



RAILROAD TRANSPORTATION SAFETY DISTRICT

Board Meeting

Tuesday, March 3, 2020

Meeting Began At 11:00 a.m.
Meeting Ended At: 11:57 a.m.
Members Present: Jane Raybould, Roy Christensen, Rick Vest, James Michael Bowers, Roma Amundson
Members Absent: Deb Schorr
Others Present: Roger Figard, Amy Cornelius-Jones, Dennis Meyer, Bill Kutilek, Kris Humphrey, Aaron Keller, Tony Jerina, Carol Daley, Kelly Zocholl, Kelly Lundgren, Zach Gregory

Order No. 20-01: Call Meeting to Order; Approval of Previous Minutes

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

First item on the agenda is the approval of the minutes from the December 2, 2019 meeting. The minutes are available for review on the RTSD website: <http://lincoln.ne.gov/city/ltu/rtsd/>.

Christensen moved to approve the minutes from the December 2, 2019 meeting.
Vest seconded the motion. Motion approved 4-0, 2 absent.

Order No. 20-02: Report of Statement of Financial Activity

Dennis Meyer from the County Budget and Fiscal Office gave the report of financial activity for the RTSD. Meyer reviewed the receipts and disbursement for current fiscal year through February 14, 2020. Total receipts for the period were \$2,857,346, comprising of tax receipts in the amount of \$2,760,137, and investment interest income in the amount of \$97,209. During the period of the report, disbursements included: commissions, and refunds to State of Nebraska in the amount of \$52,307; operating costs in the amount of \$46,299; and construction project costs in the total amount of \$1,079,111; for total disbursements of \$1,177,717. For the period, the ending cash balance was \$560,145, and the ending investment balance was \$10,131,786, for a total fund balance of \$10,691,931.

Christensen moved to approve Statement of Financial Activity.
Amundson seconded the motion. Motion approved 5-0, 1 absent.

Order No. 20-03 and 04: Report regarding Current Budget Status and Draft Budget/CIP for 2021

Operating Budget: Figard stated that the existing budget is just over \$100,000 for operating costs and expenses, and the RTSD has spent just under \$46,299. For the FY2020/2021 budget, Figard proposes an increase of \$4,000 in order to account for nominal increased costs of Superintendent Services, Legal Services, Accounting & Auditing Services and Postage. The budget for total operating expenses being proposed for FY2020/2021 is \$104,200.

Construction Projects:

Current

- The largest expense to date is approximately \$870,000 for the Engineering and NEPA Environmental work with Olsson with respect to the 33rd & Cornhusker Highway project. Of the \$4 million contract with Olsson, there will be approximately \$2.5 million spent by the end of the fiscal year, and it is expected that \$1.5 million will be additionally budgeted for the next fiscal year.
- With respect to the OPPD at Pine Lake project, the Railroad has yet to put in the gates and lights at the crossings. The amount of \$600,000 is budgeted for this expense in case the invoice comes in this fiscal year. If not, then we will request that the budgeted funds carry over to the next fiscal year.
- The Jamaican Trail North project contract with K2 has been signed to proceed with the construction of the bridge. The final steps in signing construction and maintenance agreements with the railroad is in the process of being finalized.
- The Hastings Sub-relocation project shows a \$366 expense in the budget. Due to lack of present activity on the proposed project, Figard closed out the contract with Olsson.

Proposed

For the FY2020/2021 budget, Figard proposes:

- \$250,000 budget item for crossing repairs/improvements within the City and \$50,000 for crossing repairs/improvements within the County.
- Carry over \$50,000 for the Salt Creek Underpass project.
- \$100,000 for Miscellaneous Engineering and \$100,000 for Emergency & Safety.
- For the 33rd & Cornhusker project, carry over \$1.5 million and add to the \$2.5 million already in the CIP for a total of \$4 million.
- Hickman Quiet Zone – Needs re-evaluation in the next budget year. A budget entry of \$15,000 is proposed.
- Salt Creek Levy project – Budget entry of \$50,000.
- SW Lincoln Feasibility Quiet Zone – The project is on hold, but Figard proposes to carry over \$25,000 while a study is completed for the Hobson Yard Relocation project.
- Hastings Sub Relocation – Carry over the \$100,000 into the next fiscal year.
- Budget entries for Pine Lake - \$600,000 and Jamaica Trail - \$701,000
If paid out prior to approval of the final budget, these amounts will be reduced to the amounts of any remaining expenses.
- W Wittstuck – Budget of \$25,000.
- N 48th Underpass – Expecting an invoice for the RTSD share of the study.

Total recommended CIP (Capital Improvement Projects) is approximately \$6,317,100. As the RTSD proceeds with various projects, this amount will likely change prior to next board meeting.

Figard discussed the current tax levy and its effects on the RTSD's cash flow balance in future years. The budget process is just getting started and Figard wanted to give the Board time to consider an appropriate levy request to support the RTSD's budget requirements.

Order No. 20-05: Consideration of the Audit and Budget Contract with HBE

Tony Jerina with HBE, LLP presented the letter of engagement for the RTSD's 2020/2021 fiscal year budget and audit. The proposed fee is \$13,100 and includes preparation for the audit, budget, any revisions and staff time.

Christensen moved to approve the Audit and Budget contract with HBE.

Amundson seconded the motion. Motion approved 5-0, 1 absent.

Order No. 20-06: Consideration of Operation Lifesaver Financial Request

Carol Daley, Executive Director of Operation Lifesaver presented the mission of Operation Lifesaver and a financial request. Operation Lifesaver is a national non-profit rail safety educational organization dedicated to reducing vehicle-train collisions deaths and injuries. The organization is located in fifty states and six countries. They have trained volunteers that provide free rail safety presentations to schools, businesses, professional truck drivers, bus drivers, first responders and the general public. They make use of a mobile educational trailer when presenting. Operation Lifesaver is requesting \$300 to assist in maintaining this trailer.

Vest moved to approve the accept the Financial Request for Operation Lifesaver.
Christensen seconded the motion. Motion approved 5-0, 1 absent.

Order No. 20-07: Report of Project and Crossing Updates

33rd & Cornhusker – Kris Humphrey updated the Board on the 33rd & Cornhusker project. Humphrey introduced Aaron Keller from Olsson who will be replacing Rick Herrick for this project. Olsson has been refining the design project. Focus is on intersection design, access locations and modifying Adams & 33rd Street alignments. One-on-one meetings with adjacent property owners and residents will be taking place end of March or early April. An advisory group meeting will be scheduled in May. A public meeting will be scheduled for mid-June.

Crossings -

Figard reported that, last year, crossing improvements were completed at 33rd & Cornhusker, 27th & Hwy 2 and 48th & Hwy 2.

Figard reported that a draft form of a three-party agreement is being developed between the RTSD, a railroad company and either the City or the County. This agreement points out the Railroad’s responsibility for maintenance and repairs of the tracks and crossing panels, and the City’s and County’s respective responsibilities for the roadway approaches. While not required, the RTSD has typically assisted in the financing of some of the costs associated with the repairs. This cost sharing has been done for expediency and to encourage the Railroad and/or the City or County to keep the crossings in good repair for the motoring public. There will be future meetings to finalize the agreement, with the intention to create a standard agreement to accelerate the process of repairing and improving at-grade rail crossings.

5th & J Spur – Currently being temporarily repaired.

56th & Old Cheney – The panels need repaired.

Southwood Drive – The City has a resurfacing project at this location and possible repairs will be considered.

5th Street near ADM – The crossings are in poor condition and will be inspected.

33rd & Cornhusker – Figard indicated that he would like to see that the new sidewalk at this location is completed.

NW 12th – The RTSD needs to continue to get Union Pacific do repair on the crossings.

W Raymond Road – The County will be doing a resurfacing project and the crossing will be inspected.

Figard will be taking Amundson on a field visit to view the OPPD crossings in her district. If there is interest, he is able to take as many as two other Board members along without having to call a public meeting.

Order No. 20-08: Report on Electronic Records and Document Management

Figard stated that during the past couple of years, the RTSD has done a good job moving to electronic media for meeting agendas and minutes. It makes sense to look at other electronic documentation for the rest of the RTSD files. The County has moved to a document management system. Figard met with various staff from the County Clerks, Records Management and City engineers to discuss this option. He will meet with County engineers soon. Bill Kutilek has contacted the State of Nebraska regarding updating the Records Retention Schedule (Schedule 140) for the RTSD.

Order No. 20-09: Non-Agenda Items/Public Comment

No public comment.

- Figard stated that the current plan is to extend his contract with the City for an additional year through April 30, 2021.
- The four state Missouri, Iowa, Kansas and Nebraska Highway Rail Safety conference will be on March 18-19. Figard will not be attending this conference this year.
- Figard will be going to the National Committee meeting for the Manual of Uniform Traffic Control Devices in Virginia in June.
- The next meeting is currently scheduled for June 1, 2020. Raybould does have a conflict and would appreciate fellow Board members to check their calendars for possibly moving the meeting to another date. The final decision on meeting date will be decided after the Board members are able to consider their respective schedules.

Vest moved to adjourn. Amundson seconded the motion. Motion approved 5-0, 1 absent.

The next meeting is presently scheduled for Monday, June 1, 2020 at 11:00 a.m.

Meeting adjourned at 11:57 a.m.

Prepared by: Amy Cornelius-Jones, Transportation

Minutes 03-03-20