



Minnesota Regional Transit  
Board: Records.

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REGIONAL TRANSIT BOARD  
Suite 402 Metro Square Building, St. Paul, Minnesota 55101  
291-6640

REGIONAL TRANSIT BOARD MEETING  
Monday, August 6, 1984  
Metropolitan Council Offices  
300 Metro Square Building, St. Paul, Minn. 55101  
3:00 P.M.  
Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes of the July 25, 1984, Meeting
- IV. Communications to the Board
- V. Business
  - A. Report of the Organizational Committee
    - 1. Bylaws
    - 2. Employee Insurance Coverage
    - 3. Chair's Benefits
- VI. Other Business
- VII. Reports
  - A. Chair
    - 1. Executive Director and Executive Secretary Search
    - 2. Orientation Retreat
  - B. Board Members
- VIII. Adjournment

CZ0194

REGIONAL TRANSIT BOARD  
Suite 402 Metro Square Building, St. Paul, Minnesota 55101  
291-6640

Minutes of a Meeting of the

REGIONAL TRANSIT BOARD

August 6, 1984

PRESENT: Elliott Perovich, Reuben Acosta, Doris Caranicas, Juanita Collins, Ruth Franklin, Alison Fuhr, Paul Joyce, Edward Kranz, Todd Lefko, Steve Loeding, Gail MarksJarvis, James Newland, Bernard Skrebes, Margaret Snesrud, Frank Snowden.

Call to Order

Chairman Perovich called the meeting to order at 3:08.

Approval of Agenda

The agenda was approved as submitted.

Approval of Minutes

Minutes of the July 25, 1984 meeting were approved as written.

Communications to the Board

The Chair distributed a letter regarding the Chaska "opt-out" application. The letter was distributed for informational purposes only.

Bernie Skrebes read a letter from Bruce A. Miller, Executive Director of the United Handicapped Federation inviting the Board members to a meeting to discuss what the Regional Transit Board is, will be, and what issues are of mutual concern.

Report of the Organizational Committee

1. Bylaws

Ruth Franklin moved, Doris Caranicas seconded, adoption of the Bylaws, subject, however, to the following provisos:

1. That the Organizational Committee continue in existence as a special committee until such time as the Committee has nominated a slate of officers, completed its recommendations for an initial staffing plan, and made recommendations on such other organizational matters as the Committee and Chair deem appropriate.
2. That notwithstanding the provisions of Article I of the Bylaws governing the timing of elections of officers, the first officers of the Regional Transit Board shall be elected promptly after a slate of candidates has been nominated by the Organizational Committee.
3. That notwithstanding the provisions of Article III of the Bylaws governing the timing of appointment of members to standing committees, the first members of such committees shall be appointed and confirmed at the next regular meeting of the Regional Transit Board (August 20, 1984) or as soon thereafter as possible.

Ruth Franklin then went through the Bylaws Article by Article. The Board made several amendments to the bylaws (See Exhibit A).

Ruth Franklin moved, Edward Kranz seconded, to approve the amendments. Motion carried unanimously.

Ruth Franklin moved, Margaret Snesrud seconded, to approve the Bylaws as amended. Motion carried unanimously.

#### 2. Employee Insurance Coverage

Peter Bachman explained the employee insurance coverage.

Doris Caranicas moved, Margaret Snesrud seconded, to approve Resolution 84-4 regarding the employee insurance coverage. Motion carried unanimously.

#### 3. Chair's Benefits

Doris Caranicas moved, Paul Joyce seconded, Resolution 84-5 regarding establishing the Chair's benefits. Motion carried unanimously.

### Reports

#### 1. Executive Director and Executive Secretary Search

The Chair pointed out that the Executive Director and Executive Secretary positions have been posted. The deadline for applications are August 13th for the Executive Director and August 15th for the Executive Secretary. The positions were not advertised nationally.

#### 2. Orientation Retreat

Judith McCourt highlighted the memo that was distributed on the Board orientation.

The Chair stated that the MTC would like some idea of when the Board would like to visit their facilities. Consensus of the Board was they would like to wait until after their orientation.

The Chair stated that the first meeting in September is on Labor Day. Therefore, the Board decided to meet either the first Tuesday or Wednesday afternoon in September.

The Chair asked that anyone wishing to attend the APTA conference in Washington, D.C. on October 1, 2, and 3 should let him know as soon as possible. Information will be mailed to the Board this week on the conference.

Adjournment

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Laurie Hinze  
Acting Secretary

LA975A

REGIONAL TRANSIT BOARD  
Suite 402 Metro Square Building, St. Paul, Minnesota 55101  
291-6640  
(temporary offices)

Minutes of a Meeting of the

REGIONAL TRANSIT BOARD

July 25, 1984

PRESENT: Elliott Perovich, Reuben Acosta, Doris Caranicas, Juanita Collins, Ruth Franklin, Alison Fuhr, Paul Joyce, Edward Kranz, Todd Lefko, Steve Loeding, Gail MarksJarvis, James Newland, Bernand Skrebes, Margaret Snesrud, Frank Snowden.

Call to Order

Chairman Perovich called the meeting to order at 3:08.

Sandra Gardebring, Chair of the Metropolitan Council, administered the oath of office to the members. She announced that Dirk deVries would be the liaison for the Metropolitan Council to the RTB.

Each member of the Board then introduced themselves and told a little about themselves.

Approval of Agenda

The agenda was approved as submitted.

Statement of the Chair

The Chair discussed some of his hopes and expectations for the Board. He believes in frankness and believes everyone on the Board has something very significant to contribute. He sees this as a great challenge and believes this Board can function as a good unit.

Receipt of the RTB Transition Task Force Report

Ghaleb Abdul-Rahman presented the report. At the next few meetings the Board will discuss the report in greater detail.

Doris Caranicas asked if the transit alternative analysis will be coming before the Board in draft form. Mr. Abdul-Rahman stated that it would be.

There was a question regarding the MTC appointments. The Chair stated that the Board would be going through the regular open appointment process which would be to advertise for applications. A public hearing will be held for the applicants on August 15 and on August 20 the Board will make the appointment.

In reply to a question regarding the Board members who are serving on other committees, Elliott Perovich stated that Board members should continue to serve on other committees until they have been replaced.

#### New Business

##### A. Appointment of Temporary Secretary

Juanita Collins moved, Todd Lefko seconded, that Laurie Hinze be appointed as temporary secretary of the first meetings of the Regional Transit Board to take the minutes of the meeting, keep the attendance record, and record the votes of members. Motion carried.

##### B. Adoption of Parliamentary Authority

Gail MarkJarvis moved, Doris Caranicas seconded that the rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Board's meetings until such time the bylaws and a permanent parliamentary authority are adopted. Motion carried.

##### C. Appointment of Organizational Committee

Steve Loeding moved, Alison Fuhr seconded, that a Regional Transit Board Organizational Committee be appointed consisting of five (5) members. The members of the committee will be: Doris Carinicas, Ruth Franklin, Todd Lefko, and James Newland. The committee will be chaired by Elliot Perovich. The duties of the committee will be to prepare proposed bylaws, nominate a slate of officers, prepare an initial staffing plan and to recommend such other administrative action to the Regional Transit Board as the committee deems appropriate. The committee will make recommendations on these matters to the Regional Transit Board as soon as possible. Motion carried.

##### D. Administrative Start-Up Matters

Alison Fuhr moved, Paul Joyce seconded Resolution No. 84-1 regarding the designation of offices and mailing address. Motion carried.

Paul Joyce moved, Ruth Franklin seconded Resolution No. 84-2 regarding authorization to request administrative assistance of Metropolitan Council and/or Metropolitan Transit Commission. Motion carried.

Margaret Snesrud moved, Steve Loeding seconded, Resolution No. 84-2 regarding authorization to recommend employment decisions. Motion carried.

The Chair discussed his feelings on hiring an Executive Director and Administrative Assistant. He believes they should advertise locally and statewide for these positions, then, if necessary, they could go nationally. He hopes they will be hired in a month.

##### E. Per Diem and Travel Expense Procedures

The Chair pointed out that the per diem and travel expense forms should be handed in on Monday, the first week of each month in order to get to accounting in time to be paid. Ruth Franklin stated there should be a set of adopted guidelines. The Chair agreed that guidelines should be written down and pointed out that any function a Board member does as an official representative of the Board is eligible for a per diem.

Other Business

The Chair stated there would be a full day of orientation at a location such as Spring Hill. It is tentatively set for August 27 or August 29. Todd Lefko suggested that emphasis be placed on policies.

The Chair announced that future meetings will be held in the Council Chambers on the first and third Mondays of the month starting at 3:00 p.m.

He also believes that the Board should look into other transit systems, therefore, he would like to know by the next meeting who would be interested in attending The American Public Transit Association annual meeting in October. A tour of the MTC facilities will also be arranged.

Adjournment

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Laurie Hinze  
Acting Secretary

LA975A

# UNITED HANDICAPPED FEDERATION

*and*  
*The Friends of Handicapped People Association*



Griggs/Midway Bldg.  
Suite 284 South  
1821 University Ave.  
St. Paul, MN 55104  
645-8922 645-3269 TTY

August 3, 1984

Mr. Elliot Perovich  
Chair  
Regional Transit Board  
Suite 402  
Metro Square Building  
St. Paul, MN 55101

Dear Mr. Perovich:

I am writing to confirm my telephone request to you that representatives of the newly appointed Regional Transit Board attend a meeting of the Delegate Assemble of the United Handicapped Federation. The Delegate Assembly is the governing body of the United Handicapped Federation. This group has a long-standing history of concern and involvement in public transportation issues.

It is the hope of our Board that this meeting will provide a forum and an opportunity to begin dialogue with you about what the Regional Transit Board is, and will be, and on what issues are of mutual concern to you and us.

The meeting will take place from 7:00 p.m. to 9:00 p.m. at the Minnesota Church Center, 122 W. Franklin Avenue, Minneapolis, MN, on Thursday, August 9, 1984.

We look forward to this opportunity to have representatives of the Regional Transit Board meet with us.

Should you have any questions, please do not hesitate in contacting me.

Sincerely,

Bruce A. Miller  
Executive Director

BAM/db



Minnesota Department of Transportation

Transportation Building, St. Paul, MN 55155

August 1, 1984

Phone 296-1615

Elliott Perovich  
Chairman  
Regional Transit Board  
402 Metro Square Building  
St. Paul, Minnesota 55101

Dear Mr. Perovich:

During the recent meetings that the Transit Team held we discussed the Chaska "opt-out" application. These discussions resulted in the decision that a feasibility study for the area be initiated. This is noted on page 17 of the Transition Task Force Report.

The department has received a request from the City of Chaska that while the feasibility study is being completed existing MTC service to the area continue. It is my understanding that a verbal commitment was made to leave service as it exists, in all communities, until the RTB has an opportunity to develop the interim implementation plan.

Prior to the study beginning it seems appropriate that the RTB take formal action on existing service and also establish some level of involvement in the feasibility study.

If Mn/DOT is still responsible for the actual contracting it would be our intent to bring the feasibility study results to the Board prior to any service contract being established between Mn/DOT and the City.

If you have any questions, please call me at 296-1615.

Sincerely,

A handwritten signature in cursive script, appearing to read 'al'.

Al Schenkelberg  
Director  
Office of Transit

Attachments



**Chaska**

July 18, 1984

Mr. Richard P. Braun  
Commissioner of Transportation  
MnDot  
State Highway Building  
St. Paul, MN 55101

Dear Commissioner Braun:

The City of Chaska is in receipt of your letter giving preliminary approval to our opt out application on the Metropolitan Transit Service Demonstration Program. After discussing this letter with the City Council we would like to clarify the following items.

First of all we are concerned that during the time of the feasibility study and up until the time that we possibly would select to implement our own system, that MTC regular route service continue as normal.

Secondly, we would like to request that Paul Joyce, the new Regional Transit Board member from this area, also be represented on the committee. It is not clear to us whether you are indicating that the Regional Transit Board be represented or the MTC be represented and we ask you to clarify that.

Our final point is a request that should the feasibility study indicate that a shared system between the three cities Chaska, Chanhassen and Eden Prairie be more efficient than a single system for Chaska, we would like then to know if the cities of Chanhassen and Eden Prairie would be eligible to reimburse the City of Chaska for their part of the study through their opt out funds.



Commissioner Braun  
July 18, 1984  
Page 2

Thank you for your consideration of this matter. We await your reply before formally deciding to proceed on the feasibility study.

Sincerely,

A handwritten signature in cursive script that reads "Tracy D. Swanson".

Tracy D. Swanson  
Mayor, City of Chaska

TDS:jai

*File out*

July 9, 1984

Honorable Tracy D. Swanson  
Mayor  
City of Chaska  
205 East Fourth Street  
Chaska, Minnesota 55318

Dear Mayor Swanson:

The Office of Transit staff has recommended that I approve your application for transit service under the "Metropolitan Transit Service Demonstration Program" in concept with final approval being contingent on the outcome of a proposed feasibility study. With letters of intent on file from the Cities of Chanhassen and Eden Prairie, the purpose of the study would be to explore all transit options for the local area.

It is my understanding that Mn/DOT would enter into a contract (not to exceed \$35,000.00) with the City of Chaska under Minnesota Statutes 1982, 174.265 to underwrite the cost of the study with the understanding that once a transit service decision is made the communities receiving service will participate in the cost of the service.

As part of the foregoing study plan, I request that the City establish a technical advisory committee consisting of one representative from each City and the same number from appropriate transit agencies (Metropolitan Council, Metropolitan Transit Commission and Mn/DOT). The Committee's responsibilities would include, but not necessarily be limited to:

1. Draft Requests for Proposals
2. Review Proposals
3. Award Contract
4. Monitor Consultant's Progress
5. Review Final Report
6. Participate in Final Decision

Assuming the final decision is positive, the City could then begin to work with the Regional Transit Board (RTB) to assure that this service element is outlined in the Metropolitan Area Interim Implementation Plan and we could establish the appropriate service contracts with the communities involved.

Honorable Tracy D. Swanson

July 9, 1984

Page Two.

I compliment your City, the Cities of Chanhassen and Eden Prairie, on their cordial and patient approach in seeing this concept through the approval process.

If I can be of any further assistance, please feel free to contact my office.

Sincerely,

*Signed by McDonald 7/11/84*

Richard P. Braun  
Commissioner

cc: Sandra Gardebring, Chair, MC  
Peter Stumpf, Chair, MTC

bcc: Bonita Carlson/William Radio (Chaska)  
Chris Enger (Eden Prairie)  
Scott Martin (Chanhassen)  
Doug Differt  
Fred Tanzer  
Al Schenkelberg  
William Crawford  
Bob Works/Ray Olson

RPB:mn  
R. Olson

# board is in dream stage

By Delores Lutz  
Staff Writer

The new Regional Transit Board is expected to dream up the finest possible transit system for the metropolitan area, and Gov. Rudy Perpich will find the money to finance it, the board's chairman told members at their first meeting Wednesday.

"This is a big challenge, an opportunity to dream a little, use imagination, be innovative. We need to look at every facet of transit there is," Elliott Perovich told the other 14 members of the board.

"Use your imagination, be dreamers, and we'll step back and take a look. The governor said, 'Don't worry about the money, we'll find the money.'"

Perovich said: "We're not going to walk out of here with anything less than having put together the finest transit system in the United States."

The Legislature created the transit board to plan and coordinate all mass transit within the seven-county metropolitan area. The board will appoint a three-member Metropolitan Transit Commission, which will continue to handle daily operations of the public bus system.

The Regional Transit Board members, who represent 16 districts in the metropolitan area, were appointed by the Metropolitan Council. Perpich appointed Perovich.

Perovich, who has resigned as Blaine High School principal, will assume full-time duties as board chairman Aug. 15.

The board agreed to immediately begin the search for an executive director and has decided to concentrate recruiting efforts in the Midwest.

"If people apply from other regions, God bless them," Perovich said, but he said there is no need to spend the extra time and money on a national advertising campaign when the administrative talent the board needs may be close to home.

By the end of the year, the board must establish its staffing and budget, examine several contracts and set a tax levy based on the level of transit service provided to area properties.

Board members will have to work hard, and "at times, the work load will be a little depressing," Perovich said. "My energy level is high, and I'm going to expect your homework to be done. We have a nearly impossible task by the end of December."

# Aircraft noise relatively light over Highland Park, study

By Dorothy Lewis  
Staff Writer

A tally of aircraft takeoffs and landings at Minneapolis-St. Paul International Airport shows that the Highland Park area of St. Paul and Fort Snelling receive less airplane noise than Mendota Heights, Eagan and the South Minneapolis area.

A report presented this week to the Metropolitan Aircraft Sound Abatement Council estimates noise levels based on the usage of runways during three sample weeks.

The system indicates aircraft noise over Highland Park exists 2 percent to 4 percent of the time, compared with 20 percent of the time over the South Minneapolis area.

Darrell Weslander, manager of noise abatement and environmental affairs for the Metropolitan Airports Commission, said the figures are preliminary and represent only a sampling based on two weeks in May and one in June. The study, done for the first time in several years, will continue through September, he said.

Weslander said the commission uses a preferred-runway system, which routes planes over the less-populated area of Eagan whenever possible.

"We already knew there were fewer departures and arrivals over the Highland Park area," he said. "But now we can see it in numbers."

The report also showed that noise over the different communities varies widely from week to week. In the period from May 21 to May 25, for example, 81 percent of the takeoffs and landings were made over the Eagan-Mendota Heights area. The next week studied, June 17-22, showed a drop to 31 percent.

"Why the dramatic difference? The prevailing

winds during the May period were northwest and west, and the takeoff was the result of the westerly winds," he said.

The aircraft counts, taken during arrivals and departures, show:

- During May 14-18, 1,461 planes landed, including 17 takeoffs and Highland Park; 572 takeoffs and Mendota Heights and Eagan; 493 landings over Minneapolis; 379 takeoffs over Richfield and Bloomington.

- During May 21-25, 1,719 planes landed, including 19 takeoffs and Highland Park; 163 takeoffs and Mendota Heights and Eagan; 973 takeoffs over Minneapolis; 564 takeoffs over Richfield and Bloomington.

- During June 17-22, 1,309 planes landed, including 27 takeoffs and Highland Park; 844 takeoffs and Mendota Heights and Eagan; 282 landings over Minneapolis; 146 takeoffs over Richfield and Bloomington.

Walter Rockenstein, chairman of the Metropolitan Airports Commission, pointed out that airports are situated also account for noise level for St. Paul residents.

"You have St. Paul Downtown Airport and the flight patterns from this area cause some conflict," he said.

Rockenstein said some Minneapolis residents resent the lighter traffic in the direct approach but there is no way to change it.

"I must say, it's great for St. Paul," he said.

# Dalkon Shield bill criticized

By Aron Kahn  
Staff Writer

Minnesota Treasurer Robert Mattson asked U.S. Sen. Rudy Boschwitz on Wednesday to withdraw as a sponsor of a Senate bill that Mattson said would greatly restrict the compensation available to women injured by the Dalkon Shield birth control device.

Removed from the market 10 years ago, the Dalkon Shield, which researchers say left women vulnerable to infections and sterility, has been the subject of thousands of lawsuits.

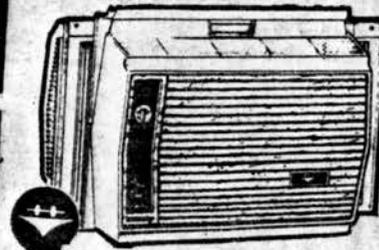
Mattson said the bill being considered in the Senate — the Uniform Products Liability Act — would limit court awards to women hurt by drugs and medical devices, including the Dalkon Shield, which was manufactured by the A.H. Robins Co.

Under the bill, a limit would be imposed on the amount of punitive damages women could collect from the company, Mattson said.

the consumer subcommittee of the Senate Commerce Committee, said the bill will expedite product liability cases by making such laws uniform across the country.

She said the bill, which is the result of a Commerce study of all state statutes on products liability, will help consumers win a

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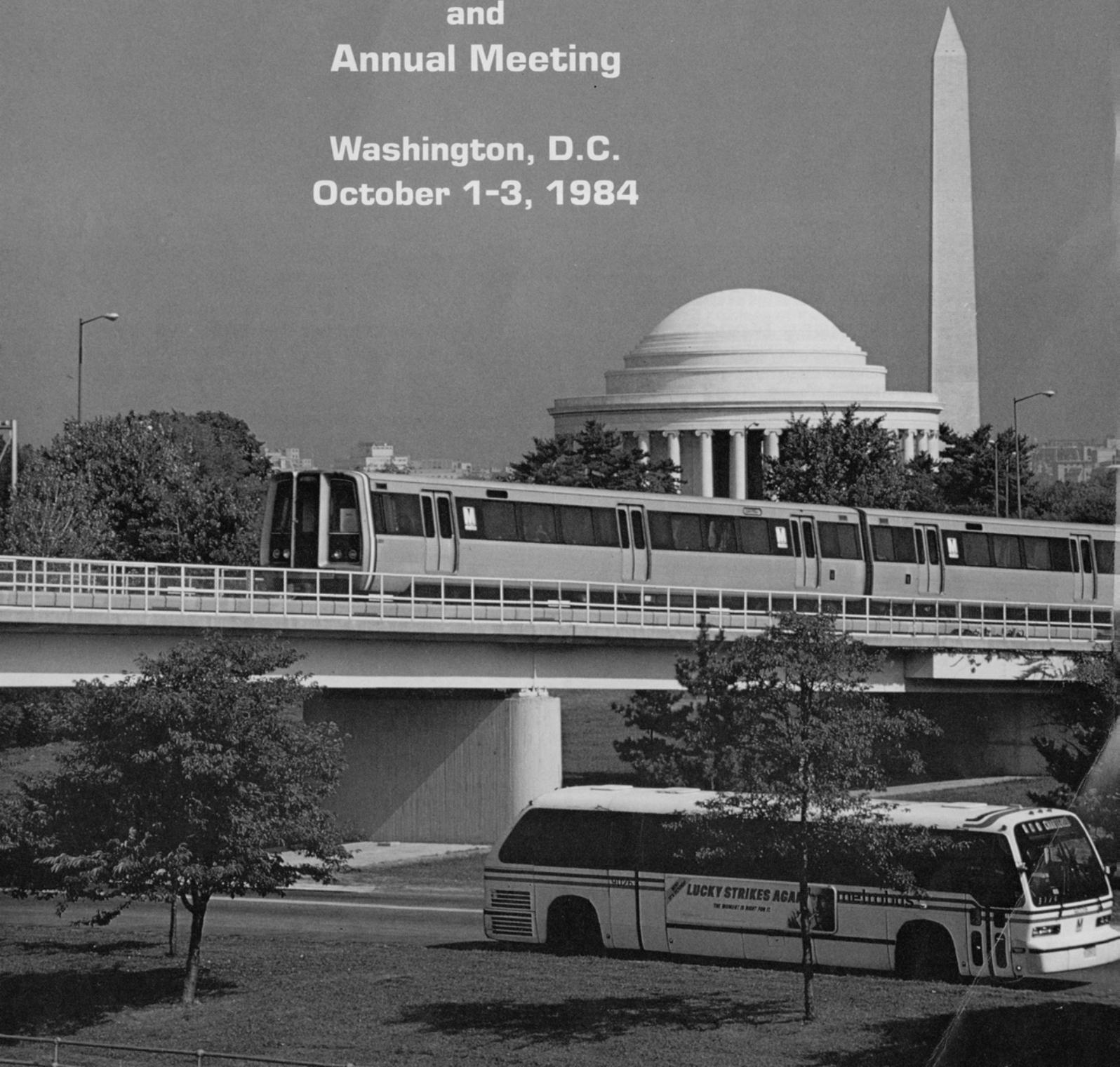
## DEHUMIDIFIERS

- 13 Pint \$179
- 20 Pint \$199
- 30 Pint \$219

WE 5

**The American Public Transit Association  
presents  
the  
International Public Transit  
Expo '84  
and  
Annual Meeting**

**Washington, D.C.  
October 1-3, 1984**



## A Showcase of Excellence

It is an opportunity that comes ONLY once every three years—to shop in a global marketplace for the latest in transit products and services.

More than 300 exhibitors from 60 countries will join 7,000 transit decision-makers under the roof of the new D.C. Convention Center in one of the world's most beautiful and inspirational cities, Washington, D.C.

Expo '84 will be held in conjunction with APTA's annual meeting. Registrants will hear from leading figures in the industry and participate in three days of conferences and workshops on all manner of transit-related topics.

The APTA annual meeting is America's premier transit gathering where attendees have the opportunity to share experiences and ideas and to examine case studies of topics of current concern to the world transit community. Sample

*(continues on back page)*

## APTA Annual Meeting Preliminary Program

(CONVENTION CENTER EVENTS IN CAPITAL LETTERS)  
(Washington Hilton events in regular type)

### SATURDAY

**September 29, 1984**

2:00 pm- 6:00 pm Registration

### SUNDAY

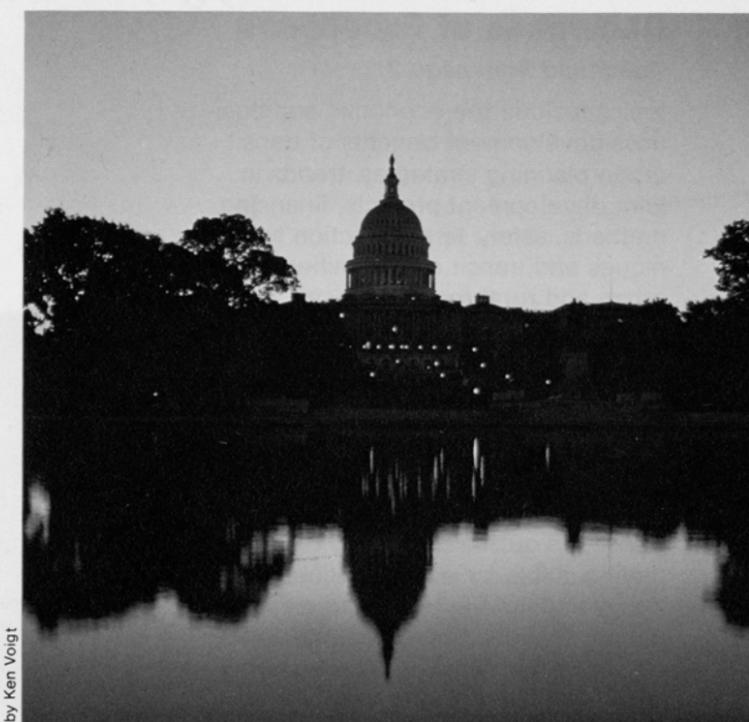
**September 30, 1984**

10:00 am- 9:00 pm Registration  
4:00 pm- 6:00 pm Rodeo Workshop  
5:00 pm- 6:00 pm Speakers' summit  
6:00 pm- 7:00 pm Welcoming reception

### MONDAY

**October 1, 1984**

7:00 am- 5:00 pm Registration  
7:30 am- 9:00 am Membership meeting and election  
10:30 am-12 noon OPENING GENERAL SESSION  
12 noon- 1:00 pm NEWS CONFERENCE  
12 noon- 5:30 pm RIBBON CUTTING; EXHIBITS OPEN  
12 noon- 2:00 pm LUNCH—EXHIBIT FLOOR  
3:00 pm- 5:00 pm GUEST SESSIONS  
3:30 pm- 5:00 pm WORKSHOPS  
9:00 pm-Midnight Associate Members' party



by Ken Voigt

### TUESDAY October 2, 1984

7:00 am- 5:00 pm Registration  
7:30 am- 9:30 am Awards breakfast  
10:30 am-12 noon GENERAL SESSION  
11:00 am- 5:30 pm EXHIBITS  
12 noon- 2:00 pm LUNCH—EXHIBIT FLOOR  
3:00 pm- 5:00 pm GUEST SESSIONS  
3:00 pm- 4:30 pm WORKSHOPS

### WEDNESDAY October 3, 1984

7:00 am- 5:00 pm Registration  
7:30 am- 9:30 am Breakfast workshops  
10:00 am- 3:00 pm EXHIBITS  
10:30 am-12 noon GENERAL SESSION  
3:30 pm- 5:00 pm Workshops  
7:30 pm-11:00 pm Annual dinner

### THURSDAY October 4, 1984

Inspection tours

### TO BE SCHEDULED

Small operations session      Rodeo practice.  
Rodeo reception                      Other committee meetings

Special one-day training seminar on maintenance and procurement

If there is sufficient interest, APTA will offer a high-speed rail tour to some of America's foremost subway systems along the Northeast Corridor in Washington, D.C., Baltimore, Philadelphia, New York and Boston. Both old and new, these transit systems represent the biggest and best in the U.S.

## SOCIAL ACTIVITIES FOR GUESTS

Guests of attendees will enjoy a schedule of special social and recreational activities designed for full appreciation of the Washington area. On Monday, you can take guided, riding tours of fashionable Georgetown or elegant Embassy Row, visit Arlington National Cemetery or charming Old Town Alexandria. Lunch at an inn, then tour George Washington's home at Mt. Vernon. Tuesday's fare includes walking or bus tours of nearby monuments and museums and the historic Capitol Hill neighborhood. On Wednesday, the focus is on the art treasures of Washington's world-renowned galleries and special workshop sessions for guests on topics of current interest.

Washington, D.C., the capital of the United States, is rich in American history and culture. It is an unforgettable city of inspiring vistas and imposing monuments. As a diplomatic center for most of the world's nations, Washington has a distinct international flair to it. There are restaurants offering cuisines of the world and shops for the discriminating buyer. The Washington area is especially comfortable and charming in the early fall when its landscape explodes in a rainbow of color. Within a short distance of the city lies the autumn countryside of Maryland, Virginia and West Virginia. Visit restored colonial settlements, breathtaking mountain ranges or the inviting Chesapeake Bay.

**APTA  
ANNUAL  
MEETING  
&  
TRANSIT  
EXPO  
'84**

OCT. 1-3  
WASHINGTON, D.C.

**A SHOWCASE OF EXCELLENCE**

## Showcase of Excellence

*(continued from page 2)*

topics include the economic and business-development benefits of transit, urban planning strategies, trends in joint development projects, financing methods, safety, fare collection techniques and transit opportunities in small urban and rural regions as well as in developing nations.

The 1981 International Public Transit Expo in Chicago was the largest and most successful trade fair ever presented by the transit industry. Expo '84 promises to be even bigger and better. You will see the latest and best in transit, an outstanding array of equipment suitable for every continent: buses, heavy and light rail cars and maintenance, security, communications and fare collection equipment. Engineers, contractors and planners will be on hand, as well, to showcase their services.

Bring your management team to colorful Washington, D.C. this fall to talk with transit experts, inspect their wares and learn how they can service your needs.

Expo '84 is sponsored by APTA, the American Public Transit Association, one of the world's foremost organizations of transit professionals. APTA represents

more than 300 bus and rail systems and more than 400 manufacturers and suppliers of transit equipment, as well as consultants, contractors, state and local departments of transportation, planning agencies and universities.



The headquarters hotel for Expo '84 and the APTA annual meeting is the Washington Hilton, one of the Capital's largest convention hotels. It features luxurious accommodations, a choice of settings for dining, dancing or entertaining, exclusive recreation facilities and a location in one of Washington's best neighborhoods. Tours of nearby attractions can be arranged by the hotel for you and your colleagues or guests.



(WMATA)



by Phil Portlock (WMATA)

The host transit system for Expo '84 and the APTA annual meeting is the Washington Metropolitan Area Transit Authority (WMATA), operator of more than 1,700 buses and a new, 47-mile rapid rail system. WMATA will provide free transit services between the Convention Center and most hotels.

**American Public Transit Association**  
**1225 Connecticut Avenue, N.W., Washington, DC 20036**  
**(202) 828-2800**

Mn/DOT  
July 12, 1984

METROPOLITAN SERVICE DEMONSTRATION PROGRAM SUMMARY

Cities in tier one (1) meet the legislative requirements to Opt-Out. Cities in tier two (2) meet the requirements if specific cities in tier one (1) exercise their option. Eden Prairie is the only city in tier three (3) to submit a Letter of Intent.

The Cities by tier that met the June 30, 1984 deadline established by the legislature are:

Tier One

City of Plymouth - Contract 7/1/83, operations 10/3/83  
City of Shakopee - Contract 7/1/84, operations 9/17/84  
City of Chaska - Feasibility Study has cleared reviewal process  
City of Maple Grove - Letter of Intent  
City of Prior Lake - Letter of Intent  
City of Lillydale - Letter of Intent  
City of Mendota - Letter of Intent  
City of Apple Valley - Letter of Intent

Tier Two

The necessary city or cities in tier one have expressed by Letters of Intent or submitted applications, making all of these cities eligible.

City of Chanhassen - Letter of Intent - (included in Chaska feasibility study)  
City of Medicine Lake - Letter of Intent (eligible, Plymouth)  
City of Savage - Letter of Intent (eligible, Prior Lake)  
City of Rosemount - Letter of Intent (eligible, Apple Valley, etc.)  
City of Burnsville - Letter of Intent (eligible, Prior Lake, etc.)

Tier Three

City of Eden Prairie - Letter of Intent (included Chaska feasibility study)

The City of Minnetonka did submit a Letter of Intent, it was determined that they were not eligible for the program.

## Class Specification

Page 2

7. Assure successful implementation and consistent application of policies and procedures of the Board.
8. Maintain effective relationships with the Chair, Board members, management and other staff.
9. Prepare rules and regulations for Board consideration that are necessary for the efficient operation of the Board's duties and functions.
10. Prepare and submit an annual budget for Board consideration.
11. Direct the application process for receipt of federal transit-related grants.
12. Administer contracts with private providers for the provision of transit services.
13. Direct the development of transit evaluation and transit planning programs.
14. Monitor state and federal transit-related legislation and recommend board positions on proposed legislation.

### KNOWLEDGE, SKILLS AND ABILITIES

1. Administrative ability to direct a complex planning process and manage a sizable metropolitan agency.
2. Ability to develop accurate and effective job descriptions and to effectively interview, select, motivate and evaluate employees; and to effectively and appropriately direct the work of employees and contractors with regard to individual differences and needs.
3. Ability to conceptualize and direct the preparation of long-term goals and short-term objectives consistent with the Board's mission.
4. Oral, writing, and listening skills to communicate effectively with people at many levels on a broad range of matters.
5. Supervisory skills to obtain high staff morale and productivity.
6. Analytical ability to allocate resources, plan work programs, prepare budgets and solve problems.
7. Working knowledge of the roles and functions of the Metropolitan Council, Mn/DOT, Metropolitan Transit Commission and the U.S. DOT (UMTA and FHWA); knowledge of the governmental decision making process.
8. Knowledge and experience in transit planning and coordination. (This knowledge is not essential but is desirable.)

RTBSTF-PHADM1

REGIONAL TRANSIT BOARD

CLASS SPECIFICATION

DATE EFFECTIVE \_\_\_\_\_

CLASS TITLE Executive Director

SERIES \_\_\_\_\_

NATURE OF WORK

The executive director is the chief administrative officer of the Board. He/she is responsible for the selection, direction, and evaluation of the staff of the Regional Transit Board. The executive director assists the Chair and Board in the development of policy, establishes objectives consistent with Board goals, coordinates Board activities for consistency with policy plans of the Metropolitan Council, and determines how staff and other resources will be used. The executive director is responsible for the enforcement of all resolutions, rules, regulations or orders of the Board, and keeps the Board fully informed as to its financial condition. He/she is responsible for establishing a productive working climate involving clear direction, team building, recognition and support for staff and staff development. The executive director's job requires effective communications in a variety of settings. The position requires a high degree of administrative skill relating to all facets of staff management, work planning, budget setting, grant application and administration, policy development and implementation, and intergovernmental relations. Specialized knowledge of transit planning, coordination, service delivery and management is desirable but not essential. The executive director is directly responsible to the Board Chair.

WORK EXAMPLES (The following is a partial listing of the duties of the executive director.)

1. Plan overall direction of the staff; obtain concurrence and support from the Chair; develop or oversee development of budget and work program(s); allocate resources.
2. Coordinate and monitor work of the staff, establish priorities, anticipate difficulties, analyze problems, lead solution effort, take responsibility for decisions.
3. Maintain a productive work environment; communicate effectively with staff; provide support and recognition for staff work and opportunities for personal development by staff.
4. Supervise managers and employees, including recruitment and selection, work planning and review, evaluation, training, salary administration, and discipline.
5. Act as spokesperson for the Board, as directed by the Chair, with other agencies, elected officials, the Legislature, local units of government, grant recipients, private providers, media and community groups.
6. As directed by the Chair, act to ensure appropriate coordination between: (1) the Metropolitan Council's long-range transportation policy plan and the mid-range implementation plan of the Board; and (2) the Metropolitan Transit Commission's service delivery functions and the Board's implementation functions.

duties and functions assigned to him by the commission or by law. Each commission may appoint from among its members a vice-chairman to act for the chairman during his temporary absence or disability.

Subd. 4. **Qualifications.** Each member shall be a resident of the commission district for which he is appointed and shall not during his term of office hold the office of metropolitan council member, or be a member of another metropolitan commission, the metropolitan airports commission or the metropolitan sports facilities commission or hold any judicial office. Each member shall qualify by taking and subscribing the oath of office prescribed by the Minnesota Constitution, Article 5, Section 5. Such oath, duly certified by the official administering the same, shall be filed with the executive director of the metropolitan council.

Subd. 4a. **Terms.** Following each apportionment of metropolitan council districts, as provided under section 473.123, subdivision 3a, the terms of members and the chairman of each commission shall commence on the effective date of that apportionment, as provided in section 473.123, subdivision 3a. The terms of members and chairmen are as follows: members representing commission districts A, B, C, and D, and the chairman of each commission, for terms ending the first Monday in January of the year ending in the numeral "7"; members representing commission districts E, F, G, and H, for terms ending the first Monday in January of the year ending in the numeral "5." Thereafter the term of each member and the chairman is four years except that all terms expire on the effective date of the next apportionment. A chairman shall continue to serve until a successor is appointed and qualified. A member shall continue to serve his commission district until a successor is appointed and qualified; except that, following each apportionment, the member shall continue to serve at large until the metropolitan council appointed pursuant to section 473.123, subdivision 3a appoints eight commission members as provided under subdivision 2, to serve terms as provided under this subdivision.

Subd. 5. **Removal.** Members, other than the chairman, may be removed by the council only for cause in the manner specified in chapter 351. The chairman may be removed at the pleasure of the governor.

[For text of subs 6 to 14, see M.S.1982]

**History:** 1983 c 16 s 5-8; 1983 c 305 s 26

#### 473.147 REGIONAL RECREATION OPEN SPACE SYSTEM POLICY PLAN.

Subdivision 1. The metropolitan council after consultation with the parks and open space commission, municipalities, park districts and counties in the metropolitan area, and after appropriate public hearings, shall prepare and adopt a long-range system policy plan for regional recreation open space as part of the council's metropolitan development guide. The plan shall substantially conform to all policy statements, purposes, goals, standards, and maps in development guide sections and comprehensive plans as developed and adopted by the council pursuant to the chapters of the Minnesota Statutes directly relating to the council. The policy plan shall identify generally the areas which should be acquired by a public agency to provide a system of regional recreation open space comprising park district, county and municipal facilities which, together with state facilities, reasonably will meet the outdoor recreation needs of the people of the metropolitan area and shall establish priorities for acquisition and development. In preparing or amending the policy plan the council shall consult with and make maximum use of the expertise of the commission. The policy plan shall include a five year capital improvement program, which shall be revised periodically, and

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and those parts of the cities of

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Dak Grove, Linwood, and  
consisting of the cities of  
Medicine Lake.

of the county of Hennepin  
Water, Osseo, New Hope, and

that part of the county of  
Den Valley, St. Louis Park,

that part of the county of  
Richfield; and the Fort

that part of the county of  
Mounds, Minnetonka, Wayzata,  
Wood, Tonka Bay, Minnetonka,  
Minnetrista, St. Bonifacius,  
Greenfield, and Rogers,  
the cities of Hanover and

the counties of Carver and  
of the county of Dakota  
and that part of the city of

part of the county of Dakota  
Heights, Eagan, Sunfish  
Heights; that part of the  
and that part of the city  
follows: commencing at the  
avenue and an extension of St.  
extension to Wheeler Street  
avenue, easterly on James  
Avenue South to Palace  
Street, southerly on South  
Avenue to Lexington Parkway,  
easterly on Randolph  
Avenue and southeasterly on  
Avenue of the city of St. Paul.

that part of the county of  
Hastings, Farmington,  
and Miesville, and the  
Empire, Eureka, Castle  
and Randolph; that part  
of Oakdale, Lake Elmo,  
Park Heights, Bayport,  
Mary's Point, and Afton,

and the townships of Grey Cloud Island, Baytown, West Lakeland, and Denmark;  
and that part of the city of Hastings lying in Washington County.

**Subd. 4. Chairman; appointment, duties.** (a) The chairman of the metropolitan council shall be appointed by the governor as the 17th voting member thereof by and with the advice and consent of the senate to serve at the pleasure of the governor. Senate confirmation shall be as provided by section 15.066. The chairman shall be a person experienced in the field of municipal and urban affairs with administrative training and executive ability.

(b) The chairman of the metropolitan council shall preside at the meetings of the metropolitan council and shall act as principal executive officer. He shall organize the work of the metropolitan council, appoint all officers and employees thereof, subject to the approval of the metropolitan council, and be responsible for carrying out all policy decisions of the metropolitan council. His salary shall be as provided in section 15A.081, and he shall be eligible for expenses in the same manner and amount as state employees.

[For text of subds 5 and 6, see M.S.1982]

**History:** 1983 c.16 s 1-4; 1983 c 305 s 25

1983 Amendments to:

#### 473.141 MEMBERSHIP, PROCEDURES, OFFICERS AND EMPLOYEES OF METROPOLITAN COMMISSIONS.

[For text of subd 1, see M.S.1982]

**Subd. 2. Membership.** (a) Each commission shall consist of eight members, plus a chairman appointed as provided in subdivision 3. The metropolitan council shall appoint the eight members on a nonpartisan basis after consultation with the members of the legislature from the commission district for which the member is to be appointed. Appointments are subject to the advice and consent of the senate.

(b) Following the submission of commission member applications to the metropolitan council as provided under section 15.0597, subdivision 5, the council shall conduct one or more public hearings on the matter of the appointments for the commission districts to accept statements from persons who have applied for appointment and to allow consultation with and secure the advice of the public.

(c) One member shall be appointed from each of the following commission districts:

- (1) Commission district A, consisting of council districts 1 and 2;
- (2) Commission district B, consisting of council districts 3 and 7;
- (3) Commission district C, consisting of council districts 4 and 5;
- (4) Commission district D, consisting of council districts 6 and 10;
- (5) Commission district E, consisting of council districts 8 and 9;
- (6) Commission district F, consisting of council districts 11 and 12;
- (7) Commission district G, consisting of council districts 13 and 14; and
- (8) Commission district H, consisting of council districts 15 and 16.

**Subd. 3. Chairman.** The chairman of each commission shall be appointed by the governor with the advice and consent of the senate and shall be the ninth voting member of the commission and shall meet all qualifications established for members, except the chairman need only reside within the metropolitan area. Senate confirmation shall be as provided by section 15.066. The chairman shall preside at all meetings of the commission, if present, and shall perform all other

**473.141 MEMBERSHIP, PROCEDURES, OFFICERS AND EMPLOYEES OF METROPOLITAN COMMISSIONS.**

Subdivision 1. **General.** Metropolitan commissions shall be organized, structured and administered as prescribed in this section.

Subd. 2. **Membership.** Each commission shall consist of eight members, plus a chairman appointed as provided in subdivision 3. The eight members shall be appointed by the metropolitan council. One member shall be appointed from each of the following precincts:

- (1) Precinct A, consisting of council districts 1 and 2;
- (2) Precinct B, consisting of council districts 3 and 14;
- (3) Precinct C, consisting of council districts 4 and 13;
- (4) Precinct D, consisting of council districts 5 and 6;
- (5) Precinct E, consisting of council districts 7 and 8;
- (6) Precinct F, consisting of council districts 9 and 11;
- (7) Precinct G, consisting of council districts 10 and 12; and
- (8) Precinct H, consisting of council districts 15 and 16.

Subd. 3. **Chairman.** The chairman of each commission shall be appointed by the governor with the advice and consent of the senate and shall be the ninth voting member of the commission and shall meet all qualifications established for members, except the chairman need only reside within the metropolitan area. The chairman shall preside at all meetings of the commission, if present, and shall perform all other duties and functions assigned to him by the commission or by law. Each commission may appoint from among its members a vice-chairman to act for the chairman during his temporary absence or disability.

Subd. 4. **Qualifications.** Each member shall be a resident of the precinct for which he is appointed and shall not during his term of office hold the office of metropolitan council member, or be a member of another metropolitan commission, the metropolitan airports commission or the metropolitan sports facilities commission or hold any judicial office. Each member shall qualify by taking and subscribing the oath of office prescribed by the Minnesota Constitution, Article 5, Section 5. Such oath, duly certified by the official administering the same, shall be filed with the executive director of the metropolitan council.

Subd. 5. **Terms, removal.** Commencing the first Monday in January, 1975 the terms of members of each commission shall be as follows: members representing precincts A, B, C, and D for terms ending the first Monday in January, 1977, members representing precincts E, F, G, and H and the chairman for terms ending the first Monday in January, 1979. Thereafter the term of each member and chairman shall be for a term of four years and until his successor is appointed and qualified. Members, other than the chairman, may be removed by the council only for cause in the manner specified in chapter 351. The chairman may be removed at the pleasure of the governor.

Members of any commission serving as of the first Monday in January, 1975 shall continue to serve the precinct described in subdivision 2 in which they reside for the term herein prescribed for that precinct, provided that if more than one such member resides in the same precinct the council shall designate one of them to serve as the commission member from the precinct and the terms of the other members are thereupon terminated. The council shall appoint as members of the commission, in the manner prescribed by subdivision 2, one resident of each precinct described in said subdivision in which no present member of the commission resides to serve for the term herein defined. For the purpose of this subdivision the residence of present members of the commissions serving as of the first Monday in January, 1975 shall be their residence as of July 1, 1974.

Subd. 6. **Vacancies.** If the office of any commission member becomes vacant, the vacancy shall be filled in the same manner in which the last regular appointment for that precinct was made. An office shall be deemed vacant under the conditions specified in chapter 351.

Subd. 7. **Compensation.** Each commission member shall be paid a per diem compensation of \$50 for each meeting and for such other services as authorized by the commission, and shall be reimbursed for all actual and necessary expenses incurred in the performance of his duties in the same manner and amount as state employees. The chairman shall receive a salary in an amount fixed by section 15A.081 and shall be reimbursed for reasonable expenses to the same extent as a member; provided that the chairman of the metropolitan sports facilities commission shall receive, unless otherwise provided by other law, a salary in an amount fixed by the members of the commission and shall be reimbursed for reasonable expenses to the same extent as a member.

Subd. 8. **Regular and special meetings.** Each commission shall meet regularly at least once each month, at such time and place as the commission shall by resolution designate. Special meetings may be held at any time upon the call of the chairman or any two other members, upon written notice sent by certified mail to each member at least three days prior to the meeting, or upon such other notice as the commission may by resolution provide, or without notice if each member is present or files with the secretary a written consent to the meeting either before or after the meeting. Unless otherwise provided, any action within the authority of the commission may be taken by the affirmative vote of a majority of the members. A majority of all of the members of the commission shall constitute a quorum, but a lesser number may meet and adjourn from time to time and compel the attendance of absent members.

Subd. 9. **Personnel code; merit system.** (a) The council shall by resolution adopt guidelines for a personnel code relating to the employees of the commissions, except that nothing in Laws 1974, Chapter 422 shall impair the rights of any commission or employee under sections 473.405 and 473.415. After adoption of the guidelines, each commission shall by resolution adopt a personnel code in general conformance therewith. The code shall include a job classification plan, procedures for employment and promotion of personnel based on merit, procedures for the demotion, suspension or discharge of employees, procedures for hearing grievances, procedures for salary administration, and such other provisions as the council deems appropriate. In addition, the code shall provide for the development by each commission of affirmative action plans, which shall be submitted for approval to the appropriate agency or office of the state. The plans shall include a yearly progress report to the agency or office. The chief administrator of each commission shall administer the code, and no commission shall take any action inconsistent with the personnel code.

(b) All employees of the commission except those expressly designated for the unclassified service, shall serve in the classified service. The unclassified service shall include: members of the commission, the chief administrator of the commission, all officers of the commission, any employee of the commission who is determined by the commission to have a confidential relationship to the commission or the council; and any employee of the commission expressly exempted from the classified service by law. Each code shall also include procedures for open competitive examinations to test the relative skill or ability of all applicants for positions in the classified service. Such examinations may consist of written or oral tests of the subjective or objective type, physical tests, and practical or demonstration tests for the evaluation of past training and experience. Oral tests may be used to test the applicant's knowledge of the position applied for or his personal fitness for the position. Where there is more than one applicant for a

position, each code shall provide for the employment of one of the three applicants best qualified for it.

(c) When a commission employee has been demoted, suspended or dismissed by the chief administrator, he may, within 30 days after such action becomes effective, file with the commission a written request for a hearing showing the position from which he was dismissed, the date of dismissal, and the reason for requesting the hearing, his full name and his present mailing address. Upon receipt of a request for a hearing the commission shall appoint three of its members to act as an appeal committee and preside at a hearing on the action of the administrator. The hearing shall be held within 30 days after the request is received by the commission, upon written notice mailed or delivered to the employee at his present mailing address, not less than seven days before the hearing. The appeal committee shall approve or disapprove the action of the administrator, and in the case of approval the action of the administrator shall be final. In the case of disapproval the appeal committee may reinstate the employee under such conditions as it deems proper, and may order the payment to the employee of compensation lost as a result of the demotion, suspension or dismissal.

Subd. 10. **Secretary and treasurer.** At its first regular meeting each year each commission shall appoint a secretary and a treasurer or, in the alternative, a secretary-treasurer. The secretary and treasurer, or secretary-treasurer, may, but need not be, members of the commission, and shall hold office at the pleasure of the commission, subject to the terms of any contract of employment which the commission may enter into with the secretary or treasurer. The secretary shall record the minutes of all meetings of the commission and shall be the custodian of all books and records of the commission except such as the commission shall entrust to the custody of a designated employee. The treasurer shall be the custodian of all moneys received by the commission except such as the commission shall entrust to the custody of a designated employee. The commission may appoint a deputy to perform any and all functions of either the secretary or the treasurer.

Subd. 11. **Chief administrator.** The chairman of each commission shall, subject to the approval of the commission, appoint a chief administrator who shall be chosen solely on the basis of his training, experience, and other qualifications, and who shall serve at the pleasure of the commission. The administrator shall attend all meetings of the commission, but shall not vote, and shall have the following powers and duties:

(a) He shall see that all resolutions, rules, regulations, or orders of the commission are enforced.

(b) He shall appoint and remove, subject to the provisions of the personnel code adopted pursuant to subdivision 9, upon the basis of merit and fitness, all subordinate officers and regular employees of the commission.

(c) He shall present to the commission plans, studies, and reports prepared for commission purposes and recommend to the commission for adoption such measures as he deems necessary to enforce or carry out the powers and duties of the commission, or to the efficient administration of the affairs of the commission.

(d) He shall keep the commission fully advised as to its financial condition, and he shall prepare and submit to the commission its annual budget and such other financial information as it may request.

(e) He shall recommend to the commission for adoption such rules and regulations as he deems necessary for the efficient operation of the commission's functions.

(f) He shall perform such other duties as may be prescribed by the commission.

**Subd. 12. Public employees.** All persons employed by the chief administrator shall be public employees, and shall have all rights and duties conferred on public employees under sections 179.61 to 179.76. The compensation and other conditions of employment of such employees shall not be governed by any rule applicable to state employees in the classified service nor to any of the provisions of chapter 15A, unless the council so provides. All employees of the commission shall be members of the Minnesota state retirement system, except that employees, who by reason of their prior employment belonged to another public retirement association in the state of Minnesota, may at their option continue membership in that public retirement association, and all other rights to which they are entitled by contract or law. Tradesmen employed by the metropolitan waste control commission with trade union pension coverage pursuant to a collective bargaining agreement who elected exclusion from coverage pursuant to section 473.512 or who are first employed after July 1, 1977 shall not be covered by the Minnesota state retirement system. The commission shall make the employer's contributions to pension funds of its employees. Employees shall perform such duties as may be prescribed by the commission. Nothing in Laws 1974, Chapter 422 shall impair the rights of any commission or employee under sections 473.405 and 473.415.

**Subd. 13. Commission operating procedures.** (a) The commission shall adopt resolutions and bylaws, an administrative code establishing procedures for commission action, keeping records, approving claims, authorizing and making disbursements, authorizing contracts, safekeeping funds and audit of all financial operations of the commission.

(b) The commission and the council may enter into contracts with each other and with other commissions and governmental units for the joint exercise of powers in the manner provided by section 471.59; provided that no commission shall enter into any contract with the council which would assign any operations authority, responsibility or function, other than planning or making studies, from the commission to the council.

**Subd. 14. Relocation payment standards.** In all acquisitions the commissions shall provide as a cost of acquisition the relocation assistance, services, payments and benefits required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1971), 42 United States Code, Section 4601, et seq.

**History:** 1975 c 13 s 7; 1976 c 2 s 172; 1977 c 35 s 7; 1977 c 98 s 2; 1977 c 305 s 43; 1977 c 454 s 47

#### 473.145 DEVELOPMENT GUIDE.

The metropolitan council shall prepare and adopt, after appropriate study and such public hearings as may be necessary, a comprehensive development guide for the metropolitan area. It shall consist of a compilation of policy statements, goals, standards, programs, and maps prescribing guides for an orderly and economic development, public and private, of the metropolitan area. The comprehensive development guide shall recognize and encompass physical, social, or economic needs of the metropolitan area and those future developments which will have an impact on the entire area including but not limited to such matters as land use, parks and open space land needs, the necessity for and location of airports, highways, transit facilities, public hospitals, libraries, schools, and other public buildings.

**History:** 1975 c 13 s 8

#### 473.146 POLICY PLANS FOR METROPOLITAN COMMISSIONS.

Subdivision 1. Within 12 months after April 12, 1974, the council shall adopt after appropriate study and such public hearings as may be necessary, as a

## EXECUTIVE DIRECTOR

The Regional Transit Board is a newly created metropolitan agency responsible for mid-range transit planning and transit coordination in the seven-county metropolitan area. The executive director is the chief administering officer of the Board and will be responsible for directing staff, work planning, financial planning, and liaison with regional, state, and federal agencies. Requires a high degree of administrative skill relating to all facets of work planning, budget setting, policy development, intergovernmental relations and group and meeting dynamics. A demonstrated ability to manage complex planning process and professional staff is essential. Knowledge of transportation is desirable. Salary commensurate with experience. Excellent employee benefits. Send cover letter and resume by August 13, 1984 to Elliott Perovich, Chair, Regional Transit Board.

REGIONAL TRANSIT BOARD  
402 Metro Square Building  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

EXECUTIVE SECRETARY

The Regional Transit Board is a newly created metropolitan agency responsible for mid-range transit planning and transit coordination in the seven-county metropolitan area. The Executive Secretary will provide administrative and clerical support to the Board, the Chair, and the Executive Director. Responsibilities are carried out with minimal direct supervision. Considerable judgment is necessary to establish work priorities, recognize situations requiring immediate attention, and to take appropriate action. Duties include acting as recording secretary at Board meetings; acting as secretary and administrative assistant to the Chair and Executive Director; handling non-controversial items for the Chair and Executive Director; responding to inquiries of public officials, members of the public, Board and staff members; and other matters. A broad understanding of metropolitan government and intergovernmental relations is desirable. Salary commensurate with experience. Excellent employee benefits. Send cover letter and resume by August 15, 1984, to Elliott Perovich, Chair, Regional Transit Board.

REGIONAL TRANSIT BOARD  
402 Metro Square Building  
St. Paul, MN 55101  
AN EQUAL OPPORTUNITY EMPLOYER

CZ0188

8/13/84

MOTOR VEHICLE EXCISE TAX - METRO AREA

- o Fiscal Year 1985 - July 1, 1984 to June 30, 1985
- o Funds Available - \$10.1 million to the Commissioner of Transportation

ACTIVITIES INFLUENCING PROGRAM REQUESTS

Corridor Improvements:

- o Alternative Analysis Study - SW/University Avenue Corridor
- o Final EIS for Hiawatha Avenue Corridor needing some corrections before UMTA approval
- o Selection of Preferred Alternatives in each corridor
- o Agreements on Priority Corridor (M.C. decision)
- o Preferred alternatives moves projects into the next phase of development (preliminary design and final design)
- o Construction financing packages are developed.

Others:

- o Regional Transit Board develops Interim Implementation Plan for Transit Services
- o Regional Transit Board develops Biennial Budget Request

PROCESS FOR PROGRAM SUBMITTALS

- (1) Applications to Commissioner Braun
- (2) Review and Approval by Metro Council (Transportation Policy's)
- (3) Review and Comments by R.T.B.
- (4) Consultation with House Appropriations Committee Chairman and the Senate Finance Committee Chairman
- (5) Establish agreement for funding of individual contracts.

If this is not restricted to the above three mentioned corridors other metro area projects could include commuter vans, carpools, rideshare, park and ride, and other services that further the purposes of public transit (these should be items identified in the RTB Interim Implementation Plan).



MEMORANDUM

TO: Regional Transit Board  
FROM: Judith McCourt  
DATE: August 6, 1984  
SUBJECT: Board Orientation

A Regional Transit Board Orientation has been arranged for Wednesday, August 29, 1984, at the Spring Hill Conference Center between 8:00 a.m.-5:00 p.m., in Wayzata.

The purpose of the orientation is to provide an opportunity for the Board to become familiar with policies and programs governing the provision of transit in the Transit Taxing Area. The agenda for the day is being developed. It is anticipated that the orientation will focus on three areas:

The first topic area will deal with the policies of the Metropolitan Council, specifically the Transportation Plan.

The second topic area will focus on policies and programs of the Minnesota Department of Transportation and the biennial budget process.

The third topic area will focus on policies and programs of the Metropolitan Transit Commission, as well as its annual budget process.

The orientation will be organized not only to include presentations by the agencies previously mentioned, but to allow the opportunity for discussion around topic issues.

Further information will be provided to the Board as the orientation schedule is developed.

JMcC/jmk

(PROPOSED)

BYLAWS OF THE REGIONAL TRANSIT BOARD  
As Adopted \_\_\_\_\_

ARTICLE I - OFFICERS

A. DESIGNATION

Officers of the Regional Transit Board (hereinafter "Board") shall include the Chair, Vice-Chair, Secretary, Treasurer, and may include a Deputy Secretary and Deputy Treasurer.

B. DUTIES AND RESPONSIBILITIES

1. Chair

The Chair is appointed by the Governor and shall be governed by the provisions of applicable Minnesota law, and these Bylaws. The Chair's duties include, but are not limited to the following:

- a. Presiding at meetings of the Board.
- b. Appointing all committee chairs and committee members subject to Board approval.
- c. Appointing special committees subject to Board approval.
- d. Recommending employment decisions to the Board, including but not limited to appointment, promotion, demotion, suspension, and removal of all subordinate officers and regular employees of the Board.
- e. Organizing the work of the Board to carry out its policy decisions.
- f. Representing the Board and acting as official spokesperson where appropriate.
- g. Exercising all powers and responsibilities as provided in Minn. Stat. §§473.371 to 473.394, as amended, and other applicable law.

Serving as a full voting member of any Standing Committee of the Board; provided the Chair shall not be counted for quorum purposes unless present.

2. Vice-Chair

The Vice-Chair shall be elected annually from among the Board membership at the first regular meeting in January by a majority vote of the Board members and shall act as Chair in the Chair's absence.

3. Secretary

The Secretary shall be elected annually at the first regular meeting in January by a majority vote of Board members. The qualifications and duties of the Secretary shall be as provided in Minn. Stat. §473.141, subd. 10, as amended. The Board may at any time, by resolution, appoint a Deputy Secretary pursuant to the provisions of Minn. Stat. §473.141, subd. 10, to serve at the pleasure of the Board.

5. Treasurer

The Treasurer shall be elected annually from among the Board membership at the first regular meeting in January by a majority of the Board members. The Treasurer's duties shall include those specified in Minn. Stat. §473.141, subd. 10, and the Treasurer shall be responsible for cosigning pre-audited disbursements of the Board and for reporting various fiscal matters to the Board, such as investments, bond fund status, external audits and budget status. The Board may at any time, by resolution, appoint a Deputy Treasurer pursuant to the provisions of Minn. Stat. §473.141, subd. 10, as amended to serve at the pleasure of the Board.

B. ELECTION OF OFFICERS

1. Nominating Committee

Prior to the annual election of officers, the Chair shall appoint a three-member Nominating Committee from among the membership of the Board to serve one year. The Nominating Committee shall prepare a written report recommending a slate of candidates for submission to Board members at least seven days prior to the election meeting.

2. Election Meeting

The election of officers shall take place annually at the first meeting in January or as soon thereafter as possible following the receipt of the Nominating Committee's report. The terms of officers shall be effective upon election. Officers shall serve until their successors are elected.

3. Vacancies

A vacancy in the office of Vice-Chair, Secretary, or Treasurer shall be filled at the earliest opportunity in accordance with the above-described procedures.

ARTICLE II - MEETINGS

A. DATE, PLACE AND TIME

Regular meetings of the Board shall be held on the first and third Mondays of each month at such time and place as may be determined by the Board Chair.

B. CANCELLATION

Regular meetings of the Board may be cancelled by a majority of the members or by the Chair upon agreement by a majority of the members. Written public notice of such cancellation shall be provided at least three days in advance of the previously scheduled meeting.

C. QUORUM

A majority of Board members shall constitute a quorum for the conduct of all official business, except that a quorum shall not be necessary for conducting public hearings. If a vacancy occurs, a majority of existing Board members shall constitute a quorum.

D. ORDER OF BUSINESS

The business of the Board shall be conducted in the following order subject to amendment by the Chair or the Board:

1. Approval of the agenda.
2. Approval of the minutes of previous meeting(s).
3. Petitions and communications to the Board.
4. Consent list.
5. Agenda items as recommended by Board Committees, the Chair or the Executive Director.
6. Other matters which may properly come before the Board.
7. Reports of Board officers and Board members serving as Board representatives to any other agency, committee or entity.
8. Invitation to interested persons in the meeting wishing to be heard on Board matters not included on the agenda (optional).
9. Adjournment.

E. CONDUCT OF BUSINESS

1. Robert's Rules of Order

Board meetings and committee meetings shall be governed by Robert's Rules of Order Newly Revised to the extent such rules are not inconsistent with law or these Bylaws.

2. Suspension of Rules

Board rules may be suspended by a two-thirds vote of the members present.

3. Voting, Motions, Recording

Immediately preceding any Board or committee vote and upon the request of any member, the Chair or the Secretary shall repeat the motion, the name of the mover, and the name of the seconder (if a second was required). The Secretary shall record in a journal the vote of each member on all motions and resolutions. A voice vote is sufficient for all motions and resolutions so long as the Secretary is able to accurately record the votes. If the Secretary is in doubt, the Chair shall request a show of hands. A roll call vote shall be taken at the request of one or more members. There shall be no voting by secret ballot. When a roll call vote is taken, the vote of the Chair shall be first called and the remaining members called in alphabetical order.

4. Committee Reports

The adoption of a committee report by the Board shall have the same effect as the adoption of a motion.

5. Consent List

Routine matters over which there is no dispute may be placed by the Chair on a consent list to be acted upon by the Board without debate. Placement of a matter on the consent list shall be at the discretion of the Chair. Any Board member may request that a consent list item be removed from the consent list and referred to the appropriate committee to be considered in accordance with the provisions for normal agenda items. Upon such a request, the item(s) shall be so referred without vote or debate by the Board. Any Board member may abstain as to any specific item on the consent list.

F. SPECIAL MEETINGS

1. Call

Special meetings of the Board may be called by the Chair or any other two members of the Board pursuant to Minn. Stat. §473.141, subd. 8, as amended.

2. Notice, Waiver of Notice

Except in an emergency, members shall receive written notice of special meetings. The Notice shall include the date, time, place and agenda. The Notice shall be sent to Board members by first class mail at least three days prior to the meeting. There shall be adequate public notice of such meetings. In the event of an emergency, written notice may be waived by two-thirds of all notified board members, provided however, that reasonable attempts were made to notify all members of the meeting.

Board

3. Agenda

Business at special meetings shall be limited to the subjects stated in the notice.

ARTICLE III - COMMITTEES

A. STANDING COMMITTEES

1. Designation, Membership and General Responsibilities

There shall be established the following standing Committees: (1) the Administrative and Finance Committee; and (2) the Policy Committee. The Board Chair shall, at the first meeting in January of each year, or at such other time as the Chair may deem necessary, appoint the Chairs and members of standing committees, subject to Board confirmation.

It shall be the purpose of the Standing Committees to: (1) give preliminary, but thorough, consideration to all matters coming before the Board except consent list matters, (2) provide an opportunity for full public discussion of these matters, and (3) make recommendations to the full Board as to disposition of these matters. All matters referred to Committee by the Board shall automatically be placed on the next meeting agenda of the Committee.

2. Specific Responsibilities

- a. Administrative and Finance Committee. This committee <sup>shall</sup> will be responsible to the Board for the management of the Board's financial, physical, and staff resources, including development <sup>the aw</sup> of annual budget and the financial and staffing plans required by law.
- b. Policy Committee. This committee <sup>shall</sup> will be responsible to the Board for development of the Board's interim implementation plan, implementation plan, legislative program, and formulation of transit policies, unless specific policy questions
- c. Matters other than those noted in Sections a and b above may be referred to committees by motion of the Board.

3. Regular and Special Meetings of Committees

The procedures as to notice, cancellation and conduct of business at regular and special Committee meetings shall be the same as those for meetings of the full Board. A majority of Committee members shall constitute a quorum for the conduct of Committee business. Board members other than those serving on the Committee may attend and participate in Committee debate but may not vote or be counted for purposes of making a quorum.

B. SPECIAL COMMITTEES OF THE BOARD

Special committees of the Board may, from time to time, be appointed by the Chair subject to Board approval.

C. ADVISORY COMMITTEES

1. Establishment.

Upon recommendation of the Chair, the Board may establish and appoint persons to advisory committees to assist the Board in performance of its duties. To the extent not specified otherwise by law or regulation, advisory committees shall be established as follows:

a. The Chair shall recommend and the Board shall review and adopt, with or without amendment, a resolution establishing the size, composition, terms and limitations on terms of office, and a committee charge. Members of advisory committees shall be appointed by the Board. Advisory committee members may be removed by the Board, ~~for cause.~~ ← Keep

*at the pleasure of*

b. Advisory committee members shall be selected as appropriate from interested citizens, affected individuals and interest groups, experts in appropriate fields, and public officials whose jurisdictions are affected by the subject area of such committees. The Board shall publicly solicit applications for membership on all such committees.

2. Delegation of Responsibilities and Assistance.

On establishing an advisory committee, the Chair shall recommend and the Board shall review and adopt, with or without amendment, a committee charge which shall define and govern each committee's authority, responsibilities and functions; the staff assistance to be provided by the Board to such committee; and other matters appropriate for the adequate and efficient functioning of such committee. The Board may thereafter from time to time by amendment revise said charge, delegate additional functions to such committees and provide additional assistance as may be needed.

Unless otherwise specifically authorized by the Board, advisory committees shall operate and function pursuant to and in accordance with policies and procedures adopted by the Board, including but not limited to those relating to public hearings and travel expense reimbursement. Members of advisory committees shall serve without compensation but shall be reimbursed for their reasonable expenses in accordance with Board policy and Minn. Stat. §473.375, subd. 9.

ARTICLE IV - PUBLIC PARTICIPATION IN BOARD MEETINGS

A. OPEN MEETINGS

All Board and Committee meetings shall be open to the public. Notice of meetings to be held shall be posted appropriately and distributed to the news media.

*except as otherwise provided by law.*

B. STANDING COMMITTEES

A major role of the standing committees is to provide for full and open public discussion of matters coming before the Board. The Chairs of the standing committees shall, to the extent possible, give interested parties and concerned citizens every opportunity to be heard and have questions answered about matters before the Committee.

C. MEETINGS OF THE BOARD

\* ~~The Chair may, subject to challenge by a majority of the Board members, permit or close public discussion on any agenda item.~~ Public participation at Board meetings relative to specific agenda items already considered by the Committee should, to the extent possible, present new information not previously made available to the Committee. The order of business for meetings of the full Board shall include an item for general comments or questions from the public not related to specific agenda items.

ARTICLE V - STAFF

A. PERSONNEL POLICY

The Board shall adopt a personnel code in conformance with the provisions of Minn. Stat. §473.141, subd. 9, as amended.

B. EXECUTIVE DIRECTOR

Upon the recommendation of the Chair, the Board may appoint an Executive Director, in accordance with such terms as it may prescribe, to serve under the supervision of the Chair as the principal operating administrator for the Board.

C. EXECUTIVE DUTIES

*Handwritten signature*  
The Chair shall be responsible for the following unless an Executive Director is appointed, in which case they shall be the responsibility of the Executive Director: The administration of the affairs and programs of the Board pursuant to policies adopted by the Board; supervision of the Board's staff, subject to budgets, personnel policies, and administrative procedures adopted by the Board and such other duties specified by law.

D. OTHER EMPLOYEES

Other employment decisions shall be made pursuant to the provisions of Minn. Stat. §473.373, subd. 7, as amended, and the provisions of the Board's Personnel Code.

ARTICLE VI - FISCAL MANAGEMENT

A. FISCAL YEAR

The Board's fiscal year for purposes of budgeting, accounting, auditing and fiscal reporting shall be the calendar year.

B. DESIGNATION OF DEPOSITORIES

The Board shall designate one or more depositories for Board funds. All moneys received by the Board from time to time shall be deposited in an official depository of Board funds or invested in a manner authorized by law.

C. DISBURSEMENT, CHECK SIGNING PROCEDURES

All disbursements shall be by check drawn on the Board depository or depositories. Prior to signing any check, the disbursement voucher shall be pre-audited and certified in writing by a staff person designated by the Chair as responsible to vouch for the correctness and propriety of the disbursement.

Each check shall be signed by the Executive Director and countersigned by the Chair. If the position of Executive Director is, for any reason, vacant, the Board shall authorize a staff person or persons to sign in the place of the Executive Director. If the Executive Director (or authorized staff person in the event of vacancy) and/or the Chair is absent or otherwise unable to sign a check, checks may be signed or countersigned by the Treasurer or such other staff person(s) as may be authorized by resolution to sign or countersign checks. Facsimile signatures may be used to sign and countersign checks subject to policies approved by the Board.

D. PETTY CASH FUND

To facilitate prompt payment of small petty claims, there is established a petty cash fund of \$200.00. An advance of this principal sum is authorized to be placed in the custody of the Executive Director or a staff member designated by the Chair, which fund when it nears depletion shall be replenished through the regular disbursement procedure. The Executive Director or Chair may direct that the petty cash fund be maintained in the form of a demand deposit (checking) account rather than cash.

E. CONTRACT POLICY

The Board shall adopt a contract policy providing procedures for review and authorization of contracts. Contracts authorized by the Board shall be executed by the Executive Director or by the Chair. If the position of Executive Director is vacant, the Chair's designee may sign. In the event of absence or inability of the Chair or Executive Director (or the Chair's designee if the position of Executive Director is vacant), contracts may be executed by the Treasurer or by such other person authorized by resolution to execute contracts.

F. TRAVEL POLICY

The Board shall adopt a travel policy for Board members and staff covering reimbursable expenses.

G. PROCUREMENT POLICY

The Board shall adopt a procurement policy providing procedures for necessary purchases to carry out the Board's adopted work program.

ARTICLE VII - COMPENSATION AND EXPENSES OF BOARD MEMBERS

A. CHAIR

The expense allowance and benefits of the Chair shall be established by the Board, not to exceed the expense allowance or benefits received by the Chair of the Metropolitan Council.

B. BOARD MEMBERS.

*include* → 1. Board members, other than the Chair, shall be reimbursed \$50 per diem for attendance at Board meetings, ~~Committee meetings of which they are a member~~, Board-approved seminars, and other meetings specifically authorized by the Chair.

*the Board*

2. Board members shall be reimbursed for reasonable expenses in connection with the performance of their duties.

ARTICLE VIII - AMENDMENT

These Bylaws may be amended by a two-thirds vote of the members present at a regular meeting of the full Board, provided that written notice setting forth in detail the contents of the proposed amendment(s) was given to Board members at the previous regular meeting of the full Board.

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