

Metropolitan Council/Hennepin County

---

Meeting of the SWLRT Executive Change Control Board

March 29, 2019

Members Present	Chair Nora Slawik	Marion Greene
	Jan Callison	Mike Opat
	Molly Cummings	

Members Absent      Rafael Ortega

**1. CALL TO ORDER**

Chair Nora Slawik called the March 29, 2019 meeting of the Executive Change Control Board to order at 10:30 a.m. at the SWLRT Project Office.

Chair Slawik welcomed all in attendance and introductions were made.

**2. REVIEW OF EXECUTIVE CHANGE CONTROL BOARD OPERATING PROCEDURES**

Ben Schweigert, Assistant Hennepin County Attorney, provided a history, overview and purpose of the Executive Change Control Board (ECCB). Currently the ECCB is meeting for SWLRT, but ECCB also has jurisdiction over BLRT.

**3. CHANGE ORDER APPROVAL PROCESSES OVERVIEW**

Brian Runzel, Director of Construction, introduced himself and provided his background prior to coming to the SWLRT Project Office.

Mr. Runzel went over the change order approval process. Examples of items that may require a change order include: underground unforeseen conditions, issues from ROW, design clarifications, and city or county requested change orders such as utility location. The change order could be requested from either the project office or the contractor. Since ECCB is the governing body for use of contingency above the amount of \$350,000, any change order over \$350,000 would go to ECCB for approval. Once fully approved, it goes to the contractor for execution.

Commissioner Callison mentioned that there will be a lot of demands on this contingency amount. Mr. Runzel agrees, we want to keep the amount of the change orders to a minimum, as we want the project to remain on budget and on schedule.

**4. ELECTION OF VICE CHAIR**

Commissioner Greene made a motion to nominate Commissioner Callison as Vice Chair of the ECCB. Commissioner Callison accepted the nomination. Councilmember Cummings seconded the motion, which was then unanimously approved.

**5. RESOLUTION 19-ECCB-001: ESTABLISH REGULAR MEETING DATE AND LOCATION**

Discussion was held on Resolution 19-ECCB-001, stating the regular meeting date and time for the ECCB as the second Friday of each month at 11:00. It was discussed and decided that the second Friday at 10:00 a.m. would work better for the group. Commissioner Greene made a motion to amend the resolution to read: the ECCB will meet the second Friday of every month at 10:00 a.m. Commissioner Callison seconded the motion, which was then approved unanimously. Starting in May, the meetings will be held the second Friday at 10:00 a.m. Due to schedules, the April meeting of the ECCB will be April 26 at 11:00 a.m.

**5. RESOLUTION 19-ECCB-002: DESIGNATE APPROVAL AUTHORITY FOR PART 1 CHANGE ORDERS**

Discussion was held on Resolution 19-ECCB-002 to designate ECCB members with approval authority for Part 1 change orders or contract requests and to designate staff to receive such approvals. Commissioner Greene made a motion to accept Resolution 19-ECCB-002, with the order of approval authority for Part 1 Change Orders as follows: Commissioner Callison, Commissioner Greene, and Commissioner Opat. Commissioner Opat seconded the motion, which was then unanimously approved.

**6. MONTHLY REPORTS ON CHANGE ORDERS UNDER \$350K**

Brian Runzel reviewed one change order made to date under \$350,000. This change order was for additional fencing on the south side of the Operations Maintenance Facility/Rail Support Facility (OMF/RSF) site in Hopkins. Mr. Runzel reported that fencing has been put up along the entire OMF/RSF site, but on the south side additional fencing was needed for better security. Councilmember Cummings asked if this site is to be demolished, fenced off and used as a staging area and ultimately for the RSF? Mr. Runzel stated yes, currently the demo is complete and the fencing up. Since it is in the center of the alignment, it will currently be used as the lay down area, and this same area will then have the tail track and parking constructed on it, along with the RSF.

Commissioner Callison asked what we should begin to see next month in terms of construction. Mr. Runzel reported that in April, the main work will be on the approximately 700 precondition surveys along the alignment, along with working with LMJV on the upfront submittals and planning. Also, the contractor has purchased the freight rail, which will be delivered late April/early May.

Joan Hollick reported that the plan for publicly communicating the work will be to communicate critical start dates, types of activities, closures and impacts. We are anticipating a kickoff for this communication to be with the CMC, City Council and open houses along the corridor. The CMC will be scheduled for May.

Commissioner Opat asked where the construction work will start. Mr. Runzel stated the initial main areas will be the Southwest Transit Station, the Excelsior LRT Bridge; Kenilworth tunnel, and the Glenwood area in the BNSF corridor.

**6. ADJOURN**

Chair Slawik adjourned the meeting at 11:15 a.m. The next meeting is Friday, April 26 at 11:00 a.m. at the SWLRT Project Office.

Respectfully Submitted,

Dawn Hoffner, Recording Secretary