



Minnesota Regional Transit  
Board: Records.

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REGIONAL TRANSIT BOARD  
270 Metro Square Building  
St. Paul, Minnesota 55101  
612/292-8789

### MEETING NOTICE

January 21, 1985  
4:30 p.m.  
Metropolitan Council Chambers

### AMENDED AGENDA

1. Call to Order
2. Approval of Agenda
3. Public Hearing on Regional Transit Board Work Program and Operating Budget
4. POLICY COMMITTEE REPORT
  - a. Light Rail Transit Criteria
5. ADMINISTRATION AND FINANCE COMMITTEE REPORT
  - a. Staffing Plan
  - b. Amendment to Strgar-Roscoe-Fausch Contract
6. Other Business
  - a. Chairman's Report
  - b. Committee Reports
  - c. Members' Reports

Elliott Perovich  
Chairman

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 12/1/85

RTB

*Agreement  
to 51 a.*

Dist.	Member Name	Present	Vote	Vote	Vote	Vote	Vote
Chair	Elliott Perovich	✓					
A	Todd Lefko	✓	no				
B	Ruben Acosta	✓	yes				
C	Bernard Skrebes	✓	no				
D	Doris Caranicas	✓	no				
E	John Doyle, Sr.		no				
F	Gail Marks Jarvis	✓	yes				
G	James Newland	✓	yes				
H	Margaret Snesrud	✓	no				
I	Alison Fuhr	✓	no				
J	Juanita Collins	✓	no				
K	Steve Loeding	✓	yes				
L	Ruth Franklin	✓	no				
M	Paul Joyce	✓	no				
N	Edward Kranz	_____					



REGIONAL TRANSIT BOARD

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

PROPOSED 1985 WORK PROGRAM AND BUDGET

Draft for Public Hearing  
January 21, 4:30 p.m.  
Metropolitan Council Chambers

January 1985

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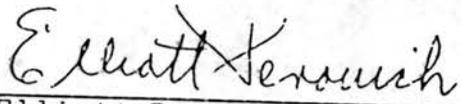
REGIONAL TRANSIT BOARD

270 Metro Square Building  
St. Paul, Minnesota 55101  
(612) 292-8789

PUBLIC NOTICE OF PUBLIC HEARING  
ON ADOPTION OF PROPOSED 1985 BUDGET  
FOR REGIONAL TRANSIT BOARD

PLEASE TAKE NOTICE that pursuant to Minn. Stat. §473.163, and Laws 1984, Ch. 654, Art. III, §119, notice is hereby given that a public hearing will be held on January 21, 1985, at 4:30 p.m. in the Metropolitan Council Chambers, 3rd Floor Metro Square Building, St. Paul, Minnesota on the proposed 1985 budget of the Regional Transit Board. The proposed budget may be examined by any interested person at the offices of the Regional Transit Board at 270 Metro Square Building, St. Paul, Minnesota.

Dated: January 7, 1985

  
\_\_\_\_\_  
Elliott Perovich  
Chairman  
Regional Transit Board

TASK #1: GENERAL ADMINISTRATION

<u>Major Work Objective</u>	<u>Major Products</u>
A. Prepare a short range staff description for the 19 full time positions existing in 1985	1. Staff organization flow chart 2. Responsibility and function of each staff position 3. Skills and levels required of individuals to fill staff positions
B. Prepare a long range staffing plan, including a description of staff requirements for the years 1986 and 1987 to complete RTB work tasks	1. Identification of staffing needs
C. Select staff members for 1985	1. Interviews
D. Train staff members	1. Training program 2. Workshops, seminars
E. Develop a personnel program	1. Hiring/firing/disciplinary guidelines 2. Pay scale 3. Benefit package
F. Develop administrative and program budgets	1. Administrative budget 2. Operations budget 3. Capital budget
G. Establish administrative systems	1. Bookkeeping 2. Payroll
H. Establish administrative procedures	1. Procedures manual

WORK TASK #1 BUDGET  
GENERAL ADMINISTRATION

Staff Complement	<u>1.3</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>71,939</u>
RTB Board Expenses	<u>99,776</u>
Computer Expense	<u>2,988</u>
Contractual Services	
Legal Services	<u>9,432</u>
Technical Consultants	<u>12,670</u>
Employee Development	
Recruitment	<u>3,500</u>
Training	<u>5,000</u>
Conference Fees	<u>3,900</u>
Membership Dues	<u>2,400</u>
Travel	
Non-Local	<u>1,527</u>
Local	<u>830</u>
Office Rent and Utilities	<u>1,826</u>
Office Equipment	
Furnishings	<u>3,320</u>
Rent of Equipment	<u>712</u>
Maintenance of Equipment	<u>348</u>
Office Supplies	<u>3,096</u>
Communications	
Telephone	<u>540</u>
Postage	<u>2,075</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>5,486</u>
Metropolitan Council Reimbursements	<u>16,600</u>
General Overhead	<u>10,000</u>
Contingencies	<u>14,425</u>
TOTAL	<u>\$ 272,390</u>

TASK #2: COMMUNITY RELATIONS

<u>Major Work Objective</u>	<u>Major Products</u>
A. Sponsor, present and support legislation related to the RTB's role and operation	1. Draft legislation 2. Briefing materials
B. Prepare and present a progress report to the legislature by February 1, 1985 on <ul style="list-style-type: none"><li>• service improvements</li><li>• implementation and financial plan</li></ul>	1. Legislative report
C. Prepare and present by February 1, 1985 a report documenting any changes needed in <ul style="list-style-type: none"><li>• replacement services</li><li>• contract programs</li><li>• RTB's authority to contract indebtedness</li><li>• RTB's authority to levy property taxes to retire debt</li></ul>	1. Legislative report
D. Present portions of the Interim Implementation Plan as needed	1. Final IIP 2. Briefing materials
E. Develop public information programs	1. Public information programs

WORK TASK #2 BUDGET  
COMMUNITY RELATIONS

Staff Complement

1.2

Expenditures

1985 Proposed Amount

Salaries and Benefits	\$ 56,485
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>2,844</u>
Contractural Services	
Legal Services	<u>8,978</u>
Technical Consultants	<u>12,059</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>1,454</u>
Local	<u>790</u>
Office Rent and Utilities	<u>1,738</u>
Office Equipment	
Furnishings	<u>3,160</u>
Rent of Equipment	<u>680</u>
Maintenance of Equipment	<u>332</u>
Office Supplies	<u>2,947</u>
Communications	
Telephone	<u>514</u>
Postage	<u>1,975</u>
Legal Notices	<u>3,000</u>
Reproduction and Publications	<u>5,222</u>
Metropolitan Council Reimbursements	<u>15,800</u>
General Overhead	<u>-0-</u>
Contingencies	<u>13,730</u>
TOTAL	\$ <u>131,708</u>

TASK #3: FINANCIAL ASSISTANCE

<u>Major Work Objective</u>	<u>Major Products</u>
A. Work with Mn/DOT and MTC during a transition period on the following: <ul style="list-style-type: none"><li>● Metropolitan area service grants</li><li>● Provision of MTC financial assistance</li><li>● Operator Service contracts</li><li>● Program management and financial assistance for rideshare, opt-out, Metro Mobility and ex-urban community assistance programs</li><li>● Administration of federal grants</li></ul>	<ol style="list-style-type: none"><li>1. Agency agreements</li><li>2. Grant application instructions</li><li>3. Review grant applications</li><li>4. Operator contracts</li><li>5. Receipt of funds</li><li>6. Disbursement of funds</li><li>7. Monitoring program</li></ol>
B. Develop procedures and criteria for selection of operators	<ol style="list-style-type: none"><li>1. Evaluation procedures</li></ol>
C. Develop contract procedures, policies and regulations	<ol style="list-style-type: none"><li>1. Contract procedures</li><li>2. Undue hardship criteria</li></ol>
D. Establish audit and compliance procedures	<ol style="list-style-type: none"><li>1. Audit procedures</li></ol>
E. Develop reporting procedures and service performance standards/criteria for transit and paratransit operators	<ol style="list-style-type: none"><li>1. Service and Performance Standards/Criteria Report</li><li>2. Reporting Procedures Report</li></ol>
F. Present the biennial budget for fiscal years 1986-1987 to legislative committees	<ol style="list-style-type: none"><li>1. Briefing materials</li></ol>

WORK TASK #3 BUDGET  
FINANCIAL ASSISTANCE

Staff Complement	<u>2.5</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	<u>\$ 121,447</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>5,904</u>
Contractural Services	
Legal Services	<u>18,637</u>
Technical Consultants	<u>25,033</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>3,018</u>
Local	<u>1,640</u>
Office Rent and Utilities	<u>3,608</u>
Office Equipment	
Furnishings	<u>6,560</u>
Rent of Equipment	<u>1,410</u>
Maintenance of Equipment	<u>688</u>
Office Supplies	<u>6,116</u>
Communications	
Telephone	<u>1,066</u>
Postage	<u>4,100</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>10,840</u>
Metropolitan Council Reimbursements	<u>32,800</u>
General Overhead	<u>-0-</u>
Contingencies	<u>28,503</u>
TOTAL	<u>\$ 271,371</u>

TASK #4: PARTICIPATION IN ON-GOING ACTIVITIES

<u>Major Work Objective</u>	<u>Major Products</u>
A. Participate with the MC, MTC and Mn/DOT to coordinate the transportation planning process, including support and maintenance of the 3-C planning process	1. Maintain Metropolitan Area Planning Process 2. Review and approval of plans and programs 3. Staff appointments
B. Participate with the Metropolitan Council to: <ul style="list-style-type: none"><li>o Develop long range transportation plans</li><li>o Update the current transportation policy plan</li></ul>	1. Review plans
C. Participation with Mn/DOT on the I-394 Transportation System Management Plan	1. Final Report: I-394 2. I-394 Bus Service Plan
D. Participate on committees and organizations involved with transportation planning <ul style="list-style-type: none"><li>• The Transportation Advisory Board</li><li>• Technical Advisory Committee</li></ul>	1. TAB and TAC Progress Reports 2. Appointment to TAB
E. Work with the MTC and MC to coordinate and evaluate private/public ridesharing programs	1. Annual Rideshare Evaluation and Work Plan 2. Rideshare Plan
F. Revise the 1985 UPWP to reflect RTB work plans and prepare 1986 UPWP	1. Updated and Revised 1985 UPWP 2. UPWP status reports 3. 1986 UPWP
G. Prepare an annual report to the legislature	1. Annual legislative report
H. Convene annual transit conference	1. Conference agenda
I. Participate in I-35W study	1. Study reports

WORK TASK #4 BUDGET  
 PARTICIPATION IN ON-GOING ACTIVITIES

Staff Complement	<u>1.6</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>80,653</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>4,032</u>
Contractual Services	
Legal Services	<u>12,728</u>
Technical Consultants	<u>17,097</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>2,061</u>
Local	<u>1,120</u>
Office Rent and Utilities	<u>2,464</u>
Office Equipment	
Furnishings	<u>4,480</u>
Rent of Equipment	<u>964</u>
Maintenance of Equipment	<u>470</u>
Office Supplies	<u>4,178</u>
Communications	
Telephone	<u>728</u>
Postage	<u>2,800</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>7,403</u>
Metropolitan Council Reimbursements	<u>22,400</u>
General Overhead	<u>-0-</u>
Contingencies	<u>19,465</u>
TOTAL	<u>\$ 183,043</u>

TASK #5: ALTERNATIVES ANALYSIS DECISION

Major Work Objective

Major Products

- |   |   |
|---|---|
| A. Finalize the alternatives analysis decision  | 1. Preferred alternative report<br>2. Financial analysis                              |
| B. The RTB and MC will take a position on the preferred alternative selected in the Hiawatha, Southwest and University Avenue Corridors | 1. Selection of the preferred alternative for each corridor<br>2. Position statements |
| C. Along with the MC and Mn/DOT, submit necessary implementing legislation for approval   | 1. Draft legislation  |
| D. Participation with Mn/DOT on creating a financial plan for further work on preferred alternatives                                    | 1. Financial analysis<br>2. Preliminary engineering                                   |

WORK TASK #5 BUDGET  
ALTERNATIVES ANALYSIS DECISION

Staff Complement

1.2

<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ 57,929
RTB Board Expenses	-0-
Computer Expense	2,952
Contractural Services	
Legal Services	9,319
Technical Consultants	12,518
Employee Development	
Recruitment	-0-
Training	-0-
Conference Fees	-0-
Membership Dues	-0-
Travel	
Non-Local	1,509
Local	820
Office Rent and Utilities	1,804
Office Equipment	
Furnishings	3,280
Rent of Equipment	706
Maintenance of Equipment	344
Office Supplies	3,059
Communications	
Telephone	533
Postage	2,050
Legal Notices	-0-
Reproduction and Publications	5,420
Metropolitan Council Reimbursements	16,400
General Overhead	-0-
Contingencies	14,251
TOTAL	\$ 132,894

TASK #6: HANDICAPPED TRANSPORTATION PLANNING

<u>Major Work Objective</u>	<u>Major Products</u>
A. Formulate long and short range plans for providing handicapped transportation in the Twin Cities Metro Area, working in conjunction with the MC, MTC and Mn/DOT	1. Assignment of staff members to support advisory committees 2. Policy plans 3. Service plans
B. Ensure compliance with federal and state regulations regarding handicapped accessibility	1. 16(b) Reviews 2. Minnesota Human Rights Act impact analysis
C. Assist in formulation and implementing Metro Mobility policy	1. Issues and Policy Papers
D. Develop implementation plan for improvements in Metro Mobility service:	1. Service delivery changes 2. Service expansion 3. Coordination with County programs 4. Contracts with service providers
E. Establish criteria for identifying eligible users and certify eligible users	1. Eligibility Criteria for Metro Mobility Service 2. Vehicle Certification Program
F. Determine RTB role in implementing service changes	1. Policy statement
G. Evaluate the impact of service changes	1. Evaluation report

WORK TASK #6 BUDGET  
HANDICAPPED TRANSPORTATION PLANNING

Staff Complement

1.1

<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ 48,825
RTB Board Expenses	-0-
Computer Expense	2,628
Contractural Services	
Legal Services	8,296
Technical Consultants	11,143
Employee Development	
Recruitment	-0-
Training	-0-
Conference Fees	-0-
Membership Dues	-0-
Travel	
Non-Local	1,343
Local	730
Office Rent and Utilities	1,606
Office Equipment	
Furnishings	2,920
Rent of Equipment	628
Maintenance of Equipment	306
Office Supplies	2,723
Communications	
Telephone	475
Postage	1,825
Legal Notices	-0-
Reproduction and Publications	4,825
Metropolitan Council Reimbursements	14,600
General Overhead	-0-
Contingencies	12,689
TOTAL	\$ 113,561

TASK #7: DEVELOP POLICIES CLARIFYING RTB ROLES & RESPONSIBILITIES

Major Work Objective

Major Products

- |   |   |
|---|---|
| <p>A. Determine RTB responsibility in the following areas:</p> <ul style="list-style-type: none"><li>● Private Operator contracts</li><li>● Request, receipt and distribution of federal funds</li><li>● Recipient of Section 9 funds</li><li>● Issuance of Bonds</li><li>● Section 15 reports to UMTA</li><li>● Construction and operation of LRT or other alternatives</li><li>● Construction, financing and management of capital facilities</li><li>● Rideshare programs</li><li>● Taxi service</li><li>● Setting fare levels</li><li>● Planning assistance to local committees</li></ul> | <p>1. Policy statements on roles and responsibilities</p> |
| <p>B. Establish committees for public involvement in:</p> <ul style="list-style-type: none"><li>● Local transit planning and development boards</li><li>● Local government participation program</li><li>● Metropolitan Rideshare Board</li><li>● Metro Mobility Management Policy Committee</li><li>● Metro Mobility Advisory Task Force</li><li>● New Advisory Committees</li></ul>   | <p>1. Public involvement committees</p>                   |
| <p>C. Develop transition schedule of management responsibilities for:</p> <ul style="list-style-type: none"><li>● MTC</li><li>● Metro Mobility</li><li>● Rideshare</li><li>● Opt-out</li><li>● Private operators</li><li>● Ex-urban program</li><li>● Transportation Regulatory Board</li></ul>   | <p>1. Transition schedule</p>                             |

WORK TASK #7 BUDGET  
 DEVELOP POLICIES CLARIFYING RTB ROLES AND RESPONSIBILITIES

Staff Complement	<u>1</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>53,326</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>2,841</u>
Contractural Services	
Legal Services	<u>7,841</u>
Technical Consultants	<u>10,533</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>1,270</u>
Local	<u>690</u>
Office Rent and Utilities	<u>1,518</u>
Office Equipment	
Furnishings	<u>2,760</u>
Rent of Equipment	<u>594</u>
Maintenance of Equipment	<u>290</u>
Office Supplies	<u>2,574</u>
Communications	
Telephone	<u>449</u>
Postage	<u>1,725</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>4,561</u>
Metropolitan Council Reimbursements	<u>13,800</u>
General Overhead	<u>-0-</u>
Contingencies	<u>11,992</u>
TOTAL	\$ <u>116,408</u>

TASK #8: DEVELOP FINANCIAL POLICIES AND ANALYZE FINANCIAL RESOURCES

<u>Major Work Objective</u>	<u>Major Products</u>
A. Develop a financial data base	1. Unit cost items 2. Inventory of funding sources 3. Performance data
B. Determine the appropriate role of public funds <ul style="list-style-type: none"><li>● Motor vehicle excise tax</li><li>● Federal funds</li><li>● State funds</li><li>● Property taxes</li><li>● Distribution of funds</li><li>● Human service agency funding</li></ul>	1. Position statements 2. Cost analysis
C. Identify funding sources available for special projects <ul style="list-style-type: none"><li>● LRT</li><li>● I-394 transit facilities</li><li>● Demonstration projects</li><li>● New service needs</li></ul>	1. Inventory of funding sources 2. Cost analysis
D. Develop an equitable fare system taking into account <ul style="list-style-type: none"><li>● Inflation related increases</li><li>● Social fares</li></ul>	1. Fare policy
E. Prepare a financial program consistent with the RTB implementation plan	1. Financial plan
F. Develop a method of meeting transit program deficits through the use of <ul style="list-style-type: none"><li>● motor vehicle excise taxes</li><li>● general funds</li><li>● other means</li></ul>	1. Position statement on the use of funding sources

WORK TASK #8 BUDGET  
 DEVELOP FINANCIAL POLICIES AND ANALYZE FINANCIAL RESOURCES

Staff Complement	<u>1.2</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>60,379</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>2,988</u>
Contractural Services	
Legal Services	<u>9,432</u>
Technical Consultants	<u>12,667</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>1,527</u>
Local	<u>830</u>
Office Rent and Utilities	<u>1,826</u>
Office Equipment	
Furnishings	<u>3,320</u>
Rent of Equipment	<u>714</u>
Maintenance of Equipment	<u>348</u>
Office Supplies	<u>3,096</u>
Communications	
Telephone	<u>540</u>
Postage	<u>2,075</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>5,486</u>
Metropolitan Council Reimbursements	<u>16,600</u>
General Overhead	<u>-0-</u>
Contingencies	<u>14,425</u>
TOTAL	\$ <u>136,254</u>

TASK #9: DEVELOP AND CONDUCT SERVICE NEEDS ASSESSMENT PROGRAMS

<u>Major Work Objective</u>	<u>Major Products</u>
A. Develop a working format for transit service needs assessment programs. The following steps should be included: <ol style="list-style-type: none"><li>1. Conduct preliminary market research<ul style="list-style-type: none"><li>• identify existing transit and paratransit services available in area</li><li>• identify current financing of transit programs</li><li>• identify capital facilities and equipment</li></ul></li><li>2. Identify study issues and concerns<ul style="list-style-type: none"><li>• Determine appropriate role of paratransit</li><li>• Possibility of the introduction of special projects</li></ul></li><li>3. Identify study objectives and select evaluation criteria</li><li>4. Develop alternative transit service proposals<ul style="list-style-type: none"><li>• Restructure existing services</li><li>• Introduce new services to address unmet needs</li></ul></li><li>5. Evaluate the feasibility of alternative services</li></ol>	<ol style="list-style-type: none"><li>1. Format for service needs assessments</li><li>2. Objectives</li><li>3. Service plans</li><li>4. Priority criteria</li><li>5. Financial analysis</li></ol>
B. Select a number of pilot areas for needs assessment	<ol style="list-style-type: none"><li>1. Selection of target areas</li><li>2. Needs assessments</li></ol>
C. Perform MTC impact assessments	<ol style="list-style-type: none"><li>1. Impact analysis</li></ol>
D. Implement new services	<ol style="list-style-type: none"><li>1. Service plans</li></ol>
E. Evaluate the impacts of new services	<ol style="list-style-type: none"><li>1. Impact analysis</li><li>2. Monitoring program</li></ol>

WORK TASK #9 BUDGET  
 DEVELOP AND CONDUCT SERVICE NEEDS ASSESSMENT PROGRAMS

Staff Complement	<u>2.1</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>69,880</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>5,112</u>
Contractural Services	
Legal Services	<u>16,137</u>
Technical Consultants	<u>21,674</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>2,611</u>
Local	<u>1,420</u>
Office Rent and Utilities	<u>3,124</u>
Office Equipment	
Furnishings	<u>5,680</u>
Rent of Equipment	<u>1,222</u>
Maintenance of Equipment	<u>596</u>
Office Supplies	<u>5,297</u>
Communications	
Telephone	<u>920</u>
Postage	<u>3,550</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>9,386</u>
Metropolitan Council Reimbursements	<u>28,400</u>
General Overhead	<u>-0-</u>
Contingencies	<u>24,679</u>
TOTAL	\$ <u>199,689</u>

TASK #10: CAPITAL EQUIPMENT AND FACILITIES PLANNING AND RESEARCH

<u>Major Work Objective</u>	<u>Major Products</u>
A. Evaluate transit capital budgets and identify eligible recipients <ul style="list-style-type: none"><li>• Availability of funds to private operators</li></ul>	1. Cost analysis 2. Eligibility criteria
B. Develop a Twin Cities Area Capital Plan identifying: <ul style="list-style-type: none"><li>• Needed transit equipment</li><li>• Needed facilities</li></ul>	1. Twin Cities Area Transit Capital Plan
C. Update the MTC long range plan for capital equipment, facilities and vehicles	1. Long Range Capital Plans
D. Research and evaluate new equipment, materials and procedures available	1. Memoranda, working papers and reports on specific items selected for investigation

WORK TASK #10 BUDGET  
 CAPITAL EQUIPMENT AND FACILITIES PLANNING AND RESEARCH

Staff Complement

1

<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>53,156</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>2,664</u>
Contractural Services	
Legal Services	<u>8,410</u>
Technical Consultants	<u>11,295</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>1,362</u>
Local	<u>740</u>
Office Rent and Utilities	<u>1,628</u>
Office Equipment	
Furnishings	<u>2,960</u>
Rent of Equipment	<u>636</u>
Maintenance of Equipment	<u>310</u>
Office Supplies	<u>2,760</u>
Communications	
Telephone	<u>481</u>
Postage	<u>1,850</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>4,891</u>
Metropolitan Council Reimbursements	<u>14,800</u>
General Overhead	<u>-0-</u>
Contingencies	<u>12,861</u>
TOTAL	\$ <u>120,804</u>

TASK #11: IMPLEMENTATION PLAN

Major Work Objective

- A. Prepare a draft of the Implementation Plan based on the MC's expanded Transportation Policy Plan

Major Products

1. Partial draft of the Implementation Plan

WORK TASK #11 BUDGET  
IMPLEMENTATION PLAN

Staff Complement

0.5

Expenditures

1985 Proposed Amount

Salaries and Benefits

\$ 24,206

RTB Board Expenses

-0-

Computer Expense

1,404

Contractual Services

Legal Services

4,432

Technical Consultants

5,954

Employee Development

Recruitment

-0-

Training

-0-

Conference Fees

-0-

Membership Dues

-0-

Travel

Non-Local

717

Local

390

Office Rent and Utilities

858

Office Equipment

Furnishings

1,560

Rent of Equipment

334

Maintenance of Equipment

168

Office Supplies

1,454

Communications

Telephone

254

Postage

975

Legal Notices

-0-

Reproduction and Publications

2,581

Metropolitan Council Reimbursements

7,800

General Overhead

-0-

Contingencies

6,778

TOTAL

\$ 59,864

TABLE I  
 REGIONAL TRANSIT BOARD  
 1985 SUMMARY OF WORK PROGRAM: REVENUES AND EXPENDITURES

Revenue:	<u>1985 Proposed</u>
Federal Revenue-UMTA	<u>\$ 313,000</u>
State Revenue:	
RTB-Administration F.Y. 85 (July-Dec 84 Bal)	<u>302,776</u>
RTB-Administration F.Y. 85 (Jan-June)	<u>527,760</u>
RTB-Administration F.Y. 86 (July-Dec.)	<u>549,750</u>
Investment Income	<u>44,700</u>
Miscellaneous Income	<u>-0-</u>
TOTAL REVENUE	<u>\$ 1,737,986</u>

Expenditures:	
General Administration	<u>\$ 272,390</u>
Community Relations	<u>131,708</u>
Financial Assistance	<u>271,371</u>
Participation in On-Going Activities	<u>183,043</u>
Alternatives Analysis Decision	<u>132,894</u>
Handicapped Transportation Planning	<u>113,561</u>
Develop Policies Clarifying RTB Roles and Responsibilities	<u>116,408</u>
Develop Financial Policies and Analyze Financial Resources	<u>136,254</u>
Develop and Conduct Service Needs Assessment Programs	<u>199,689</u>
Capital Equipment and Facilities Planning and Research	<u>120,804</u>
Implementation Plan	<u>59,864</u>
TOTAL WORK PROGRAM EXPENDITURES	<u>\$ 1,737,986</u>

TABLE II  
 REGIONAL TRANSIT BOARD  
 1985 ESTIMATED REVENUE AND OTHER SOURCES OF FUNDS

Revenue:	<u>1985 Proposed</u>
Property Tax	\$ 41,293,000
Federal Revenue-UMTA	<u>313,000</u>
State Revenue:	
RTB-Administration F.Y. 85 (July-Dec 84 Bal.)	<u>302,776</u>
RTB-Administration F.Y. 85 (Jan-June)	<u>527,760</u>
RTB-Administration F.Y. 86 (July-Dec)	<u>549,750</u>
MTC-Oper. & Social Fares F.Y. 86 (July-Dec)	<u>7,130,000</u>
Opt Out	<u>365,950</u>
Private Operators	<u>516,350</u>
Metro Mobility	<u>2,675,000</u>
Rural and Small Urban	<u>408,350</u>
Investment Income	<u>44,700</u>
Miscellaneous Income	<u>-0-</u>
TOTAL	<u>\$ 54,126,636</u>

TABLE III

REGIONAL TRANSIT BOARD  
1985 SUMMARY OF EXPENDITURES BY EXPENSE CATEGORY

	<u>1985 Proposed</u>
Salary and Benefits	\$ 696,226
RTB Board Expenses	<u>99,776</u>
Computer Expense	<u>36,000</u>
Contractural Services	
Legal Services	113,643
Technical Consultants	<u>152,643</u>
Employee Development	
Recruitment	3,500
Training	<u>5,000</u>
Conference Fees	<u>3,900</u>
Membership Dues	<u>2,400</u>
Travel	
Non-Local	18,400
Local	<u>10,000</u>
Office Rent and Utilities	<u>22,000</u>
Office Equipment	
Furnishings	40,000
Rent of Equipment	<u>8,600</u>
Maintenance of Equipment	<u>4,200</u>
Office Supplies	<u>37,300</u>
Communications	
Telephone	6,500
Postage	<u>25,000</u>
Legal Notices	<u>3,000</u>
Reproduction and Publications	66,100
Metropolitan Council Reimbursements	<u>200,000</u>
General Overhead	<u>10,000</u>
Contingencies	<u>173,798</u>
MTC Property Tax Pass-Through	41,293,000
MTC Oper. and Social Fares F.Y. 86 (July-Dec)	<u>7,130,000</u>
Opt Out	<u>365,950</u>
Private Operators	<u>516,350</u>
Metro Mobility	<u>2,675,000</u>
Rural and Small Urban	<u>408,350</u>
TOTAL	<u>\$ 54,126,636</u>



January 22, 1985

296-1615

Ghaleb Abdul-Rahman  
Executive Director  
Regional Transit Board  
Room 270 Metro Square Building  
St. Paul, Minnesota 55101

Dear Ghaleb:

We've had an opportunity to review the RTB's "Proposed 1985 Work Program and Budget". The following are some specific comments that we offer:

Task 3 - Financial Assistance (page 5)

- A. - Given the recent concern on the MTC's budget, it appears that the RTB needs a specific item calling for "MTC Budget Review".

Task 5 - Alternative Analysis Decision (page 9)

- C. - Eliminate reference to Mn/DOT from text
- D. - Eliminate any reference to a specific agency (leaving someone out) and expand to include organizational structure decisions.

Task 6 - Handicapped Transportation Planning (page 11)

- F. - This activity seems out of place or not necessary. In order to address other activities in this Task (i.e., D & E) it appears that the RTB's role and responsibilities have to be well established.

Task 7 - Develop Policies, Clarifying RTB Roles and Responsibilities (page 13)

- Need a statement or activity to include Private Sector involvement (i.e., Operators) or a revised opening statement in Activity B.
- B. - Could change the fourth item to say Metro Mobility only and remove the fifth item. The Legislative package recommended changes defining the committee structure so this should stay vague.

Ghaleb Abdul-Rahman  
January 22, 1985  
Page Two.

Task 9 - Develop and Conduct Service Needs Assessment Programs (page 17)

C. - This assumes MTC wouldn't be involved in service alternates, recommend that it become part of A-5. as an element of feasibility.

Task 11 - Implementation Plan (page 21)

- A draft plan needs to be developed regardless of changes in M.C. Policies and all previous activities may result in new elements of a plan, a good example would be the final legislative appropriations.

TABLES - Resources for staff planning, FHWA Planning Funds (PL) may be available from the M.C., and should be pursued. The figures in these tables were discussed with Les Johnson and we feel that they are accurate. However, there should be a footnote that suggests the Project dollars may be changed by the legislature - they are only requests.

Thank you for the opportunity to review this proposal, hopefully these comments can help. Please call if you have any questions.

Sincerely,

Al Schenkelberg  
Director  
Office of Transit

cc: Elliott Perovich, RTB ✓  
Les Johnson, RTB  
Doug Differt  
Works/Allan  
Al Vogel

AJS:mn

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 10, 1985  
TO: Regional Transit Board  
FROM: Todd Lefko, Chair, Policy Committee  
SUBJECT: Light Rail Transit Criteria

At its meeting of January 9, 1985, the Policy Committee discussed Judith Hollander's memorandum regarding Policy Committee priorities, dated January 7 (attached). After discussion, the committee agreed to add the following:

RECOMMENDATION:

That the Regional Transit Board establish criteria for discussion and evaluation of Light Rail Transit.

mf

- EY B -

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 7, 1985  
TO: Policy Committee  
FROM: Judith Hollander, Director of Planning and Programs  
SUBJECT: Policy Committee Priorities

In a December 12, 1984 letter from Peter Fausch of Strgar-Roscoe, Inc, to Ghaleb Abdul-Rahman, several suggestions were made for priority issues to be addressed by the Regional Transit Board Policy Committee. These issues taken from the draft interim implementation plan include:

- Task 4. Ongoing Issues including
  - .Update of transit element of Metro Council Policy Plan
  - .I-35W Environmental Impact Statement (EIS)
  - .I-394 Transportation System Management (TSM)
- Task 6. Metro Mobility Evaluation
- Task 7. Policies on Roles and Responsibilities
- Task 9. Service Needs Assessment

Within these tasks, five priority issues were identified:

- .Metro Mobility Evaluation Study
- .Definition of service needs assessment process and evaluation policies
- .Establishment of advisory committees and other forums for public input.

.Development of public information programs

.Development of policies related to roles of private enterprise  
in response to emerging UMTA policies.

In an effort to begin discussion of these issues, a calendar of Policy Committee agenda items related to these issues is presented here for review and comment. It is clear that this calendar will change over time to deal with the inevitable modifications and unforeseen activities.

Tentative RTB Policy Committee Agenda Items

January 8, 1985	Metro Mobility Tour
January 9, 1985	1. Service needs assessment strategy
January 11, 1985	Metro Mobility Tour
January 23, 1985	1. Metro Mobility Evaluation - - Possible alternatives
February 6, 1985	1. Metro Mobility Evaluation - - Users and Providers 2. I-394 Bus Service Plan
February 20, 1985	1. Metro Mobility Evaluation - - Users and Providers (continued) 2. I-394 Bus Service Plan - - Discussion of Implement- ation Issues 3. Presentation by Chairs of existing Transit Advisory Committees 4. Bus Fleet Modernization Plan
Marh 6, 1985	1. Metro Mobility Evaluation - - Policy Development 2. Advisory Committees - - Discussion
March 20, 1985	1. Metro Mobility Evaluation - - Policy Development (cont)

April 8, 1985

1. Metro Mobility Evaluation - - Policy Committee position presented to RTB at board meeting
2. FAU program project applications
3. Section 9 grant applications

May 6, 1985

1. Metro Mobility Evaluation - - RTB adopts position at board meeting

Other Issues (yet unscheduled)

University Avenue Transitway

Rideshare Plan

Fare Study

Highway Project Reviews (occur periodically)

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 11, 1985  
TO: Regional Transit Board  
FROM: Ruth Franklin, Chair  
Administration and Finance Committee  
SUBJECT: STAFFING PLAN

At its meeting of January 10, 1985 the Administration and Finance Committee reviewed the draft organizational chart dated January 10, 1985. It was noted that this is an interim plan and may be amended as the need arises. After discussion of the duties involved in each position shown on the organization chart, the committee moved:

RECOMMENDATION:

1. That the Regional Transit Board approve the proposed staffing plan.
2. That the Regional Transit Board approve posting of the job descriptions listed for:

Planning Manager  
Programs Manager  
Public Information Officer  
Transportation Planner  
Fiscal Analyst  
Receptionist/Office Clerk

3. That the Regional Transit Board approve the positions and delegate its authority to the chairman and executive director to hire the individuals to fill those positions.
4. That the Regional Transit Board approve the appointment of Julie Opsahl to the secretarial position, effective January 21, 1985, at a salary of \$20,000 per year, with the standard confidential employee benefit package.

mf  
Att.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 10, 1985  
TO: Administrative and Finance Committee  
FROM: Les Johnson, Director of Administration   
SUBJECT: Selection of Secretary

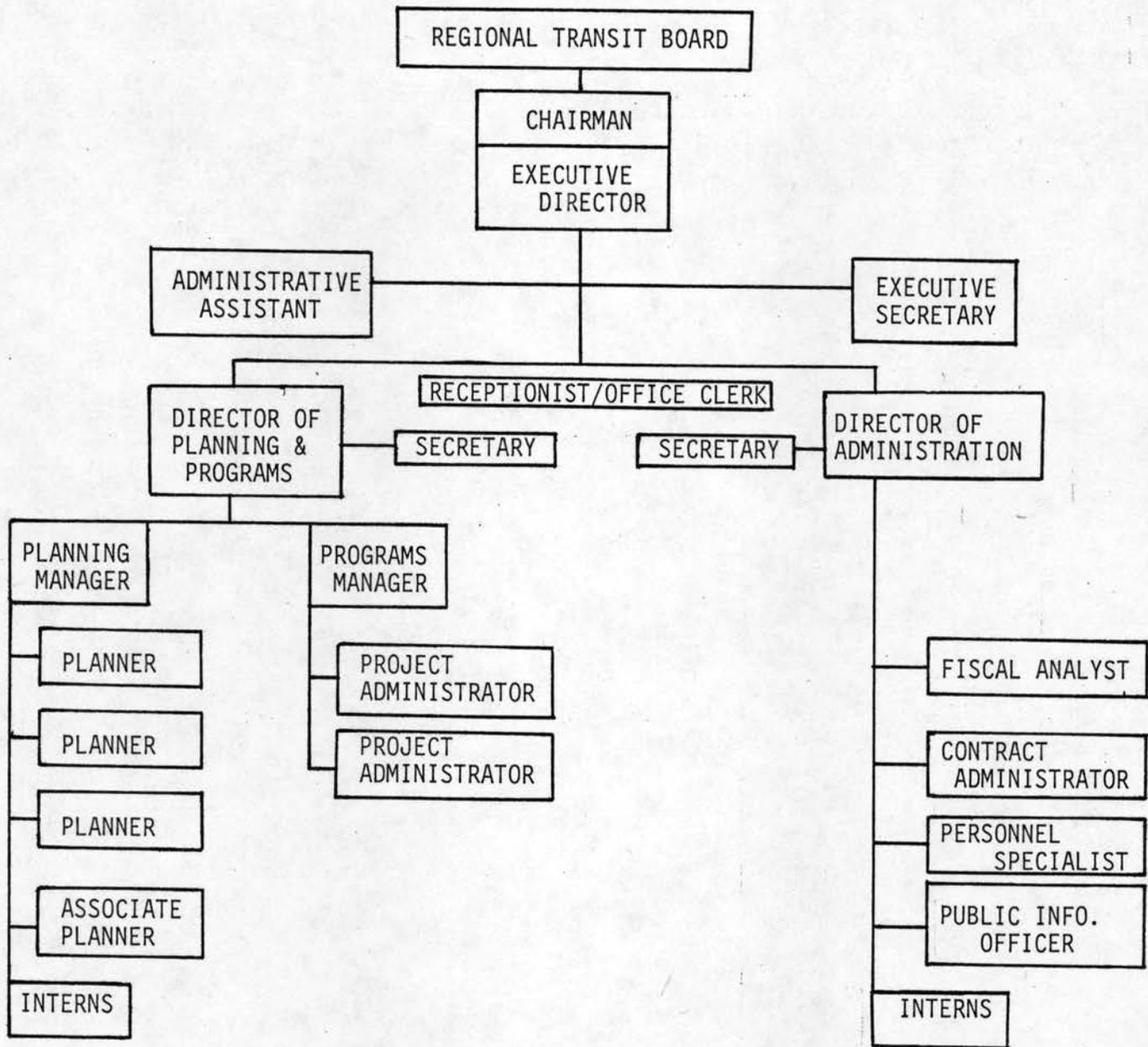
We have completed the recruitment process for another secretary. The process included screening of the applicants by the Metropolitan Council Equal Opportunity Coordinator. The prospective employee, Julie Opsahl, has been employed by the Department of Natural Resources for eight years and comes well recommended.

RECOMMENDATION:

That the Regional Transit Board approve the appointment of Julie Opsahl to the secretarial position, effective January 21, 1985, at a salary of \$20,000 per year, with the standard confidential employee benefit package.

LJ/mf

ORGANIZATION CHART



Consulting Needs:

- . Project Development & Evaluation
- . Auditing
- . Training
- . Legal

## J O B B U L L E T I N

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### PLANNING MANAGER

Manage the planning, research and evaluation activities of newly created Regional Transit Board for improvement and development of variety of transit services in metro area. Will establish goals, policy direction and work plans requiring highly technical subject matter and highly sensitive coordination with RTB committees and external agencies. Requires thorough knowledge of transit planning, operational and funding issues, state and federal transit regulations, local, state and federal transit legislation and policies; trends in transit use and how they relate to land use development, demographic and economic factors. Excellent writing, verbal, public relations and analytical skills. Degree in planning, public administration or related field plus minimum of 5 years progressively responsible experience. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

## J O B B U L L E T I N

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### PROGRAMS MANAGER

Manage project contracting activities, establish goals, policy direction and work plans and develop strategic programming policies and guidelines for administering transit grants for newly created Regional Transit Board. Deals with highly technical subject matter and requires sensitive coordination with Board committees and external agencies. Will supervise technical, management and operational assistance to transit recipients, local communities and policy-making bodies, negotiation of transit assistance contracts with eligible recipients, development of project objectives and monitoring of transit projects' performance. Requires thorough knowledge of transit operations, operational and funding issues, and state and federal transit regulations; local, state and federal transit legislation and policies. Excellent writing, verbal, public relations and analytical skills. Degree in planning, public administration or related field plus a minimum of 5 years progressively responsible experience. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

REGIONAL TRANSIT BOARD (RTB)

PUBLIC INFORMATION OFFICER

Develop and carry out public information, education, communications program for newly created Regional Transit Board. Will determine format, content and publication of all RTB plans, reports, audiovisuals, and other print and nonprint communications distributed to outside; write and edit; coordinate press contacts; write press releases. Will be heavily involved in responding to phone and in person contacts with public. Degree in Journalism, English, communications or related field or equivalent work experience with thorough knowledge of and ability to practice and communicate accepted methods of writing and editing material, graphics, publication and video production plus 5 or more years experience in public information functions. Send cover letter and resume to Les Johnson by January 25, 1985.

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

## J O B   B U L L E T I N

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### TRANSPORTATION PLANNER

Position in newly created Regional Transit Board responsible for transit planning, research and evaluation activities involving independent development of facts, analysis, and recommendations. May direct preparation, review, and coordination work performed by others. Degree or equivalent training and/or experience in planning, transportation, or related field plus minimum of 3 years in transportation, planning or related field. Excellent writing, verbal and public relations skills. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

REGIONAL TRANSIT BOARD  
FISCAL ANALYST

Involves accounting/financial analysis functions of newly created Regional Transit Board, including its administrative, budget, programs and transit provider grants/oversight functions. Will assist in preparation of budget data and documents as well as monthly, quarterly and annual financial reports; preparation of source and report documents such as work sheets, cash flow projections, cost estimates and cost details; participate in planning and implementing procedures for manual or computer processing of financial data. Degree in accounting, finance or related field with broad knowledge of financial analysis techniques plus 3 to 5 years progressively responsible experience. Salary commensurate with experience. Send cover letter and resume to Les Johnson by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

RECEPTIONIST/OFFICE CLERK

Opening with new agency in downtown St. Paul in skyway system. Operate switchboard, greet visitors and refer calls to appropriate area, receive and distribute outside and inter-office mail, dispense office supplies, receive deliveries, file, use and service copy machine, type forms and short documents, maintain meeting rooms and other miscellaneous duties as assigned. Light typing skills required. Excellent interpersonal skills. Starting salary \$11,800 to \$13,000, depending on qualifications. Send resume or call for application, 292-8789, by January 23, 1985.

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

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
Metropolitan Council Room E  
January 7, 1985

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

STAFF PRESENT: Ghaleb Abdul-Rahman, Mary Fudenberg, Judy Hollander and Leslie Johnson

The meeting was called to order at 4:30 p.m. and roll taken. The chairman noted that John McNicoll of the Metropolitan Council staff was present and would show a videotape of the recent Channel 5 series entitled "A Street Car We Desire?"

Joyce moved approval of the agenda; Skrebes seconded the motion. Motion carried unanimously.

Fuhr moved approval of the minutes of the meetings of December 3, December 10 and December 17, 1984; Joyce seconded the motion. Motion carried unanimously.

RECOMMENDATION ON ADDITIONAL LIGHT RAIL EVALUATION

Peter Fausch, Strgar-Roscoe-Fausch, Inc., reviewed his memorandum dated January 7, 1985, regarding professional experts to review the development forecasts supporting the Southwest/University Avenue Alternatives Analysis Draft Environmental Impact Statement. Fausch recommended that the Board use two consultants for balance in documentation. Earlier the Board had questioned the validity of the projections of development along the corridors. Abdul-Rahman said the Board also needs to hear discussion of what a fixed corridor would do to the region as a whole. Staff agrees that the forecasts are conservative, but the supporting data may not be deep enough. The Metropolitan Council may share the expenses with the Board and other agencies will be involved in the review. If approved, the consultants would come in the first week of February for two days to review the material with staff and make presentations to the Board and the Council. MarksJarvis asked if they could answer other questions on the financial materials, such as operating and capital costs. Abdul-Rahman said they are economists and will not be able to address operating cost. Fausch said they can look at the financial side and put overall cost requirements into the picture. The expense to retain them is high so the conferences should be structured to make the best use of their time. There was discussion about whether the process would be delayed. Perovich said the intent is to provide additional credibility to the study. Snesrud suggested that a legislative subcommittee be included in the presentations to give them a better sense of where things are. Loeding suggested that a joint meeting be held with the appropriate division of Appropriations.

Lefko moved to retain Dr. Kevin Neels and Mr. Gary Brosch at a cost not to exceed \$10,000. MarksJarvis seconded the motion.

The chairman said this is a one-time study. The consultants will be sent the material immediately and told what we want accomplished. They will come to St. Paul and their time will be carefully structured. deVries, Council liaison to the RTB, said the details could be worked out later, but it is important to go forward quickly. Lefko said it is implicit in his motion that the costs will be shared if possible. Motion carried unanimously.

#### REVIEW OF COMMENTS MADE AT THE DRAFT INTERIM IMPLEMENTATION PLAN PUBLIC HEARING OF DECEMBER 17, 1984

Fausch reviewed his January 7, 1985 memorandum regarding the changes made to the December 3 draft plan, based on written comments received for the hearing record. There are additional comments that are at another level of detail. The letters are on file and anyone is free to examine them. No action was taken.

#### DISCUSSION OF LEGISLATIVE PROGRAM

Greg Failor of the Metropolitan Transit Commission (MTC) reviewed the draft legislative program and distributed the proposed RTB budget request that reflects the level of service with seven percent inflation. Perovich said fare revenue is stable and state and federal assistance is dropping. Eight percent is proposed next year. With inflation, the gap is widening. Failor said the Legislative Study Commission recommended a level of state assistance at approximately 20-percent, the national average. Perovich said the Board does not have the authority to disburse whatever it wishes. Another problem is that the Governor's program is going to the Department of Finance for \$16 million less. He is appealing that. The state transit subsidy now is down to eight percent. The Legislature has to decide where the money is going to come from. We will have to have some kind of philosophy on these subsidies. The Department of Finance suggested raising fares, cutting service on some routes and changing the property tax mill levy. All of these things are legislatively mandated.

Snesrud asked if a contingency fund request for grants to private operators and metro mobility to promote more cost efficient projects can be added. Perovich said it is too late because the amendment process ended December 18. It might be possible to do that through the legislative process next year.

Al Schenklerberg, Minnesota Department of Transportation, said the Legislature will have two documents before them. The package will identify original numbers, which is the RTB request in the interim plan, and the Governor's recommendations. In the last session the Governor's staff wrote to the conference committee supporting an increase in funds, which had a great effect.

There was discussion of the Metropolitan Transit Commission chair's salary, the unclassified pension plan and adding members to the MTC board, what it would cost, and where they should come from. The fare structure and social fares were discussed. Larry Wertheim, legal counsel, said the statutes do not give specific authority over fares to the Board. Doyle said if the fares are addressed in terms of plans and policies the Board would have the authority. Perovich said it is not the charge of the RTB to get into operating MTC. He expects to continue to work through these things with them. Abdul-Rahman said the Board sets a policy and assesses their programs. The operators are left to decide what kind of fare structure they have. Lefko said it is important what kind of process is established. There was discussion of the Legislature setting fares and the Board's role as policy-maker.

Perovich questioned whether the burden of free social fares should be borne by MTC. The metro social agencies have funds for transportation of their clients but the cost of transit was shifted to MTC without any reimbursement. The issue will probably have to be dealt with in 1986.

Fuhr suggested that an advisory committee, under Item 3, might have a different structure from the current one and the RTB should set up a management policy committee.

There was discussion about liability for vanpools. There are controlling regulations for transporting the elderly.

Schenkleberg said Commissioner Braum is drafting a letter regarding designation of the MVET for LRT. In that letter he suggests a set-aside for LRT in coming bienniums.

#### LEGISLATIVE PROGRAM

The chairman reviewed his memorandum dated January 2 regarding an ad hoc legislative committee. Collins moved and Skrebes seconded the motion that:

The Regional Transit Board approves the appointment of an ad hoc Legislative Committee. The members are: Elliott Perovich, Chairman; Doris Caranicas; Ruth Franklin; Paul Joyce and Todd Lefko.

#### OTHER BUSINESS

Abdul-Rahman noted that Matt Peterson is coordinating a meeting for private operators to discuss this program.

The MVET allocation will come before the Board. The chairman is concerned about potential for the private sector getting involved in financing of LRT if it goes through.

## STAFFING PLAN

Leslie Johnson distributed a draft organizational chart for the Board. There was discussion of the role and function of various positions and the size of the staff. The immediate need for a public information officer was discussed. Interns and overload secretaries can be employed on a short-term basis. The Administration and Finance Committee will review the staffing plan and budget at its meeting of January 21, 1985.

There being no further business, Newland moved that the meeting be adjourned; Acosta seconded the motion. Motion carried unanimously. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Mary Fudenberg

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
Metropolitan Council Chambers  
January 21, 1985

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

STAFF PRESENT: Ghaleb Abdul-Rahman, Mary Fudenberg, Judith Hollander and Leslie Johnson

The meeting was called to order at 4:30 p.m. and roll taken. Joyce moved approval of the amended agenda; Fuhr seconded the motion. Motion carried unanimously. (Doyle and Ed Kranz absent.)

The chairman introduced Julie Opsahl to the Board and welcomed her to the Regional Transit Board staff.

PUBLIC HEARING ON REGIONAL TRANSIT BOARD 1985 WORK PROGRAM AND OPERATING BUDGET

The chairman noted that the standard rules and procedures for public hearing will apply. He asked any speaker to state name, address, and whether he or she represented an agency or organization. Testimony should be limited to ten minutes and written testimony given to the secretary for the hearing record.

Leslie Johnson made a brief opening statement, noting that pages 23, 24 and 25 have been amended. There was no public testimony; the chairman said the record will remain open until February 4, 1985 to receive written testimony.

A letter dated January 22, 1985 from Al Schenkelberg, Director of the Office of Transit, Minnesota Department of Transportation, is attached.

POLICY COMMITTEE REPORT

Light Rail Transit Criteria:

Lefko said the Policy Committee recommended that the Board establish criteria for discussion and evaluation of light rail transit to inform the public about what guidelines the Board will use to arrive at its recommendations. Metropolitan Council Member Dirk deVries said that the Council will review LRT against its Transportation Policy Plan. When the Council did a feasibility study three or four years ago there were criteria established and debate centered on applying them to all questions; nothing was ever done, but those criteria might be a starting place. Abdul-Rahman was in charge of the earlier LRT study. Public comment will be received at the meeting of January 23 and on January 31 at the joint meeting with the Metropolitan Council Metropolitan

Systems Committee there will be a recap of all the studies done on Light Rail Transit. It is important to remain flexible in developing criteria. The criteria must be consistent with the Board's policies in the draft Interim Implementation Plan.

MarksJarvis moved that at the February 4 Board meeting a date will be set to establish criteria for the Light Rail Transit decision. Lefko seconded the motion. Franklin said the criteria must not be rigid because this is a difficult issue and does not pertain to 1986, but to what the regional will be 10, 20 or 40 years from now. Joyce said he is uncomfortable about forcing a deadline; the options should be kept open. Lefko said the Policy Committee does not intend anything too rigid be established and the process of discussing what is important from the Board's perspective should be considered. Rather than a motion, he suggested that staff be directed to begin discussion of criteria on February 4. The chairman restated the motion on the table that establishing and adopting the criteria for evaluation be placed on the agenda of the February 4 meeting. Vote was taken; Motion carried unanimously.

deVries said it is likely that cost-effectiveness will be one criteria. The media are currently talking about the federal government eliminating operating assistance. During the University and Southwest Corridor studies, allusions were made to operating cost being reduced with time transfers. He suggested that staff look into current and projected operating costs. Perovich said he had attended the Independent Republican caucus today and that this had been discussed. There is talk in Washington that by the end of Fiscal 1986 the UMTA staff will be cut from its present 1,150 to 132. All the regional offices will be closed. Snesrud asked if there is a possibility that members could get a memorandum updating them on the effect on local operations. Perovich said this is all preliminary; there will be a battle in the House and Senate. Perovich said the American Public Transit Association will move on it, but we should work through our congressmen. He visited Durenberger, Sabo and Vento's offices while he was in Washington D.C. Indications are that they will cut back federal subsidy. It is an executive prerogative to cut the size of the agency. Fuhr said we should look to Minnesota and not ask the federal government for money.

Lefko said Metro Mobility will be discussed at the Policy Committee meeting on January 23; he invited everyone to attend.

#### ADMINISTRATION AND FINANCE COMMITTEE REPORT

Franklin reviewed the memorandum regarding the staffing plan dated January 11, 1985 and moved:

1. That the Regional Transit Board approve the proposed staffing plan.

2. That the Regional Transit Board approve posting of the job descriptions listed for:

- Planning Manager
- Programs Manager
- Public Information Officer
- Transportation Planner
- Fiscal Analyst
- Receptionist/Office Clerk

3. That the Regional Transit Board approve the positions and delegate its authority to the chairman and executive director to hire the individuals to fill those positions.
4. That the Regional Transit Board approve the appointment of Julie Opsahl to the secretarial position, effective January 21, 1985, with the standard confidential employee benefit package.

Joyce seconded the motion. Perovich said that there had been discussion about whether the personnel specialist would have to be full-time. In the future it could probably be part-time, but first the policies would have to be written.

MarksJarvis said she had asked for a memorandum on the use of legal counsel. She questioned whether a full-time in-house counsel should be hired. The state salary scale for lawyers ranges from \$23,000 to \$50,000. She has talked to several metropolitan agencies and concluded that RTB could hire its own attorney at \$35,000 to \$45,000 per year. She said the Board should consider hiring in-house counsel. Franklin said the committee discussed that at its last meeting and concluded that since the Board is limited to 19 positions the other positions are more important. Also, it is difficult for any attorney to handle all kinds of issues and it would become necessary to contract for specialized legal work. The \$35,000 would pay the salary, but not cover the cost of a law office and other costs. The committee agreed that this could be reviewed in at some future point when the Board can expand beyond 19 staff. The committee felt legal work should be contracted out. Joyce added that Metropolitan Transit Commission (MTC) used contracted services for varied expertise. When they hired in-house counsel there were problems because the individual did not have expertise on all areas, which lead to a lawsuit. If a staff attorney is hired the Board would have to provide a law library and facilities. Acosta said the Board will always require experts, but certain activities do not have to be handled by specialists. Of the budgeted \$113,000, he asked how much is general organization administration any generalist could do. The chairman cautioned that this is our first budget; we have no experience yet. The high figure is included because we do not know what we are facing. Loeding said in-house counsel would provide better access for the Board to raise specific questions, particularly because this is a new agency.

Newland said his agency is served by an attorney who is full-time but reports to the Attorney General's Office. This assistance to top staff in technical planning had headed off legal problems. This should be considered again in a few months. Perovich said there is still the possibility of an arrangement

with the Council to use part of Peter Bachman's time. This plan is an interim plan. The bottom of the organization chart mentions staff counsel. If staff complement is expanded that position might be filled immediately. Acosta suggested that an attorney with a double career in law and contract administration or personnel could be found and the positions combined. Lefko said some position would have to be dropped to open a position in the complement.

Perovich said this is the staff recommendation to the Board on how to staff the agency at this stage to accomplish the Board's tasks and with a limited complement. The plan is not set in stone. Theoretically functions could be combined but sometimes that is difficult to accomplish. This is Abdul-Rahman's recommendation on how to get the job done. Perovich said the Board's contract administrator will not draw up contracts; he or she would administer the contract after it is drawn up. Franklin said this is the recommendation of the Administration and Finance Committee on an interim plan and she suggested voting on the recommendations. Abdul-Rahman said that in June the Board will again have to evaluate its staff and make-up of the organization. Snesrud asked which positions are not part of the 19-person complement. Abdul-Rahman said it was necessary to add an office receptionist/clerk. However, an administrative assistant and a project assistant will not be posted until July, when projects are transferred.

MarksJarvis moved to amend the motion to include an in-house attorney who would be responsible for legal personnel matters and contract matters be added to the staffing plan. Loeding seconded the motion. Loeding said the contract administrator and personnel specialist could be dropped and insert legal counsel and secretary. Newland said he is nervous about the Board meddling in this. There is too much detail in the amendment. The chairman said the motion would be to create a position to deal with contracts and personnel. MarksJarvis said the motion is to create an in-house counsel position and look into having that position cover contract and personnel matters. Perovich said it is difficult to respond without knowing what would be spent in-house and what would be contracted for. Lawyers have high overhead costs and the Council charges the Board for use of its facilities. Doyle said the staffing plan should be related to the work plan. Perovich said the staff is recommending this complement after reviewing its tasks. He questioned whether the Board should decide these combinations. He opposes any change in the recommendation now. If it is not working or when another staff member is needed it can be changed. Vote was taken on the amendment. Amendment failed (Lefko, Skrebves, Caranicas, Doyle, Snesrud, Fuhr, Collins, Franklin and Joyce voted nay.)

MarksJarvis said that in Item 3, it is the Board that has the authority and there is no way the Board can give up its legal authority. Newland said he had suggested this because he feels strongly that it is appropriate. Franklin said an attorney was present at the meeting who said it would be appropriate. The

committee does not feel the Board can interview and prepare performance evaluations. It is unwise for the Board to interfere in day-to-day operations. Acosta said the action is correct if the authority is delegated to the Chairman because he is a member of the Board. Vote was taken on the original motion. Motion carried (MarksJarvis voted nay.)

Snesrud said she recommends that after the legislative session the Board should review the work program. Abdul-Rahman said by July 1st the Board must decide whether we are going to administer Rideshare and Metro Mobility or contract it out to Metropolitan Transit Commission. The question of Metropolitan Council charge-backs is one of the most important issues.

With respect to Council on a contractual basis, Loeding asked if members may contact these people to ask specific questions. Perovich said questions should pass through the executive director in order to have a handle on charges. Abdul-Rahman noted that whenever members contact Metropolitan Council staff the Board is charged for the time and he would like to know about it.

Newland said this was a valuable discussion because a rubber-stamp board is ineffective and this Board cares about how it spends money.

MarksJarvis said she asked two months ago for a list of what we spend on legal work and what the breakdown is of charges. She talked to Johnson and he has prepared a memorandum. She asked that it be submitted to her. Loeding asked why it was not received two months ago. Abdul-Rahman said the memo will be available soon. He explained it was not developed earlier because the completion of the budget had greater priority. Fuhr asked if the Board will receive monthly status reports. Abdul-Rahman said reports will pass through the Administration and Finance Committee.

Amendment to Strgar-Roscoe-Fausch Contract:

Franklin moved approval of Contract Amendment No. 2, extending the period of the Strgar-Roscoe-Fausch contract. Snesrud seconded the motion. Motion carried unanimously.

OTHER BUSINESS

There was discussion of the agenda for the upcoming Administration and Finance Committee meeting. The Public Information Officer will be retained as soon as possible.

The Legislative Committee will meet on January 28.

Loeding moved to adjourn; Joyce seconded the motion. Motion carried unanimously. The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Mary Fudenberg