

GOLD LINE JOINT POWERS BOARD AGENDA

Wednesday, April 23, 2025

Immediately following the conclusion of the
Gold Line Executive Change Control Board (ECCB)

Gold Line Project Office, Large Conference Room 121 7th PI E #102, St. Paul, MN 55101

- I. CALL TO ORDER
- II. ROLL CALL
- III. ACTION ITEMS -
 - a. Election of Officers *
 - i. Chair
 - ii. Vice-Chair
 - b. Meeting Agenda
 - c. December 2, 2024 Meeting Minutes *
 - d. 2025 Meeting Schedule and Location *
 - e. Approval of Gold Line Joint Powers Board Financial Services Agreement *
 - f. Approval of Amendment #1 to the 2025 Gold Line Joint Powers Board Administrative Budget *
 - g. Resolution GLJPB #2025-01 - Resolution Recognizing Gold Line Project Director Alicia Vap *
- IV. INFORMATION ITEMS -
 - a. Gold Line Project Update
 - b. Communications and Legislative Update *
 - c. Next Meeting – May 28, 2025, 10:00 AM-11:00 AM, Gold Line Project Office, 121 7th PI E #102, St. Paul, MN 55101
- V. ADJOURNMENT

* Attachments

AGENDA ITEM NO. III a.

4/23/2025

Election of Officers - Chair and Vice-Chair

BOARD ACTION REQUESTED:

- a. Election of a 2025 Chair of the Gold Line Joint Powers Board
- b. Election of a 2025 Vice-Chair of the Gold Line Joint Powers Board

BACKGROUND/JUSTIFICATION

The Gold Line Joint Powers Agreement (JPA) Article 5.2.c. grants the Board power to establish Bylaws. Article 5.1 of the Joint Powers Board (JPB) Bylaws, calls for election of a Chair and Vice-Chair at the first Gold Line JPB meeting of the year.

The Bylaws further provide that the Chair and Vice-Chair rotate Counties on an annual basis. For 2025, a Ramsey County Commissioner is eligible for the position of Chair and a Washington County Commissioner is eligible for Vice Chair.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

N/A

RECOMMENDATION (SELECT ONE)

Board Approval.

ATTACHMENTS

N/A

**GOLD LINE JOINT POWERS BOARD
DRAFT MEETING MINUTES
December 2, 2024**

CALL TO ORDER

Chair Karwoski called to order the Gold Line Joint Powers Board (JPB) meeting at 10:00 a.m. The meeting was held in a Conference Room at the Gold Line Project Office, located at 121 7th PI E #102, St. Paul, MN 55101.

ROLL CALL

Members Present: Chair Stan Karwoski, Washington County Commissioner
Victoria Reinhardt, Ramsey County Commissioner
Michelle Clasen, Washington County Commissioner
Rafael Ortega, Ramsey County Commissioner
Mai Chong Xiong, Alternate, Ramsey County

Members Absent: None

Staff Present: Sara Allen, Mike Rogers, Lyssa Leitner, Aaron Zellmer, Sara Favreau, John Ristad,
Patrick Collins, Caitlin Wiederin, Hoang Truong, Stephen Smith, Jordon Preuss

Others Present: Alicia Vap, Steve Barrett, Mary Richardson, Brian McClung, Morgan Abbott

Announcements

None.

ACTION ITEMS FOR APPROVAL

Action Items

Approval of Agenda

A motion to approve the agenda was moved by Commissioner Reinhardt, seconded by Commissioner Clasen. All in favor. Motion carried.

Approval of Minutes

A motion to approve the minutes from March 27, 2024, and August 28, 2024, was made by Commissioner Ortega, seconded by Commissioner Clasen. All in favor. Motion carried.

Approval of Amendment #1 to the 2025 Gold Line Joint Powers Board Capital Budget and the 2026 Gold Line Joint Powers Board Capital Budget.

Caitlin Wiederin, Washington County accounting staff, described the amendment and requested approval of the 2026 budget. She covered the cash flow charts and the latest revision, #12. The total projected Joint Powers Board (JPB) contributions continue to be forecasted at \$219,812,049.

The JPB contributions for 2024 were \$13,759,600 less than previously anticipated. For 2025, the Joint Power's Board contribution increased by \$3,987,600 between the current 2025 Approved Budget and the 2025 Proposed Budget.

The 2026 Proposed Budget is recommended for approval. Amendment #7 of the Capital Grant Agreement's fourth Grant Activity Period runs from January 1, 2025, through June 30, 2026.

The dollar amounts in this latest amendment of CGA, Recital #9, request grant funding in the amount of \$41,285,978 as reflected in the final column of the Capital Budget chart. This is the total number of 2025's Proposed Budget Amendment and 2026's Proposed Budget.

Commissioner Clasen moved to approve Amendment #1 to the 2025 Gold Line Joint Powers Board Capital Budget and the 2026 Gold Line Joint Powers Board Capital Budget, seconded by Commissioner Reinhardt. All in favor. Motion carried.

Amendment #7 to the Gold Line Joint Powers Board Capital Grant Agreement for Engineering and Construction of the METRO Gold Line with the Metropolitan Council.

John Ristad, Attorney of Washington County, provided a summary of Amendment #7. This agreement allows the release of the County's share of money to the project for spending. The next grant activity period will begin January 2025 and end June 30, 2026. The notable item in this amendment is that it reduces the maximum Grant amount from approximately \$196 million to approximately \$158 million. This amount is offset by a \$31 million refund from the Metropolitan Council, and a rebate of \$7 million.

Commissioner Reinhardt moved to approve Amendment #7 to the Gold Line Joint Powers Board Capital Grant Agreement for Engineering and Construction of the Metro Gold Line with the Metropolitan Council, seconded by Commissioner Clasen. All in favor. Motion carried.

Amendment #3 to the Contract Between Gold Line Joint Powers and Mary Richardson for Strategic Planning and Policy Consulting Services. John Ristad noted the extensive experience Mary has in this field, and the amendment extends her contract at an amount not to exceed \$50,000.

Commissioner Reinhardt moved to approve Amendment #3 to the Contract Between Gold Line Joint Powers and Mary Richardson for Strategic Planning and Policy Consulting Services, seconded by Commissioner Clasen. All in favor. Motion carried.

Mary Richardson stated that it has been a pleasure working on this project, which will be the final project of her career.

Commissioner Clasen complimented Ms. Richardson on her work with the project.

Commissioner Rheinhardt expressed appreciation for the many years she has worked with Ms. Richardson, on many projects.

Commissioner Ortega thanked Mary for her work on this project.

Amendment #4 to the contract between Gold Line Joint Powers Board and McClung PR for Strategic Communications and Government Relations.

Sara Allen, Washington County staff, explained that this is a renewal of the annual contract.

Commissioner Clasen motioned to add an amendment to Amendment #4 stating that the original contract was with Park Street Public and should be amended to reflect the new firm's name, McClung PR. Seconded by Commissioner Ortega. All in favor. Motion carried.

Commissioner Reinhardt moved to approve the amended Amendment #4 to the Contract Between Gold Line Joint Powers Board and McClung PR for Strategic Communications and Government Relations, seconded by Commissioner Ortega. All in favor. Motion carried.

Resolution GLJPB #2024-01 Resolution Recognizing Gold Line Joint Powers Board Member Commissioner Victoria Reinhardt.

Sara Allen, several staff members, and the Commissioners thanked Commissioner Reinhardt for her service on the Gold Line Joint Powers Board, and her years of leadership in the region.

Commissioner Ortega moved to approve Resolution GLJPB #2024-01 Recognizing Gold Line Joint Powers Board Member Commissioner Reinhardt, seconded by Commissioner Clasen. All in favor. Motion carried.

Information Items

Gold Line Construction Update

Alica Vap, Gold Line Project Director, and Steve Barrett, Gold Line Construction Manager, provided an update on Gold Line construction. The project is well into substantial, final completion. Some finished work and small items remain - such as lighting and signs. Safety and operations testing is underway. The landscaping contractor will return in the spring to complete plantings. Integration testing is underway.

Ms. Vap and project staff have been in contact with local police agencies along the corridor and have completed emergency drills. The Metro Transit police department is in the process of entering into joint power agreements with police agencies along the Gold Line. Mr. Barrett explained that construction is 77% complete. The first diesel buses are due to be delivered this week, and the electric buses will arrive in early spring. There are 20 right-of-way parcels with outstanding condemnations, and hearings are being scheduled out as far as 2026.

Commissioner Clasen asked about the status of a joint powers agreement with the Sheriff's Department. Ms. Vap responded that the contract will be passed through the County Sheriff's Office. The agreement may or may not need Board Approval. The contract will be reviewed by the Washington County Attorney's Office. Commissioner Clasen asked who is called in an emergency on the Gold Line system. Ms. Vap described the process a call would go through – to Washington County dispatch, and depending on the location and situation, if a response from local police or fire departments was warranted, they would be contacted by dispatch.

There was discussion about tours that would take place before, and after the opening of the Gold Line.

Insurance Coverage from North Risk Partners

Ms. Allen discussed insurance policy costs for the year, as shown in the packet. No comments or questions.

Gold Line Joint Powers Board Communication and Government Relations Update

Brian McClung, McClung PR, provided an update on communications, sharing that the firm has been in contact with the Woodbury Chamber and St. Paul Chamber of Commerce regarding Gold Line Opening Day activities.

Chair Karwoski asked if a postcard mailing will be sent out before Gold Line grand opening. Ms. Vap confirmed that there would be, in addition to robust communications through other channels.

Commissioner Clasen remarked that employees and employers along the Gold Line will greatly benefit from transit.

Chair Karwoski asked Mr. McClung to promote the efforts taking place to ensure public safety on Gold Line.

OTHER BUSINESS

None

Next Meeting – January 22, 2025, 11:00 AM – 12:00 PM at the Gold Line Project Office, 121 7th Pl E #102, St. Paul, MN 55101.

ADJOURNMENT

Meeting adjourned at 11:11 a.m.

Respectfully submitted,

Sara Favreau, Clerk

AGENDA ITEM NO. III d.

4/23/2025

2025 Meeting Schedule and Location

BOARD ACTION REQUESTED:

Approval of a 2025 Gold Line Joint Powers Board Meeting Schedule and Location, as attached.

BACKGROUND/JUSTIFICATION

Gold Line Joint Powers Board meetings are scheduled for the 4th Wednesday of the month, at 10:00 AM, as listed in the attached table. Meetings are expected to take place, however, only if there are items to be acted upon. Meetings may be canceled or rescheduled by the Chair in accordance with the Open Meeting Law. Meetings are open to members of the public.

Executive Change Control Board (ECCB) meetings are anticipated to take place quarterly in 2025. On JPB dates which coincide with an ECCB meeting, the ECCB will immediately precede the JPB, and the JPB will convene at the conclusion of the ECCB.

JPB meetings will take place in-person at the Gold Line Project Office, 121 7th PI E #102, St. Paul, MN 55101.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

N/A

RECOMMENDATION (SELECT ONE)

Board Approval.

ATTACHMENTS

2025 Meeting Schedule Table

2025 Gold Line Joint Powers Board Meeting Schedule

Date	Time	Location
Wednesday, April 23, 2025	immediately following ECCB* – 11:00 AM	Gold Line Project Office, 121 7th PI E #102, St. Paul, MN 55101
Wednesday, August 27, 2025	10:00 AM - 11:00 AM	Gold Line Project Office, 121 7th PI E #102, St. Paul, MN 55101
Wednesday, November 26, 2025	10:00 AM – 11:00 AM	Gold Line Project Office, 121 7th PI E #102, St. Paul, MN 55101

* ECCB meeting schedule is estimated to be held quarterly. Meeting dates are subject to change.

4/23/2025

Approval of Gold Line Joint Powers Board Financial Services Agreement

BOARD ACTION REQUESTED:

Approval of Gold Line Joint Powers Board Financial Services Agreement

BACKGROUND/JUSTIFICATION

An Agreement for Financial Services for the Gold Line Joint Powers Board designates Washington County to receive and manage Joint Powers Board administrative funds, to provide budgeting and accounting services, to review and draft Joint Powers Board contracts, and to provide other general counsel services as set forth in the Agreement. The current agreement expired on December 31, 2024.

The proposed agreement, attached, establishes coverage for 1/1/2025 through 12/31/2027, in order to cover the construction grant agreement close-out and provide time for financial close-out responsibilities.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

1/14/2020 - Gold Line Joint Powers Board Approval of a Financial Services Agreement, through December 31, 2024

RECOMMENDATION (SELECT ONE)

Board Approval.

ATTACHMENTS

Agreement for Financial Services for the Gold Line Joint Powers Board

17287

AGREEMENT FOR FINANCIAL SERVICES FOR GOLD LINE JOINT POWERS BOARD

THIS AGREEMENT, is made and entered into by and between the Gold Line Joint Powers Board (hereinafter referred to as the “BOARD”) and the County of Washington (hereinafter referred to as “COUNTY”), pursuant to Minnesota Statutes § 471.59.

WHEREAS, the BOARD was established by that certain Joint Powers Agreement Establishing the Gold Line Joint Powers Board in 2019 (“Joint Powers Agreement”) with Ramsey County, Ramsey County Regional Railroad Authority, Washington County and Washington County Regional Railroad Authority as its Members (“Members”);

WHEREAS, in accordance with the Joint Powers Agreement, the BOARD has authority to contract with one of its members to provide any legal services and all budgeting and accounting services necessary for the BOARD’s administrative budget, including, but without limitation, management of all funds, including Members’ contributions; payment for contracted services; and relevant bookkeeping and recordkeeping;

WHEREAS, COUNTY is willing to manage the BOARD’s administrative funds, to review and draft associated contracts and to provide other general counsel services for the BOARD during the term of this Agreement; and

WHEREAS, Minn. Stat. § 471.59 authorizes two or more governmental units, by agreement, to jointly or cooperatively exercise any power common to the contracting parties or any similar powers;

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive here from, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

ARTICLE I **PURPOSES**

This Agreement has been executed by the BOARD for the sole purpose of designating COUNTY to receive and manage BOARD administrative funds, to provide budgeting and accounting services, to review and draft BOARD contracts, and to provide other general counsel services as set forth in this Agreement. COUNTY shall not be responsible for auditing the financial activities of BOARD, members of BOARD, or any grantees of BOARD.

ARTICLE II

SERVICES

Section 1: Budgeting, Accounting and Legal Services.

- A. COUNTY agrees to provide budgeting and accounting services necessary to manage BOARD administrative funds. COUNTY shall establish one or more separate accounts for said monies. All interest earned from established accounts shall be credited back to that same account. Such budgeting and accounting services shall be limited to the following:
1. Providing monthly financial reports;
 2. Preparing the annual budget;
 3. Processing grant disbursement payments from the appropriate account;
 4. Assisting with audits of the BOARD financial activities by external auditors;
 5. Making reimbursements for administrative costs by BOARD participants; and
 6. Managing administrative funds; paying for contracted services; and relevant bookkeeping and recordkeeping.
- B. All pertinent books, records, documents, and accounting procedures and practices shall be maintained by COUNTY and made available to the Members, the BOARD and the State Auditor upon reasonable notice and shall be retained for a period of six years.
- C. COUNTY agrees to review and draft such contracts and to provide other general counsel services as the BOARD directs.
- D. The BOARD agrees that the contracting and purchasing requirements of COUNTY shall apply.
- E. COUNTY is not responsible for auditing the financial activities of BOARD, members of BOARD, or any grantees of BOARD.

Section 2: Accountability for Funds. All funds shall be accounted for according to generally accepted accounting principles. The BOARD may request a report pertaining to budgeting and accounting services.

Section 3: Indemnification. The BOARD agrees to defend, indemnify and hold harmless COUNTY, its elected officials, employees and agents, from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions, including negligent acts or omissions, of COUNTY's elected officials, employees and agents in providing services under this Agreement. Nothing in this Section is intended by the parties as a waiver of any liability limits or immunities that

the parties are otherwise entitled to under law. The requirements of this section shall survive the termination or expiration of this Agreement.

Section 4: Reimbursement. BOARD shall reimburse COUNTY for services performed under this Agreement in an amount, if any, to be established in the BOARD's annual budget. Reimbursement shall be made on or before December 31 of the year of such service. The cost of services in excess of this amount shall be borne by COUNTY.

ARTICLE III **TERM OF AGREEMENT**

Section 1: Term. Notwithstanding the dates of the signatures, the term of this Agreement shall commence January 1, 2025 and shall terminate on December 31, 2027.

Section 2: Termination. This Agreement shall terminate upon the occurrence of one of the following events:

- a. Upon written agreement of all parties;
- b. The later of: December 31, 2027 or such date as the BOARD makes other provisions for the services to be provided by this Agreement;
- c. Upon termination of the Joint Powers Agreement.
- d. Upon sixty days written notice by either of the parties.

Section 3: Distribution of Property. Upon termination of this Agreement and after payment of all outstanding obligations, at the direction of the BOARD, COUNTY shall distribute all property or surplus money remaining in the accounts managed by the COUNTY.

Section 4: Records. Upon termination of this Agreement, COUNTY shall forward to the BOARD or its designee copies of all books, records, invoices, or other documents pertaining to its provision of services under this Agreement as are in its possession.

Section 5: Conflict of Interest. COUNTY affirms that to the best of COUNTY's knowledge, COUNTY's involvement in this Agreement does not result in a conflict of interest with any party or entity which may be affected by the terms of this Agreement. COUNTY agrees that, should any conflict or potential conflict of interest become known to COUNTY, COUNTY will immediately notify BOARD of the conflict or potential conflict, and BOARD shall decide by BOARD resolution whether or not to: 1) waive the conflict or potential conflict and 2) to make alternative arrangements for performance of any of the services to be provided by this Agreement.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties to this Agreement for Financial Services for the Gold Line Joint Powers Board have hereunto set their hands as of the date written below:

**COUNTY OF WASHINGTON
STATE OF MINNESOTA**

**GOLD LINE
JOINT POWERS BOARD**

By: _____
Chair of Its County Board

By: _____
Chair of Its Board

Date: _____

Date: _____

ATTEST: _____
Deputy/Clerk of County Board

ATTEST: _____
Clerk of Board

Date: _____

Date: _____

Assistant/Deputy/ County Administrator

Date: _____

Reviewed by County Attorney's Office:

Signed by:


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Date: 4/11/2025

4/23/2025

Approval of Amendment #1 to the 2025 Gold Line Joint Powers Board Administrative Budget

BOARD ACTION REQUESTED:

Approval of Amendment #1 to the 2025 Gold Line Joint Powers Board Administrative Budget

BACKGROUND/JUSTIFICATION

The Gold Line Joint Powers Board's administrative fund balance was projected to be \$0 at the close of 2024. Actuals after the close of 2024 show that \$93,200 in fund balance remains unspent. The proposed amendment does not change the 2025 budget expenditures, only the revenues. The 2025 budget uses \$93,200 in fund balance to off-set contributions made by Washington and Ramsey Counties and Regional Rail Authorities.

Article VII of the Joint Powers Agreement requires an unanimous vote for the adoption of the budget.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

8/28/2024 - Approval of the 2025 Gold Line Joint Powers Board Administrative and Capital Budgets

RECOMMENDATION (SELECT ONE)

Board Approval.

ATTACHMENTS

Joint Powers Board Capital Budget, Years: 2024 - 2026

Joint Powers Board Administrative Budget

	2024 AMENDED BUDGET	2025 APPROVED BUDGET	2025 AMENDED BUDGET
<u>JPB REVENUES</u>			
Ramsey County & RCRRRA	\$91,900.00	\$129,000.00	\$82,400.00
Washington County & WCRRA	\$91,900.00	\$129,000.00	\$82,400.00
Fund Balance	\$93,200.00	\$0.00	\$93,200.00
Total Revenues	\$277,000.00	\$258,000.00	\$258,000.00
<u>JPB EXPENSES</u>			
Audit	\$12,000.00	\$13,000.00	\$13,000.00
Communications & Government Relations	\$50,000.00	\$50,000.00	\$50,000.00
Contingency	\$5,000.00	\$5,000.00	\$5,000.00
Financial Services	\$45,000.00	\$45,000.00	\$45,000.00
Insurance	\$20,000.00	\$20,000.00	\$20,000.00
Legal Services & Policy Development	\$75,000.00	\$75,000.00	\$75,000.00
Strategic Planning & Policy Development	\$50,000.00	\$50,000.00	\$50,000.00
Travel (Washington DC Trip)	\$20,000.00	\$0.00	\$0.00
Total Expenses	\$277,000.00	\$258,000.00	\$258,000.00
<u>FUND BALANCE</u>			
Fund Balance - Beginning	\$93,200	\$0	\$93,200
Use of Fund Balance	(\$93,200)	\$0	(\$93,200)
Fund Balance - Ending	\$0	\$0	\$0

4/23/2025

Resolution GLJPB #2025-01 - Resolution Recognizing Gold Line Project Director Alicia Vap

BOARD ACTION REQUESTED:

Approval of Resolution GLJPB #2025-01 - Resolution Recognizing Gold Line Project Director Alicia Vap.

BACKGROUND/JUSTIFICATION

The attached resolution recognizes outgoing METRO Gold Line Project Director Alicia Vap's successful role in advancement of the Project through the Federal Transit Administration (FTA) New Starts program phase of Construction and Service Grand Opening on March 22, 2025.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

N/A.

RECOMMENDATION (SELECT ONE)

Board Approval.

ATTACHMENTS

Resolution GLJPB #2025-01 - Resolution Recognizing Gold Line Project Director Alicia Vap

RESOLUTION GLJPB #2025-01

Resolution Recognizing Gold Line Project Director Alicia Vap

WHEREAS, the Council and the Counties have reached substantial construction completion and service opening of the Project through the Gold Line Project Office in partnership with the Minnesota Department of Transportation and the Cities; and

WHEREAS, Alicia Vap has served through the Metropolitan Council as the METRO Gold Line Bus Rapid Transit (BRT) Project Director since June 25, 2022; and

WHEREAS, during Director Vap's project tenure, she focused efforts on partnership with the Joint Powers Board, the Council, the Federal Transit Administration (FTA), and coordination with cities and other stakeholders; and

WHEREAS, Project Director Alicia Vap successfully navigated METRO Gold Line through the FTA New Starts Phase of Construction; and

WHEREAS, the Project reached substantial completion of Civil Construction in November 2024, marking the successful culmination of many years of region-wide effort, under Director Vap's consistent leadership; and

WHEREAS, the Project began operation to the public on March 22, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Gold Line Joint Powers Board does hereby acknowledge Alicia Vap's contributions to the project and expresses gratitude for three years of exemplary leadership and dedication to the success of METRO Gold Line BRT; and further, the Board wishes her luck in her new role as Project Director for METRO Blue Line LRT Extension.

BOARD CHAIR

April 23, 2025

ATTEST

April 23, 2025



Summary

