



Project Management Team Meeting

RECORD OF MEETING NO. 4

DATE: Thursday, May 14, 2009

LOCATION: Mn/DOT District 6 Offices

START: 9:30 a.m.

Draft Date: May 22, 2009

ADJOURN: 1:00 p.m.

Approval Date:

ATTENDEES: See Attendance List at end of document.

MEETING DISCUSSION

I. Approval of Previous Minutes

- Aril 9th, 2009 Meeting Minutes (PMT 3)
 - Hearing no further comments, the meeting minutes for the April 9th, 2009 PMT were approved.

II. Tasks

▪ **1 – Project Management & Coordination**

- Project Log
 - The Project Log will serve as a comprehensive list of action items and will be updated on a regular basis and attached to the meeting minutes.
 - Future meeting minutes will refer to the Project Log for action items (rather than repeat the same information within the minutes.)
 - PMT meetings will be entered into the Project Log to serve as points of reference. A numbering system, associated with the PMT meetings, will be incorporated to help track and refer to specific items.
- FTP Site

- Instructions were sent out to access the project FTP site. There were no reports of trouble accessing the FTP site. Any problems accessing the FTP site should be forwarded to Kevin Jullie at SRF.
- Official copies of meeting minutes, technical memorandums, and other documents will be posted to the FTP site (rather than attached to emails). An email will be sent notifying all that an updated version has been posted.

▪ **2 – Project Framework**

- Technical Memorandum #1
 - The figure and table references will be updated.
 - The approval date of May 14th, 2009 will be shown under the title on the first page.
 - A final copy of the approved TM 1 will be posted on the FTP site.
- ‘Paired Comparison’ method
 - Richard advised he understands the Paired Comparison method will help identify which criteria are most important to the participants considering the different alternatives.
 - Richard has requested further information (from city staff) on this method and will advise the PMT at the next meeting. Ultimately, the PMT will decide if the Paired Comparison method is appropriate for this project.
- Schedule
 - The current schedule shows a preferred alternative to be identified by mid July. In order to maintain this schedule, the PMT needs to make the necessary decisions and make significant progress over the next several weeks.
 - [SUBSEQUENT NOTE: Ken Holte sent a note (see email 5/18/09) recommending a conference call on the fourth Thursday of each month from 10:00 am to 12:00 noon. This would be an opportunity for the PMT to focus on issues that require clarifications and plan for upcoming decisions as necessary to maintain the schedule.] SRF will confirm this conference call time and send out a formal notice.

▪ **3 – Data Collection**

- Technical Memorandum #2

- It was discussed that TM #2 is meant to be a retrospective of the data collected as well as identifying additional information yet needed to address the needs of the NRTS project.
 - Regarding the verification counts, it was decided to add the explanation John Hagen prepared (in an earlier email) as an appendix to TM #2 to provide additional information of the verification counts. John Hagen will contact Mike Schweyen and Charlie Reiter to discuss the percent differences found in the counts vs. the existing data. [SUBSEQUENT NOTE: See the Verification Count Summary, dated June 5th, 2009 for a further information regarding the verification counts.]
 - The lane configuration shown in the Verification Counts figure will be revised.
- **4 – Confirm Issues & Needs**
 - Speed Plot
 - SRF will prepare a memorandum explaining how the speeds used in the regional model affect the results. Ken explained that the speeds typically used in a traffic model are not meant to be a true representation of actual travel speeds; rather the speeds in the model are set relative to one another. This allows the model to be calibrated to represent actual conditions.
 - Elk Run Impacts
 - Richard pointed out that trip assignment (Origin/Destination) for Elk Run will have to be developed as part of the NRTS project.
 - External station numbers need to be validated. The NRTS project needs to be sure it is not double-counting traffic from Elk Run.
 - [SUBSEQUENT NOTE: A conference call was held on Thursday, May 21st to discuss the Elk Run methodology and impacts on the NRTS project. SRF updated the Elk Run Methodology memorandum and distributed to PMT members on 5/22/09 as per the decisions of the conference call.]
 - No-Build Model; Land Use Assumptions
 - The No-Build model will utilize the high intensity land use (40%) assumption for Elk Run.
- **5 – Initial Concepts**
 - Screening Criteria

- The group discussed the content of the Alternative Screening/Evaluation Process memorandum, dated May 7, 2009. Miscellaneous edits to the language of the memo were discussed.
 - It was agreed that the V/C ratio on TH 52 is a critical measure and should be included as a screening criteria.
 - The Decision Tree was discussed at length. It was discussed that the NRTS would first look at the 55th St interchange and determine if the existing configuration can handle the future (2035) forecasted traffic.
 - 'Initial' improvements at 55th St would then be studied. For the purposes of this study, 'initial' refers to improvements which could be made without major right of way impacts such as total take acquisition of existing businesses and residential homes. These initial improvements may include widening and additional lanes on 55th St., intersection control evaluation for the frontage road and ramp intersections and ramp/loop modifications. Any improvement should have an associated measureable Level of Service while preserving the current investment of infrastructure.
 - [Members of the PMT will compile a list of improvements at 55th St. which could be considered 'initial'. This list will be included in the revised memorandum]
 - An interchange at 65th would then be studied with different ramp configurations. Also, 65th St. NW will be a 3 lane section west of 34th St to handle the forecasted 21,000 ADT.
 - 'Secondary' improvements at 55th St would then be studied. For the purpose of this study, 'secondary' refers to improvements which would likely require significant right of way acquisition such as re-alignment of the frontage roads, re-construction of the 55th St interchange, re-construction of 55th St to six lanes (and dual left turn lanes), and additional westerly frontage roads.
 - The Alternative Screening/Evaluation Process memorandum will be updated, including the Decision Tree, and resubmitted to the PMT for review and comment.
- **7 – Environmental Documentation**
- Phase I Environmental Site Assessment (ESA)
 - A meeting was held May 12 with Mn/DOT OES to discuss the scope of a Phase I ESA. Separate meeting minutes will be distributed for this meeting.
 - American Engineering Testing (AET) will prepare the Phase I ESA. An amendment to the contract will be needed for this work.

▪ **14 – Public Involvement**

○ Website

- Richard F suggested the website not go live until the first public meeting is held. [SUBSEQUENT NOTE: Given the date for the first public meeting has been pushed back, a decision on when to launch the website will be made at the June 11th PMT meeting.]
- A one page document titled ‘Recommended Public Open House Materials Outline’ was prepared by SRF describing the items to be prepared for the first public meeting. These items include: 1) Powerpoint presentation, 2) Presentation Boards, and 3) Open House Flyer (announcement). (Subsequent follow-up – Rhonda submitted comments to consider two presentations, include handouts, and include a Mn/DOT speaker, etc.)
- June 30th was discussed as a potential date for the first public meeting. This date is to be verified. [SUBSEQUENT NOTE: The first public meeting will be held after a purpose and need is solidified. This will push the date into July, 2009.]

III. Value Engineering

- This item was not discussed at the PMT. This item will be discussed at the June 11th PMT meeting.

IV. Upcoming Activities

- Analysis of 2035 No-Build Traffic Model (higher intensity land use)
- Technical Memorandum #3
- Screening Criteria
- Public Information Meeting (June 30th) [SUBSEQUENT NOTE: The first public meeting will likely be held sometime in July after a purpose and need has been solidified.]

V. Next Meetings

- Future PMT meetings are scheduled for:
 - June 11th
 - July 9th
 - August 13th
 - Sept. 10th
- All future PMT meetings will be held at the Mn/DOT District 6 offices in Rochester.

VI. Other Items

- Rhonda suggested the final design phase of this project be incorporated into the project schedule to understand the ultimate delivery of this project. SRF will add this to the project schedule. The final design as well as the construction timeline needs to be added to the overall schedule. The public will be very interested in when this project will be constructed.

VII.

ATTENDEES

Thursday, May 14, 2009

	PMT Members	Phone	Email
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