



## RAILROAD TRANSPORTATION SAFETY DISTRICT

Board Meeting

Monday, December 5, 2016

Meeting Began At 11:00 a.m.

Meeting Ended At: 12:15 p.m.

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

Members Absent: Bill Avery

Others Present: Roger Figard, Janelle Carnahan, Liz Thanel, Susie Filipi, Randy Hoskins, Pam Dingman, Bill Kostner, Chris Smith, Bill Kutilek, Tony Jerina, Justin Petersen, Erin Bright, Rick Haden

### **Order No. 16-28 Call Meeting to Order. Approval of Previous Minutes**

Christensen moved to approve the previous minutes. Lamm seconded the motion.  
Motion approved 4-0.

### **Order No. 16-29 Statement of Financial Activity**

Thanel presented the Statement of Financial Activity dated November 22, 2016. Receipts have been taken in of \$1,410,333.00 in tax related revenues which represents 34% of the \$4,115,000.00 budget. Interest income is \$38,925.00 for a total receipt of \$1,449,259.00 to date. Expenditures are \$27,905.00 for commissions; \$14,635.00 in operating costs & \$60,588.00 for construction projects costs; for a total expense of \$103,128.00. Cash on hand in the checking is \$415,732.00. There is a transfer pending from the Treasurer of \$1,358.00. Investments of \$17,096,990.00. Total fund balance of \$17,514,080.00. We are right on track for the year.

Wiltgen moved to approve the Statement of Financial Activity.

Raybould seconded the motion. Motion approved 5-0.

### **Order No. 16-30 Approve/Accept Final Audit**

Jerina, with HBE, presented the final audit and requested the Board approve. The draft audit was presented in the September Board Meeting. No changes were made to the audit from September to December.

Christensen motioned to approve the final audit report by HBE.

Lamm seconded the motion. Motion approved 5-0.

### **Order No. 16-31 Approve Additional Insurance**

Figard presented a one page sheet on RTSD insurance to show current insurance and reviewed the coverages, premiums, etc. After discussions with Sue Eckley, County Risk Manager & Bill Kostner, City Risk Manager, it was determined the RTSD Board Members should have additional insurance. He is proposing obtaining additional coverage to increase the general aggregate liability with no additional premium cost, continue the non-owned automobile coverage, increase the commercial umbrella liability

coverage and add crime coverage. Chris Smith, Union Agency, was also available for any questions. There were several questions and discussions related to the insurance coverage by the Board.

Christensen moved to approve the Additional Insurance as presented.

Raybould seconded the motion. Motion approved 5-0.

### **Order No. 16-32      Current Budget Status**

Figard presented the current budget status. There hasn't been much spent out of the operating budget. He will be going to Washington, D.C. to the NCTCD Conference in January which will change the travel expenses budget slightly in the operating expenses. Under construction projects, there was almost \$25,000 for the cities share on the improved crossing at 63<sup>rd</sup> & Cornhusker. The railroad, RTSD and NDOR all had a 1/3 share in the cost. The OPPD, 91<sup>st</sup> & Yankee Hill Crossing is under construction and there should be invoicing coming to the city in the spring and into the summer. The Quiet Zone Re-Evaluations paperwork has been submitted to Washington, D.C. and all the public entities have received the documentation except for the FRA. Figard discussed the re-evaluations performed by FHU for the current Quiet Zones; Raybould inquired if they could get a copy of the findings and requested they be posted on the RTSD website. No action required at this time.

### **Order No. 16-33      Project Updates**

Figard stated that Rick Haden with FHU is available for any questions on the QZ revaluations. The revaluation certification for South Salt Creek QZ has been submitted to FRA. The 1<sup>st</sup> & J and 27<sup>th</sup> & Saltillo QZ revaluations will be submitted in the spring of 2017. Figard reported he will be meeting with the railroad on January 3, 2017 while he is in D.C. to discuss an MOU and an agreement to ensure they will be stakeholders on the 33<sup>rd</sup> & Cornhusker Project. Figard and Humphrey will be meeting with NDOR representatives to pull them in and ask for help to be more of a stakeholder to get the railroad on board. The Hastings Sub Relocation is a potential alternative design rather than doing a Quiet Zone through southwest Lincoln. The railroad does not want to help pay for the feasibility study but were willing to allow the RTSD to do a study. Justin Petersen with Olsson Associates was available for any questions regarding the study. They are pulling together requests for information and the preliminary plans and hoping there will be plans to present at the March RTSD Board meeting.

### **Order No. 16-34      Crossing Updates**

Figard asked Erin Bright with Olsson Associates to discuss the Airport Spur Relocation. Bright stated they had an on-site diagnostic review meeting with BNSF on October 12. The overall goal is that the Lincoln Airport Authority needs a crossing agreement in place with BNSF for a new surface crossing at NW 38<sup>th</sup> St. in addition to water and sanitary sewer crossing. Next steps are to begin preparation of the draft agreement for all of the crossings.

Figard stated Pam Dingman, County Engineer, was available to answer any questions and comment regarding the County/Denton repairs. BNSF made permanent repairs to the Denton Crossing and has not asked for any reimbursement from the RTSD at this point. There have been a number of complaints about S 70<sup>th</sup> St. which is on the OPPD line. The County recently resurfaced South 70<sup>th</sup> street but the railroad crossing has settled and OPPD indicated to the County that they would do those repairs in December but now will be in January or February as the equipment and materials will not be in till after the first of the year. Figard has not gotten any communications back from the owners regarding the railroad crossings at 17<sup>th</sup> & Y (OL & B rail road) and 22<sup>nd</sup> & Y (Lincoln Lumber).

Figard stated the Railroad Markings are required and mandated by the MUTCD at all City and County grade crossings. The County currently updated in their TIP a county wide project to upgrade the markings on nine different crossings in the county. The City also needs several markings refreshed and upgraded at different crossings. Figard is recommending that in the budget under crossings that we annually ask the City and County to give the RTSD a marking replacement or durable marking proposal in the March – June time frame for the crossings that need the markings updated. Dingman stated that NDOR is coordinating the markings on this Federal Aid project. The County has been waiting for over three years for this contract. Figard showed the Board where the nine crossings are located.

**Order No. 16-35      RTSD Management Dec. 2016 – April 2017**

Figard presented an overview to the Board of his responsibilities for the RTSD from November 18, 2016 through April 2017. Upon announcing his retirement, he has been asked to continue to serve as Executive Director of the RTSD and is excited to continue his duties. He will be located at the County/City Building and will work on Wednesdays as a regular schedule and is available for other meetings and contacts any time he is needed. He is still available through his city email address and city cell phone.

**Order No. 16-36      2017 Meeting Schedules**

Figard presented the 2017 RTSD meeting schedules to the Board. Discussion on conflicts of dates by Board members. It was determined that we wait till the meeting date gets closer and schedules are more permanent. Communications will be sent out regarding the date and time of the next meeting sometime in January. No action required.

**Order No. 16-37      Non-Agenda Items/Public Comment**

Figard spoke regarding how they are trying to be more public friendly with the information being posted on the website and he is wanting to communicate better with the Board Members as well. He would like to send out a contact information sheet for the Board to complete to let us know how best to get a hold of you. If you have more than one email address, an office phone or cell phone, do you want paper copies or electronic or both, etc.

The next Board meeting will be held on Tuesday, March 7 @ 11:00 am. Wiltgen moved to adjourn the meeting. Raybould seconded the motion. Motion approved 5-0.

**Prepared by: Janelle Carnahan, Engineering Services**

**Minutes 12-9-16**