

EXECUTIVE CHANGE CONTROL BOARD

Thursday, December 18, 2014

11:30 am – 1:00 pm

Meeting Minutes

Voting Representatives Present: Susan Haigh, Jan Callison, Marion Greene, Peter McLaughlin, Fran Miron, Nancy Schouweiler

Non-Voting Representatives Present: Nancy Tyra-Lukens, Jason Gadd, Terry Schneider, Anne Mavity

Chair Susan Haigh welcomed those in attendance and then opened the meeting at 11:40 a.m.

Review the Mandate of the ECCB

Mark Fuhrmann went through the ECCB mandate, which was approved through resolutions from both HCCRA and CTIB.

Approval is needed for change orders greater than \$250,000. Approval is needed for scope deferrals and LRCIs greater than \$75,000. Review all change orders less than \$250,000.

Mayor Terry Schneider asked about the basic change order process. Is it okay with FTA if it is not approved by ECCB. Mark Fuhrmann responded that FTA is adamant and the Council needs to manage Project funds.

Commissioner Peter McLaughlin asked if there was any grey area with the CCLRT Change Orders. Mark Fuhrmann responded with some questionable change orders that were approved by FTA included: the St. Paul Station with the addition of the elevator to the skyway; and also the addition of the LED green/blue color blocks added to the trains. Both items improve ridership and safety.

By Laws

CTIB and Howard Orenstein helped draft the ECCB bylaws. Mark Fuhrmann went through the four criteria related to the Locally Requested Capital Improvements (LRCIs).

A quorum consists of a minimum of 3 of the 5 voting members. MnDOT and HCRRA will be invited to have a non-voting representative on the ECCB.

Commissioner Jan Callison asked if non-voting members can also have an alternate representative. Mark Fuhrmann replied yes, if they choose. It is optional for non-voting members.

Vice Chair of ECCB

Commissioner Fran Miron nominated Commissioner Peter McLaughlin as Vice Chair of the ECCB. Commissioner Nancy Schouweiler seconded it. All other members approved.

Special Meetings

Emergency Meetings. Chair of ECCB can call special meetings for issues such as water or gas main breaks. It is recommended emergency meetings not be called for LRCIs.

Commissioner Miron asked for a 3 day notice for special, emergency, and open meetings. Mark Fuhrmann stated this will happen, along with our meetings being posted on the Met Council and SPO websites.

Commissioner Miron mentioned on page 1, under purpose, he suggested changing the word approve to review. Mark stated the language in the bylaws is directly from the CTIB and HCRRRA approved resolutions.

Council member Anne Mavity asked if call-ins can be made available for meetings. Mark Fuhrmann stated that a voting member must be physically present in order to vote. However, it is permissible to call in.

The bylaws will be brought to the second meeting for adoption.

Contingency 101

Melanie Steinborn went over the definition of contingency, which is the amount set aside in the project budget that accounts for project risks. The FTA sets this level and the hold points.

Commissioner McLaughlin asked if the contingency could be adjusted upward. Mark Fuhrmann stated yes, after a risk assessment, the FTA will set and can also adjust the amount.

There are three categories considered for contingency:

- Unforeseen construction change orders. Examples; field conditions, owner initiated changes
- Project Requirements/Exposures. Examples; force account, start up costs, commitments through agreements
- LRCIs.: Scope not part of the approved budget and assumes 100% non-project funding.

Commissioner Callison asked about functionality. Craig Lamothe stated operation must be on safety and security, not ridership levels.

Craig Lamothe went thru the LRCI list. Commissioner McLaughlin suggested the list be categorized by type and city.

Craig Lamothe stated the executed Master Funding Agreements (MFAs) set the financial framework for money to flow from the Council to the Project partner or from the Project partner to the Council. Subordinate Funding Agreements (SFAs) are expected to be executed in January, specific to the LRCIs.

Commissioner McLaughlin asked about trail reconstruction at-grade with the two track design. Will the project provide grade trail separation? Craig Lamothe stated yes, if grade separation is at Beltline, then a new bridge structure will be created. A new segment would be added over the roadway.

Next Steps

ECCB will meet again in late January. The Technical Advisory Group (TAG) will meet prior to the next ECCB meeting to determine whether the LCRI's meet one or more of the four criteria. ECCB will then establish the list of LCRI's and adopt by the bylaws.

Everyone agreed to keep future meetings at the SPO.

No Action was requested at this meeting.

Meeting adjourned at: 1:00 pm.