



Project Management Team Meeting

RECORD OF MEETING NO. 6

DATE: Thursday, July 9th, 2009

LOCATION: Mn/DOT District 6 Offices

START: 9:30 a.m.

Draft Date: July 20th, 2009

ADJOURN: 12:30 p.m.

Approval Date: August 20th, 2009

ATTENDEES: See Attendance List at end of document.

MEETING DISCUSSION

I. Approval of Previous Minutes

- June 11th, 2009 Meeting Minutes (PMT 5) were approved. Approved copy of minutes to be posted on the project FTP site.

II. Tasks

▪ 1 – Project Management & Coordination

- Review Project Log (action item list)
 - The group did not step through the specific items on the action item list; however, most of the items were addressed while discussing Task 4 (Confirm Issues & Needs). See summary below.
 - The PMT will continue to have a conference call on the fourth Thursday of the month at 8:00 AM. SRF will send out the ‘call in’ number and an agenda a few days prior.

▪ 3 – Data Collection

- Verification Count Summary Memo
 - A revised memo was sent out prior to the PMT. The revised memo has comments incorporated from past PMT meetings and review. The memo is now considered final.

- **4 – Confirm Issues & Needs**

- Elk Run Update
 - ROCOG working on 2040 model
 - The reasonableness check of the Elk Run 40% development scenario was discussed. [The results of the reasonableness check in table 1.] Employee growth for Elk Run accounts for 15% of Olmsted Counties 20 year growth projections. The memorandum will be revised to include a conclusion section summarizing the reasonableness of the growth due to Elk Run.
 - The memorandum will be revised and provided to the PMT for final review and comment.
- Safety Analysis Update
 - Analysis to use data from 2006 to present only.
 - SRF is in the process of updating the crash analysis with 2008 data.
 - The Safety Analysis will be used to identify crash rates to be used in the B/C Analysis.
 - The Safety Analysis will not project future crash rates.
- Coordination with FHWA
 - Rhonda P provided draft minutes from the meeting between Mn/DOT D6, Mn/DOT CO, and FHWA as well as a copy of FHWA's 'short' form of interchange warrant policy. [Subsequent note: Rhonda P provided final meeting minutes from this meeting. A copy of the final minutes will be provided to the PMT].
 - The group agreed that the NRTS work scope will address the requirements (13 criteria) by FHWA regarding a new access point along TH 52 and work will continue as agreed upon under the current contract.

- **5 – Initial Concepts**

- The group did not review the initial concept drawings SRF had prepared for 55th St, 65th St, and the frontage road alternatives due to time constraints.
- Technical Memorandum 4 will be discussed during the July 23rd conference call.

6 - Concept Evaluation

- SRF will prepare schematics showing the ADT's for the existing, No-Build, and Build alternatives. These schematics will be sent out prior to the 7/23 conference call.
 - The group discussed the build alternative intersection operations analysis. Rhonda compared the 2009 analysis with the previous 2006 analysis and noted that the differences were significant and asked SRF to explain the reasons. Richard F and Rhonda P asked SRF to prepare a memorandum summarizing the reasons for the significant differences in these analyses and to document SRF's Quality Control (QC) and Quality Assurance (QA) as it relates to the conclusion of the build alternative intersection operations analysis; in particular, the results shown in exhibits 2a, 3a, and 4. John also noted that alternative 2035 with initial improvements was run with the low-intensity traffic volumes. The group discussed how this could give artificial comparisons of the various alternatives. Rhonda and Richard requested that ROCOG rerun this scenario with high-intensity traffic volumes.
 - SRF will provide the City of Rochester with the Synchro files.
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- **7 – Environmental Documentation**
 - Phase I Environmental Site Assessment (ESA)
 - American Engineering Testing (AET) will prepare the Phase I ESA. A letter from SRF documenting the increased cost for AET and decreased cost for CRU will be provided. Rhonda P stated the Mn/DOT Cultural Resources Unit (CRU) has initiated a contract with a consultant to prepare a draft report in early August. [Subsequent discussion; CRU is anticipating the draft report the week of July 20].
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- **14 – Public Involvement**
 - Website
 - The project web site will be prepared to go live before the first public meeting. [Subsequent Note: The project website has been updated with the current approved project documents.]
 - September 10th, 2009 was suggested as the date for the first public meeting. SRF will confirm this date and coordinate the arrangements for the meeting.

III. Value Engineering

- Rhonda P to follow up with the need for a Value Engineering study for the NRTS project. As alternatives are developed, Rhonda will work with Minnie Milkert to select a VE team. The project managers will likely need to coordinate with the VE team to assist with project specifics.

IV. Upcoming Activities

- Technical Memorandum #4
- First Public Information meeting on Sept. 10th, 2009.

V. Next Meetings

- Future PMT meetings are scheduled for:
 - July 23rd, 2009 PMT Conference Call
 - August 13th, 2009, PMT Meeting, Mn/DOT D6 Offices
 - August 27th, 2009 PMT Conference Call
 - September 10th, 2009 PMT Meeting, Mn/DOT D6 Offices
 - September 24th, 2009 PMT Conference Call

VI. Other Items

- Project construction schedule needs to become part of the overall schedule. This needs to be included in the schedule which will be posted on the project website.
- Richard F handed out information regarding the Comparison Summary software. The Comparison Summary software may be able to weigh the importance of different criteria used to evaluate a preferred alternative. The PMT can review the information and discuss its possible application at future meetings.
- Next Steps:
 - Develop interchange configurations at 55th St. and 65th based on 'critical lane' evaluation.
 - Perform roundabout analysis at 55th St.

VII.

ATTENDEES

Thursday, July 9th, 2009

PMT Members		Phone	Email
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