour of the transit orientated facilities in the area. They are continuing to update various planning officials, city councils and also attending city festivals. Additionally, within each community in the corridor, there will be open houses to engage the public and allow for feedback and key input.

He continued to update the commission members on the findings completed so far.

Lower Afton:

He referenced some questions they are considering in the development potential: what is the long-term and near-term development potential of the station area, as well as

what is the profile of the likely candidates to use the station. Mr. Dobbs indicated that they are not looking at development of any sort at this station. With its location being a pristine, natural river basin location, it would not bode well to develop any large retail service or office use development of any kind. There may be an opportunity for a small coffee shop or newsstand to supplement the parking area. He indicated that, in the near-term there would be surface parking. The long term proposal is for a structured parking facility that would be north of Lower Afton Road. This has been well received by local officials and residents. If this plan should happen, the short-term Park-and-Ride would be phased out at the completion of the parking structure and be turned back into green space or storm water management system. This plan may include above ground or underground crossing of Highway 61 to handle the traffic and pedestrian interface. This is still under review. He additionally reviewed the second alternative that would keep the facility to the south of the Lower Afton Road. This site has limits on the area to build a structure. There are storm water management trees to the north and The Metropolitan Council Lift Station and burial mounds to the south. He indicated that they are waiting on feedback in the next rounds of visioning sessions to determine the best location for the parking structure.

Mr. Dobbs continued to present the precedents that were presented at the visioning sessions, to give the commission members a perspective of the completed proposed area. He indicated that the Lower Afton Station would have the look, feel and character of a place connected into nature; a more naturalized setting rather than an urban setting. The parking facility would be nested into the hillside to take advantage of the river valley setting. The parking structure itself would be a low profile, two-level deck.

Newport:

Mr. Dobbs indicated that the Newport Station Area has the opportunity for major transformation. It is in a key location within the 494 Corridor and can draw from a consumer base both east and west. There are also a lot of barriers with this site. Changing the market's perception of it as an existing industrial site is a major hurdle. Additionally, there is an existing rail spur coming through used for the nearby cold storage facility, as well as a number of key issues that need to be overcome in regard to development issues. The indications are that some of the better uses for the space could be a hotel or office use as well as long-term commercial and surrounding residential.

He explained that as they propose certain ideas for the site, the goal is how they can phase this in over time. This involves a near-term solution called Near Term- 2020, and a long-term solution called Long-Term-2040. These are windows of time that allow for the planning of infrastructure in terms of investments, land acquisitions and development of parcels; as well as, the train platform and transit amenities to transition from commuter bus service into commuter rail service. In the near-term there is very little investment that needs to be made. He proceeded to provide the precedent, an overview with the scale of the proposed buildings and projected surface parking locations. He discussed the issue with the existing rail spur that typically the railways will not allow pedestrian crossing. One strategy would focus on elevating the pedestrian crossing to connect the area to the north to the area to the south over the rail spur. In the Long Term-2040, that area over the rail spur will be developed into an elevated platform, including a parking structure to connect the two spaces. This will create a

crossroad of activity and development; however still preserving the original pieces developed in the Near-Term Plan. The area created becomes the town square of Newport or a civic or community space. This area includes a large lawn on the transit plaza.

Cottage Grove:

Mr. Dobbs indicated that they are still considering two sites in Cottage Grove. They will eventually narrow the decision down to one location when the time is necessary.

Hamlet Park:

Hamlet Park is the site of the existing Park-and-Ride. The main issue with this location is the access. The location is highly visible from the highway, but you can't get to it easily. This is a problem for potential retailers and limits the types of uses. Short-term development is leaning towards low-density flexible office-warehouses and the cities current comp plan has this location marked as office -showroom.

Mr. Dobbs continued to explain the Near-Term 2020 plan indicates this location is the path of least resistance. There does remain an issue of vertical circulation as the track sits 10 -15 feet below the grade of the existing Park-and-Ride. This would mean a stairway, elevator or ramp would need to be installed to reach the platform. An additional disadvantage is that the tracks are hidden out of sight, so the casual user doesn't see any transit activity from Highway 61. The current footprint does suffice for surface parking and over time would add structured parking to supplement and to keep the visibility from Highway 61. Additionally, the office showroom space would be fully developed over the long-term.

Langdon Village:

Mr. Dobbs indicated that Langdon Village is really a blank slate, for the most part. It could be planned to take some of the existing uses like the old school facility and Cottage Grove Town Hall that could be moved and made a focal point within some green space. Overall it has good access off the Jamaica roundabout. Additionally, there are plans to extend County Road 19. This site has more size and depth to the parcel itself to allow for the opportunity for the critical mass of residential, office and mixed-use space.

Strategically in the short-term, the transit plaza will sit south of the public works building and adjacent to the tracks in phase one of the development. The buildings that are currently there will stay the same until the development pressure pushes it to make a change.

In the long-term, there is the opportunity to create a small village on the overall available site. On the fringes of the site there could be auto-oriented uses like grocery and theater locations. The transit core is the focal point flanked by development on both sides that includes dynamic ground floor retail and upper floors of residential and office space. This development is building off the grid system that has been there for decades. Precedent photos indicate phases of how the development would look close to the transit station and how it evolves as you move out from the station proper and it flows into the existing surroundings.

Hastings:

Development potential is unique; as it is an existing downtown with much of the infrastructure existing and people are familiar with the location. It has historic character which is a unique asset which must be respected. Strategic infusion of the right scale of development which is a natural extension of the existing grid system is critical.

Mr. Dobbs indicated that through discussions with CP, it was determined that they would prefer we use the west side of the existing rail system. Currently they use the east side for freight. This is a good location to build on; to allow for commuter rail and the freight system operating together. At this time it is proposed to keep the existing station house on the east side, although it won't be used as the depot. It is a little small in size and currently used by CP as office operations. A new depot is proposed on the west side of the tracks that will be in a better location and larger in size.

He continued to describe that downtown Hastings began as a working river front area with the back side being industrial. These buildings purposely didn't have much architecture. But since then, they have reclaimed the riverfront as a park which would present a perfect area for low profile two or three-story residential units on the northern edge near the river. Most importantly in terms of strategy is to locate the Park-and-Ride on the north side of 2nd street to get users out of their cars and onto the sidewalks to walk toward the transit station. The proposed plan would nest the ramp into the hillside. This is quite an advantage, since there are height limitations in the riverfront area and we can hide two levels of parking tucked in behind the buildings. To the south, it is proposed to keep the existing development, although this will hide the proposed platform. Another option would be to pull the buildings back a bit and allow for some developed green space. It is anticipated to have small green spaces on a smaller scale to create a civic plaza. The platform itself would have smaller development to introduce a fun, seasonal, active atmosphere as opposed to taller development. The ramp itself would be more architecturally appealing to make the ramp feel like it is part of the downtown.

Mr. Dobbs indicated that there will be some upcoming public meetings at all four communities during the mid-to-end of August.

Hastings	August 17 th , 7:00 – 8:30 pm
Newport	August 18 th , 7:00 – 8:30 pm
Cottage Grove	August 19 th , 7:00 – 8:30 pm
St Paul	August 25 th , 7:00 – 8:30 pm

The next major steps of the project will be from September to November. That will be when the concepts are refined and enhanced. Additionally, meetings with the railroads will take place and they have been reviewing the plans and giving us their feedback as to whether there are any flaws in the proposals or suggestions for changes. This will aid in developing the specific rail components. He also indicated that they will be developing cost estimates. Lastly, Mr. Dobbs indicated that towards early November there will be public meetings or open houses that will specifically show what is intended at each station. The public will be able to see what the station areas will be and the design team

will be able to get useful feedback. This process helps everyone in making better overall decision in how the project advances.

Questions:

Commission Member Jen Peterson noted that at the Red Rock planning meeting in Cottage Grove some residents expressed concern that they were not notified of the upcoming changes. She questioned how they are making sure they notify all people affected. Mr. Dobbs indicated that they send notices to parcels within ¼ or ½ mile radius, as well as posting it on the website and newsletter notifications. This was data received from the city. If they were beyond the ¼ to ½ mile radius they were not invited specifically. He noted that the upcoming meetings are now focused at the broader community beyond that specific radius.

Commission Chair Peterson wanted to make note of how impressed she is with the work done on the station area planning by the Hay Dobbs Team.

Commission Member Hopkins referenced the successful tour of the areas' transit stations. The transit areas were very user friendly, architecturally pleasing and very well designed. Commission Chair Peterson agreed and also referenced the growing need for the support of bicyclists that utilizes the transit system.

Agenda Item #6 Draft Travel and Attendance Policy - WCRRA

This item will be taken off the agenda until Ramsey County can be in attendance.

Agenda Item #7 Legislative Update - WCRRA

a. State

Ted Schoenecker indicated that there is nothing to report at the State level.

b. Federal

Ted Schoenecker informed the Commission Members that the House and Senate sub committee's are currently going through the appropriations bill which includes the transportation appropriations bill. It is anticipated that this process would become complete in the next several months.

Agenda Item #8 Other

a. Transportation Alliance D.C. Fly-in Recap –

Commission Member Peterson will report on this item at the next meeting.

b. Transportation and Infrastructure Summit Event –

Refer to the flyer attached in the packets for more information on this upcoming event on August 9 - August 13

There being no further business, Commission Member Peterson made a motion to adjourn. The motion was seconded by Commissioner Member Hopkins and passed unanimously.

The Commission adjourned at 3:00 p.m.



DATE: September 21, 2010
TO: Red Rock Corridor Commission
FROM: Staff
RE: Checks and Claims

Attached is the

Hay Dobbs Invoice - SAP Study (August, 2010)	\$ 63,394.38
Hay Dobbs Invoice - SAP Study (July, 2010)	\$ 43,080.31
Digi Graphics Inc. (Red Rock Magnetic Signs)	\$ 232.90
TOTAL	\$ 106,707.59

Action Requested: Approval

INVOICE NO. 09017.000-09

Original To: Project Manager: Andy Gitzlaff
 Washington County Regional Railroad Authority
 Washington County Public Works Department
 11660 Myeron Rd North,
 Stillwater, MN 55082

Estimated Completion: 34.0 %
 (from Column 6 Progress Report)

Copy: Minnesota Department of Transportation
 Consultant Services Section, Mail Stop 680
 395 John Ireland Boulevard,
 St. Paul, Minnesota 55155

Period Ending: 7/31/10
 Invoice Date: 08/17/10

Re: Mn/DOT Contract No. 85937 Contract Expiration Date: April 20, 2011
 SP Number: NA TH Number: NA
 Project Description: Southeast Station Area Master Planning and Environmental Analysis

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Direct Labor Costs: (See Exhibit _ for Breakdown)	\$466,751.00	\$203,465.84	\$174,983.47	\$28,482.37
2. Direct Expense Costs: (See Exhibit _ for Breakdown)	\$60,533.00	\$23,637.25	\$18,594.26	\$5,042.99
3. Subcontractor Costs:	\$565,170.00	\$158,313.39	\$148,758.44	\$9,554.95
4. Miscellaneous Professional Services	\$57,500.00	\$0.00	\$0.00	\$0.00
Net Earnings Totals:	\$1,149,954	\$385,416.48	\$342,336.17	\$43,080.31
Total Amount Due This Invoice:				\$43,080.31

Contractor: Complete this table when submitting an Invoice for payment			
Activity Code	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1	\$385,416.48	\$342,336.17	\$43,080.31
Total*	\$385,416.48	\$342,336.17	\$43,080.31

*Must Match Net Earnings Totals Above

For Consultant Services Use Only

I certify that the above statement is correct and payment has not been received.
 Signature: _____

Print Name: Thomas E. Dobbs

Title: Principal

Billing Address:
 Hay Dobbs P.A.
 220 South Sixth Street, Ste 165
 Minneapolis, MN 55445

Telephone: (612) 338-4590

Approved for Payment: _____

Date: _____



Red Rock Corridor

Southeast Station Area Master Planning and Environmental Analysis

INVOICE COVER SHEET

Invoice No. 09017.000-9
Invoice Date 08/17/2010

CONSULTANT

CONSULTANT INVOICE

INVOICE AMOUNT

HAY DOBBS P.A.

Task 01	9017.001-11	\$0.00
Task 02	9017.002-10	\$13,559.07
Task 03	9017.003-9	\$499.97
Task 04	9017.004-11	\$7,552.38
Task 05	9017.005-4	\$617.61
Task 06	9017.006-9	\$1,936.87
Task 07	9017.007-2	\$411.74
Task 08	9017.008-6	\$382.33
Task 09	9017.009-3	\$294.10
Task 10	9017.009-1	\$1,519.38
Task 11	9017.011-9	\$1,708.92
Task 12		\$0.00
Direct Expenses	9017.013-9	\$4,691.49
	HAY DOBBS P.A.	Subtotal \$33,173.86

PARSONS BRINCKERHOFF

Task 01		\$0.00
Task 02		\$0.00
Task 03		\$0.00
Task 04	NO. 4	\$1,430.89
Task 05	NO. 4	\$3,844.15
Task 06		\$0.00
Task 07		\$0.00
Task 08		\$0.00
Task 09		\$0.00
Task 10		\$0.00
Task 11	NO. 4	\$559.56
Task 12		\$0.00
Direct Expenses	NO. 4	\$47.00
	PARSONS BRINCKERHOFF	Subtotal \$5,881.60

BONESTROO

Task 01		\$0.00
Task 02		\$0.00
Task 03		\$0.00
Task 04		\$0.00
Task 05		\$0.00
Task 06		\$0.00
Task 07		\$0.00
Task 08		\$0.00

Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	BONESTROO	Subtotal \$0.00

TUNHEIM PARTNERS

Task 01	_____	\$0.00
Task 02	<u>09017.001-.011, No. 7</u>	\$3,720.35
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	<u>09017.001-.011, No.7</u>	<u>\$304.50</u>
	TUNHEIM PARTNERS	Subtotal \$4,024.85

DUAN

Task 01	_____	\$0.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	DUAN	Subtotal \$0.00

PIERCE PINI & ASSOCIATES

Task 01	_____	\$0.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00

Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	PIERCE PINI & ASSOCIATES	Subtotal
		\$0.00

LANDSCAPE RESEARCH

Task 01	_____	\$0.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	LANDSCAPE RESEARCH	Subtotal
		\$0.00

PIXEL FARM DIGITAL MEDIA

Task 01	_____	\$0.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	PIXEL FARM DIGITAL MEDIA	Subtotal
		\$0.00

INVOICE TOTAL \$43,080.31

INVOICE NO. 09017.000-10

Original To: Project Manager: Andy Gitzlaff
 Washington County Regional Railroad Authority
 Washington County Public Works Department
 11660 Myeron Rd North,
 Stillwater, MN 55082

Estimated Completion: 39.8 %
 (from Column 6 Progress Report)

Copy: Minnesota Department of Transportation
 Consultant Services Section, Mail Stop 680
 395 John Ireland Boulevard,
 St. Paul, Minnesota 55155

Period Ending: 8/31/10
 Invoice Date: 09/09/10

Re: Mn/DOT Contract No. 85937 Contract Expiration Date: April 20, 2011
 SP Number: NA TH Number: NA
 Project Description: Southeast Station Area Master Planning and Environmental Analysis

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Direct Labor Costs: (See Exhibit _ for Breakdown)	\$466,751.00	\$239,373.94	\$203,465.84	\$35,908.10
2. Direct Expense Costs: (See Exhibit _ for Breakdown)	\$60,533.00	\$26,115.36	\$23,637.25	\$2,478.11
3. Subcontractor Costs:	\$565,170.00	\$178,703.95	\$158,313.39	\$20,390.56
4. Miscellaneous Professional Services	\$57,500.00	\$4,617.61	\$0.00	\$4,617.61
Net Earnings Totals:	\$1,149,954	\$448,810.86	\$385,416.48	\$63,394.38
Total Amount Due This Invoice:				\$63,394.38

Contractor: Complete this table when submitting an Invoice for payment			
Activity Code	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1	\$448,810.86	\$342,336.17	\$63,94.38
Total*	\$448,810.86	\$342,336.17	\$63,394.38

*Must Match Net Earnings Totals Above

For Consultant Services Use Only

I certify that the above statement is correct and payment has not been received.
 Signature: _____

Print Name: Gary C. Hay

Title: President/Principal-in-Charge

Billing Address:
 Hay Dobbs P.A.
 220 South Sixth Street, Ste 165
 Minneapolis, MN 55445

Telephone: (612) 338-4590

Approved for Payment: _____

Date: _____



Red Rock Corridor

Southeast Station Area Master Planning and Environmental Analysis

INVOICE COVER SHEET

Invoice No. 09017.000-10
Invoice Date 09/09/2010

CONSULTANT	CONSULTANT INVOICE #	INVOICE AMOUNT
HAY DOBBS P.A.		
Task 01	9017.001-12	\$0.00
Task 02	9017.002-11	\$13,807.14
Task 03	9017.003-11	\$117.64
Task 04	9017.004-12	\$18,202.43
Task 05	9017.005-5	\$676.43
Task 06	9017.006-9	\$0.00
Task 07	9017.007-3	\$588.20
Task 08	9017.008-7	\$176.46
Task 09	9017.009-4	\$58.82
Task 10	9017.009-2	\$1,839.83
Task 11	9017.011-10	\$441.15
Task 12	9017.012-1	\$4,617.61
Direct Expenses	9017.013-9	\$2,390.57
	HAY DOBBS P.A.	Subtotal \$42,916.28
PARSONS BRINCKERHOFF		
Task 01		\$0.00
Task 02		\$0.00
Task 03		\$0.00
Task 04	NO. 5	\$574.03
Task 05	NO. 5	\$1,442.70
Task 06		\$0.00
Task 07		\$0.00
Task 08		\$0.00
Task 09		\$0.00
Task 10		\$0.00
Task 11		\$0.00
Task 12		\$0.00
Direct Expenses	NO. 5	\$8.93
	PARSONS BRINCKERHOFF	Subtotal \$2,025.66
BONESTROO		
Task 01		\$0.00
Task 02		\$0.00
Task 03		\$0.00
Task 04		\$0.00
Task 05		\$0.00
Task 06		\$0.00
Task 07		\$0.00
Task 08		\$0.00

Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	BONESTROO	Subtotal \$0.00

TUNHEIM PARTNERS

Task 01	_____	\$0.00
Task 02	<u>09017.001-.011, No. 8</u>	\$5,573.83
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	<u>09017.001-.011, No.8</u>	<u>\$78.61</u>
	TUNHEIM PARTNERS	Subtotal \$5,652.44

DUAN

Task 01	_____	\$0.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	DUAN	Subtotal \$0.00

PIERCE PINI & ASSOCIATES

Task 01	_____	\$0.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00

Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	PIERCE PINI & ASSOCIATES	Subtotal
		\$0.00

LANDSCAPE RESEARCH

Task 01	No. 1	\$12,800.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	LANDSCAPE RESEARCH	Subtotal
		\$12,800.00

PIXEL FARM DIGITAL MEDIA

Task 01	_____	\$0.00
Task 02	_____	\$0.00
Task 03	_____	\$0.00
Task 04	_____	\$0.00
Task 05	_____	\$0.00
Task 06	_____	\$0.00
Task 07	_____	\$0.00
Task 08	_____	\$0.00
Task 09	_____	\$0.00
Task 10	_____	\$0.00
Task 11	_____	\$0.00
Task 12	_____	\$0.00
Direct Expenses	_____	<u>\$0.00</u>
	PIXEL FARM DIGITAL MEDIA	Subtotal
		\$0.00

INVOICE TOTAL \$63,394.38



DigiGraphics, Inc.
2639 Minnehaha Ave.
Minneapolis, MN 55406-1530
Phone: (612) 721-2434
Fax: (612) 721-4855
email: judy@digidigi.com

INVOICE 255762

Invoice Date: 08/13/2010
 Salesperson: Jennifer Brokaw
 Terms: Net 30
 PO#:

Bill To:

Washington County Public Wor
 Andy Gitzlaff
 11660 Myeron Rd
 Stillwater, MN 55082

Shipped To:

Washington County Public W
 Andy Gitzlaff
 11660 Myeron Rd
 Stillwater, MN 55082

Description: Car logo magnetic signs

	Quantity	Unit Price	Subtotal
UV Rolled	4.00	\$53.00	\$212.00
UV Rolled, 20 x 15 Single Sided, Magnet Sheet .030 (24.375), • UV direct to .030 magnetic Sheeting Profile cut (squared off at bottom for tag line) 1 file 4 copies • PDF Proof			
Shipping	1.00	\$5.92	\$5.92
Shipping: 8/4/2010 Via: SpeedDee			

Order Subtotal: \$217.92
MN State Tax: \$14.98
Total Taxes: \$14.98
Total: \$232.90
Order Balance: \$232.90

Customer Information

Washington County Public Works
Andy Gitzlaff
11660 Myeron Rd
Stillwater, MN 55082

Remit To:

DigiGraphics, Inc.
2639 Minnehaha Ave.
Minneapolis, MN 55406-1530

Invoice #: 255762

Invoice Date: 08/13/2010
 Invoice Amount: \$232.90
 Amount Paid: _____



DATE: September 21, 2010
TO: Red Rock Corridor Commission
FROM: Staff
RE: Insurance Policy Annual Renewal

The Red Rock Corridor Commission's insurance policy with the League of Minnesota Cities is up for annual renewal in September 2010.

The League of Minnesota Cities is in the process of preparing the 2011 insurance quote and policy for the Commission which will be ready for review and approval at the meeting. Staff does not expect a significant cost difference or change in coverage from this year's policy.

This is a budgeted item. The final insurance policy and quote for 2011 will be presented at the Commission meeting for review and approval.

Action
Approval



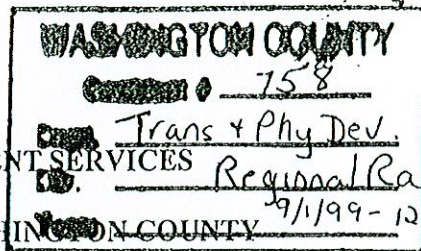
DATE: September 21, 2010
TO: Red Rock Corridor Commission
FROM: Staff
RE: Financial Management Agreement Amendment

The joint powers agreement (JPA) for the Red Rock Corridor Commission states that the Commission may contract with one of its members to provide contract management, legal review and budgeting service acting as the Commission's fiscal agent. The Washington County Regional Railroad Authority (WCRRA) has been the fiscal agent for the Red Rock Corridor Commission since its inception. An agreement for financial management services between the Commission and the WCRRA has been in place since 1999. The terms of the agreement lapsed on December 31, 2004 and were never renewed.

The attached amendment to the terms of the financial management agreement will allow the WCRRA to continue to act as the fiscal agent for the Commission.

Action
Approval

DEPARTMENT
COPY



AGREEMENT FOR FINANCIAL MANAGEMENT SERVICES
BY AND BETWEEN THE
RED ROCK CORRIDOR COMMISSION AND WASHINGTON COUNTY

THIS AGREEMENT is made and entered into by and between the Red Rock Corridor Commission (hereinafter referred to as the Commission) and Washington County Regional Rail Authority pursuant to Minnesota Statutes § 471.59.

WHEREAS, the Red Rock Corridor Commission was formed by Joint Powers Agreement entered into by Dakota County Regional Railroad Authority, Ramsey County Regional Railroad Authority, Washington County Regional Railroad Authority, City of Cottage Grove, City of Hastings, City of Newport, City of St. Paul, City of St. Paul Park, Denmark Township, and Hennepin County regional Railroad Authority; and

WHEREAS, the Joint Powers Agreement delegated the Commission authority to enter into contracts; and

WHEREAS, Minn. Statutes § 471.59 authorizes two or more governmental units, by agreement, to jointly or cooperatively exercise any power common to the contracting parties or any similar powers; and

WHEREAS, the Joint Powers Agreement state that the Commission may contract with any of its members to provide contract management, legal review and budgeting services necessary or convenient for the Commission and otherwise act as the Commission's fiscal agent; and

WHEREAS, Washington County Regional Rail Authority (RRA) is willing to manage Commission funds, contracts for services approved by the Commission, and provide necessary legal, budgeting, and accounting services ;

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive herefrom, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

ARTICLE I

PURPOSES

This Agreement has been executed by the Commission for the sole purpose of designating Washington County Regional Rail Authority to receive and manage Commission funds, to provide any and all budgetary and accounting services necessary and convenient for the Commission, including county contributions and grant monies awarded to the Commission, to

administer contracts necessary for Commission activities, and to provide legal services for the review and drafting of Commission contracts and grant documents.

ARTICLE II

SERVICES

Section 2.1 Budgeting and Accounting Services.

- A. Washington County RRA shall provide budgeting and accounting services necessary to manage Commission funds, including Commission member contributions and grant monies. Such services shall include, but not be limited to management of all funds, including Commission member contributions and grant monies, payment for contracted services, and relevant bookkeeping and record keeping. Washington County RRA shall establish one or more separate funds for said monies and all interest earned from established funds shall be credited back to those same funds. All pertinent books, records, documents, and accounting procedures and practices shall be maintained by Washington County RRA and made available to the Commission, its member counties, and the State Auditor upon reasonable notice and shall be retained for a period of three years.
- B. The contracting and purchasing requirements of Washington County shall apply to contracts let, grant applications submitted and purchases made by the Commission during the term of this Agreement.

Section 2.2 Accountability for Funds. All funds shall be accounted for according to generally accepted accounting principles. The Commission may request a report pertaining to budgeting and accounting services provided pursuant to this Agreement.

Section 2.3 Indemnification. The Commission agrees to defend, indemnify and hold harmless Washington County from claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions, including negligent acts or omissions, of Washington County's elected officials, employees and agents in providing services under this Agreement. Nothing in this Section is intended by the parties as a waiver of any liability limits or immunities that the parties are otherwise entitled to under law. The requirements of this section shall survive the termination or expiration of this Agreement.

ARTICLE III

TERM OF AGREEMENT

Section 3.1 Term. The term of this Agreement shall be from September 1, 1999 notwithstanding the dates of the signatures of the parties, through December 31, 2004.

Section 3.2 Termination. This Agreement shall terminate upon the occurrence of one of the following events:

- a. Upon written agreement of all parties;
- b. On December 31, 2004.
- c. Upon sixty days written notice of interest to terminate by either party, given to the other party.

Section 3.3 Distribution of Property. Upon termination of this Agreement, Washington County RRA shall pay all outstanding Commission obligations from funds managed by the Washington County RRA pursuant to this Agreement. Any property or surplus money in these funds after all such payments have been made shall be distributed to the Commission, except that Washington County RRA shall continue to hold any grant monies and shall manage said monies in accordance with the terms of any grant agreements then in force which obligate Washington County RRA to hold and/or manage such grant funds.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Approved as to form:

[Signature] 9/23/99
Assistant County Attorney/Date

Approved as to form:

Assistant County Attorney/Date

WASHINGTON COUNTY
REGIONAL RAIL AUTHORITY

By: *[Signature]*
Board of Commissioners Chair
Date of Signature 10/5/99

Attest: *[Signature]*
By: *[Signature]*
Clerk to the Board

RED ROCK CORRIDOR
COMMISSION

BY: *[Signature]*
Chair of its Commission

Date: 10/5/99

Red Rock Corridor Commission Accounting Summary for the Period of January 1, 2010 through September 15, 2010			
	<u>Actual</u>	<u>Budget</u>	<u>Balance Remaining</u>
Revenues:			
Member Contributions*	\$70,000	\$70,000	
Interest**	\$485	\$0	
Total Revenues	\$70,485	\$70,000	
Expenses:			
Corridor Administration / General Activites	-\$1,633	\$30,000	\$28,367
Advocacy	-\$1,447	\$30,000	\$28,553
Contingency	\$0	\$10,000	\$10,000
Total Expenses:	-\$3,080	\$70,000	\$66,920
Revenue Less Expenses:	\$67,405		
<p>Red Rock Corridor Reconciliation of Fund Balance For the Period of January 1, 2010 through September 15, 2010</p>			
Fund Balance: Beginning of the Year		\$101,402.00	
Add: Revenues		\$485.00	
Less: Expenses		(\$3,080.00)	
Fund Balance: December 31, 2009		\$98,807.00	
<p>*Member contributions from DCRRRA, RCRRA, HCRRA, & WCRRA not spent in their entirety. The resulting fund balance was utilized for the 2010 budget.</p> <p>**Interest revenue on 2010 fund balance</p>			

DRAFT

Red Rock Corridor Commission 2010 Work Plan and Budget

Status: For Review, September 30th, 2010

1. General Activities

The Red Rock Corridor Commission (RRCC) will work with corridor municipalities, the Counties Transit Improvement Board (CTIB), the Metropolitan Council (Met Transit), Metro Transit, and the Minnesota Department of Transportation (Mn/DOT) to continue the advancement of the Red Rock Corridor. To accomplish this, the RRCC will do the following:

1. Offer guidance on corridor studies
2. Coordinate corridor studies with Mn/DOT, Met Council, Metro Transit, and other interested parties
3. Monitor progress on corridor studies
4. Offer formal comments as needed;

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 legislators of the need for a transitway improvement in the Red Rock Corridor.
2. Advocating for increased transit funding to improve and expand the existing transit service in the Corridor.
3. Coordinating legislative initiatives with the CTIB and other transitway corridors.
4. Coordinating legislative initiatives with impacted freight railroads to speed the implementation of capacity improvements that benefit passenger and freight rail along the Red Rock and High-Speed Rail corridors.
5. Advocating for High-Speed rail funding at the state and federal level.
6. Establishing positions on legislative initiatives that affect the Red Rock Corridor.

3. Public Involvement

The Commission's public involvement activities will be separate from, but closely coordinated with the Station Area and Site Master Planning study.

The Commission's activities will include:

1. Public Involvement as identified in the Station Area and Site Master Planning Workslope.
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

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. Prepare an annual legislative platform
4. Review insurance needs and procure appropriate insurance
5. Provide Commission and staff administration
6. Manage Commission expenses
7. Manage the consultant selected for each of the various work tasks undertaken by the commission
8. Attend regional/national conferences to educate members on transit alternatives and their impact on the built environment.

5. Southeast Station Area and Site Master Planning and Environmental Analysis

The work being conducted for this study will be utilized in the development of station areas that can serve express bus service in the interim and transition to commuter rail as it is implemented. These stations include Lower Afton Road (St Paul), Newport, Cottage Grove and Hastings. Public education and involvement is a key component of this project. The key items in the scope of work include the following tasks:

- Public Education and Involvement
- Corridor Website Development
- Corridor and Station Visualization
- Preparation of Station Area and Site Plans
- Environmental Analysis and Documentation
- Market and Transit Oriented-Development Analysis
- Construction, Operating and Maintenance Cost Estimates
- Transit Oriented Development Implementation Guide

The Washington County Regional Railroad Authority is the contract manager for the study. The Red Rock Corridor Commission provides project guidance and oversight. The study, which began in October 2009, will be completed in the June of 2011.

6. East Metro Railroad Capacity Analysis Study

This study will evaluate railroad capacity and determine engineering improvements needed to implement Amtrak, commuter rail, Midwest Regional Rail (high speed), and freight movements north and east of downtown St. Paul. Within a half-mile of the downtown St. Paul and Union Depot, five percent (5%) of all U.S. Freight Rail traffic moves through the Hoffman Ave. Interlocking. Three Class 1 Railroads, as well as regional Short Line carriers, operate on trackage rights in this area. Hoffman Ave. Interlocking is a major rail freight operations bottleneck. The RRCC and stakeholder railroads recognize current and future rail capacity constraints have to address this bottleneck in order to achieve long term plans for high-speed, inter-city and commuter rail connections to Union Depot. This study will be very beneficial to establishing a collaborative working relationship with the railroads for identifying solutions that could accommodate all desired uses.

The study, which began in June 2010, will be completed in November 2011. The Ramsey County Regional Railroad Authority is the contract manager for the study. The Red Rock Corridor Commission is a project partner for this study and will be involved in the decision-making process.

2010 Operating Revenue

Revenue Source	Percentage Due	Amount Due	Fund Balance⁽¹⁾
Regional Railroad Authority			
- Ramsey County	37.5%	\$ 26,250	\$ 32,200
- Washington County	35%	\$ 24,600	\$ 33,900
- Hennepin County	17.5%	\$ 12,500	\$10,700
- Dakota County	10%	\$ 7,000	\$ 22,100
TOTAL	100%	\$ 70,000	\$ 98,800

2010 Operating Expenditures

Expenditure Category	Amount
Corridor Administration / General Activities ⁽²⁾	
- Corridor Insurance	\$ 2,000
- Corridor Memberships	\$ 1,000
- Meeting Supplies/Postage	\$ 2,000
- Publishing/Printing/Advertising	\$ 3,000
- Travel to a National Transit Conference ⁽³⁾	\$ 9,000
- Travel to learn about another transit System ⁽³⁾	\$ 6,000
Subtotal	\$23,000
Advocacy and Legislative Coordination	
- Travel to Washington D.C. ⁽³⁾	\$ 9,000
- Federal/State Advocacy	\$ 0
Subtotal	\$ 9,000
Public Involvement	
- Website Hosting / Content Management	\$ 5,000
- Communication Services	\$ 20,000
- Special Events	\$ 3,000
Subtotal	\$ 28,000
Contingency	\$ 10,000
TOTAL	\$ 70,000

Operating Budget Notes:

1. The Commission's fund balance as of September 15, 2010.
2. The county regional railroad authorities are conducting administrative functions, including mailings. Such items are eligible for reimbursement as approved by the Commission.
3. Travel to a national transit conference, to learn about another transit system, or advocacy trip to Washington D.C. includes costs for transportation, registration fees, meals and lodging. All travel and requests for reimbursement are subject to approval by the Red Rock Corridor Commission at its discretion in advance of the travel departure date.

2010 Capital Revenue

Revenue Source	Amount
Federal 5339 funds (2006 & 2007)	\$ 3,105,000
Federal 5309 funds (2001 & 2002)	\$ 950,000
State Bonds (2005 & 2006)	\$ 400,000
RCRRA Local Match to SAP	\$ 59,375
WCRRA Local Match to SAP	\$118,750
DCRRA Local Match to SAP	\$59,375
TOTAL	\$ 4,692,500

Capital Budget Notes:

1. In July 2010, the Red Rock Corridor Commission passed Resolution 2010-04 establishing a funding formula and designating the responsible parties for the local match to the Station Area Planning and other corridor studies.

2010 Capital Expenditures

Station Area and Site Master Planning

The study is under contract and is being funded with the remaining \$950,000 of federal 5309 funds designated for the Red Rock Corridor through a Grant Agreement that the WCRRA has with the Mn/DOT.

A 20% local match of \$237,500 is also required. RCRRA is already providing the entire local match through an existing cooperative agreement with WCRRA. RCRRA will be reimbursed for any additional funds contributed over their \$59,375 established share.

The WCRRA and DCRRA are responsible for contributing its portion of the Station Area Master Planning project as part of the 2011 funding contribution. WCRRA and DCRRA may use its portion of the remaining fund balance at the end of the 2010 budget cycle toward its share of the match.

Revenue sources for this work are listed below:

Revenue Source	Amount
Federal Appropriations (2006 & 2007)	\$ 950,000
RCRRA Local Match	\$ 59,375
DCRRA Local Match	\$ 59,375
WCRRA Local Match	\$118,750
TOTAL	\$ 1,187,500

East Metro Railroad Capacity Analysis

This study is under contract and is being funded with \$1,600,000 in federal 5309 funds through a grant agreement between RCRRA and Met Council. State bond funds designated for the Red Rock Corridor will be used as the \$400,000 local match.

Revenue sources for this work are listed below:

Revenue Source	Amount
Federal Appropriations (2006 & 2007)	\$ 1,600,000
State Bonds (2005 & 2006)	\$ 400,000
TOTAL	\$ 2,000,000

Future Studies

The 5339 funds were appropriated to the Met Council for Rush Line, Red Rock and Central Corridor planning. Central Corridor is no longer an eligible project for the funds because a locally preferred alternative has been established.

Future studies identified for the remaining funds include a coordination of corridors into Union Depot and an East Metro Travel Time Benefit study. However, start dates, formula contributions for the local match and contract managing agencies have not been determined. The Red Rock Corridor Commission along with its regional partners will need to re-evaluate the scope and need for these studies since much of this work could be a duplication of other regional planning projects.

One potential option to pursue would be to use the funds for advanced alternatives analysis and environmental work along the Red Rock Corridor to continue to move the project through the transitway development process.

Revenue Source	Amount
Federal Appropriations (2006 & 2007)	\$ 1,505,000
Remaining Local Match to be Determined	\$ 376,250
TOTAL	\$ 1,881,250



DATE: September 21, 2010
TO: Red Rock Corridor Commission
FROM: Staff
RE: Draft Attendance and Travel Policy

The Red Rock Corridor Commission's annual Work Plan and Budget includes the expenditure of funds for attendance at national conferences, training activities and advocacy trips to Washington D.C. The Corridor Commission Advocacy budget in 2010 is approximately \$30,000 and allows reimbursement for items such as airfare, lodging, conference registration fees and meals. Historically, the Commission has sparsely used its travel budget. Potential travel could be for the following:

- National Transit Conference (APTA, Railvolution)
- Other transit seminars/training
- Advocacy trips to DC
- Trips to learn about transit in other regions

Research

As part of the process we wanted to gain a better understanding of how out-of-state travel is addressed by other Joint Powers Commissions / Coalitions involved in transit. Staff sent out requests for information to other Commissions / Coalitions and received the following responses.

Northern Lights Express Alliance (NLX)

- No formal travel policy has been adopted
- All commissioners, staff and others travel expenses are paid for by their respective agencies
- Minimal travel budget that can be used upon approval by the Alliance Board
 - Typically for staff meetings out-of-state

Counties Transit improvement Board (CTIB)

- formal travel policy has been adopted
- Board has paid registration fees for Commissioners to attend APTA in 2009 and for a Railvolution group membership in 2010
- All commissioners, staff and others travel expenses are typically paid for by their respective agencies
- Board addresses any requests for travel reimbursement and either approves or not.
- All requests for travel reimbursement are addressed prior to the travel.

Northstar Corridor Development Agency (NCDA)

- Have an adopted Travel Policy Governing Members of the Joint Executive/Capital Budget Committee. Highlights of the policy include the following:
 - Travel outside of Minnesota requires the approval of the Executive Committee.
 - A written request for travel authorization must be approved in advance of the travel departure date and must contain: the number of days, purpose, location, and approximate cost of the travel.
 - For the purpose of traveling to Washington, D.C. to meet with members of Congressional Delegation and staff, the Executive Committee may approve no more than one travel authorization request for each member the Joint Executive/Capital Budget Committee per year.
 - The Executive Committee does not authorize or reimburse travel expenses for staff traveling to Washington, D.C. for this purpose.
 - Reimbursement of expenses requires appropriate documentation.

The attached travel policy is based on Washington County's adopted travel policy for Commissioners and is in compliance with relevant Minnesota Statutes. The adoption of the policy is only necessary if the Commission wishes to continue to allow the reimbursement of travel, lodging and registration costs for members.

Draft Attendance and Travel Policy

The following policy items have been identified for additional discussion by the Red Rock Corridor Commission

- Does the Commission want to continue to reimburse travel, lodging and registration costs or have individual members pay their own way as is done with some other Joint Powers Commissions?
- If the later, which cost should be reimbursed by the Corridor Commission? The draft travel and attendance policy identifies travel, lodging, meals and registration fees as eligible reimbursable expenses. Is this appropriate?
- Who should be eligible for the reimbursement of travel expenses? Should Corridor Commission staff be included? Should a distinction be made between funding and non-funding partners?
- Should travel be considered as part of the budget process for each upcoming year to identify priorities and make necessary travel arrangements ahead of time?

Action

Discussion.



TRAVEL AND ATTENDANCE POLICY GOVERNING MEMBERS OF THE RED ROCK CORRIDOR COMMISSION

Policy

A. Members of the Red Rock Corridor Commission may be reimbursed for reasonable and necessary expenditures for out-of-state travel including meals, lodging and travel that serve a public purpose relevant to the objectives of the Corridor Commission.

The Red Rock Corridor Commission travel policy complies with MN Statute 471.661 (Chapter 471, January 1, 2006) requiring the adoption of a travel policy for all political subdivisions which specifies when travel outside the State is appropriate; sets applicable expense limits and procedures for approval of travel.

The following reasons qualify as an appropriate public purpose for Red Rock Corridor Commission Members to travel outside the state of Minnesota on official business:

1. To lobby or meet with state and federal legislators and officials.
2. To view, study, or meet individuals involved in such types of projects which the Red Rock Corridor Commission is pursuing, or in which it is involved.
3. National Transit Conference (APTA, Railvolution)
4. Other transit seminars/training

B. When out-of-state travel is contemplated for Red Rock Corridor Commission members, the travel request must be approved in the following manner:⁽¹⁾

1. All out-of-state travel for Red Rock Corridor Commission members to a specific location, conference or event that is included in the annual budget shall be approved in advance of the travel departure date by the Red Rock Corridor Commission.
2. In situations where travel to a specific location, conference or event was not identified in the annual budget, a written request for travel authorization shall be approved in advance of the travel departure date by the Red Rock Corridor Commission and shall contain: the number of days, purpose, location, and approximate cost of the travel.
3. A reimbursement request shall include a signed detail of itemized expenses and be submitted to the Red Rock Corridor Commission for approval.

C. Red Rock Corridor Commission members may be reimbursed for eligible costs for out-of-state travel including; conference registration, transportation, lodging, and meals using the following reimbursement guidelines:⁽²⁾



- **Conference Attendance**

Red Rock Corridor Commission members may be reimbursed for registration and attendance fees for out-of-state conference, training, or seminars. It is the individual Corridor Commission member's responsibility to register for the events in advance unless discounts can be received for registering all conference attendees at a group rate.

- **Out-of-State Travel and Lodging**

Red Rock Corridor Commission members may be reimbursed for eligible travel related expenses including lodging, airfare, mass transit, vehicle rental, parking and taxi fees. It is the individual Corridor Commission member's responsibility to make all travel arrangements and obtain the most cost-effective rates for travel arrangements which should include booking flights and hotels within a reasonable timeframe in advance of departure when possible.

Red Rock Corridor Commission members will comply with Minnesota Statutes that require the Commission to have on record a policy that controls travel outside of the State of Minnesota for elected officials, which specifies when travel outside the State is appropriate; applicable expense limits and procedures for approval of travel; and that all travel credits and benefits earned by elected officials be credited to the public agency when travel is paid by that public agency and in the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

In accordance with MN Statutes elected officials whose airline travel is paid by the Red Rock Corridor Commission or must transfer to the Red Rock Corridor Commission any credits or benefits issued by the airline in connection with such travel unless the airline does not allow transfers. When transfers are not allowed, elected officials must report their earned credits or benefits to the Red Rock Corridor Commission as within 90 days of receipt.

- **Meals**

Red Rock Corridor Commission Members may be reimbursed for meals and incidental costs (e.g., concierge tips, porter tips, snacks, refreshments, etc.) up to the rates published in the most current Travel Per Diem Rate Index (Appendix A) and the default value for cities not included in the index.

The amount of the index to be reimbursed to employees will be prorated at a rate of 25% for breakfast (2:00A.M. – 10:30A.M.), 30% for lunch (10:30AM-3:30P.M.), and 45% for dinner (3:30 P.M. – 2:00 A.M.) for periods of travel that are less than a full day.

Alcoholic beverages are not reimbursable.

Meals & incidental expenses in excess of the limit will be the responsibility of the Red Rock Corridor Commission Member.

DRAFT



(1) Costs for in-state travel including; conference registration, transportation, lodging, and meals may be considered eligible for reimbursement on a case-by-case basis at the discretion of the Commission in accordance with the authorization procedures in section C of this travel policy.

(2) If Corridor Commission members travel under a federal grant, then they will be required to comply with all applicable federal travel and reimbursement clauses.

Responsibility

The Red Rock Corridor Commission Chair is responsible for ensuring compliance with the travel policy.

Source

MN Statute 471.661 (Chapter 471, January 1, 2006)
Washington County Governance Policy #5032 and #6009



APPENDIX A TRAVEL PER DIEM RATE INDEX

Source: U.S. General Services Administration (2010)

DAILY MEAL LIMITS		
City	State	Daily Meal Limit
AKRON	OH	\$48.00
ALBANY	NY	\$54.00
ALBUQUERQUE	NM	\$52.00
ALLENTOWN/BETHLEHEM	PA	\$47.00
ANAHEIM/ORANGE COUNTY	CA	\$59.00
ANCHORAGE	AK	\$54.00
ATLANTA	GA	\$67.00
AUSTIN	TX	\$55.00
BALTIMORE	ME	\$62.00
ABATON ROUGE	LA	\$50.00
BILLINGS	MT	\$46.00
BIRMINGHAM	AL	\$54.00
BOISE	ID	\$54.00
BOSTON/CAMBRIDGE	MA	\$74.00
BUFFALO	NY	\$62.00
BURLINGTON	VT	\$51.00
CHARLESTON	WV	\$47.00
CHARLOTTE	NC	\$56.00
CHEYENNE	WY	\$47.00
CHICAGO	IL	\$73.00
CINCINNATI	OH	\$58.00
CLEVELAND	OH	\$63.00
COLUMBIA	SC	\$48.00
COLUMBUS	OH	\$50.00
DALLAS	TX	\$62.00
DAYTON	OH	\$52.00
DENVER	CO	\$62.00
DES MOINES	IA	\$43.00
DETROIT/DEARBORN	MI	\$56.00
EL PASO	TX	\$50.00
FARGO	ND	\$47.00
FORT LAUDERDALE	FL	\$56.00
FORT WORTH	TX	\$51.00
GRAND RAPIDS	MI	\$51.00
GREENVILLE/SPARTANBURG	SC	\$49.00
HARRISBURG	PA	\$56.00
HARTFORD	CT	\$58.00

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HONOLULU	HI	\$63.00
HOUSTON	TX	\$69.00
INDIANAPOLIS	IN	\$52.00
JACKSON	MS	\$47.00
JACKSONVILLE	FL	\$50.00
KANSAS CITY	MO	\$60.00
KNOXVILLE/OAK RIDGE	TN	\$46.00
LAS VEGAS	NV	\$52.00
LEXINGTON	KY	\$46.00
LITTLE ROCK	AR	\$52.00
LOS ANGELES	CA	\$74.00
LOUISVILLE	KY	\$59.00
MADISON	WI	\$52.00
MANCHESTER	NH	\$46.00
MEMPHIS	TN	\$50.00
MIAMI	FL	\$60.00
MILWAUKEE	WI	\$55.00
MINNEAPOLIS	MN	\$61.00
MOBILE	AL	\$50.00
NASHVILLE	TN	\$62.00
NEW HAVEN	CT	\$50.00
NEW ORLEANS	LA	\$59.00
NEW YORK - MANHATTAN	NY	\$97.00
NEWARK	NJ	\$58.00
NORFOLK	VA	\$52.00
OAKLAND/BERKELEY	CA	\$63.00
OKLAHOMA CITY	OK	\$47.00
OMAHA	NE	\$45.00
ORLANDO	FL	\$58.00
PEORIA	IL	\$46.00
PHILADELPHIA	PA	\$59.00
PHOENIX	AZ	\$58.00
PITTSBURGH	PA	\$63.00
PORTLAND	ME	\$52.00
PORTLAND	OR	\$58.00
PROVIDENCE	RI	\$57.00
RALEIGH	NC	\$51.00
RICHMOND	VA	\$57.00
RIVERSIDE/SAN BERNARDINO	CA	\$51.00
ROCHESTER	NY	\$55.00
SACRAMENTO	CA	\$60.00
SAINT LOUIS	MO	\$71.00
SAINT PAUL	MN	\$54.00
SALT LAKE CITY	UT	\$55.00
SAN ANTONIO	TX	\$61.00

DRAFT



SAN DIEGO	CA	\$67.00
SAN FRANCISCO	CA	\$71.00
SAN JOSE/SILICON VALLEY	CA	\$63.00
SCRANTON/WILKES-BARRE	PA	\$46.00
SEATTLE	WA	\$76.00
SHREVEPORT	LA	\$47.00
SIOUX FALLS	SD	\$47.00
SPOKANE	WA	\$56.00
SPRINGFIELD	MA	\$50.00
SYRACUSE	NY	\$46.00
TAMPA	FL	\$61.00
TOLEDO	OH	\$49.00
TUCSON	AZ	\$47.00
TULSA	OK	\$48.00
WASHINGTON	DC	\$80.00
WICHITA	KS	\$48.00
WILMINGTON	DE	\$50.00
YOUNGSTOWN	OH	\$44.00

Other Cities \$38.00



DATE: September 21, 2010
TO: Red Rock Corridor Commission
FROM: Staff
RE: Station Area Planning Study Update

Public Involvement

In August, the Commission hosted open houses in each of the 4 communities that are designated for a station (St. Paul, Newport, Cottage Grove and Hastings). The concept plans were presented to the broader public and valuable feedback was received. The meetings were well attended by members of the public, local elected and appointed officials and members of the citizen's advisory committee and project management team. The concept plans are now being refined and will be presented to the public during a second round of public open house in early January. Once dates have been finalized they will be shared with the Commission and posted on the red rock website and promoted through other media outlets.

Concept Plan Refinement

The consultant team is in the process of revising the station area concept plans and is beginning the more detailed site specific station site plans, along with cost estimates, and traffic and rail analysis work. The final plans will be ready for review by the end of the year.

Research

As part of the station area planning contract, a small group of lead consultants and project management team members will be attending the Railvolution conference in Portland Oregon from October 18 – 21 to learn about transit and lessons learned in other regions, develop case studies and conduct field research on an existing transit system. The results of this trip will help inform the station planning work and the development of implementation strategies and tools for each station site. The consultant and project management team will present their findings from the trip to the Commission at a future meeting.

Action
Information

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MEMORANDUM

TO: Counties Transit Improvement Board
FROM: Dennis McGrann // Emily Tranter
DATE: September 15, 2010
RE: Federal Update

Below you will find an update for the *Counties Transit Improvement Board* (CTIB) on federal transportation funding and policy initiatives in the second session of the 111th Congress.

Congressional Update

Both the House and Senate returned this week after a month-long district work period. The only “must-do” item on Congress’ agenda before the November elections is enactment of a stopgap resolution to fund the government for the next several months. It is projected that few if any spending bills will be completed before the new fiscal year begins on October 1st; only the Military Construction-VA and Transportation-HUD appropriations bills have passed the House and no appropriations bills have passed out of the Senate. It is expected that Congress will seek to finish work on the fiscal 2011 appropriations process after the election, likely through a massive omnibus measure which would encompass all 12 spending bills.

Obama Administration Transportation Proposal

On Monday, September 6th, President Obama proposed a \$50 billion investment in infrastructure and unveiled a set of principles for a surface transportation reauthorization which includes a new emphasis on high-speed rail and a recommendation to replace earmarks with performance-based funding. The president and senior administration officials stressed that while the proposal—which would need congressional authorization—is expected to create many jobs with an infusion of new dollars, it is more about overhauling the way infrastructure is funded.

The proposal appeals for a shift away from parochial earmarks and state-based formula funding, now considered the bread and butter of surface transportation bills. Instead, it calls for an emphasis on performance-based spending and on large projects that break down traditional spending “silos”.

September 14, 2010

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The proposal got a positive response from House Transportation and Infrastructure Chairman James L. Oberstar (D-MN) who has been pressing the administration for more than a year to get behind a long-term reauthorization and restructuring of surface transportation programs. Oberstar said the principles advanced by Obama are consistent with the goals laid out by his committee.

The plan also calls for an emphasis on factors such as reducing oil consumption and greenhouse gas emissions and improving “livability,” the administration’s term for projects that link affordable housing with transportation options. Additionally, the administration wants high-speed rail put on an “equal footing” with the rest of surface transportation investments “to ensure a sustained and effective commitment” over the long term.

The proposal requests the “streamlining, modernizing and prioritizing” of transportation investments, including consolidating 100 programs into one that awards grants based on competitive standards.

The White House is proposing that the \$50 billion be paid for by prohibiting oil and gas companies from taking advantage of manufacturer tax deduction and accelerated depreciation tax benefits.

The administration proposes that the \$50 billion be spent on:

- Highway improvements.
- Rail — including building on stimulus-related high-speed rail investments, and a “significant” investment in transit New Starts.
- Aviation — including airport investments and the transition to a new satellite-based air traffic control system.
- An infrastructure bank that would fund large-scale projects, including those that span entire regions.

Transportation Reauthorization

The House’s draft surface transportation bill has not seen action since it was marked up in a subcommittee of the House Transportation and Infrastructure Committee in 2009. The Senate has yet to act on any related bill, although Barbara Boxer (D-CA) has reportedly stated that she wants to mark up a bill this fall in her Environment and Public Works Committee.

The lack of action is largely because no one can agree on how to pay for the new spending that the next bill will likely contain. The House draft would authorize \$337.4 billion for highways, \$99.8 billion for public transit, \$12.6 billion for highway and motor carrier safety, and \$50

billion for high-speed rail over six years; however, it does not include any revenue mechanisms which would have to be drafted by the House Ways and Means Committee.

Some Democrats in Congress have suggested increasing the federal motor fuels tax to pay for the additional spending or instituting a new user fee based on the number of miles a vehicle travels. The White House has repeatedly rejected both ideas, particularly while the economy is struggling.

Transit and Livable Communities

The Senate, Banking, Housing and Urban Affairs Committee approved a bill by voice vote last month (S. 1619) that would establish within the Department of Housing and Urban Development an office to develop initiatives to help urban, suburban, and rural communities plan for and create affordable places to live and work.

The bill, authored by the Committee's Chairman, Chris Dodd (D-CT), would authorize \$475 million over four years to make grants for the development of plans that would integrate land use, housing, and transportation to create livable communities. It also would authorize \$2.2 billion over three years for grants to enable communities to develop and preserve affordable housing, support transit-oriented developments, and improve public transportation. As originally drafted, it would have authorized \$400 million for the planning grants and \$3.75 billion for the development grants. It is still unclear when and if this bill will move forward in the Senate. We will keep you updated as developments occur.

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As always, Lockridge Grindal Nauen will continue to monitor these and any other pertinent transportation issues. Please do not hesitate to contact Dennis McGrann at (202) 544-9840 or dmmcgrann@locklaw.com or Emily Tranter at (202) 544-9896 or ejtranter@locklaw.com if you have any questions or would like additional information.



DATE: September 21, 2010
TO: Red Rock Corridor Commission
FROM: Staff
RE: Draft 2011 State Legislative Platform

Last year, the Commission adopted a State Legislative Platform which including the following funding and policy priorities:

The results from last year's session are highlighted in italics below each policy statements listed.

- A request for \$500,000 for the design and construction of park-and-ride facilities along the Red Rock Corridor.

The request was included in the transit capital improvement program portion of the bonding bill which was later vetoed by the Governor.

- A request for \$3,600,000 for the implementation of commuter bus service for 3 years to/from Hastings with a potential stop in Newport and service to both St Paul and Minneapolis.

Senator Sieben authored a bill that was later signed into law that authorizes the use of state road construction funds of up to \$250,000 by Mn-DOT at the discretion of the Commissioner of Transportation for bus service in 2011 as mitigation to the Hastings bridge construction. As of now, Mn-DOT has not committed to using these funds towards the bus service.

- Support for Union Depot, Hoffman Yard and High Speed Rail to Chicago bonding requests

These projects were also included in the bonding bill which was later vetoed by the Governor.

The state legislative session is set to begin in February of 2011. The Commission should start thinking about legislative priorities for the upcoming session. Potential priorities could include but are not limited to the following:

- Continued support for Union Depot, Hoffman Yard and High Speed Rail to Chicago along the River Route.

- Funding for park-and-rides along the Red Rock Corridor.

Staff in consultant with Met Council staff recommends that future bonding requests for park-and-rides should be put forth on a project specific basis by the Host County or City in order to meet the strict eligibility requirements for their use. Washington County intends to put forth a request for \$500,000 for construction of the Newport Transit Station. The Red Rock Corridor Commission could support this request.

- Support amending language from the 2010 bridge mitigation bill to allow the funds to be used in 2012 instead of 2011.
- Support for the Minneapolis Interchange project, the western terminus of the Red Rock Corridor.
- Others?

The final 2010 Policy Platform will be placed on the October meeting agenda for review and approval.

Action:
Discussion



SAVE THE DATE

HIGH-SPEED RAIL SUMMIT

DATE: October 27, 2010

TIME: 11:00 a.m. - 2:00 p.m.

WHERE: UNION DEPOT
214 East 4th Street
St. Paul, MN

The Twin Cities to Chicago High Speed Rail Summit will increase your awareness of activities currently underway including:

- High-Speed Rail's Economic Impact
- Twin Cities to Chicago Route Analysis
- Union Depot Renovation
- Freight Rail Integration
- Ongoing Advocacy Efforts

Questions? MNHSR Commission 651-266-2760

Event hosted by:
MN High-Speed Rail Commission
Empire Builder High-Speed Rail Coalition
On Board Midwest