



Minnesota Regional Transit
Board: Records.

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MEMORANDUM

TO Chairman and Members of the
Regional Transit Board

FROM Ghaleb Abdul-Rahman *GA*
Executive Director

DATE October 15, 1984

SUBJECT 1984 Minnesota Public Transit Conference

As part of the board participation on the 1984 Minnesota Public Transit Conference, a request for the amount of \$1,300.00 has been received from Mr Matthew C Peterson, the Chairman of the Conference Planning Committee (see attached letter).

It is my recommendation to approve this amount, pending the review of the conference budget by the Administration and Finance Committee on October 18, 1984.

GAR:jw

Attachment



SUBURBAN PARATRANSIT, INC.

October 15, 1984

Mr. Ghaleb Abdul-Rahmen
Executive Director
REGIONAL TRANSIT BOARD
Room 402
Metro Square Building
St. Paul, MN

Dear Ghaleb,

There is a rumor going around, spreading like wildfire that the 1984 Public Transit Conference will be the best program ever assembled by The Minnesota Public Transit Association and Mn/DOT. Of course the advent of the RTB in the metro area has stimulated a great deal of interest in this year's program.

The conference planning committee has been working diligently to guarantee that the conference will be a valuable professional meeting for all followers of Minnesota transit issues.

Our preliminary agenda is attached. We request the RTB's assistance in financing two special presentations scheduled in our program.

The first is a professional development workshop entitled "Better Management Through Better Leadership" presented by Mr. David Allison of Allison and Associates, Duluth. This is a two hour workshop specially orientated to transit professionals. The travel, meal and presentation expenses for this workshop are \$800.00.

The second presentation, scheduled for Thursday, November 1, 10:15-11:45 is entitled "The Five Regions of the Future." The presenter is Dr. Scott Erickson, a futurist and Vice President of Infinity Limited, a local firm with a national reputation. Dr. Erickson's program is a slide presentation which involves audience interaction in the discussion of

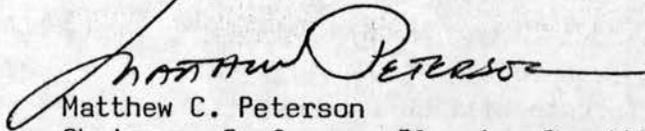
October 15, 1984

Page Two

the evolution of technology. This presentation is the final event of our three day conference. The cost for our non-profit association is \$500.00.

Our total request to the RTB is for \$1300 to sponsor the above presentations. The total budget for this years conference is approximately \$4500.00. Please contact me regarding the capability of the RTB to join the MPTA and Mn/DOT is sponsoring our 1984 Public Transit Conference.

Sincerely,

A handwritten signature in cursive script that reads "MATTHEW PETERSON". The signature is written in dark ink and is positioned above the typed name.

Matthew C. Peterson
Chairman Conference Planning Committee

Tentative Agenda
October 9, 1984

"NEW DIRECTIONS FOR MINNESOTA TRANSIT"

1984 Minnesota Public Transit Conference
St. Paul Radisson Plaza
Town Square - 4th & Minnesota
St. Paul
October 30, 31 & November 1, 1984

Tuesday, October 30, 1984

- 9:30 A.M. - Minnesota Public Transit Association Business meeting
- 11:00 A.M. - REGISTRATION
- 1:00 P.M. - Opening - MPTA President Dennis Jensen
- Welcoming City of St. Paul Mayor George Latimer
- 1:30 P.M. - Commissioner Richard Braun - Mn/DOT
- 2:00 P.M. - UMTA Message - Joel Ettinger Regional Administrator
- 2:30 P.M. - U.S. Congressman Martin Sabo
- 3:30 P.M. - Regional Transit Board Chairman Elliott Perovich
- 4:30 P.M. - MPTA Awards
- 5:30 P.M. - Social Hour
- 6:30 P.M. - Dinner
Entertainment - CLIMB - A Comedy Theatre Group

Wednesday, October 31, 1984

- | 8:30 A.M. | <u>Metro Mtg. Presentations</u> | <u>Greater Minnesota Mtg. Presentations</u> |
|------------|---|---|
| | - Regional Implementation Plan | - Contracts/Budget Report |
| | - Alternative Analysis Study (Univ. Ave. &/Southwest) | - Capital Investment Strategy |
| | - LRT Implementation Plan | - Transit Survey- Mankato State University |
| | - Metro Mobility Evaluation | - Marketing Experiences |
| | - MTC Changes | |
| 11:00 A.M. | - Vendors Presentation | |
| 12:00 Noon | - Luncheon Address - Governor Rudy Perpich | |
| 1:30 P.M. | - Legislative Panel | |
| 2:45 P.M. | - Professional Development Workshop | |
| 5:00 P.M. | - Social Hours | |

Thursday, November 1, 1984

- 7:30 A.M. - Breakfast Buffet - Business Meeting Follow-up
- 8:30 A.M. - Microcomputers Workshops (3)
- 10:15 A.M. - Presentation - "Work Force of the Future"
- 11:00 A.M. - Presentation - "Transportation in the Future"
- 12:00 Noon - Adjourn

Box Lunch and Tour at the new MTC Administrative Offices and Garage.



Mary

REGIONAL TRANSIT BOARD

402 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101 612 291-6640

REGIONAL TRANSIT BOARD
MEETING NOTICE

Monday, October 15, 1984
Metropolitan Council Chambers
3:00 p.m.

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of September 24, 1984
4. Policy Committee Report
(Todd Lefko, Chair)
 - a. Interim Implementation Plan Peter Fausch
5. Administration and Finance Committee Report
(Ruth Franklin, Chair)
 - a. Outline of Financial and Staffing Plan Charles Weaver
6. Chairman's Report
 - a. Appointment of Regional Transit Board Member to Transportation Advisory Board
7. Other Business *b. MATH*
 - a. Midwest Engineers' Conference
8. Adjournment

Elliott Perovich
Chairman

REGIONAL TRANSIT BOARD

402 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
October 15, 1984

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Ruben Acosta; Doris Caranicas; Juanita Collins; Ruth Franklin; Alison Fuhr; Paul Joyce; Edward Kranz; Todd Lefko; Steve Loeding; Gail MarksJarvis; Bernard Skrebes; Peg Snesrud

STAFF PRESENT: Ghaleb Abdul-Rahman and Mary Fudenberg

The meeting was called to order at 3:00 p.m. and roll taken. Joyce moved approval of the agenda; Lefko seconded the motion. The chair added the report on the 1984 Minnesota Public Transit Conference to the agenda. Motion carried unanimously.

Lefko moved approval of the minutes of the September 24, 1984 meeting; Joyce seconded the motion. Motion carried unanimously.

REPORT OF THE POLICY COMMITTEE

Interim Implementation Plan:

Peter Fausch, Strgar-Roscoe, Inc., discussed the process and issues of the interim implementation plan. He presented a revised outline of the plan with a time schedule. On November 28 the Committee of the Whole will review the draft plan. Parts of the draft will be brought back to every meeting as it continues to be refined.

Lefko noted the Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP) will be discussed at the October 17 meeting of the Policy Committee.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Franklin said Charles Weaver will present an outline of the financial and staffing plans to the committee this week. Weaver distributed a memorandum dated October 15, 1984 discussing the outline of general legal requirements and plans the Board must prepare in the near future. The financial and staffing planning efforts will be carefully coordinated with the interim implementation plan. The completed plans must be consistent with the Metropolitan Council Policy Plan. The question of the \$10 million in motor vehicle excise taxes being replacement funds was discussed. Lefko said the Policy Committee concurred that they are separate funds; he asked that the matter be clarified. It is a one-time fund, although it may be necessary to ask the Legislature to perpetuate it.

Appointment of Regional Transit Board Member to Transportation Advisory Board

Loeding moved that Ruth Franklin be appointed to the TAB; MarksJarvis seconded the motion. Motion carried unanimously.

OTHER BUSINESS

1984 Minnesota Public Transit Conference

Abdul-Rahman noted that the Board is responsible for sponsoring an annual transit conference. His memorandum of October 15 was distributed to the Board. The Board is sponsoring the two major presentations on the future of transit and technology issues. Next year the Board must be the sponsor of the conference. Franklin moved approval of the recommendation to contribute \$1,300 toward the conference budget, pending review of the budget by the Administration and Finance Committee on October 18. Acosta seconded the motion; motion carried unanimously.

Midwest Engineers' Conference

The chairman recommended that board members attend the conference if their schedules allow time. Fausch said he is chairing a session on October 24 at 9:45 a.m. regarding transit issues in the future. Jeff Spartz, Dr. E. Anderson and Larry Dallam will be speakers.

Emil Brandt invited the members to the reception on October 17 for David Graven, who has resigned as chairman of the Transportation Advisory Board.

The starting time of the Board meeting was discussed. The chairman said the time was designated to allow the public to attend the meetings. The members discussed their work schedules, presentations by staff people from other agencies whose work day normally ends at 5 p.m. and the public's ability to attend meetings during the work day. Loeding moved that the Board meetings be rescheduled to 4:30 p.m., Kranz seconded the motion. Motion carried (Lefko voted nay).

Loeding asked why the memorandum from Lou Olsen, dated September 11, regarding Federal Funding Assistance Approval, UMTA Section 4(i) Grant Proposals, was coming to the Board so late. The chairman explained that this is not a grant application. At present the Board is not handling these. The memorandum was for information only. MTC makes the application directly to UMTA. The Board is allowing the given agencies to continue to run these programs until the RTB can pull them together. Abdul-Rahman said RTB must be designated as grant recipient by the Governor and that has not happened yet. The Board reviewed these a month ago but did not have the authority to approve. The members asked for more information, which is what the memorandum contains. The deadline was September 24; RTB received it on September 11. It was not possible to review in such a short period. Loeding said the members should have had the memo at the meeting and could have made comments.

Acosta said he hoped there is some way to influence these decisions, even without the authority. The chairman said he does not disagree, but actions were dictated by circumstances.

There was discussion of meeting places. Members complained about using Room E of the Council offices because of poor air circulation. The use of air cleaners was discussed. Abdul-Rahman explained that the Council Chamber has been reserved for regular meeting times of the Regional Transit Board. Room E is only used for special meetings that conflict with Council activities.

Skrebes asked that members appointed to other committees make reports to the Board.

There being no further business, Lefko moved that the meeting be adjourned and Fuhr seconded the motion. Motion carried unanimously.

Respectfully submitted,

Mary Fudenberg

REGIONAL TRANSIT BOARD

Suite 402 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 10, 1984
TO: Board Members
FROM: Elliott Perovich, Chair
SUBJECT: Appointment of Transportation Advisory Board (TAB)
Member Representing Regional Transit Board

Attached is a letter from Emil Brandt recommending that the Board appoint a member to the Transportation Advisory Board to fill the position formerly held on the board by a representative of the Metropolitan Transit Commission.

RECOMMENDATION

That the Regional Transit Board approves the appointment of Ruth Franklin to the Transportation Advisory Board.

EP/mf

TRANSPORTATION ADVISORY BOARD



Metropolitan Council
300 Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101

Telephone (612) 291-6359

September 19, 1984

Mr. Elliott Perovich, Chair
Regional Transit Board
Suite 402, Metro Square Bldg.
St. Paul, Minnesota 55101

RE: Appointment to the Transportation Advisory Board

Dear Mr. Perovich:

Now that the reorganization of transit planning responsibilities in the Metropolitan Area is well underway, I would like to encourage the Regional Transit Board to appoint a Board member to the Transportation Advisory Board at its earliest convenience. The RTB replaces the MTC on the TAB membership. The TAB is the advisory body mandated in the state statutes that enables the Metropolitan Council and the Regional Transit Board to fulfill its planning responsibilities. Its membership consists of municipal and county elected officials, citizen representatives, and representatives of state and regional agencies.

A copy of the TAB Bylaws is enclosed for your information. I would be happy to discuss any questions you or the Board members might have on this matter.

Sincerely,

A handwritten signature in cursive script that reads "Emil Brandt".

Emil Brandt
Transportation Coordinator

cc: Jim Krautkremer, TAB Vice Chairman

EB:lh

REGIONAL TRANSIT BOARD

Suite 402 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 10, 1984
TO: Board Members
FROM: Elliott Perovich, Chair
SUBJECT: Appointment of Regional Transit Board
Member to Transportation Advisory Board

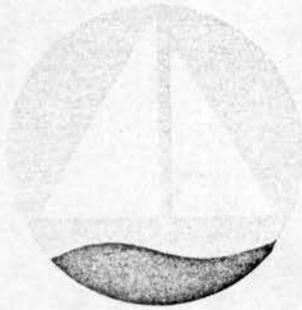
Attached is a letter from Emil Brandt recommending that the Board appoint a member to the Transportation Advisory Board to fill the position formerly held on the board by a representative of the Metropolitan Transit Commission.

RECOMMENDATION

That the Regional Transit Board approves the appointment of Ruth Franklin to the Transportation Advisory Board.

EP/mf

GA



CITY OF PRIOR LAKE

October 4, 1984

Mr. Elliott Perovich, Chairman
Regional Transit Board
Suite 402, Metro Square Bldg.
St. Paul, Minnesota 55101

Dear Mr. Perovich:

The City of Prior Lake is considering opting-out of the MTC. We feel the tax levy we pay is too high for the amount of service we are receiving, as do many south suburban communities.

This is why Prior Lake is in favor of the Regional Transit Board adopting Resolution No. 84-7. This will cut our tax levy mill rate to a level which more closely represents the amount of service we are receiving. This would make it much more desirable for us to continue using the MTC bus service and discontinue our plans to opt-out.

Sincerely,

Michael A. McGuire
City Manager
City of Prior Lake

MAM/aj

GA + net. for file



CITY OF SHAKOPEE

INCORPORATED 1870

129 E. First Ave. - Shakopee, Minnesota 55379-1376 (612) 445-3650

October 5, 1984

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

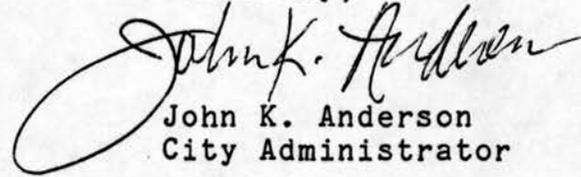
Re: Regional Transit Board (RTB) Proposed Schedule of Property Tax Relief

Dear Chairman Perovich:

The City of Shakopee has received your memorandum of September 27, 1984 which outlined the RTB's proposed schedule of property tax relief for the 1984/85 property tax levy. The Shakopee City Council, at its regular October 2, 1984 meeting, voted unanimously to support the RTB's proposed property tax levy which sets the mill levy for Shakopee at 1.25 mills.

We are aware that the RTB has had an ambitious schedule in recent months, and commend you for making the property tax relief question one of your top priorities. Your proposal when implemented for the 1984/85 property tax levy will bring equity to a regional financing scheme that was long overdue. More importantly, it will significantly enhance the RTB's credentials in dealing with transit issues from a regional perspective.

Sincerely,


John K. Anderson
City Administrator

JKA/jms

cc: Governor Rudy Perpich
Senator Bob Schmitz
Rep. Chuck Dimler



for your information

MEMORANDUM

TO: Chairman and Members
Regional Transit Board

FROM: Louis B. Olsen, Chief Administrator
Metropolitan Transit Commission *low*

DATE: September 11, 1984

SUBJECT: Federal Funding Assistance Approval
UMTA Section 4(i) Grant Proposals

Recommendation:

That the Regional Transit Board approve the MTC request to submit the following four projects to the Urban Mass Transportation Administration for funding under the section 4(i) program:

- o Commuter Club Program - \$350,000
- o Paratransit Vehicle Leasing Program - \$283,000
- o I-394 Marketing Program - \$300,000
- o I-394 Transit Management Program - \$162,000

Review Authority

Chapter 473.375, Subdivision 8 of the 1984 Laws of Minnesota, entitled Gifts/Grants, states "No political subdivision within the metropolitan area may apply for federal transit assistance unless its application has been submitted to and approved by the (Regional Transit) board". The four Section 4(i) grant proposals falls within the requirement of this provision. In accordance with this law, the MTC is requesting the RTB review and approval of the four proposal Section 4(i) grant proposals.

Background

In the June 25, 1984, Federal Register, UMTA announced it was soliciting grant proposals under the Section 4(i) program -- Innovative Techniques and Methods Program. A September 24, 1984, deadline was set for the receipt of proposals. Projects selected for funding will be funded 75% by UMTA. The 25% local share would be provided by the MTC. Projects submitted under this program are evaluated against all other projects submitted from throughout the nation.

UMTA has identified the following general categories and projects as being eligible for funding under the Section 4(i) program:

- o Safety and Security Enhancements
- o Conventional Transit Innovations
- o Pricing and Service Innovations
- o Paratransit Services
- o Transit Management Improvements

Grant Proposals

At its meeting of September 10, 1984, the Metropolitan Transit Commission adopted the attached resolution authorizing the submittal of four projects to UMTA, subject to the RTB review and approval. The following paragraphs are a description of these four projects.

Commuter Club Program - The development of a Commuter Club would be a new element of the Minnesota Rideshare Program. The Commuter Club would be open to all commuters who are members of registered car and vanpools. The primary functions of the Club would be to act as a source of rideshare information for members, assist members in backup ride and emergency situations, provide travel services such as trip planning, and provide discounts and coupons for a range of services. The Club would require annual membership dues and would be staffed by the Minnesota Rideshare Program.

It is anticipated many promotional activities may accompany the start-up of the Club. Recognition of club members would be a high priority and a kit would be distributed to all members. The recognition kit would include bumper stickers, buttons and rideshare decals. A club newsletter would be started to keep members abreast of all rideshare developments and upcoming club events. Club members could receive parking discounts at a sporting event, theatre, zoo and parking ramps. A "happenings" discount package would be provided. A charter members club would also be established.

A budget of \$350,000 is proposed for the planning, start up and initial operation of the Commuter Club.

Paratransit Vehicle Leasing Program - The paratransit vehicle leasing program will support and encourage community sponsored paratransit services in areas where certain travel needs cannot be met by regular route transit service. The Program involves the purchase of twelve paratransit vehicles by the MTC. These vehicles in turn will be leased to other organizations/communities who are setting up paratransit programs. The MTC currently has several similar vehicles leased to communities and agencies. These vehicles need to be replaced due to age, mileage and poor mechanical condition. The estimated cost to purchase the twelve paratransit vehicles is \$283,000.

I-394 Marketing Program - The I-394 design concept includes the provision of specialized transit facilities such as diamond lanes, reversible high occupancy vehicle lanes, preferential transit access ramps and major bus stops and passenger facilities as part of fringe

parking garages. To complement these facilities, major regular scheduled transit services improvements are being planned. The success of the transit service is critical to the overall success of the I-394 and garage operation. To ensure that people understand the nature of the highway and garage facilities, their use and the transit service options which will be available, a major marketing effort will be necessary. The I-394 Marketing Program will develop and initiate the necessary detailed marketing programs for regular scheduled bus service. These marketing programs will be coordinated with the Rideshare marketing program and the Minnesota Department of Transportation Marketing Program. At this time, the detailed marketing concepts which will be deployed have not been identified or developed. However, it is anticipated that innovative approaches will be tried. The programs used by other transit agencies as part of the introduction of new service concepts and modes will be reviewed for potential marketing approaches. It is estimated that the development of the detailed marketing concepts and first year of implementation will cost approximately \$300,000.

I-394 Transit Management Program - The construction and operation of I-394, three fringe parking garages and related facilities will dramatically affect regular scheduled transit service in the Minneapolis central business district and I-394 corridor. The I-394 Transit Management Program represents a comprehensive approach to coordinating and administering all regular scheduled transit service activities which must be accomplished as part of the I-394 project. This program would support one full time staff position. This position would have responsibility to coordinate with all other affected MTC divisions and other agencies to ensure that the day to day transit service continues with minimal delays and disruptions. Activities would include 1) The establishment of detours, temporary bus stops, layovers etc; 2) The implementation of permanent service changes including routes, stops, signage etc; 3) The operation of the passenger and bus layover facilities associated with the fringe parking garages. The estimated cost to set up and fund this position for the first two years of the I-394 construction is \$162,000.

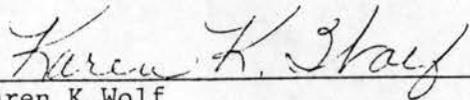


METROPOLITAN TRANSIT COMMISSION
560-6th Avenue North, Minneapolis, Minnesota 55411-4398 612/349-7400

RESOLUTION CERTIFICATION

I, the undersigned, Karen K Wolf, secretary of the Metropolitan Transit Commission, do hereby certify that the foregoing resolution 84-56 is a true and correct copy of a resolution of the Metropolitan Transit Commission, adopted at a meeting of the said commission duly convened and held on September 10, 1984, at which a quorum was present and voting; and the action taken has not been in any manner rescinded or modified.

In witness whereof, I have hereunto set my hand this 10th day of September, 1984.



Karen K Wolf
Secretary

METROPOLITAN TRANSIT COMMISSION

RESOLUTION NO. 84-56

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS FOR SECTION 4(i) GRANTS FOR THE METROPOLITAN TRANSIT COMMISSION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED.

WHEREAS Section 4(i) of the Urban Mass Transportation Act of 1964, as amended, authorized the secretary of transportation to make grants for projects for the deployment of innovative techniques and methods in the management and operation of public transportation services; and

WHEREAS on June 25, 1984, the secretary of transportation solicited applications for the Section 4(i) program; and

WHEREAS the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs; and

WHEREAS it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964 that, in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

WHEREAS the implementation of the Commuter Club Program, Paratransit Vehicles Leasing Program, I-394 Marketing Program and I-394 Transit Management Program are eligible to be funded by the Section 4(i) program; and

WHEREAS, the 1984 Laws of Minnesota, Chapter 473,375 Subdivision 8, requires that all federal transit assistance funding applications be approved by the Regional Transit Board;

BE IT THEREFORE RESOLVED by the Metropolitan Transit Commission, subject to the Regional Transit Board review and approval of the project application:

1. That the chief administrator is authorized to execute and file applications on behalf of the Metropolitan Transit Commission with the U.S. Department of Transportation for grants to aid in financing the implementation of the Commuter Club Program, Paratransit Vehicle Leasing Program, I-394 Marketing Program and I-394 Transit Management Program.

2. That the chief administrator is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3. That the chief administrator is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application or the project.

4. That the chief administrator is authorized to set forth and execute affirmative minority business policies in connection with the implementation of the projects.

5. That the chief administrator is authorized to execute grant contracts on behalf of the Metropolitan Transit Commission with the U.S. Department of Transportation to aid in the financing of said projects.

1-5/jd

Note: THE BYLAWS NEED TO BE REVISED TO REFLECT THE NEW LEGISLATION THAT CREATED THE REGIONAL TRANSIT BOARD.

6/18

September 17, 1975
Amended February 18, 1981
Corrected

TRANSPORTATION ADVISORY BOARD
Suite 300, Metro Square Building, Saint Paul, Minnesota 55101

BYLAWS
OF THE
TRANSPORTATION ADVISORY BOARD
METROPOLITAN COUNCIL OF THE TWIN CITIES AREA

ARTICLE I: NAME AND PURPOSE

The Transportation Advisory Board (hereinafter called the "Board") has been established by the Metropolitan Council (hereinafter called the "Council") on June 27, 1974, pursuant to Minnesota Statutes 473.1.0451, Subdivision 2 (Metropolitan Reorganization Act of 1974); Title 23, U.S. Code, Section 134 (Federal-Aid Highway Act of 1962, as amended); Title 23, U.S.C., Section 104(f) (Federal-Aid Highway Act of 1973); and 49 U.S.C., Chapter 21 (Urban Mass Transportation Act of 1964, as amended).

The purpose of the Board is to advise the Council and to assist the Council, the Minnesota Department of Transportation, the Metropolitan Transit Commission (hereinafter called the "MTC") and all political subdivisions to accomplish the responsibilities designated by state and federal law and regulation with regard to transportation planning and programming for the Twin Cities Metropolitan Area, comprised of the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington. The composition and functions of the Board are intended to assure the coordination of and to provide cooperative action by all political subdivisions and all entities and individuals with responsibility for planning and implementation of significant transportation programs. By participating on the Transportation Advisory Board, agencies and individuals assure that their responsibilities are coordinated with all transportation functions within a comprehensive regional development framework. Citizen representation provides a formal vehicle for citizen participation in the transportation planning process.

ARTICLE II: MEMBERSHIP

A. Composition. The Board shall be composed of a chairperson and members including: a representative of the Minnesota Department of Transportation, the Metropolitan Transit Commission, the Minnesota Pollution Control Agency and the Metropolitan Airports Commission; ten elected municipal officials reasonably representative of the population and geography of the metropolitan area; seven elected county officials, one from each county; and eight citizen representatives, one from each metropolitan precinct as defined by MSA 473B.021, Subdivision 2.

B. Selection. The commissioners of the Metropolitan Transit Commission and the Metropolitan Airports Commission shall each select one person to represent them. The person cannot be a staff person.

The Commissioner of the Minnesota Department of Transportation shall be a member, and may designate the Deputy Commissioner or an Assistant Commissioner as a voting alternate. The Chairman of the Minnesota Pollution Control Agency shall select one person to represent him/her. The Executive Director of the Agency may serve as the representative. A person other than the Chairman or Executive Director shall be entitled to vote if he/she is not a staff person.

The Association of Metropolitan Municipalities, after notification to the municipalities and consideration of municipal nominees shall designate the ten (10) elected officials representative of the population and geography of the metropolitan area. The designated officials shall be submitted to the MTC and the Council, who will jointly appoint them.

The Commissioners of each county shall designate an elected official to represent their county. The designated officials shall be submitted to the MTC and the Council, who will jointly appoint them.

The Council shall appoint representatives from the metropolitan precincts A, C, E and G. The MTC shall appoint representatives from the metropolitan precincts B, D, F and H. The precinct representatives cannot be elected officials of general purpose government or members of a metropolitan commission during their term on the Board and must be residents of the precincts they represent.

C. Terms. Representatives of the Minnesota Department of Transportation, the Metropolitan Transit Commission, the Metropolitan Airports Commission and the Minnesota Pollution Control Agency shall serve at the pleasure of their respective agencies; municipal and county elected officials shall serve two year terms; representatives of metropolitan precincts A, B, C, and D shall have two year terms; representatives of metropolitan precincts E, F, G, and H shall have initial one year terms and, thereafter all precinct representatives shall serve two year terms.

D. Resignation; Vacancies. In the event a member wishes to resign, he/she shall communicate his/her intention to the Board chairperson in writing and his/her resignation shall take effect on the chairperson's receipt of such written notification. When a vacancy occurs, the Board chairperson shall immediately notify the appointing agency and the nominating agency or agencies if relevant and such agencies shall, as soon as possible thereafter, nominate and appoint a new member, having the necessary characteristics as prescribed herein to fill the vacated membership for the unexpired term of the resigned member.

E. Attendance. Should a Board member miss attending three consecutive regular meetings or any four regular meetings in a six month period, without reasonable excuse for such absences, the Chairman will notify the appointing agency or body of such absence. If, in the succeeding six months, such unexcused absence record continues, the Chairman will request the appointing agency or body to ask for the member's resignation and designate a successor.

ARTICLE III: OFFICERS OF THE BOARD

A. Chairperson. The chairperson of the Transportation Advisory Board shall be selected and appointed by the Metropolitan Council to serve a two year term. This person shall be recognized as a leader in the community and shall have demonstrated a sensitive insight and an aggressive concern toward the larger issues in the metropolitan area. The person shall be free of affiliation with the major transportation operating agencies, and further shall be willing to devote the time necessary to help the Board fulfill its responsibilities, including representing Board position statements and requests at Metropolitan Council meetings, as appropriate. The chairperson shall preside at all meetings of the Board and shall have such duties and responsibilities as are normally attendant upon that office and as are prescribed by these bylaws, applicable laws and regulations and as are specifically delegated or assigned by the Board or the Council. The chairperson shall represent the Board at meetings of the Council and other authorized assemblies and act as a liaison between the Board and the Council. In such capacity, he/she shall be expected to express the collective views of the Board except as he/she may expressly qualify remarks as his/her own. The chairperson shall work closely with transportation coordination concerning the work program, relationships with the Council and other agencies, and all other matters which concern the Board.

B. Vice-chairperson. The vice-chairperson shall be a member of the Board nominated by the chairperson and approved by a majority vote of the members. The vice-chairperson shall act for the chairperson during his/her temporary absence of disability or in the event of vacancy. His/her term of office shall be for one year subject to possible re-appointment. If nominated by the chairperson and approved by a majority of the members a second vice-chairperson may be appointed to act in the temporary absence, disability or vacancy of the chairperson and vice-chairperson. If a second vice-chairperson is appointed, his/her term of office shall be for one year subject to possible re-appointment.

C. Secretary. The Transportation Coordinator or his/her designee shall serve as the secretary of the Board. The secretary shall keep and sign all Board minutes and maintain relevant information on all Board matters.

ARTICLE IV: MEETINGS

A. Regular Meetings. Regular meetings of the Board shall be held at least once each month in the Metropolitan Council meeting area or such place as may be determined by the members of the Board. Members of the board shall be sent notification of the specific time and place and tentative agenda, together with appropriate material pertaining to the agenda items at least five days prior to the meeting. The public shall be notified of Board meetings in accord with general Council procedure.

B. Cancellation. Regular meetings of the Board may be cancelled by a majority vote of the members or by the chairperson upon agreement by a majority of the members.

C. Special Meetings. Special meetings of the Board may be held at any time upon the call of the chairperson or a majority of the members of the Board. Notice of a special meeting shall include the date, time, place and agenda for that meeting and shall be sent to the Board members at least three days prior to the meeting. In the event of an emergency, notice may be waived by two-thirds of the members of the Board. Business at special meetings shall be limited to the subject(s) stated in the call.

D. Public Hearings. The Board may hold public hearings as necessary to review the Board's action or pending action. Notice and conduct of the hearing will follow established Council procedures.

E. Quorum. Twelve members of the Board shall constitute a quorum for the conduct of business at any meetings of the Board. If a quorum exists at any time during the meeting, a quorum is then determined to exist for the remainder of the meeting. In order for official action to be taken by the Board, a matter must receive at least 9 affirmative or negative votes at any one meeting.

F. Public Participation. All Board meetings shall be open to the public. Notice of meetings to be held shall be distributed to the media for purposes of informing the public.

G. Order of Business. The business of the Board shall be conducted in the following manner:

- 1) Roll Call
- 2) Adoption of the Agenda and amendments thereto
- 3) Approval of the minutes of previous meetings
- 4) Communications
- 5) Reports of staff and special committees
- 6) Agenda items
- 7) Other matters which may properly come before the Board
- 8) Adjournment

H. Conduct of Business.

- 1) Roberts Rules of Order. The rules contained in the current edition of Roberts Rules of Order newly revised shall govern the Board to the extent that they are not inconsistent with these bylaws.
- 2) Suspension of Rules. Robert Rules of Order may be suspended by a two-thirds vote of the Board members present or a minimum of ten affirmative votes whichever is greater.
- 3) Voting, Motions, Recording. Voting on any matter shall be by voice vote provided that a roll call shall be called and recorded on any issue if requested by one or more members. Upon request of any member, the secretary shall repeat the motion and the name of the mover and seconder immediately preceding a vote by the Board. There shall be no voting by proxy and each member shall be entitled to only one vote on any issue. The chairperson shall be a voting member of the Board.

ARTICLE V: SPECIAL COMMITTEES

A. Board Committees. The chairperson may from time to time, subject to Board approval, establish committees of Board members with such composition and for such purposes as he/she may prescribe. Committees shall be established in accordance with applicable provisions of the Council's advisory committee policy guide. Board members other than those serving on the committee may attend and participate fully at such committee meetings with the exception of the Federal Aid Urban Committee.

The Board shall establish a Federal Aid Urban Committee of 11 Board members to consider setting priorities for funding of Federal Aid Urban projects. The committee shall be composed of the MTC and Minnesota Department of Transportation representatives, and nine other elected official members, reasonably representative of the population and geography, appointed by the chairperson and approved by the Board. The committee shall elect its own chairperson to preside at its meetings. Other members of the Board may attend the meetings but may not vote on items that come before it.

B. Technical Committees and Task Forces. The chairperson may from time to time, subject to Board approval, establish technical committees and task forces composed of Board members and non-Board members for such purposes as deemed necessary or useful to assist the Board in accomplishing its purposes, duties, and responsibilities. Technical committees and task forces shall be established in accordance with applicable provisions of the Council's advisory committee policy guide.

ARTICLE VI: DUTIES AND RESPONSIBILITIES

The Board shall perform such duties and responsibilities as may be prescribed by the Council and by law. Such duties and responsibilities shall be accomplished in accordance with applicable state and federal law and regulation, adopted Council procedures, these bylaws and adopted Board procedures approved by the Council. The functions, duties, and responsibilities of the Board, Council and other agencies for transportation planning shall be as specified in the Prospectus for the Transportation Planning Process in the Twin Cities, Metropolitan Area, adopted by the Council on November 17, 1977, until amended. Where duplicative functions, duties and responsibilities are delegated to the Board and the Council in the Prospectus, Board action shall precede final Council actions. The Board's role, within the context of the Prospectus is described as follows:

Planning Role

- 1) Participate in the preparation and modification of the transportation and airports sections of the Metropolitan Development Guide and the Transportation Policy Plan of the Metropolitan Council; also review and comment on the proposed Guide and Plan.
- 2) Participate in the preparation of an annual transportation unified planning work program and the review and approval of the program, including revisions and study designs.

- 3) Participate, review and approve the Prospectus of the Transportation Planning program.
- 4) Participate in the establishment of a Metropolitan Transportation Data Base.

Implementation Role

- 1) Participate in the preparation of the unified transportation development program of the MTC; also, review and comment on the proposed program. The development program is to include an intergrated five-year capital improvement program and is to be consistent with the development guide and policy plan adopted by the Metropolitan Council.
- 2) Prepare and adopt an annual list of projects, in order of priority, eligible for Federal Aid Urban Funds and consistent with the adopted Policy Plan and development program.
- 3) Prepare an annual report on the progress of transportation planning and implementation and recommend improvements to the process.

Coordinating Role

- 1) Review the management and conduct of the elements of the unified work program.
- 2) Review and comment on planning, engineering and capital grants of regional significance.
- 3) Determine methods of informing the metropolitan area on major transportation policies, programs, progress, issues and opportunities.
- 4) Participate in the management of the Metropolitan Transportation Data Base.

ARTICLE VII: STAFF

The Board shall be staffed by a Transportation Coordinator who shall be responsible for carrying out administrative duties pertinent to the functions of the Board including the preparation of materials pertinent to policy and procedure questions confronting the Board and general program coordination. The Transportation Coordinator shall be selected by the chairperson of the Board, subject to the approval of the Board and shall serve at the pleasure of the Board. The coordinator shall be on the Council's payroll with "unclassified" status and receive all Council employee benefits. The Council shall furnish the Coordinator with office space and services necessary to fulfill his/her responsibilities to the Board.

ARTICLE VIII: REIMBURSEMENT

Board members shall serve without compensation but shall be reimbursed for expenses incurred in performance of their duties in accordance with adopted Council procedure. Government employees, full-time elected officials and other professionals who are employed in occupations related to the duties and responsibilities of the Board shall not be eligible to receive reimbursements.

ARTICLE IX: AMENDMENT

These bylaws may be amended by a two-thirds vote of the Board members present or a minimum of ten affirmative votes, whichever is greater, provided that written notice setting forth in detail the content of the proposed amendment(s) has been given to the Board members at least ten days prior to the meeting. Upon adoption by the Board, these Bylaws and any amendments hereto shall be submitted to the Metropolitan Council for its review and concurrence. No amendment shall be effective until concurred in by the Council.

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MEMORANDUM

TO: Ghaleb Abdul-Rahman
Executive Director
Regional Transit Board

FROM: Charles R. Weaver
Larry M. Wertheim
Holmes & Graven, Chartered

DATE: October 15, 1984

You have asked our office to provide an outline of the general legal requirements for the various plans which the Regional Transit Board (RTB) must prepare in the near future.

I. Interim Implementation Plan

The RTB must prepare an interim implementation plan, for calendar years 1985, 1986, and 1987, to be submitted to the Metro Council by December 1, 1984. The interim plan must contain at least the following elements:

(1) A development program covering the detailed technical planning, engineering, financing, and scheduling and other information needed to implement the Metro Council's transportation plan, providing with respect to all capital improvements:

- (a) a description of each improvement;
 - (b) the proposed manner of financing and sources of revenue;
 - (c) timing of development;
 - (d) the need, alternatives, and environmental and social effects;
 - (e) impact on other metro commissions;
 - (f) annual operating costs and sources of revenue; and
 - (g) relative priority of each improvement.
- (2) A schedule of expected public expenditures for planned facilities and services;
 - (3) A schedule of sources of funds;
 - (4) A plan and schedule to distribute funds.

Laws 1983, ch. 654, Art. III, Sec. 118, subs. 2 and 3, Minn. Stat. Sec. 473.161, subd. 1.

II. Budget Plan.

The RTB must submit a budget plan by December 1, 1984 to the Metro Council (capital only) and the Committees on Finance in the Senate and Appropriations in the House. The Metro Council has 30 days to review the capital budget.

Generally, the RTB budget plan must contain an estimate of:

(1) operating revenues from all sources, including funds on hand, and expenditures for costs of operation, maintenance, administration, maintenance and debt service;

(2) capital funds on hand to be received from all sources and cost of improvements during the year.

The Metro Council, pursuant to statute, has authority to adopt regulations for program budgeting and requiring the RTB to adopt its budget in program budget form. However, the Council apparently has not adopted such regulations.

For fiscal year 1985, the RTB has been appropriated \$1,099,500. In addition, the Legislature has authorized DOT to use 100% of the metro share of the transit assistance fund (about \$10,000,000) for the fiscal year ending June 30, 1985 for planning and engineering design for light rail transit in the Hiawatha, University and Southwest Corridors. Also, the Legislature has established a transit assistance fund to receive the revenue distributed under the motor vehicle excise tax. Eighty percent (80%) of the fund goes to metro area recipients, including the RTB. The transfer of the motor vehicle excise tax proceeds from the general fund to the transit assistance fund is accelerated to F.Y. 1985 from F.Y. 1986.

Laws 1984, ch. 654, Article III, Secs. 1(i), 74; 84; Sec. 119, subds. 1 and 3; Sec. 150, subds. 1, 2, and 4.

III. Financial Plan.

The RTB must prepare a financial plan for the succeeding 3 calendar years, consistent with and containing the same elements as the RTB's implementation plan. The financial plan for 1984 dealing with 1985, 1986, and 1987 must be submitted to the Metro Council by December 1, 1984, which has 30 days for review and approval. After approval by the Metro Council, the RTB's financial plan must be presented to the Governor and Legislature.

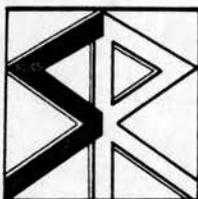
Laws 1984, ch. 654, Art. III Sec. 116, subd. 5(c); Sec. 119, subds. 2 and 3.

IV. Staffing Plan.

The RTB must present a staffing plan to the committees on Finance in the Senate and Appropriations in the House by December 1, 1984.

Until June 30, 1984, the RTB may not exceed 19 full-time employees, with no more than 3 persons in the unclassified service. The RTB Board, not the executive directors, has the authority to appoint or remove all regular employees of the RTB.

Laws 1984, ch. 654, Sec. 116, subd. 7; Sec. 150, subd. 4.



(612)475-0010

STRGAR-ROSCOE, INC.

CONSULTING ENGINEERS ■ LAND SURVEYORS

630 Twelve Oaks Center, 15500 Wayzata Boulevard
Wayzata, Minnesota 55391

Refer To File:

October 10, 1984

Mr. Ghaleb Abdul-Rahman
Executive Director
REGIONAL TRANSIT BOARD
402 Metro Square Building
St. Paul, Minnesota 55101

Dear Mr. Abdul-Rahman:

We have completed our revisions of the draft listing of transit issues to be used in the development of the Regional Transit Board Interim Implementation Plan. The issues were refined through several working sessions with the Project Management Team and are submitted for review.

Included with this letter are the following attachments:

- Attachment A: Schedule for Plan Preparation
- Attachment B: Meeting and Action Dates
- Attachment C: Interim Implementation Plan Outline
- Attachment D: Plan Development Process
- Attachment E: Subject Areas for Plan Issues
- Attachment F: Transit Issues to be Screened
- Attachment G: Glossary of Terms

We will finalize the listing of transit issues following appropriate reviews.

Sincerely,

STRGAR-ROSCOE, INC.

Peter A. Fausch, P.E.
Vice President

PAF/jal

Attachments

SCHEDULE
 REGIONAL TRANSIT BOARD
 INTERIM IMPLEMENTATION PLAN DEVELOPMENT

TASK	1984														1985							
	SEPT.		OCT.					NOV.				DEC.				JAN.			FEB			
	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	
1. Organize Interim Plan Development Team	■																					
2. Develop Process for Plan Development		●																				
3. Identify Draft Issues	■																					
4. Select Plan Issues	■																					
5. Develop Plan Outline	■																					
6. Assign Plan Preparation Responsibilities	■																					
7. Prepare Draft Plan	■																					
8. Adopt Draft Plan	■																					
9. Public Meeting	■																					
10. Adopt Final Plan	■																					
11. Met Council Approves Plan	■																					
12. Plan Submitted to Legislature	■																					

- Meetings with the Board
- * Meeting with Policy Committee

Board meets 1st and 3rd Mondays
 Policy Committee meets 2nd and 4th Wednesdays
 Finance and Administration Committee meets
 1st and 3rd Thursdays
 Management Team meets every Friday



STRGAR-ROSCOE, INC.
 CONSULTING ENGINEERS

ATTACHMENT B
October 10, 1984

REGIONAL TRANSIT BOARD

MEETING AND ACTION DATES FOR
PREPARATION OF INTERIM IMPLEMENTATION PLAN

September	21	Management Team meeting
	24	Management Team meeting
	24	Board meeting - project overview
	26	Management Team meeting
	26	Policy Committee meeting - process, outline, schedule
	28	Management Team meeting
October	5	Management Team meeting
	10	Policy Committee meeting - finalize issues
	12	Management Team meeting
	15	Board meeting - present issues and process
	19	Management Team meeting
	24	Policy Committee meeting - review status of plan
26	Management Team meeting	
November	2	Management Team meeting
	9	Management Team meeting
	13	Deliver draft plan to Management Team
	14	Policy Committee meeting - status report
	16	Management Team meeting
	21	Mail draft plan to Policy Committee
	28	Committee of the entire RTB - adopt draft plan
30	Management Team meeting	
December	3	Board meeting - adopt draft plan
	17	Board meeting - public meeting
January	7	Board meeting - adopt final plan
	24	Met Council approves plan
February	4	Plan submitted to Legislature

DRAFT 5

REGIONAL TRANSIT BOARD

INTERIM IMPLEMENTATION PLAN OUTLINE
FOR DECEMBER 3, 1984

I. INTRODUCTION

- A. Brief history of transit in the Twin Cities
- B. Activities of the 1983-1984 Legislative Study Commission
- C. RTB authorizing legislation
 - 1. Role of the RTB
 - 2. Directions for Interim and Final Transit Service Implementation Plan
- D. Scope and organization of Interim Plan document

II. MISSION STATEMENT AND GOALS

- A. Purpose of mission statements and goals
- B. Brief summary of Mn/DOT, Met Council and MTC goals, policies, objectives, etc.
- C. RTB Mission statement
- D. Interim RTB Goals
 - 1. Public involvement
 - 2. Procedures during start-up period
 - 3. Other "process" goals
 - 4.

III. INVENTORY OF EXISTING SERVICES AND FINANCIAL ARRANGEMENT

- A. Service Overview
 - 1. System descriptions
 - 2. Providers
 - 3. Vehicles
 - 4. Employees
 - 5. Passengers

B. Financial Overview

1. Funding sources (historical and projection)

- a. Fares
- b. Federal
- c. State
- d. Local

2. Funding distribution (historical)

- a. Annual operating cost
- b. Fares
- c. Federal
- d. State
- e. Local

IV. TRANSIT ISSUES

- A. Process used to identify issues
- B. Presentation of issues
- C. Analysis

V. INTERIM RTB TRANSIT SERVICE POLICIES AND POSITIONS

- A. Overview
- B. Approach to LRT decision making
- C. Position on use of general funds and MVET (85-86)
- D. Approach to development of transit service needs assessment
- E. Interim I-394 service improvement
- F. Tax levy
- G.

VI. INTERIM SERVICE AND DEVELOPMENT PLAN 1985-1987

- A. Repackaging of MTC, private provider service plans
- B. Proposed capital and operating costs
- C. Proposed distribution of assistance
- D. Process to be used to reevaluate after December 1 submittal

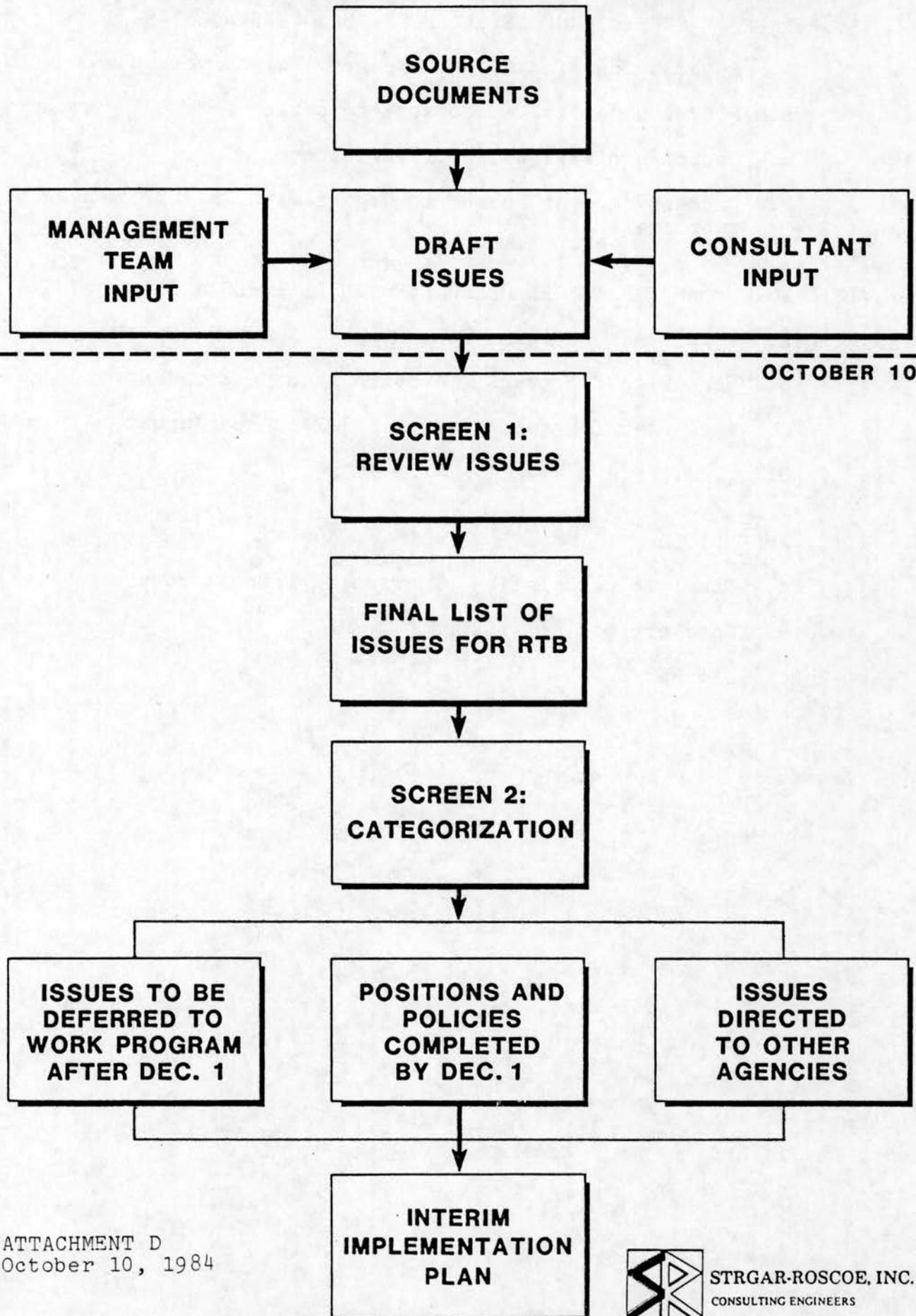
VII. WORK PLAN FOR ISSUES UNRESOLVED IN DECEMBER 1 PLAN

- A. Work Plan for LRT decision
- B. Work Plan for transit service needs assessment
- C. Work Plan for completing Final Plan due August 1, 1986
- D.

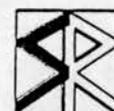
VIII. APPENDICES

- A. Complete description of existing transit services
- B. Complete list of issues
- C. Glossary
- D.

SCREENING PROCESS TO DEVELOP RTB INTERIM IMPLEMENTATION PLAN



ATTACHMENT D
October 10, 1984



STRGAR-ROSCOE, INC.
CONSULTING ENGINEERS

ATTACHMENT E
October 10, 1984

SUBJECT AREAS FOR TRANSIT ISSUES TO BE SCREENED FOR DEVELOPMENT OF
INTERIM TRANSIT SERVICE IMPLEMENTATION PLAN

1. Administration
2. Planning
3. Metro Mobility
4. Opt-Out
5. Private Operators
6. Ex-Urban
7. Rideshare
8. Service Grants
9. Fares
10. Federal Assistance
11. State/Local Assistance
12. Demonstration Projects
13. Taxis/School Buses
14. Light Rail Transit
15. Capital Facilities

ATTACHMENT F
October 10, 1984

TRANSIT ISSUES TO BE SCREENED FOR DEVELOPMENT OF
REGIONAL TRANSIT BOARD INTERIM IMPLEMENTATION PLAN

1. ADMINISTRATION

- A. What role will the Regional Transit Board play in the metropolitan area transportation system
- B. What are the process and timeline requirements for preparing biennial budget documents (interim 1986-1987, long range 1988-1989)
- C. What are the responsibilities and timeline requirements for requesting, approving and distributing Federal and State funds
- D. Will Regional Transit Board or MTC prepare and submit Section 15 reports to UMTA
- E. What will the process be for revising the draft 1985 UPWP and amending the approved UPWP
- F. Will private operators receive operating authority from the RTB or the Transportation Regulatory Board
- G. How will the "coordinated transit information program" be managed and financed
- H. How will information on transit issues be provided to policy-makers
- I. When will the annual forum on transit issues be held
- J. What advisory committees will be established
- K. How will legislative liason be established for metropolitan area transit
- L. How will local governments participate in the preparation of the implementation plan
- M. How will the establishment of "local transit planning and development boards" be encouraged

2. PLANNING

- A. What research studies should be undertaken
- B. How will public mobility be maintained in the event of emergencies or energy shortages
- C. What will be included in the "transit study" necessary for financial assistance
- D. Who will complete "transit studies" for financial assistance
- E. What unmet transit needs exist in the metro area
- F. What level of transit needs should be targeted each year
- G. Should subregional transit centers be developed
- H. Is there a market for demand responsive services in the metro area
- I. Will TSM strategies be actively pursued
- J. Should joint use layover spaces be designated
- K. Should transfers be accepted throughout the system
- L. Will multi-modal transportation terminals be developed
- M. Will RTB provide paratransit service planning assistance for E/H projects operated by cities and counties

3. METRO MOBILITY

- A. What service improvements will be needed for Metro Mobility
- B. What service providers will operate Metro Mobility
- C. What services will be provided by each Metro Mobility provider
- D. How will certificates of compliance be issued for vehicles providing Metro Mobility Service
- E. What user eligibility criteria will be established
- F. Will Metro Mobility service expand to the 7 county area
- G. How will Metro Mobility interface with DARTS, Anoka, Carver, Scott, and Washington County programs

- H. Should human service agencies who use Metro Mobility for client transportation participate in the funding
- I. How will management policy committee be organized (when, who, role)
- J. How will advisory task force be organized (when, who, role)
- K. Is the distribution of benefits (trips) equitable
- L. How should demand for service be managed
- M. When will RTB assume responsibility for Metro Mobility

4. OPT-OUT

- A. Who will evaluate Plymouth opt-out
- B. Will Plymouth opt-out be evaluated using the established Mn/DOT criteria
- C. On what basis will other opt-out applications be evaluated
- D. How long are letters of intent for opt-out service valid
- E. Will the transit feasibility study for Chaska be awarded by Mn/DOT or RTB
- F. What efforts will be made to create subregional service by linking opt-out services together and to MTC service
- G. Should opt-out projects continue to pay 100% of deficits with local funds
- H. When will RTB assume responsibility for the opt-out projects

5. PRIVATE OPERATORS

- A. Will private operators of regular route transit be eligible for capital funding (State, Federal, Local)
- B. Will private operators (non-profit) for Metro Mobility be eligible for capital funding (State, Federal, Local)
- C. Will private operators (for-profit) for Metro Mobility be eligible for capital funding (State, Federal, Local)
- D. Will private for-profit operators of regular route transit receive federal operating assistance

- E. Will private for-profit operators of Metro Mobility service receive federal operating assistance
- F. Will private non-profit operators of Metro Mobility service receive federal operating assistance
- G. Will private operators continue to contract with MTC
- H. Should private operators receive local property tax revenue
- I. How will private operators be selected, evaluated and monitored
- J. Are private operators eligible for other Federal grant programs (planning and demonstrations)
- K. When will the RTB assume responsibility for private operator service grant contracts

6. EX-URBAN

- A. Should the ex-urban grant program continue
- B. What conditions should exist for ex-urban service financial assistance
- C. When will the ex-urban program be transferred to the RTB

7. RIDESHARE

- A. Will the existing rideshare advisory committee be retained
- B. What role will the Metro Rideshare Board play
- C. Will the rideshare program receive capital assistance funds (federal, state, local)
- D. How will rideshare programs be evaluated
- E. Who will operate rideshare programs

8. SERVICE GRANTS

- A. What procedures and standards will be established for financial assistance applications
- B. Who will audit grant compliance
- C. What will be included in the Contractor's "service plan"

- D. Will financial incentives be included in contracts
- E. Should the Mn/DOT Transit Participation Program funding classifications be retained
- F. What constitutes "undue hardship" for local share adjustments for metro contracts
- G. How will local share hardship adjustments be distributed among other program participants
- H. How will existing transit and paratransit services be evaluated
- I. What criteria will be used to evaluate new service applications
- J. How will efficiency and effectiveness of existing MTC service be defined for "replacement service" applications
- K. How will "total level of service" provided by the MTC in the metro area be defined
- L. Will a standardized unit costing system be established
- M. When will the RTB assume responsibility for the metro area service grants

9. FARES

- A. What fare levels should exist for regular route transit service
- B. What fare levels should exist for Metro Mobility service
- C. Is a distance-based fare system more equitable than a flat-fare system
- D. Should fares keep pace with inflation
- E. Are downtown circulation fares reasonable
- F. Is the base fare limitation still in effect for MTC (1983 Legislature)
- G. Who will set fare levels for all transit services within the region
- H. Will the MTC Pricing Study be used to review existing fare policies

10. FEDERAL ASSISTANCE

- A. How will federal funds be secured
- B. What will be the mechanism for distributing federal funds
- C. Who will be the metro area designated recipient of Section 9 funds
- D. What steps must the RTB take to qualify for UMTA Section 8 Planning and Technical Studies funds
- E. Will the RTB play a role in the request, receipt or distribution of other federal funds

11. STATE/LOCAL ASSISTANCE

- A. Should the social fares program continue as specified in existing legislation
- B. Will private operators receive social fare reimbursement
- C. Who will issue bonds
- D. Is the property tax the best method of gaining local revenue
- E. Should State funds be provided to MTC in a lump sum or as reimbursement for expenses
- F. What alternative methods of providing state and local subsidies exist for line haul transit, paratransit, Metro Mobility, rideshare and taxis (i.e., provider-side subsidies, user-side subsidies, contract for services, reimbursements, etc.)
- G. What definitions will be used for the 1984 tax feathering legislation

12. DEMONSTRATION PROJECTS

- A. What kinds of demonstration projects will be sought out
- B. Will demonstration projects be eligible for higher subsidy rates
- C. How will I-394 be targeted for special promotion and marketing
- D. How will I-394 transit facilities be financed
- E. How will demonstration projects be managed (i.e., planning, funding and evaluation)

13. TAXIS/SCHOOL BUSES

- A. How will taxis fit into the metro area transportation system
- B. Should metropolitan licensing of taxis be considered
- C. Should there be an "open entry concept" for taxis
- D. Who should regulate taxis
- E. Should school buses play a role in the metropolitan transit system

14. LRT

- A. What is the role of LRT
- B. What are the priority corridors
- C. How will LRT be financed
- D. Who builds LRT
- E. Who will operate LRT
- F. What feeder bus system will be required for LRT

15. CAPITAL FACILITIES

- A. Who has jurisdiction of park/ride lots
- B. What park/ride lot needs exist
- C. Who will be responsible for establishing the need, location, priority and funding for transit shelters, lay-over spaces and bus turnarounds
- D. Who will construct and manage capital facilities

GLOSSARY OF TERMS

annual transit forum - The RTB, in its enabling legislation, is required "to convene and preside at an annual regional transit conference of transit providers, operators and users."

base fare limitation - The 1983 Legislature fixed the MTC base fare at a level existing on June 30, 1983.

contract for services - A method of delivering public subsidies for services in which the provider is paid on a fixed schedule as stated in a performance contract.

"coordinated transit information program" - A program to be established by RTB to provide transit users with accurate information on all transit schedules and service. This program is part of a general coordination of transit operations in the metropolitan area.

D.A.R.T.S. - Dakota Area Referral and Transportation for Seniors - A transit system in Dakota County serving the elderly and handicapped on a dial-a-ride basis.

demand responsive services - Transit services characterized by transit vehicles being routed to particular locations as requested by transit users. This type of service is the major alternative to fixed route service.

demonstration projects - Projects designed to test new or innovative approaches to service delivery. These projects generally have a fixed time period, after which an evaluation is made. In many cases demonstration projects have been provided with users paying a smaller percentage of operating costs than comparable projects with the balance subsidized by the sponsoring agency.

distance-based vs. flat fare system - Alternative methods of setting transit fares. A distance-based fare system charges transit passengers according to the length of their trip. A flat fare system charges one base fare to all passengers regardless of the distance of the trip.

downtown circulation fares - The legislature has established a policy of limiting fares to not less than 10 cents for service on routes providing circulation service in a downtown area or community activity center. The commission shall not contribute more than 50 percent of the operating deficit of any such route that is confined to a downtown area or community activity center.

E/H projects - Transit projects designed and operated for elderly and/or handicapped persons.

ex-urban - The part of the metropolitan area outside the transit taxing district but inside the transit service area.

financial incentives - Payments to transit providers based on performance or productivity standards such as percent on-time performance or passengers per vehicle-mile.

intermodal transfer station - A station where persons can move from one mode of transportation to another, such as from bus to automobile.

"local transit planning and development board" - These boards shall aid the RTB in developing its 5-year implementation plans by preparing or advising in preparing the transit study and service plan for the local area.

Metro Mobility - A state initiated and supported project to coordinate special transportation service to provide public transportation for those people with special transportation needs in the metropolitan area.

"open entry concept" - A method of licensing taxis on a metropolitan basis rather than by sectors or individual cities.

operating certificate - When the Transportation Regulatory Board issues an operating certificate to a private transit carrier it specifies the routes, schedules and fares which may be charged by the carrier.

Opt-Out - A demonstration program for alternative transit service for outlying communities receiving little or no MTC service. The deadline for communities to submit letters of intent for this program was July 1, 1984.

paratransit - Forms of public transportation services that are more flexible and personalized than conventional fixed-route, fixed-schedule service but not including such exclusory services as charter bus and exclusive-ride taxi.

paratransit service planning assistance - In order to determine needs and service requirements in outlying areas, the MTC has provided assistance to local communities.

park/ride lot - A parking lot, generally along a major travel corridor, where commuters can park and either share rides or use the transit system to their destination.

performance standards - Quantified standards used to evaluate transit service, such as passengers per vehicle-mile or vehicle-hour, cost per vehicle mile or vehicle-hour, and cost per passenger trip.

private operators, for-profit - Transit operators, other than public agencies who operate transit services on a for-profit basis.

private operators, non-profit - Transit operators, other than public agencies, who operate transit services on a non-profit basis, usually for special user groups such as the elderly and handicapped.

provider-sided subsidies - A method of delivering public subsidies for services which are characterized by payments to service providers based on the amount of service provided, such as vehicle-miles.

reimbursement for services - A method of delivering public subsidies for services in which the subsidies are paid based on the number of clients served, such as social fares reimbursement.

"replacement service" - An assistance program to cities or towns in the metropolitan transit taxing district which receive minimal transit service and submitted a letter of intent for assistance by July 1, 1984. The "replacement service" will be granted assistance if the proposed service meets the needs of the applicant at least as effectively and efficiently as the existing service.

rideshare - Refers to all alternatives to driving alone including carpools, vanpools and transit.

service area - The geographical area that a transit system is considered to serve, normally based on acceptable walking distances from loading points, e.g. 0.25 mile.

service grants - Payments to transit providers to subsidize service provided to the general public or specific user groups.

service levels - Characteristics that indicate the quality and quantity of transportation services provided, including characteristics that are quantifiable (travel time, travel cost) and those that are difficult to quantify (comfort, modal image).

service plan - Before making a contract with an eligible recipient, the RTB shall require a service plan which includes a description of the proposed service, an assessment of how the service meets the needed identified in the transit study, the fare structure and other funding sources, projected usage and contract administration procedures.

social fares - Transit fares charged to special user groups such as senior citizens and students. The difference in revenue between the regular fare and the social fare is made up by the legislature.

standardized unit costing system - In order to evaluate alternate transit systems (public vs. private providers, fixed route vs. demand responsive service), a consistent method of evaluating the costs of providing these systems is needed. This evaluation should reduce all costs to a vehicle-mile and vehicle-hour basis.

tax feathering - A process of reducing the property tax of areas which receive less than full transit service. Rather than being taxed at the full rate of 2 mills times the assessed value of all property, areas which receive full peak service and limited off-peak service shall be taxed at 1.5 mills, areas which receive limited peak service shall be taxed at 1.25 mills.

TDP - Transit Development Program - A 5-year program developed by the Metro Council to implement regional transit policies. The program contains an analysis of proposed capital improvements and an operational improvement program containing performance objectives, standards and indicators to evaluate transit service.

TIP - Transportation Improvement Program - An annual program of all federally funded transportation projects in a region.

"transit study" - Prior to applying for financial assistance, an applicant must prepare a study which includes a determination of present and future transit needs, the adequacy of existing service, the level and type of service needed to meet unmet needs, the resources available for meeting those needs and the type of agreement needed to provide adequate service.

Transportation Regulatory Board - A three member board which has inherited the transportation regulation powers of the Public Utilities Commission. Its jurisdiction extends to all for-hire transportation of persons or property except carriers explicitly exempted.

TSM strategies - Transportation System Management - Non-capital intensive strategies that will improve the transportation system, such as improvements in system and traffic management or restrictions in downtown traffic or parking.

UMTA - Urban Mass Transportation Administration, which is a Federal agency of the U.S. Department of Transportation and has responsibility for Federal transit assistance programs.

UMTA Programs

Section 3 - Funds available under this section are for capital improvements only on a nationwide discretionary basis.

Section 4(i) - This program makes discretionary grants for projects utilizing innovative techniques and methods in the management and operation of public transportation services.

Section 8 - This program provides financial assistance for transit planning activities which are consistent with a comprehensive planning process.

Section 9 - Funds under this section are the major source of Federal assistance and may be used for routine capital and operating expenses of transit operations. They are allocated each year by formula. MTC is presently the recipient of these funds, although RTB could be the recipient in the future.

Section 15 - This section specifies the type and amount of transit operating and financial data required to receive Federal assistance. MTC presently reports the data, although the RTB may take over this function.

Section 16(b)(2) - Funds under this section are for capital assistance for private, non-profit providers of transportation services to the elderly and handicapped.

Section 18 - Funds under this section are for operating and capital assistance for areas under 50,000 population. Currently Hastings is the only jurisdiction in the metropolitan area receiving these funds.

"undue hardship" - The inability of grant recipients to meet the local matching fund requirements as specified under the Transit Assistance Program. Requests for reductions in local match requirements are possible.

UPWP - Unified Planning Work Program - A document which lists and describes the federally funded transportation planning to be carried out in the region in a given year.

user-side subsidies - A method of delivering public subsidies for services which is characterized by direct payments to final users who then pay for the service.

ABBREVIATIONS

DARTS - Dakota Area Referral and Transportation for Seniors
E/H - Elderly and Handicapped
FHWA - Federal Highway Administration
LRT - Light Rail Transit
MC - Metropolitan Council
MTC - Metropolitan Transit Commission
Mn/DOT - Minnesota Department of Transportation
RTB - Regional Transit Board
TDP - Transit Development Program
TIP - Transportation Improvement Program
TPP - Transportation Policy Plan
TSM - Transportation System Management
UMTA - Urban Mass Transportation Administration
UPWP - Unified Planning Work Program
USDOT - United States Department of Transportation

REGIONAL TRANSIT BOARD

Suite 402 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1984
TO: Regional Transit Board
FROM: Elliott Perovich, Chair
SUBJECT: Benefit Package for Supervisory and Confidential Employees

Attached is a copy of the benefit package the Metropolitan Council provides to its supervisory and confidential employees. In addition, the executive director's parking fee is paid. The cost is currently \$40 per month.

RECOMMENDATION:

1. That the Regional Transit Board approve the attached benefit package for its employees.
2. That the Regional Transit Board will pay the monthly parking fee for the executive director.

EP/mf
Att.

SUMMARY OF EMPLOYEE BENEFITS -
SUPERVISORY AND CONFIDENTIAL EMPLOYEES

A. Hospital - Medical Care

1. Fee-for-Service Coverage. Travelers - hospital care and related services for 365 days of continuous confinement at a double room rate. Medical surgical, obstetrical, and related services, rendered by a licensed and registered doctor of medicine, are paid for under the Usual and Customary Plan. Major medical/surgical plan - after a deductible of \$50, the plan pays 80% of the first \$10,000 of charges and 100% thereafter to a maximum of \$250,000. The Council pays the single person rate on full-time employees. If the employee so desires, family coverage is provided with the Council paying \$125.00 of the monthly premium and the balance through payroll deduction.
2. Health Maintenance Organization Coverage. The employee has the option of selecting health coverage through one of the following HMO's: Med Center Health Plan, Physicians Health Plan, Share Health Plan, Group Health or Coordinated Health Care Plan. Booklets and coverage information about the plans are available to the new employee.

B. Dental Insurance. The Council pays the cost of employee dental insurance. Dependent dental coverage costs the employee \$9.23 monthly with the Council paying \$25.25 monthly. Coverage includes preventive and restorative care, prosthetics and orthodontics.

C. Long-Term Disability Insurance. The Council pays full premium on a long-term disability insurance plan which provides disability benefits of 60% of base salary per month up to \$2,500 for covered employees after the 90th day of disability. Benefits are payable to recovery or age 65 except that persons disabled at age 62 or thereafter receive benefits on a Decreasing Years Of Benefits Duration Schedule. Employees are also eligible for basic disability benefits under Social Security and, after 5 years full coverage, under provisions of the retirement plan.

D. Group Term Life Insurance. The Council pays for coverage which is equal to one times employee's annual salary rounded to the next highest \$1,000 with a minimum of \$10,000. The amount of coverage is reduced by 35% at age 65 and coverage ceases at retirement or termination. An additional \$75,000 in units of \$5,000 and dependency coverage of \$2,000 for spouse and \$2,000 for each child is also available at the employee's expense. Equal amounts of accidental death and dismemberment insurance are included in all coverages.

E. Vacation Leave. Employees earn vacation according to the following schedule. Vacation is earned incrementally each bi-weekly pay period and may be used when earned, subject to prior supervisory approval. Maximum accumulation is 240 hours.

<u>Service</u>	<u>Approximate # of Days</u>
During first three years	13
After 3, up to 6 years	16
After 6, up to 8 years	20
After 8 years	23

- F. Sick Leave. For the first three years of full-time employment, the employee earns four hours per full bi-weekly pay period sick leave. After three years, this increases to five hours per payroll.
- G. Holidays. Nine paid designated holidays are provided during the calendar year, plus one personal floating holiday.
- H. Retirement-Survivor Benefits. Employees are members of the Minnesota State Retirement System. This system is coordinated with social security and provides retirement annuities and disability benefits for employees and survivor benefits for dependents when an employee dies. The employee contribution is 4% of total salary for retirement and disability provisions of the state retirement plan, plus the current rate for social security contributions.
- I. Worker's Compensation. Employees are covered under provisions of the Minnesota Worker's Compensation Act.
- J. Unemployment Compensation. Employees are eligible for unemployment compensation upon termination of employment provided they meet the requirements of the Minnesota Employment Security Law.
- K. Work Week. Employees work 40 hours per week. Office hours are 8:15 a.m. to 5:00 p.m., Monday through Friday, with a 45 minute lunch period. Two 15-minute coffee breaks are also provided. Flexible hour arrangements of 7:15 a.m. to 4:00 p.m.; 7:45 a.m. to 4:30 p.m.; 8:00 a.m. to 4:45 p.m.; 8:30 a.m. to 5:15 p.m.; or 8:45 a.m. to 5:30 p.m., are also available subject to supervisory approval.
- L. Overtime. For assigned overtime, clerical and technical employees earn overtime pay or compensatory time off at time and one-half for hours worked in excess of forty in the pay week. Other personnel normally are not eligible for overtime. Compensatory-time-off may be granted in accordance with established rules.
- M. Transportation. Metro Square Building parking is currently on a waiting list. The cost is a minimum of \$30.50 and is on payroll deduction. Parking in other lots in the vicinity is generally available. Prices for those lots vary and are paid directly by the employee daily or monthly. Monthly bus tickets are available at a discount through payroll deduction.

Personal automobile travel on Council business is reimbursed at the rate of 23 cents per mile. Parking and toll charges incurred on official business are also reimbursed.
- N. Employee Education Program. This program provides for payment of tuition for certain kinds of academic course work.
- O. Employee Assistance Program. This service provided outside the Council, is available free of charge for diagnosis and referral of employee and family member problems.