



**Red Rock Corridor Commission  
Minutes  
Thursday January 22, 2015**

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

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

<b>Staff</b>	<b>Agency</b>	<b>Present</b>
Jan Lucke	Washington County RRA	X
Andy Gitzlaff	Washington County RRA	
Lyssa Leitner	Washington County RRA	X
Josh Olson	Ramsey County RRA	X
Kevin Roggenbuck	Ramsey County RRA	
Joe Morneau	Dakota County RRA	X
Hally Turner	Washington County	X
Laura Kearns	Washington County	

<b>Others</b>	<b>Agency</b>
William Reynolds	Kimley-Horn
Brian Smalkoski	Kimley-Horn
Joseph Scala	Hennepin County
Betsy Leach	District Council 1-St. Paul

Lynn Bly	MnDOT
Katie White	Metropolitan Council
John Burbank	City of Cottage Grove

### Agenda Item #1: Introductions

Introductions were made by those present.

### Agenda Item #2: Election of Officers

Lyssa Leitner introduced the election of officers process. Lyssa reminded the Commission that the counties each get two votes. Commissioner Peterson requested nominations for Chair. Commissioner Slavik nominated Karla Bigham. No other nominations were made. Commissioner Peterson called for a vote for Commissioner Bigham as Chair of the Red Rock Corridor Commission. **All in favor.** Chair Bigham requested nominations for Vice Chair. Commissioner Slavik nominated Jen Peterson for Vice Chair. No other nominations were made. Chair Bigham called for a vote for Commissioner Peterson as Vice Chair of the Red Rock Corridor Commission. **All in favor.**

Chair Bigham took a moment to thank the Commission for the opportunity to serve as Chair. Chair Bigham stated that she was excited about the leadership on the commission and that she will focus on community engagement. Chair Bigham added that she was looking forward to working with stakeholders to build momentum.

### Agenda Item #3: Consent Items

#### a. Checks and Claims

Commissioner Slavik moved approval for the Checks and Claims. Commissioner Gordon seconded. There was no discussion. **All were in favor.** The motion carried.

#### b. Minutes from the December 2014 Commission Meeting

Commissioner Peterson moved approval for the December 18, 2014 Minutes. Commissioner Gordon seconded. There was no discussion. **All were in favor.** The motion carried.

### Agenda Item #4: Implementation Plan

#### a. Consultant Selection

Lyssa Leitner reminded the Commission that they previously approved the release of an RFP for an Implementation Plan. The intent of the Implementation Plan is to:

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

The budget of \$400,000 for the project was approved as part of the 2015 budget passed at the December meeting. Lyssa explained that proposals were received from three strong teams. All proposals were reviewed by panel of staff from Washington, Dakota, and Ramsey Counties, Metro Transit, Met Council, Hastings, and Cottage Grove. The group decided to interview the SRF and Kimley Horn teams.

The interview panel selected Kimley-Horn as the consultant for the Implementation Plan. Kimley Horn was selected due to the project management team, the team's and organization's experience with both bus rapid transit and commuter rail, their existing knowledge of the Corridor, and the team's approach for community engagement.

The motion for the Commission was to approve the selection of Kimley Horn. The recommendation would then be presented to the Washington County Board. The contract is

expected to be approved by mid-February with work to start ASAP. The contract would be for a 15 month process.

Commissioner Rettman requested the opportunity to see more detailed invoices and process updates through the Implementation Plan process. Lyssa stated that more detail will be included in the month Checks and Claims item and that the Implementation Plan would be a standing item on all Commission agendas.

Commissioner Rettman asked if Kimley Horn has worked with the Red Rock Corridor Commission before. Ramsey County staff, Josh Olson, stated that Kimley Horn worked on the first Alternatives Analysis. Josh Olson added that the firm and the Implementation Plan team have a strong knowledge of the Corridor.

Commissioner Peterson moved the recommendation of Kimley Horn as the consultant for the Implementation Plan. Commissioner Slavik seconded. **All in favor.** The motion carried.

b. Project Kick-Off Activities

Lyssa Leitner explained that staff is interested in hosting an engagement workshop with the Commission. The purpose of the workshop would be to generate ideas for the Implementation Plan, including suggestions on how to work with community. The workshop will be held as part of the February Red Rock Corridor Commission meeting. The workshop will take 20-30 minutes.

**Agenda Item #5: Review Bylaws**

Chair Bigham reminded the group that the bylaws haven't been updated since 2005 and some details have changed. Chair Bigham stated that the Commission would take up reviewing the bylaws at the next meeting to give members time to review the document.

Lyssa Leitner stated that it is required for proposed changes to be made at one meeting and then voted on at the next. It would be possible to hear proposals at the February meeting and to vote at the March meeting.

Commissioner Rahm reminded the group that they would discuss the meeting time later in the meeting and that discussion can dictate how that section of the bylaws are updated.

Lyssa Leitner clarified that the bylaws establish what constitutes a quorum. The current issue with reaching quorum may do with time/date/location of the meetings. Changes to the meeting could potentially help remedy issues with meeting quorum. It would also be possible to change what constitutes a quorum. The bylaws also state that funding partners have two votes.

Commissioner Gordon pointed out that regarding meeting time, the bylaws state "unless otherwise worded" which means the Commission is still adhering to the bylaws.

Commissioner Rettman stated that all Commission members are supposed to have an alternate. The purpose of the alternates is to have synergy. It changes the dynamics when people don't show up. She would recommend changing meeting logistics rather than changing quorum. Commissioner Rettman was not particularly interested in members calling-in.

Commissioner Gordon suggested not specifying time and location in the language. He thought those details were more than what was needed for the bylaws and encouraged any changes to be more general.

Chair Bigham seconded the request for guidance for staff and agreed that changes should be more general.

Lyssa Leitner asked the Commission to provide staff with any other suggestions. She stated that there would be a need to run all proposed changes by attorneys. Proposed changes will be brought to the February meeting. If the changes don't exceed what was discussed at this meeting, the Commission can approve the bylaws at the next meeting. Otherwise the Commission will vote on the bylaws in March.

#### **Agenda Item #6: Newport Transit Station Update**

Lyssa Leitner informed the Commission that the Newport Transit Station opened on December 1, 2014. Light construction is still ongoing. A grand opening will be hosted in the spring. A few individuals use the transit station daily. The lower volume is typical when stations first open. The County is working with Metro Transit and city staff on promotion for the station. Some recent county communications and the Commission newsletter included information on the station.

Route 364 was rerouted to hit the station. There are three trips each morning and afternoon. The trips take approximately 24 minutes one way.

The spring grand opening will be held in conjunction with Implementation Plan activities. Staff is looking for the event to be a large event for community outreach. County staff will meet with partners to set up the event including how to recognize key funding partners. The County would like to follow on the success of the ground breaking ceremony.

Chair Bigham stated that she has been getting a lot of calls about the transit station. She was wondering what it would take to have the Newport Transit Station a park and ride for the State Fair. Chair Bigham reminded the Commission that it is helpful to talk about the big picture for the station as it ties into other plans. Metro Transit has applied for funding through the Regional Solicitation process another route but it has not yet been approved.

Commissioner Peterson asked if the route stops at Lower Afton. Josh Olson with Ramsey County answered that the buses on Route 364 do stop at Lower Afton. Commissioner Peterson suggested informing Lower Afton riders of the other station as an option.

Lyssa Leitner stated that County would be talking with Metro Transit next week and could make inquiries about promoting the station at other park and rides and adding the station to the list of park and rides for the State Fair.

Chair Bigham reiterated that more routes would help.

Commissioner Rahm stated that the City of Newport is interested and willing to help. More publicity would help as he hasn't seen much.

#### **Agenda Item #7: Communications update**

##### **a. Website and 2015 Activities**

Lyssa Leitner told the Commission that the new website launched in late 2014 though the content is not fully updated. Staff will be working through January to make those changes.

Once Kimley Horn is under contract, they will work on an updated map and fact sheet for the project which will be on the website.

There have been some glitches with analytics. The communications consultant, Johnson Group, is aware of this problem. Lyssa can make the changes to the website. She will be working next week to fix content and the glitches.

Chair Bigham stated that the video on the website is good but outdated. She felt it would be great for social media.

b. Website and Social Media

Lyssa Leitner stated that the Facebook page is up to 206 "likes". A discussion to review Johnson Group's contract will be on next month's agenda.

Commissioner Peterson stated that the Facebook page is now up to 226 "likes".

Chair Bigham said that the key to Facebook is to keep content fresh including posting meeting information. She added that may be possible for the cities and other stakeholders to include the Facebook link on their sites.

Commissioner Rettman wanted clarification on the analytics glitch and wanted to know the timeline for fixing the glitch. Lyssa Leitner said she would work on the issue next week in conjunction with the communications consultant. Commissioner Rettman asked if the Johnson Group's contract extension would be for more time or more money and time. Lyssa Leitner clarified that the contract would go through 2015 to align with the Commission's budgeting process. Additional money was allocated as part of the approved 2015 budget.

Commissioner Rettman wanted to know if the Johnson Group had contributed in any way to the current glitches. Lyssa Leitner stated that the consultant is not responsible. Commissioner Rettman stated she would not want to give more time and money if the consultant was tied to the problems. Lyssa Leitner clarified that she is in charge of the content and it would be updated this month.

Commissioner Slavik pointed out that the current layout cuts off the map of the Corridor. He would want to make sure the website shows the whole corridor on the main page.

Commissioner Vaughan wanted to know if social media was the responsibility of the consultant or staff. Lyssa Leitner clarified that both parties are responsible but responsibility falls mostly to staff. The consultant will take more of an active role in 2015. Commissioner Vaughan asked if other social media options have been explored. Lyssa Leitner stated that other options have not been explored. Facebook was initiated only 1.5 years ago. Twitter needs to be updated at least 2-4 times a day. Commissioner Vaughan recommended looking into other social media options.

Chair Bigham reiterated that more social media would be better.

**Agenda Item #8: Legislative Update**

Ramsey County staff Josh Olson stated that the Federal Government passed a omnibus bill prior to the New Year. The DOT received \$17.8 billion. Though FTA dollars were reduced, the Tiger program continues to move forward. The Highway Trust Fund continues towards insolvency. Both chambers are looking to craft transportation bills to tackle this issue. Last week, there was a little momentum in the Senate for long-term fix for transportation.

At the state level, the two bills proposed are very different between the Senate and House of Representatives. The Senate has proposed \$800 million per year for roads, bridges, and transit.

Funding would come through an increase in the gas tax, on license registration fees, and a sales tax increase in the metropolitan area.

The House of Representatives proposed \$750 million total over four years. Funding would be limited to only roads and bridges. Money would come through system efficiencies and reallocation of surplus dollars.

Stakeholders are waiting for the Governor's proposal which is due out on Monday.

Commissioner Gordon stated that Minneapolis supports more funding beyond bridges and roads. He would support the Commission to advocate for more funding if the Commission chose to do so. Chair Bigham stated there would be continued opportunity for discussion and the Commission would want to comment.

Chair Bigham stated that as a representative to the Counties Transit Improvement Board, they had a lengthy discussion about transit funding. CTIB decided to table the conversation until the Governor's proposal has been made public.

**Agenda Item #9: Other**

a. Discuss 2015 meeting dates, times, and location

Lyssa Leitner recommended that the Commission review meeting logistics. Commission members have asked about Newport; space is available but specific availability is unknown.

Commissioner Rettman stated that she has protected this day/time every month. Group meetings changes tend to cause domino effects and it may be difficult to coordinate all the schedules. Also, there are other meetings she would like to be at. Commissioner Rettman recommended keeping as close to schedule since the majority of members can make it.

Chair Bigham stated that Commissioner Greene needed more time to get to meetings. In general, Chair Bigham felt the day/time works for most.

Commissioner Rahm would prefer pushing the start time to 4:30 but would accommodate whatever works for the majority.

Commissioner Gordon preferred 3:30. Parental duties and school picks up made 4:00 pm difficult. He would support moving to Newport but couldn't guarantee he would always make the meetings.

Lyssa Leitner stated she would send an email to those members not in attendance.

Commissioner Peterson preferred the date but said later would be better. Newport would be fine. An earlier meeting would be a challenge.

Commissioner Slavik thought the 4<sup>th</sup> Thursday is good but would recommend eliminating and rescheduling the November and December meetings. He stated it would be best to get something on the calendar now. Staff could possibly send out a Survey Monkey or something similar to share comments. Rescheduling the Nov/Dec meetings would work for the budget process.

Chair Bigham reiterated that a meeting is needed Nov/Dec for budget purposed.

Commissioner Slavik felt it best to set the date now so it makes it clearer from day one.

Commissioner Rettman has other meetings at 6:30 and 7:00 every night. She can't do much later. She didn't have an opinion where the meeting is held though she likes the current location. If every Commission member had an alternate, it would allow for consistent availability.

Commissioner Vaughan stated that consistency is important. It would be best to book now to put on the calendar.

Chair Bigham liked the idea of sending a survey to the Commission members. Chair Bigham asked Commissioner Rettman for a firm time that she would have to leave to attend other meetings. It would be possible to address approval items earlier on an agenda to ensure quorum if members might have to leave the meetings early.

Commissioner Rahm stated that he is okay with this date though a half hour later would help him out. The current location would be fine.

Commissioner Gordon asked if alternates had to be elected officials. Lyssa Leitner stated that alternates have to be elected officials to count for quorum. Commissioner Gordon wondered if he could send the Mayor. Lyssa Leitner stated that the mayor could be an alternate.

Chair Bigham changed the discussion to the agenda and stated she would like to see an agenda adoption marked clearly on an agenda. She would also like to have updates on other transit projects in the region.

Commissioner Rahm recommended a spot at the end of the agenda for new business. Lyssa Leitner stated the item could be called "Commissioner Reports".

Commissioner Rettman recommended that information for the Commissioner Reports be put into writing to be delivered to Commission members if there was a particularly heavy agenda. This would allow the Commission to focus on completing new business first.

Commissioner Peterson asked if changing bylaws would change joint powers agreement. Lyssa Leitner stated that she didn't think so but would check with the County's attorneys. Since they are separate documents, parallel changes may need to be made.

#### **Agenda Item #10: Adjourn**

Commissioner Slavik moved to adjourn. Commissioner Gordon seconded. **All in favor.** The motion carried.