



Minnesota Regional Transit  
Board: Records.

**Copyright Notice:**

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit [www.mnhs.org/copyright](http://www.mnhs.org/copyright).



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

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, April 15, 1985  
Council Chambers  
4:30 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes of April 1, 1985 Meeting\*
4. REPORT OF THE POLICY COMMITTEE

Todd Lefko,  
Chair

  - a. T.H. 55 (Hiawatha Avenue) Environmental Impact Statement (EIS)/4(f) Evaluation and Alternatives Analysis\*
  - b. Draft Legislative Progress Reports\*
5. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE

Ruth Franklin,  
Chair

  - a. Authorization to Advertise Secretarial Position\*
  - b. Authorization to Advertise Administrative Assistant Position\*
  - c. "Agreement of Funds Distribution," Regarding 1984 Tax Levy Receipts and 1985 Tax Anticipation Certificate Note Proceeds\*
  - d. Review and Approval of Title VI Document\*
6. OTHER BUSINESS
  - a. Chairman's Report
  - b. Members' Reports
  - c. Staff Reports

Elliott Perovich  
Chairman

\* Material enclosed.

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
Metropolitan Council Chambers  
April 1, 1985

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Ruben Acosta; Doris Caranicas; Juanita Collins; John Doyle; Ruth Franklin; Alison Fuhr; Edward Kranz; Todd Lefko; Steve Loeding; Gail MarksJarvis; Jim Newland; Bernard Skrebek; Peg Snesrud; Dirk deVries, Metropolitan Council Member

OTHERS PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander and Leslie Johnson, Larry Wertheim

The meeting was called to order at 4:30 p.m. and roll taken. Snesrud moved approval of the agenda; Caranicas seconded the motion. Motion carried unanimously.

Lefko moved approval of the minutes of the March 19, 1985 meeting; Caranicas seconded the motion. Motion carried unanimously. At the end of the meeting Fuhr moved to reconsider the approval of the minutes, amending Page 1, the last paragraph, to read "...presentation from Strgar-Roscoe-Fausch, Inc. on I-394 and Metro Mobility. Page 6, paragraph 5, should be amended to read "...if each member talks to legislators, it might help. MarksJarvis seconded the motion. Motion carried unanimously.

REPORT OF THE POLICY COMMITTEE

Science Museum Proposal

Referring to the memorandum of March 26, 1985, Lefko noted that this item had been referred back to the committee, which discussed how the proposed exhibit fits within the Board's work program. Lefko moved that the Board allocate \$25,000 for the preliminary feasibility study to be done in cooperation with the Science Museum of Minnesota. Fuhr said staff had initiated the project. Lefko said when the feasibility study is complete, they will come back to the Board and at that point others can be approached for participation. Loeding noted that he had to leave that meeting early, but would have voted against it. MarksJarvis said she had abstained from voting because she had hoped it would be postponed until the committee has an overview of how funds will be allocated. In terms of a marketing effort, we could get a "bigger bang for the buck" through direct marketing. At a time when the federal government is cutting back transit money and Metro Mobility people are screaming for money, we cannot ask the taxpayer to pay \$25,000 for this exhibit. ✓

Before any other project are received, Lefko said the committee charged staff to develop guidelines for the Board. The first budget was not laid out as clearly as possible, but next year a public relations program and types of consultants contracts can be set into the budget. The committee felt this was a logical program for the Board. Vote was taken; motion carried (Loeding and MarksJarvis voted nay).

Metro Mobility

Lefko said the next meeting on Metro Mobility is April 3. He felt the presentations were excellent and invited the rest of the Board to participate. Skrebes said that with 36 people asking to appear, he would like the chair to hold a time limit. Some of the presentations were not relevant. Lefko said it was a point taken, but since policy is being set for the next ten years, he did not want to cut them off.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEEContract Amendment No. 4 with Strgar-Roscoe-Fausch, Inc.

Franklin reviewed the memorandum dated March 25, 1985 and moved that the Regional Transit Board approve Contract Amendment No. 4 to the contract between Strgar-Roscoe-Fausch, Inc. and the Regional Transit Board. Snesrud seconded the motion. Motion carried unanimously.

Allocation of Motor Vehicle Excise Tax (MVET) Funds

Referring to the memorandum of March 26, 1985, Franklin moved that the Regional Transit Board approve the proposed Motor Vehicle Excise Tax funding allocation on an interim basis until such time that a more detailed budget can be developed. Snesrud seconded the motion. Motion carried unanimously.

Snesrud asked where the funds are; Perovich said the situation is the same as before; the Commissioner of Transportation has them. The law still reads that what is not encumbered goes back to the general assistance fund. Abdul-Rahman referred to the March 26 memorandum and said there will be more detailed information at the next committee meeting. MarksJarvis asked how quickly the money can be spent for the Service Needs Assessment. Hollander said when the planning manager begins work, that will be the first assignment. Perovich said the hope is that it will be encumbered before July 1. Abdul-Rahman said the first three items in the memo will be ready to go, but there are no details on the \$4,000,000 for other transit improvements. He would prefer not to ask for details until we are clear with everyone. We want to tell our story about what we mean by this. MarksJarvis emphasized how important the needs assessment study is. It should be number one priority because it will be the backbone of everything we do.

Review and Revision of 1985 Calendar Year Budget and Review of 1986 and 1987 Projected Budgets

Franklin referred to the March 26 memorandum and moved that the Regional Transit Board approve the revised 1985 budget and the 1986 and 1987 projected budgets pursuant to Minneosta Statute 473.38, Subd. 2. Fuhr seconded the motion; Motion carried unanimously.

Furniture Specifications/Bids

Franklin referred to the memorandum of March 26, 1985 and said the committee discussed this at length. She moved that the Regional Transit Board accept the S & T Office Products' bid of \$59,817 for office furniture. Collins seconded the motion.

MarksJarvis asked if the lawyer had reviewed it. Franklin said the legal opinion is included in the packet. Vote was taken; Motion carried unanimously.

Recommendation for Appointment of Planning Manager

Franklin reviewed the March 25 memorandum and moved that the Regional Transit Board approve the appointment of Katherine Turnbull to the position of planning manager at an annual salary of \$38,000. The effective starting date will be April 8, 1985 upon Board approval. The standard employee benefit package will apply. Snesrud seconded the motion; Motion carried unanimously.

Recommendation for Appointment of Program Manager

Referring to the March 25 memorandum, Frankling moved that the Regional Transit Board approve the appointment of Judith McCourt to the position of programs manager at an annual salary of \$38,000. The effective starting date will be April 15, 1985, upon Board approval. The standard employee benefit package will apply. Snesrud seconded the motion; Motion carried unanimously.

Franklin said some people had left the meeting but she thanked staff for the well organized and complete packets that have been sent out.

The committee will meet again on Thursday, April 4.

CHAIRMAN'S REPORT

The chairman said that H.F. 1189, dated March 21, 1985, had been handed out to the members. He noted that the authors changed Page 2, line 16. Senator Lantry said it did not apply to agencies of this nature. The bill had its first hearing today and passed to Government Operations. It will be heard there on April 3. Senator Lantry offered an amendment that MVET is not to be available to subsidize the Duluth Amtrak route. Another amendment to our bill was the proposed metro taxicab commission. The amendment was made with the understanding that if it gets lengthy discussion it will be struck and the bill will continue without it. The proposed independent taxicab commission would have a tie to the Board similar to MTC's tie. The Board would appoint seven members who would put together licensing regulations and fares and come to the Board for approval to ensure that it fits with overall plans for the area. The law proposes three staff people with an initial appropriation. After that, the costs would be paid through fees. The initial concept was that the Board would do it, but we were not anxious to do that.

Perovich said he told the independent and fleet people last week to agree on the number of cabs that would be licensed. They have reached agreement. The outcome would be a metropolitan regulation and licensing authority. Cities will have the authority to regulate movement of cabs within the city. There will be reciprocity in the suburban area. There will no longer be situations

where cabs can pick up, but not deliver passengers. Municipalities are not restricted from allowing only a certain number of cabs to operate in their area. Perovich feels it would be beneficial to have the taxicab businesses healthy so any transit activities they perform would be extra. Some negative things surfaced at the meetings about drivers not wanting to pick up the elderly.

The chairman reviewed the meetings last week at the Legislature. Information was put together for the legislators. Copies of the executive summary had been distributed to the Board. It is an excellent piece of information, assembled by Mike Kuehn. It includes data on things done in the last few months and things facing us. There is a short overview of what has happened in the last five years on Light Rail Transit. Copies of the draft Interim Implementation Plan have been distributed. Copies of those summaries will be furnished to the Board. If the MVET monies are carried over, the Board has final approval. Snedrud said the Board has the option of using some of those funds to stop the cutback of service. Perovich said if the money goes back and is reallocated, they may lose most of it to outstate areas. He asked members to start phoning their legislators to ask that the money be carried over. Letters are also very effective.

Perovich said he met with the Governor, Tom Triplett and Keith Ford to explain our situation to them. He will meet again with Triplett to discuss a recommended amount for the budget. Perovich said when he has a better idea of what the funding level will be, he will come to the Board to discuss what the transit effect will be in the future. He strongly recommends that property taxes not be increased. A substantial fare increase would also be unacceptable. If we get left high and dry we should talk about the labor contract. Every one-percent of salary increase costs \$700,000 per year. Many work rules could be changed. Another point the chairman has been making is the federal scene and its possible impact on the state. MarksJarvis said we have to be concerned about our image. The hearings on Thursday, April 4, will continue until 7 a.m. on Friday. The Legislature will not be in session on Friday and Monday.

#### MEMBERS' REPORTS

Loeding complimented staff on the way things were put together because it made for a smoothly run meeting and left time to talk at the end.

Fuhr said she is trying to arrange a meeting with Senator Durenberger during one of the two weekends in May that he will be in Minnesota.

There being no further business, Snedrud moved to adjourn; MarksJarvis seconded the motion; motion carried unanimously. The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Mary Fitzgerald

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 4/15/85

RTB

<u>Dist.</u>	<u>Member Name</u>	<u>Present</u>	<u>Vote</u>	<u>Vote</u>	<u>Vote</u>	<u>Vote</u>	<u>Vote</u>
Chair	Elliott Perovich	✓					
A	Todd Lefko	✓					
B	Ruben Acosta	✓					
C	Bernard Skrebes	✓					
D	Doris Caranicas	✓					
E	John Doyle, Sr.	✓					
F	Gail Marks Jarvis	✓					
G	James Newland	✓					
H	Margaret Snesrud						
I	Alison Fuhr	✓					
J	Juanita Collins						
K	Steve Loeding						
L	Ruth Franklin	✓					
M	Paul Joyce	✓					
N	Edward Kranz						

*Wesley Fausch.*

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 15, 1985  
TO: Regional Transit Board  
FROM: Todd Lefko, Chairman  
Policy Committee  
SUBJECT: T.H. 55 (Hiawatha Avenue) Final Environmental Impact  
Statement/4(f) Evaluation and Alternatives Analysis--  
RTB Review

At its meeting on April 10, 1985, the Policy Committee reviewed and unanimously approved the following recommendation regarding the above-mentioned review.

RECOMMENDATION:

That the Regional Transit Board:

1. Find the preferred alternative in the Final Environmental Impact Statement consistent with the Board's decision making process regarding all corridors in the region.
2. Direct staff to work with the Minnesota Department of Transportation staff in coordinating light rail transit (LRT) preliminary engineering activities for Hiawatha Avenue corridor.
3. Recommend that the Metropolitan Council withhold approval of construction of light rail transit line in the Hiawatha corridor until the Board completes its studies in December 1986.

TL:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 9, 1985  
TO: Regional Transit Board  
FROM: Policy Committee  
SUBJECT: T.H. 55 (Hiawatha Avenue) Final Environmental Impact  
Statement/4(f) Evaluation and Alternatives Analysis

At its meeting of April 10, 1985, the Policy Committee will be discussing the T.H. 55 (Hiawatha Avenue) Final Environmental Impact Statement/4(f) Evaluation and Alternatives Analysis.

A verbal report by the chairman of the committee will be made to the Board on April 15.

jmo

Todd Lefko  
Chairman

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 4, 1985  
TO: Policy Committee  
FROM: Judith Hollander, Director of Planning and Programs  
SUBJECT: T.H. 55 (Hiawatha Avenue) Final Environmental Impact Statement/4(f) Evaluation and Alternatives Analysis--RTB Review

BACKGROUND

The City of Minneapolis and the Minnesota Department of Transportation (Mn/DOT) have prepared a Final Environmental Impact Statement (FEIS) for proposed transportation improvements along the Hiawatha Avenue Corridor. The FEIS was prepared under the processes and guidelines established by the Federal Council on Environmental Quality and the Minnesota Environmental Quality Board.

In early 1983, the City of Minneapolis prepared a draft EIS (DEIS) which examined several highway and transit alternatives for the Hiawatha Corridor. The DEIS and Alternatives Analysis was distributed for review and was commented on by involved agencies. At the same time public hearings were held which allowed the general public to comment on the alternatives. As a result of the DEIS and public testimony, the City of Minneapolis and the Commissioner of Transportation have concluded that the preferred alternative for the Hiawatha corridor is light rail transit and a four lane, at-grade arterial roadway, "Alternative 4." The preferred alternative has a northern terminus in downtown Minneapolis and a southern terminus at the Minneapolis-St. Paul International Airport with a possible extension out to the Metropolitan Stadium site.

AUTHORITY TO REVIEW

Under Minnesota Statutes, Section 473.167, subdivision 1, the Metropolitan Council must transmit a copy of the statement describing proposed projects for the construction of controlled access highways to the Regional Transit Board for review. The Board must review and evaluate the project in relationship to the Board's interim implementation plan for 1985-1987 and report its recommendations to the Metropolitan Council.

Minnesota Statutes, Section 473.375, subdivision 10, states the Regional Transit Board may advise and assist the Metropolitan Council and other government units on transportation issues within its jurisdiction.

Minnesota Statutes, section 473.375, subdivision 12, states the Board must offer, use and apply its services to assist and advise transit providers in the metropolitan transit area in the planning, promotion, development, operation, and evaluation of programs and projects which are undertaken or proposed to be undertaken by contract with the Board, and must seek out and select recipients of this assistance and advice.

#### PROJECT DESCRIPTION

Transit improvements proposed in the Hiawatha Corridor involve the construction of a light rail transit line between downtown Minneapolis and the Minneapolis-St. Paul International Airport. In addition, upgrading and realignment of other transit service in the corridor to feed into the LRT line is planned.

The highway improvements, described in the FEIS, would consist of the reconstruction of T.H. 55 (Hiawatha Avenue) between Franklin Avenue and E. 59th Street and of Hennepin CSAH 62 (Crosstown Highway). Reconstruction on Hiawatha will consist of a four-lane divided at-grade highway. The Crosstown Highway reconstruction will result in a four-lane controlled access roadway

#### DISCUSSION

##### Transit Improvements

In the discussion of light rail transit (LRT) development, there has not been a final determination on the construction of LRT in any corridor of the region. The Regional Transit Board (RTB) and the Metropolitan Council have selected University Avenue as the priority corridor for major transit improvements, and that LRT has been identified as the preferred option. No final decision will be made until preliminary engineering and development planning studies are completed.

On February 25, 1985, the Regional Transit Board adopted its position on transit improvements in the University Avenue, Southwest and Hiawatha corridors (Attachment A). The findings most relevant to the Hiawatha Corridor include:

- The University Avenue corridor is the best candidate for major transit improvements, major transit improvements in the Hiawatha corridor would also generate significant benefits.
- The fixed guideway alternatives significantly improve transit service in all three corridors.
- Light rail transit alternatives generate greater potential benefits than busway alternatives.
- Further engineering needs to be conducted to implement improvements in the corridors under consideration.
- Transit improvement decisions in these and other corridors should conform with the decision-making process adopted by the Board in the Interim Implementation Plan.

The following major transit improvement recommendations, which relate to consideration of LRT in the Hiawatha corridor, have been adopted by the RTB:

- University Avenue through the two downtowns should be selected as the priority corridor for transit improvements.
- Light rail transit should be selected as the preferred fixed guideway alternative in the three corridors.
- The final decision on implementation of light rail transit should be made after preliminary engineering, additional development planning, regional needs assessments and financial resource analysis are completed.
- A work program for the next 18 months should be adopted that includes the following:
  - a. Preliminary engineering for light rail transit in the University Avenue corridor, including logical connections to other corridors through the two downtowns and connections to maintenance yards and shops, as well as site specific development planning for corridor stations in the University Avenue corridor (completed by December 1986).
  - b. Preliminary engineering activities to facilitate maximum coordination with the roadway preliminary engineering activities for the Hiawatha corridor. The work should include LRT trackwork definition, civil works engineering, and station development planning (completed as dictated by the Hiawatha roadway design activities).
- A final decision in implementation of light rail transit, selection of priority corridors for final design, and transit decisions in other regional corridors should be made by December, 1986.

On March 14, 1985, the Metropolitan Council passed the following recommendations with respect to the Hiawatha Corridor:

- Acknowledges that RTB recommendations are consistent with the Council's transportation policies.
- Concurs with the RTB's selection of University Avenue as the priority corridor.
- Direct the RTB to ...carry out preliminary engineering in the Hiawatha corridor in conjunction with the planned roadway preliminary engineering. Conducting the roadway and LRT preliminary engineering at the same time will allow cost savings. This study should in no way suggest that the Council endorses the Hiawatha corridor as the next priority for implementation of LRT. Such a decision will be made based on the area-wide corridor needs and financial analysis.
- Directs the RTB to amend its implementation plan to include necessary funds for the studies and include such studies and funding in the RTB's capital budget, financial plan, biennial legislative request and staffing plan, as necessary.

- Request the appropriate agencies to continue to reserve right-of-way in the Hiawatha and Southwest corridors for improved transit service.

To summarize the recommendation, the Regional Transit Board and the Metropolitan Council have adopted the position that University Avenue corridor is the priority corridor for transit improvements, but additional study on the Hiawatha corridor is warranted to determine whether or not improvements of the corridor are appropriate.

Full preliminary engineering for the University Avenue corridor has been extended out to Lake Street in the Hiawatha corridor. In addition, the RTB will conduct partial preliminary engineering from Lake Street to the Government Services Administration (GSA) building in conjunction with the Hiawatha Avenue reconstruction project.

A point of conflict between the recommendations of the Board and the Metropolitan Council and the preferred LRT alternative in the FEIS is the location of the southern terminus. The Board and the Metropolitan Council have recommended that the southern terminus of the studies be at the GSA building, while the FEIS recommends that the terminus of the Hiawatha corridor be at the Minneapolis-St. Paul International Airport.

#### FINDINGS AND CONCLUSIONS

The consideration of the proposed LRT line is consistent with the Board's decision making process regarding all corridors in the region.

Opportunities exist for conducting partial preliminary engineering for LRT in the Hiawatha corridor in conjunction with the highway preliminary engineering, resulting in cost savings.

LRT preliminary engineering at this time would not constitute endorsement of the Hiawatha corridor as the next priority corridor.

The complete LRT preliminary engineering study to be conducted will address the Hiawatha corridor only to Lake Street, whereas selected preliminary engineering studies to the GSA building instead of the Minneapolis-St. Paul International Airport will be done.

#### RECOMMENDATIONS

That the Regional Transit Board:

1. Find the preferred alternative in the Final Environmental Impact Statement consistent with the Board's decision making process regarding all corridors in the region.
2. Direct staff to work with the Minnesota Department of Transportation staff in coordinating LRT preliminary engineering activities for Hiawatha Avenue corridor.
3. Recommend that the Metropolitan Council withhold approval of construction of light rail transit line in the Hiawatha corridor until the Board completes its studies in December, 1986.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 9, 1985  
TO: Regional Transit Board  
FROM: Policy Committee  
SUBJECT: Draft Legislative Progress Reports

At its meeting of April 10, 1985, the Policy Committee will be discussing the draft legislative progress reports.

A verbal report by the chairman of the committee will be made to the Board on April 15.

jmo

Todd Lefko  
Chairman

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 3, 1985  
TO: Policy Committee  
FROM: Judith Hollander, Director of Planning and Programs  
SUBJECT: Draft Legislative Progress Reports

Pursuant to RTB enabling legislation, the Board was required to submit three reports to the Legislature on February 1, 1985. Specifically, these reports are to address the following issues:

- (1) Changes needed in the replacement service and contract programs;
- (2) Changes needed in RTB authority to contract indebtedness and to levy property taxes to retire debt; and
- (3) Progress to date in developing and implementing programs to improve service in areas that are not adequately served and preparing and implementing the implementation plan and financial plan.

Attached are drafts of the first and third of these reports. The second report on financial matters will be presented at the next Administration and Finance Committee meeting. Your review and comments on these reports would be appreciated.

RECOMMENDATION

That the Policy Committee approve the submittal of both the report on changes needed in the replacement service and contract programs and the progress report on improving service in areas inadequately served and preparing and implementing the implementation and financial plans to the Legislature as required by state law.

JH:jmo  
Attachments

D R A F T

REPORT TO THE MINNESOTA LEGISLATURE

A REPORT ON CHANGES NEEDED IN TRANSIT REPLACEMENT  
SERVICE AND CONTRACT PROGRAMS

April 15, 1985

## INTRODUCTION

This report fulfills the requirement for the Regional Transit Board (RTB) under Minnesota Laws 1984, ch. 654, art. III, Section 151 (uncodified) to submit a report to the legislature on changes needed in transit replacement service ("opt-out" program) and contract programs in order to provide greater incentives for cities and counties and combinations thereof to design and implement transit service that meets their needs efficiently and effectively.

The replacement service program under Minn. Stat. Section 473.388 (1984) is the continuation of the metropolitan transit service demonstration program established by Minn. Stat. Section 174.265 (1982) and administered by Mn/DOT. Currently, Plymouth and Shakopee are operating under this opt-out program and approximately 13 other municipalities are eligible to participate. Upon certification by the RTB that it is ready to assume responsibility for the program, the program will become the responsibility of the RTB.

The contract program under Minn. Stat. Section 473.384 (1984) is the continuation of the public transit subsidy program established by Minn. Stat. 174.24 (1982) and administered by Mn/DOT. Although eligible recipients under both the RTB and Mn/DOT programs include both public entities and private providers of public transit, the report required by the legislature is to deal with incentives only for "cities and counties and combinations thereof." As in the case of the replacement program, the RTB is to assume Mn/DOT's function upon certification of readiness. The target date for assumption of these responsibilities is July, 1986.

## REPLACEMENT SERVICE PROGRAM

The RTB is in the process of reviewing the progress and performance of the replacement service program and of readying itself to assume responsibilities for administering the program. As yet, the RTB has no specific recommendations for changes needed in the replacement service program. However, the RTB will continue to monitor and examine the program, discuss outstanding issues with affected communities, providers and Mn/DOT, and report to the legislature in the future regarding any needed changes.

## CONTRACT PROGRAM

The RTB is also in the process of readying itself to assume responsibility for program contracting activities. The RTB staff member hired to manage these activities begins employment on April 15, 1985. A series of meetings with Mn/DOT staff will then be held to orient RTB staff on existing contracting procedures and discuss transitional issues. It is expected that a detailed transition guidelines and contracting procedures will soon thereafter be presented to the Board for their approval.

The RTB will assume oversight responsibilities from the MTC for exurban transit service contracts in April, 1985, with accounting responsibilities to soon follow. Responsibility for contracting for other programs will also be assumed on a gradual basis, although a target date of July, 1986, has been set for full assumption of these duties.

RTB members and staff have met with many transit providers and users in an attempt to identify key issues and essential needs. A day-long workshop was held with private operators and community transit providers, and the Board is now conducting a series of meetings to discuss the Metro Mobility evaluation report prepared by Mn/DOT to determine how that program may be improved. RTB staff is also working closely with the county transportation providers and those involved with Minnesota Rideshare to examine issues and possible new directions for those programs as well.

The RTB's basic strategy is to carefully evaluate the existing transit services and determine what service improvements might be necessary while ensuring that no service disruptions occur. This evaluation process will be accomplished at the same time that the Board is undertaking assessment of transit service needs throughout the metro area. This information will help to identify essential needs and provide data essential to the planning of future service improvements. When the Board fully assumes its contracting responsibilities, it will be in a better position to make firm recommendations for what changes can be made in the contract program to improve its effectiveness and meet regional transit needs.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 15, 1985  
TO: Regional Transit Board  
FROM: Todd Lefko, Chairman  
Policy Committee  
SUBJECT: Draft Legislative Progress Reports

At its meeting on April 10, 1985, the Policy Committee reviewed and unanimously approved the following recommendation regarding the draft legislative progress reports.

RECOMMENDATION:

That the Regional Transit Board approve the submittal of both the report on changes needed in the replacement service and contract programs and the progress report on improving service in areas inadequately served and preparing and implementing the implementation and financial plans to the Legislature as required by state law.

TL:jmo

D R A F T

REPORT TO THE MINNESOTA LEGISLATURE

PROGRESS IN DEVELOPING AND IMPLEMENTING  
SERVICE IMPROVEMENT PROGRAMS, AND  
PREPARING AND CARRYING OUT THE INTERIM  
IMPLEMENTATION PLAN AND FINANCIAL PLAN

April 15, 1985

## INTRODUCTION

This report fulfills the requirements for the Regional Transit Board (RTB) under Minnesota Laws 1984, ch. 654, art. III, Section 152 (uncodified) to prepare a report on progress to date in developing and implementing programs to improve service in areas that are not adequately served at present. In addition, this report addresses progress to date in preparing and carrying out the implementation plan and financial plan as required by law. The Regional Transit Board was required to complete an Interim Implementation Plan by Minnesota Statute Section 473.377 (1984), and a Financial Plan by Minnesota Statute Section 473.38 (1984).

The Regional Transit Board was created in 1984 by the Minnesota Legislature to perform mid-range transit planning, develop transit policy, administer transit programs and facilitate the establishment of new and alternative transit services for the Twin Cities Metropolitan Area. The enabling legislation established a board consisting of 14 members appointed by the Metropolitan Council and a chair appointed by the Governor to manage the activities of the RTB.

## PROGRAMS TO IMPROVE SERVICE

The Regional Transit Board has made significant progress in meeting its responsibilities in the very short time that it has been in operation. The RTB has spent a considerable amount of time identifying and prioritizing the issues that surround metropolitan area transit. The RTB believes it is essential that they understand the complete array of issues before making changes in the service delivery and grant programs. The strategy of the RTB is to carefully evaluate the existing transit services and determine what service improvements might be necessary while ensuring that no service disruptions occur.

The RTB is directed by the enabling legislation to bring a comprehensive and systematic approach to the development of transit service plans. As a result, the RTB has developed a decision-making process which assures these requirements are met. The process which is shown in Figure 1 begins with the development of transit service needs assessments which will be conducted in

response to the Metropolitan Council Transportation Policy Plan and will involve significant local input. The assessment of service needs will address, at a minimum, public and private operators, suburban community needs, special service needs and corridor needs.

In addition to the needs assessments, the RTB will implement a comprehensive financial policy and resources analysis. This analysis will determine the availability of federal, state and local funds for the purpose of meeting existing and emerging metropolitan area transit service needs.

The RTB has participated with the Minnesota Public Transit Association in the annual meeting of the state transit providers to discuss service and financial issues. In addition, meetings have been held with transit providers within the metropolitan area to discuss the role of the RTB and to identify problem areas that the RTB must address. Board members have participated in a workshop dealing with the programs and issues of community and private operators of transit services in the metro area. A series of meetings on the Metro Mobility program, which provides service to the disabled persons in the region, are also now being conducted among RTB members, representatives of the handicapped community and transit providers. Informational meetings have been conducted on metropolitan rideshare services, the Alternatives Analysis study being conducted by the Metropolitan Council for the University Avenue and Southwest travel corridors, the status of the preferred alternative for the Hiawatha travel corridor, the Implementation Study being conducted by the Hennepin County Regional Rail Authority, and the I-394 Bus Service and Facilities Plan conducted by the Metropolitan Transit Commission.

The RTB is also involved in the feasibility study being conducted by the Minnesota Department of Transportation for potential improvements to Interstate 35W in Hennepin and Dakota counties. Meetings are planned with the Mn/DOT staff currently responsible for the transit assistance programs as well as MTC staff in preparation for the transition of responsibilities to the RTB for administering these programs.

In addition to these activities, the RTB has completed a number of management, budget and financial tasks. A 1985 operating budget and work program has been completed. A staffing plan has been developed and staff is presently being

hired. The board has adopted a mission statement and policies to guide its operation. The board has taken a major step toward resolving past transit property tax inadequacies by approving property tax reductions for many suburban communities a year in advance of legislative requirements. The RTB has taken steps to assure the continuity of transit service by approving a 1985 capital plan that addresses the need for replacement and rehabilitation of the existing bus fleet.

#### INTERIM IMPLEMENTATION PLAN

The enabling legislation that created the RTB required that an interim implementation plan be developed to guide the activities of the RTB for 1985, 1986 and 1987. The plan must contain a capital development program, a schedule of expected levels of public expenditures, both capital and operating for the services and facilities planned, a schedule showing the expected sources of funds and a plan and schedule for the distribution of funds. The RTB has completed the development of the Interim Implementation Plan and which was recently approved by the Metropolitan Council as required by law.

The Interim Implementation Plan (IIP) is a three-year work plan which states the mission, goals and policies of the RTB. The IIP establishes an interim transit service plan, interim work plan, staffing plan and financial plan. The transit service plan describes the anticipated transit service levels during the next three years. The service plan is based on existing levels of service and will be revised as required based on the assessment of needs conducted during the next three years. The interim work plan is organized around eleven major work tasks and aims at resolving key transit issues for the metropolitan area. The staffing plan outlines the functional needs for staff and provides an organizational structure for the authorized full-time staff positions. The financial plan contains the 1985 operating budget, the 1985-1987 operating plan, the 1985 capital budget, the 1985-1987 capital plan and the 1986-1987 biennial budget request.

The IIP was prepared through a collaborative effort of the RTB, the Metropolitan Council, the Minnesota Department of Transportation, the Metropolitan Transit Commission and the Transportation Advisory Board. A management team guided the development of the IIP with frequent reviews by the RTB Policy Committee. About 750 copies of the Draft IIP were distributed for review and comment. Presentations were made to several committees of the Transportation Advisory Board. A public hearing on the draft document was also conducted. The document was revised based on the comments received and the Interim Implementation Plan was formally adopted by the RTB.

#### FINANCIAL PLAN

The RTB has incorporated a financial plan as part of its Interim Implementation Plan. The enabling legislation required the development of a three year financial plan covering 1985, 1986 and 1987. The financial plan is based on the service plans contained in the IIP and consists of the 1985 operating budget, the 1985-1987 operating plan, the 1985 capital budget, the 1985-1987 capital plan and the 1986-1987 biennial budget request. The process used to develop the financial plan is the same as that used to develop the IIP.

The 1985 operating budget identifies the expected expenditures and sources of revenue for the RTB for administrative functions, transit program activities, and the 11 major work tasks that will be undertaken during the year. The 1985-1987 operating plan establishes the financial requirements for operating the transit program for the next three years. The operating costs for each component of the metropolitan transit system are identified as well as the assistance required from federal, state and local sources and users of the system. Service revisions and improvements will be identified as needs assessments are completed. The 1985 capital plan identifies the expected expenditures and sources of revenue for capital facilities and equipment for the metropolitan transit system. The projects identified at this time reflect only the anticipated needs of the Metropolitan Transit Commission as there has not been sufficient time to assess the capital needs of other metropolitan area transit providers. The 1985-1987 capital plan establishes the financial requirements for capital facilities and equipment for the next three years. This development program identifies 23 major projects, and the amount of financial assistance that must be authorized for the projects each year.

Actual funding of the improvements is addressed in the annual capital budget and is related to the cash flow of federal and local financial assistance. The 1986-1987 biennial budget represents the request of the Minnesota Department of Transportation as Mn/DOT is the agency responsible for submitting the request for the state transit assistance program. Mn/DOT worked with the RTB and the MTC to develop the budget document. This budget request does not include a cost for implementing major transit improvements in the Hiawatha, Southwest and University Avenue corridors, capital funds for vehicle rehabilitation for private operators, nor new starts and demonstration projects. Rather, the RTB is requesting Motor Vehicle Excise Tax (MVET) funds be carried over to the next biennium to be used to address these needs.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 7, 1985  
TO: Regional Transit Board  
FROM: Administration and Finance Committee  
SUBJECT: Authorization to Advertise Secretarial Position

At its meeting of April 4, 1985, the Administration and Finance Committee unanimously recommended posting an advertisement to fill a third secretarial position.

RECOMMENDATION:

That the Regional Transit Board approve advertising for the position of secretary.

LMJ:jmo

Ruth Franklin  
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 29, 1985  
TO: Administration and Finance Committee  
FROM: Leslie M. Johnson, Director of Administration  
SUBJECT: Authorization to Advertise Secretarial Position

At the Regional Transit Board meeting of January 21, 1985, the Board approved a staffing plan which included a third secretarial position. The Committee is now being asked to recommend posting an advertisement to fill the position.

Our typing reproduction workload is now exceeding our secretarial resources and we are employing a temporary to help with reproduction.

The salary range is proposed to be \$15,800-\$22,500.

RECOMMENDATION:

That the Administration and Finance Committee recommend advertising the position of secretary.

LMJ:jmo

REGIONAL TRANSIT BOARD  
CLASS SPECIFICATION

Class Title: Secretary

Work involves responsible ongoing assignments and a variety of moderately complex clerical duties. Assignments involve word processing and typing, public contact or committee work, ability to take and transcribe minutes of meetings, and other related assignments.

Positions in this class usually are sole support personnel for a unit or program and much of the work is performed independently. Duties are performed according to standardized practices and procedures but incumbent must exercise judgment in relating particular assignments to the intent of the procedures. Supervision is general and not always readily available. Work is reviewed upon completion by staff for whom work is performed and by the supervisor at his/her discretion.

Incumbent will perform all tasks necessary to carry out the function(s) of the job as directed by the supervisor.

Work Examples (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

1. Types reports and charts from longhand, dictaphone and paste-ups as assigned. Corrects punctuation, spelling and obvious errors in grammar and the "sense of material." Proofreads work for accuracy and neatness. May involve typing assignments with difficult formats requiring judgment and skill in determining the best layout for the purpose of the material, or the transfer of data from various sources to other formats requiring the exercise of judgement. Involves helping others to determine appropriate formats from various material, as necessary.
2. Has extensive contact with the public, committee members and staff from other programs for a variety of purposes from routine to complex. Answers inquiries about current program activities, and policies of the program which may involve answering committee members' questions about agenda items and interpreting public inquiries so they may be answered or routed to another person. Places calls to obtain various information related to assignments.
3. Assists in preparation of committee agenda; coordinates with staff and Program Manager to finalize agenda items. Responsible for following through to obtain, type, assemble, duplicate and mail material in neat, timely, and accurate fashion. Responsibilities may involve several active committees or task forces. Keeps track of items moving from one committee to another and takes action to clarify and implement action to be taken. Appropriately rewrites cover memos on agenda items to transit to next committee.

4. Takes minutes at meetings as a regular assignment involving extensive note taking during meetings in order to follow the sense of the meeting and take appropriate notation of key points. Often required to read back complicated motion activity. Minutes are generally used as a final product with few changes required. May use shorthand for letters and memos.
5. May perform duties such as duplicating material, opening and distributing mail, maintaining supplies, arranging meeting rooms, filing and record-keeping.
6. Spends considerable portions of the job performing highly responsible ongoing or periodic duties such as the following:

Serves as liaison between superior and staff members in transmitting substantive information, assignments and reports. Follows up on assignments made by the superior. Informs him/her frequently by memoranda of progress, causes for delay, problems, etc.

Provides substantive answers to persons calling on the superior's phone and contacting the office in person in an attempt to handle the contact for the superior, if possible.

Sets up, carries out and monitors effectiveness of procedures for new clerical or administrative activities, such as setting up format and maintenance procedures for new filing system requiring extensive knowledge of the program.

Maintains official files, which have legal responsibility implications.

Receives and appropriately routes superior's mail and follows up on responses. Retains that which must be answered directly from the superior. Prepares independent responses to inquiries on both routine and substantive matters requiring interpretation of unit's programs and policies. For those matters requiring the superior's direct attention, attaches pertinent and previous materials from files and submits to superior for disposition. Prepares replies to such correspondence from dictation or outline as directed by the superior.

Assembles information for production, progress, or other reports requested by the superior by obtaining materials from other staff members and department files. Prepares or assists in the preparation of the contents of some reports.

#### Knowledge, Skills and Abilities

For entry to the class:

1. Ability to operate word processing equipment and understand word processing functional capabilities.
2. Above average typing speed, neatness, and accuracy using an electric typewriter. Ability to lay out typed narrative and statistical information in attractive and understandable formats.

3. Ability to use shorthand or other recognized notetaking skill to take and transcribe minutes of meetings. Ability to understand the general subject matter and issues involved and follow the sense of the meeting.
4. Knowledge of and ability to apply basic rules of English language grammar and spelling. Ability to compose clear, grammatically correct sentences, paragraphs, and short memos and reports.
5. Ability to establish and maintain effective person to person work relationships where non-routine, cooperative problem solving is involved, or where gaining concurrence or cooperation is required through discussion and persuasion.
6. Ability to understand and carry out general, complex written and oral instructions and apply them to specific situations.
7. Knowledge of and ability to apply accepted filing procedures.
8. Ability to establish and maintain procedures for a variety of administrative functions.

Developed on the job:

1. Extensive knowledge of and ability to converse knowledgeably about the unit or program.
2. Knowledge of other programs where work assignments involve cross relationships with other areas.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 7, 1985  
TO: Regional Transit Board  
FROM: Administration and Finance Committee  
SUBJECT: Authorization to Advertise Administrative Assistant Position

At its meeting of April 4, 1985, the Administration and Finance Committee unanimously recommended posting an advertisement to fill an administrative assistant position.

RECOMMENDATION:

That the Regional Transit Board approve advertising for the position of administrative assistant.

LMJ:jmo

Ruth Franklin  
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 29, 1985  
TO: Administrative and Finance Committee  
FROM: Leslie M. Johnson, Director of Administration  
SUBJECT: Authorization to Advertise Administrative Assistant Position

At its meeting of January 21, 1985, the Board approved a staffing plan including a personnel specialist/administrative aide position. The committee is now asked to recommend posting an advertisement to fill an administrative aide position.

As Director of Administration, I have become impressed with the myriad of issues from locating a per diem check, to resolving a policy interpretation, to writing a Title VI report, to drafting personnel documents, etc., begging my time and also the amount of time required for the small issues without regard for the time one would like and should devote to researching, brainstorming, and polishing the more important policy and systems issues. I feel in need of some good right-hand help in the form of an administrative aide to whom I may freely assign legwork, research, and drafting and expect educated judgement and completed staff work.

Likewise, I am being made aware of the degree of work coming in the assumption of transit programs from Minnesota Department of Transportation and the preparation, monitoring, and reporting connected to Metropolitan Transit Commission related Urban Mass Transportation Administration (UMTA) funding. In addition, I am concerned about internal records systems and researching RTB computer needs. In short, I perceive ample work requirements to justify an administrative aide. I have designed the job description to be a primary resource in personnel administration and yet capable in data, research and grant/report writing.

The salary range is proposed to be \$18,700 to \$27,600.

RECOMMENDATION:

That the Administration and Finance Committee recommend advertising the position of administrative aide.

LMJ:jmo

REGIONAL TRANSIT BOARD  
CLASS SPECIFICATION

Class Title: Administrative Aide to the Director of Administration

Nature of Work

The work of this position is to assist the Director of Administration by performing various administrative tasks and working on special projects.

Administrative tasks and special projects will be assigned in the areas of support services, personnel administration, grantmanship--preparation and reporting, contract administration and research.

Responsibilities

1. Works closely with the Director in providing administrative services to all divisions of the Regional Transit Board (RTB).
2. Represent the Director whenever designated to do so.
3. Serves as primary resource for personnel administration tasks, including but not exclusively, resolving payroll and benefit problems, designing personnel forms, maintaining personnel records and files, and doing research and drafting in the amending of personnel policy documents, classification specifications, and recruitment materials.
4. Monitor various public and private publications and other information sources.
5. Develop statistical and other data for use by and under the direction of the Director of Administration and prepare necessary reports.
6. Participate in the establishment and maintenance of an efficient and effective records management system.
7. Participate in developing and maintaining an agency-wide administrative policy and procedures manual including forms.
8. Responsible for researching, analyzing, and coordinating special projects as assigned by the Director of Administration. Recommends to the director those action steps necessary to carry out these projects.
9. Performs other duties as assigned by the Director of Administration.

Qualifications:

1. College degree is required.
2. Specific education and/or experience in administration and management is required.

3. Specific education and/or experience in personnel administration.
4. Ability to write well and communicate effectively is required.
5. Good mathematical and analytical skills are required.
6. Must have the ability to establish and maintain good working relationships with all levels of management.
7. Good work record.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 7, 1985  
TO: Regional Transit Board  
FROM: Administration and Finance Committee  
SUBJECT: "Agreement of Funds Distribution," Regarding 1984 Tax Levy Receipts and 1985 Tax Anticipation Certificate Note Proceeds

On Thursday, April 4, 1985, the Administration and Finance Committee reviewed a proposed "Agreement of Funds Distribution" pertaining to the accounting and distribution of funds received from the 1984 tax levy, receivable in 1985, and the 1985 tax anticipation certificate notes. Specifically, an agreement of funds handling between the Regional Transit Board and the Metropolitan Transit Commission. The Committee recommends the agreement for Board approval.

RECOMMENDATION

That the Regional Transit Board authorize the chairman to enter into an agreement with the Chairman of the Metropolitan Transit Commission, titled "Agreement of Funds Distribution" and relating to receipts and deposit from the 1984 tax levy and the 1985 tax anticipation certificate notes.

Ruth Franklin  
Chair

GB:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 29, 1985  
TO: Administration and Finance Committee  
FROM: Leslie M. Johnson, Director of Administration  
SUBJECT: Approval of Metropolitan Transit Commission (MTC) Memorandum  
of Agreement Re: Tax Anticipation Notes

Attached is a proposal "Agreement of Funds Distribution" between the Regional Transit Board (RTB) and Metropolitan Transit Commission (MTC) which provides the basis for the deposit, transfers and accounting of the revenues of the 1984 tax levy and receipts related to the 1985 issue of tax anticipation certificate notes.

These funds would necessarily flow through the RTB accounts with transfers to the MTC for appropriated uses and temporary investments. However, funds earmarked for deposit in the escrow account to provide payment of the Tax Anticipation Notes will be withheld and deposited in the escrow account as scheduled and provided.

The RTB would also withhold and retain amounts to cover incurred expenses related to the tax levy and note issue.

RECOMMENDATION:

That the Administration and Finance Committee recommends that the Chairman of the Regional Transit Board be authorized to enter into an agreement with the Chairman of the Metropolitan Transit Commission, titled "Agreement of Funds Distribution" and relating to receipts and deposit from the 1984 tax levy and the 1985 tax anticipation certificate notes.

LJ:GB:jmo

## Agreement of Funds Distribution

Whereas, the Regional Transit Board by Resolution 84-7 provided for the 1984 levy of Ad Valorem property taxes, collectible in 1985, for the purpose of payment of existing debt service, expenses of operating transit services, and these funds are designated for Metropolitan Transit Commission (MTC) operations;

Whereas, the Regional Transit Board by Resolutions 85-2 and 85-3 authorized the issuance of tax anticipation certificate notes to provide cash flows;

Whereas, the Regional Transit Board will enter in agreements with First Trust Company of St. Paul to act as escrow and paying agent of the Board's Tax Certificate Notes;

Therefore, this agreement, regarding these 1985 funds only, provides that the Metropolitan Transit Commission will be in receipt, excepting only costs herein specified, of these funds and the Metropolitan Transit Commission having full knowledge of lawful regulations, Board agreements and resolutions, agrees to abide by such terms and conditions.

It is further agreed that:

1. The Board will transfer receipts to the account of the Metropolitan Transit Commission;
2. The Board will withhold certain of these receipts for:
  - a. Placement in the escrow account;
  - b. Amounts to cover Regional Transit Board costs related to the subject tax levy and note issue.
3. The Metropolitan Transit Commission will provide the Regional Transit Board with reports appropriate to funds and account status as may hereafter be described.

Signed \_\_\_\_\_  
Chairman, Regional Transit Board

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Chairman, Metropolitan Transit  
Commission

Date \_\_\_\_\_

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 7, 1985  
TO: Regional Transit Board  
FROM: Administration and Finance Committee  
SUBJECT: Review and Approval of Title VI Document

At its meeting of April 4, 1985, the Administration and Finance Committee unanimously recommended approval of the Title VI documentation.

RECOMMENDATION:

That the Regional Transit Board approve the Title VI documentation, dated March 22, 1984, authorizing Ghaleb Abdul-Rahman to execute the "Assurance."

LMJ:jmo

Ruth Franklin  
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 29, 1985  
TO: Administration and Finance Committee  
FROM: Leslie M. Johnson, Director of Administration  
SUBJECT: Review and Approval of Title VI Document

Committee and Board members may or may not be aware that we are involved in a joint application with Metropolitan Council and Metropolitan Transit Commission (MTC) for UMTA planning funds, the \$313,000 part of our budgeted revenues. Said application requires a report on the Civil Rights Act compliance activities of the applicant called the Title VI documentation--attached.

Committee review and approval is requested for purposes of authorizing a signature to the "Assurance of Compliance with Title VI of the Civil Rights Act of 1984," Exhibit A. The Assurance constitutes a policy document. The report itself is routine although member suggestions for additions or improvements to it will be welcome.

RECOMMENDATION:

That the Administration and Finance Committee recommend approval of the Title VI documentation, dated March 22, 1984, authorizing Ghaleb Abdul-Rahman to execute the "Assurance."

LJ:jmo

CIVIL RIGHTS TITLE VI DOCUMENTATION  
REGARDING TECHNICAL AND PLANNING ASSISTANCE

REGIONAL TRANSIT BOARD  
270 METRO SQUARE BUILDING  
ST. PAUL, MINNESOTA

The material contained in this report is submitted to the Urban Mass Transportation Administration (UMTA) by the Regional Transit Board (RTB) of the "Twin Cities" Metropolitan Area to satisfy requirements of Circular 1160.1, Chapter III, Title VI Documentation Regarding Technical and Planning Assistance.

## TABLE OF CONTENTS

	<u>Page Number</u>
Introduction	1
1. General Requirements	2
2. Profile of the Metropolitan Planning Organization and the Urbanized Area	4
a. Description of the Metropolitan Planning Organization (MPO)	4
b. Description of the Urbanized Area--Map Profile	6
c. Identification of Transit Systems Within the Urbanized Area	8
3. Citizen Involvement in Planning and Programming	9
a. Dissemination of Information	9
4. Identification and Consideration of Transit Needs in the Planning Process	10
a. Opinion Survey Techniques	10
b. Needs Analysis	10
c. Use of Identified Needs	10
d. A-95 Review Process	10
APPENDICES	
Exhibit A - Assurance of Compliance with Title VI of the Civil Rights Act of 1964	11
Appendix A to Title VI Assurance	14
Appendix C to Title VI Assurance	16

### Introduction

UMTA Circular C 1160.1 states as its purpose, "This circular contains instructions by which applicants will supply information and analyses bearing upon compliance with Title VI of the 1964 Civil Rights Act regarding transit services and related benefits. The information supplied shall form the basis during the application stage for determining compliance or non-compliance with Title VI."

This circular has four chapters, the first being general requirements and the other three being specific to the various UMTA programs, such as Section 3 and 5 (Capital and Operating Assistance), and Section 8 (formerly Section 9) Planning and Technical Assistance. Since the Regional Transit Board is not an operating agency, it uses Section 8, Planning and Technical Assistance grants.

This report, therefore, addresses the general requirements and Chapter III, Planning and Technical Assistance, of Circular C 1160.1. The Regional Transit Board is a new organization created by the Minnesota Legislature in 1984, for the purposes of encouraging alternatives to the single-occupant vehicle and for the development of transportation services designed to meet public needs efficiently and effectively. By law, the exercise of any powers by the Regional Transit Board must be consistent with the exercise by the Metropolitan Council of any of its powers.

Because the Metropolitan Council, the newly created Regional Transit Board, and the Metropolitan Transit Commission are a hierarchy of public transit jurisdiction serving essentially the same geographic area Regional Transit Board staff have, to avoid duplication, referenced the UMTA Title VI Exhibits of the Metropolitan Council, prepared July 1978, and the Metropolitan Transit Commission, prepared April 1978, and their respective subsequent annual updates.

RESPONSES TO CIRCULAR 1160.1, CHAPTER I, PARAGRAPH 4, "GENERAL REQUIREMENTS."

GENERAL REQUIREMENTS

- a. In applying for assistance under UMTA activities all applicants must have on file a current Title VI Assurance as specified in DOT Title VI Regulations (49 C.F.R. Part 21).

A Title VI Assurance and appendices is attached as Exhibit A.

- b. A concise description of the following or the lack thereof must accompany all applications. If the noted matters have remained unchanged from a previous application, the applicant need only so indicate.

- (1) Any lawsuits or complaints alleging discrimination on the basis of race, color or national origin filed against the applicant within the past year together with a statement of status or outcome of each such complaint or lawsuit.

There have been no lawsuits alleging discrimination on the basis of race, color or national origin filed against the Regional Transit Board, created July 1, 1984, during the past year. This will be reaffirmed in each annual grant application.

- (2) Any pending application by the applicant to any Federal agency other than UMTA.

There are no pending applications by the Regional Transit Board to any federal agency other than UMTA.

- (3) Any civil rights compliance review performed or being performed on the applicant by any local, state, or Federal agency during the two-year period before the application together with a statement of the status or outcome of such reviews.

As noted above, the Regional Transit Board is a new organization and no civil rights compliance review has been performed upon the Regional Transit Board.

- (4) The manner in which Title VI will be enforced by the grantee in regard to contractors.

Title VI will be enforced by the Regional Transit Board in accordance with requirements of the Department of Transportation, UMTA, and Title 49, Code of Federal Regulations, Part 21, as may be amended from time to time, policies of the RTB to be adopted, and provisions of Exhibit A, Appendix A, attached hereto, of this Title VI document. During the interim, before the adoption of more extensive policies, the Regional Transit Board will be guided by policies of the Metropolitan Council, Mn/DOT, the Metropolitan Transit Commission (both the Metropolitan Council and the Metropolitan Transit Commission have submitted their policies to UMTA, they are, by reference, included herein) and the following statement of policy of the Board:

The Regional Transit Board hereby affirms its policy of providing equal opportunity in: employment; citizen participation in program planning; the provision of services to the public; economic opportunities; and participation in, and receipt of benefits derived from federally funded programs. The Board will comply with current applicable federal and state statutes and regulations and local ordinances in implementing this policy.

No person or organization shall, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, or political affiliation be excluded from participation in, be deprived of the benefits of, or be subject to discrimination by the Regional Transit Board.

The Board shall undertake affirmative action efforts to ensure equal opportunity in employment, citizen participation in program planning, business opportunities afforded by the provision of goods or services to the Board, and participation in federally funded programs.

RESPONSES TO CIRCULAR 1160.1, CHAPTER III, "TECHNICAL AND PLANNING ASSISTANCE," PARAGRAPH 2, "PROFILE OF THE METROPOLITAN PLANNING ORGANIZATION AND URBANIZED AREA."

Paragraph 2.(b) Description of the Regional Transit Board of the Minnesota "Twin Cities" Metropolitan Area.

Responsive to a finding that there was a need for the creation of regional transit programs and agencies to provide for essential mobility and transportation options in the metropolitan area, for the encouragement of alternatives to the single-occupant vehicle and for the development of transportation service designed to meet public needs efficiently and effectively, the Minnesota Legislature created the Regional Transit Board in 1984 as a public corporation and political subdivision of the State. The Legislature prescribed by law the following goals:

- (a) to provide, to the greatest feasible extent, a basic level of mobility for all people in the metropolitan area;
- (b) to arrange, to the greatest feasible extent, for the provision of a comprehensive set of transit and paratransit services to meet the needs of all people in the metropolitan area.
- (c) to cooperate with private and public transit providers to assure the most efficient and coordinated use of existing and planned transit resources; and
- (d) to maintain public mobility in the event of emergencies or energy shortages.

The Regional Transit Board consists of 14 members appointed by the Metropolitan Council plus a Chair who represents the region as a whole and is appointed by and serves at the pleasure of the Governor. The Chair and following members from each of the following districts have been appointed:

Elliott Perovich, Chairman

District A	Todd Lefko
District B	Ruben Acosta
District C	Bernard Skrebes
District D	Doris Caranicas
District E	John E. Doyle, Sr.
District F	Gail MarksJarvis
District G	Jim Newland
District H	Peg Snesrud
District I	Alison Fuhr
District J	Juanita Collins
District K	Steve Loeding
District L	Ruth Franklin
District M	Paul Joyce
District N	Edward Kranz

See Attachment A for a demographic map of Regional Transit Board members and the districts they represent.

In order for the Regional Transit Board to conduct planning activities and to coordinate planning by both government and the private sector, the Legislature has authorized the Board to do the following:

- (1) The board shall offer, use and apply its services to assist and advise transit providers in the metropolitan transit area in the planning, promotion, development, operation and evaluation of programs and projects which are undertaken or proposed to be undertaken by contract with the board, and shall seek out and select recipients of this assistance and advice.
- (2) Provide financial assistance to the Metropolitan Transit Commission and other providers in furtherance of and in conformance with the implementation plan of the board.
- (3) Adopt a transit service implementation plan describing the planning, functions, and activities to be performed by or under the direction or auspices of the board in implementing the policy plan adopted by the Metropolitan Council.
- (4) Establish a program to ensure participation by representatives of local government units and the coordination of the planning and development of transit by local government units. The board shall encourage the establishment of local transit planning and development boards by local governments for the purpose of:
  - (a) assisting and advising the transit board in preparing the implementation plan, including the identification of service needs and objectives;
  - (b) preparing, or advising and assisting local units of government in preparing the transit study and service plan.
- (5) Implement a project to coordinate special transportation service in the metropolitan area.
- (6) Encourage participation in the project by public and private providers of special transportation service currently receiving capital or operating assistance from a public agency.
- (7) Contract with public and private providers that have demonstrated their ability to effectively provide service at reasonable cost.
- (8) Encourage public agencies that provide transportation to eligible individuals as a component of human services and educational programs to coordinate with the project and to allow reimbursement for services provided through the project at rates that reflect the public cost of providing those services.

Paragraph(s) 2.C. (1) (2) (3) (4), Description of the Urbanized Area.

For this information, UMTA is referred to the Metropolitan Transit Commission's 1983 Title VI submittal which information remains unchanged, describes the Regional Transit Board's geographic area, and fulfills the requirements of Circular 1160.1, Chapter III, Paragraph 2.C. For purposes of the map requirement, refer likewise to the Metropolitan Council's and Metropolitan Transit Commission's 1984 annual update of the Title VI Exhibit.

Paragraph 2.C.(5) History of informational meetings, small group meetings, and formal public hearings held during the past year.

The following public meetings and hearings pertaining to transportation were held by the Regional Transit Board, between October 29, 1984 and January 30, 1984.

- |                                      |                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 29, 1984                     | Abdul-Rahman meeting with J. Orlen of the Science Museum regarding a transit exhibition.                                                                                                                                                                                                                      |
| October 29, 1984                     | Participation in meeting held by Governor Perpich to discuss Light Rail Transit with business leaders.                                                                                                                                                                                                        |
| October 30, 31, and November 1, 1984 | RTB co-sponsor of Minnesota Public Transit Association annual conference at Radisson Plaza. The theme of the conference was "New Directions in Minnesota Transit."                                                                                                                                            |
| November 8, 1984                     | Perovich and Abdul-Rahman meeting with J. Orlen of the Science Museum regarding a transit exhibition.                                                                                                                                                                                                         |
| November 8, 1984                     | Perovich and Abdul-Rahman tour DARTS                                                                                                                                                                                                                                                                          |
| November 21, 1984                    | Abdul-Rahman meeting with Dr. Yorgos Stephanedes of University of Minnesota regarding establishment of a transit center.                                                                                                                                                                                      |
| November 26, 1984                    | Perovich at conference on Public Service scheduled by T. Kolderie.                                                                                                                                                                                                                                            |
| November 26, 1984                    | Retreat and dinner with private and local operators of transit services. The agenda included discussion of Opt-out projects, panel on county transportation programs, panel on community transportation programs, discussion of private regular route transit operators and Metro Mobility private providers. |
| December 2, 1984                     | Perovich speaker at League of Women Voters meeting.                                                                                                                                                                                                                                                           |
| December 4-8, 1984                   | Regional Transit Board mailed approximately 800 copies of its draft Interim Implementation Plan to interested parties and local officials prior to public hearing.                                                                                                                                            |
| December 8, 1984                     | Perovich interviewed by KDWB regarding transit.                                                                                                                                                                                                                                                               |

December 8, 1984 Abdul-Rahman interview at WCCO regarding Light Rail Transit.

December 10, 1984 Perovich and Abdul-Rahman meeting with Dr. Yorgos Stephanedes of University of Minnesota regarding transit center.

December 13, 1984 Perovich meeting with mayor of Babbitt on transit.

December 17, 1984 Public hearing on draft 1985-1987 Interim Implementation Plan.

December 19, 1984 Perovich and Abdul-Rahman meeting with John Derus to discuss Light Rail Transit.

December 20, 1984 Abdul-Rahman speaker at Bloomington Chamber of Commerce meeting to discuss transit.

January 2, 1985 Perovich meeting with Plymouth city officials to discuss opt-out and transit service.

January 2, 1985 Perovich, Abdul-Rahman, Hollander, RTB; L. Olson, Metropolitan Transit Commission; J. Lorenz and J. Johnson, private providers, meeting to discuss coordination of transit service by Metropolitan Transit Commission (MTC) and private lines.

January 7, 1985 Abdul-Rahman meeting with the Minnesota Public Transit Association Executive Committee at Edina Community Center.

January 9, 1985 Perovich discussed with the Metropolitan Council Chairman's Advisory Committee, composed of local officials, the Light Rail Transit decision-making process and studies.

January 17, 1985 Perovich presentation to the League of Women Voters in St. Paul regarding Light Trail Transit process and 1985 legislative activities.

January 22, 1985 Perovich and Abdul-Rahman meeting with Dr. Yorgos Stephanedes of University of Minnesota regarding transit center.

January 24, 1985 Regional Transit Board and Minnesota Public Transit Association co-sponsor an informational meeting regarding the status of RTB organizational development, review and comment on the RTB legislative package for 1985 and review of the 1986-1987 biennial budget package proposed by Mn/DOT.

- January 24, 1985 Perovich addresses the Burnsville Jaycee Women regarding the role of the Regional Transit Board and the Light Rail Transit decision process.
- January 25, 1985 Perovich and Curt Johnson, Citizens' League, interviewed for public television by Arthur Naftalin regarding light rail transit in the Twin Cities Metropolitan Area.
- January 30, 1985 Perovich moderates panel discussion on providing transit service to suburban areas at the State of the Region event.

Paragraph 2.C. (6)

See Metropolitan Council's 1984 annual update of the Title VI Exhibit.

Paragraph 2.C.d. Identification of Transit Systems within the Urbanized Area.

The Metropolitan Transit Commission is the sole public transit operator for the Metropolitan Area. Listed below are the three private operators of transit in the area:

North Suburban Lines  
James Lorenz, Owner  
8600 Xylite Street NE  
Minneapolis, MN 55434

Medicine Lake Lines  
Marvin Johnson, Owner  
835 Decatur Avenue North  
Minneapolis, MN 55427

Valley Transit, Inc.  
James Knob, Operator  
230 North Second Street  
Stillwater, MN 55082

The transit service area is shown on the profile base map provided by the Metropolitan Council and MTC (See Paragraph 2.C.(1) above).

PARAGRAPH 3. CITIZEN INVOLVEMENT IN PLANNING AND PROGRAMMING

a. Dissemination of Information

- (1) The Regional Transit Board has contracted the Metropolitan Council to prepare the Board's media releases. In order to help people remain current concerning the Regional Transit Board and committee activities, the Council publishes detailed summaries of Board-related actions, lists of upcoming meetings in their publication Review. The Review is published bi-weekly with weekly updates and has a distribution list of 3,500 people. The Council also publishes a monthly magazine, Metro Monitor, which has a circulation of over 50,000 people. The Metro Monitor provides a forum for an in-depth look at regional issues. Both publications are free and any resident can be placed on their mailing lists. In addition, both publications are distributed on buses and newstands in public places in downtown areas, colleges, hospitals and shopping centers.

To date, the Regional Transit Board has not been involved in any construction projects and re-routing and schedule changes are the responsibilities of the public transit operators. Please refer to the Metropolitan Transit Commission Title VI document.

- (2) The Metropolitan Council has also been contracted to prepare legal notices, news releases and other public information of the Regional Transit Board. The Council is currently preparing a list of "to date" Regional Transit Board public information service releases and we will transit it to your offices at a later date.

The Metropolitan Council maintains a newspaper clipping file covering numerous topics including mass transit. The Metropolitan Council library staff clips three major newspapers daily (one Minneapolis and two St. Paul newspapers), along with the University of Minnesota newspaper, the Minnesota Daily and U.S.A. Today. The Council also subscribes to a newspaper clipping service, Western Press, which clips articles from 89 local and suburban newspapers (minority, ethnic, and neighborhood) every week then sends them to the Council on Friday.

The Council also maintains computerized, up-to-date mailing lists of over 25,000 people and organizations for the purpose of job recruitment; public hearings and legal notifications. This list can be broken down by specific geographical or topical interest areas to target mail notices.

- (3) The minority newspapers listed below are used for job recruitment and some legal notices (MBE programs, etc.).\*

St. Paul Recorder (weekly)  
Twin Cities Courier (weekly)  
Minneapolis Spokesman (weekly)  
La Voz (monthly)

\*For additional names of minority owned and operated newspapers reference Metropolitan Council's Title VI exhibit, appendix D.

- (4) The Regional Transit Board has not to date implemented projects or service charges.
  - (5) With reference to items (1) and (2) above wherein the Metropolitan Council prepares RTB media releases, the Metropolitan Council reaches 100 per cent of the Seven-County area population with media releases.
- b. See Metropolitan Council's 1984 annual update of the Title VI Exhibit.
  - c. See Metropolitan Council's 1984 annual update of the Title VI Exhibit.

PARAGRAPH 4. IDENTIFICATION AND CONSIDERATION OF TRANSIT NEEDS IN THE PLANNING PROCESS.

- a. Opinion Survey Techniques. (See Metropolitan Council's 1984 annual update of the Title VI Exhibit).
- b. Needs Analyses The Regional Transit Board is guided by the policies of the Metropolitan Council and the goals established by the Legislature; and, provides in its Interim Implementation Plan for the completion of a comprehensive Public Transit Needs Analysis Study pursuant to adoption of a legislatively required Transit Service Implementation Plan to be submitted to the Metropolitan Council by August 1, 1986. The Transit Service Implementation Plan will embody adopted policies of the Regional Transit Board responsive to the findings of its Needs Analysis Study. In the interim, the Regional Transit Board acknowledges materials contained in the current Title VI Exhibits of the Metropolitan Council and Metropolitan Transit Commission regarding "Identification and Consideration of Transit Needs in the Planning Process." The Regional Transit Board specifically affirms its commitment to the citizen participation policies and activities of the Metropolitan Council and to affirmative action to address the public transit needs of minority groups.
  - (4) The proposed 1984 UPWP contains a work activity entitled Non-English Speaking Market Study to analyze the transit needs and impediments to transit use, of the non-English speaking population of the Twin Cities. This is aimed especially at studying the large Hmong community that has recently migrated to St. Paul.
- c. See Metropolitan Council's 1984 annual update of the Title VI Exhibit.
- d. See Metropolitan Council's 1984 annual update of the Title VI Exhibit.

EXHIBIT A

ASSURANCE OF COMPLIANCE WITH  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
(DEPARTMENT OF TRANSPORTATION)

The Regional Transit Board (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition of receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to Title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Urban Mass Transportation Administration (UMTA), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to the project:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsection 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with a project under the Urban Mass Transportation Act of 1964, as amended (the UMTA Act), and, in adapted form, in all proposals for negotiated agreements:

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure, that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. Not applicable.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space, on, or over, or under such property.
7. That where the Recipient receives Federal financial assistance to carry out a program of managerial training under Section 10(a) of the Urban Mass Transportation Act of 1964, as amended, the assurance shall obligate the recipient to make selection of the trainee or fellow without regard to race, color, sex or national origin.
8. That where the Recipient receives Federal financial assistance to carry out a program under the Urban Mass Transportation Act of 1964, as amended, the assurance shall obligate the recipient to assign transit operators and to furnish transit operators for charter purposes without regard to race, color, sex or national origin.
9. That where the Recipient receives Federal financial assistance to carry out a program under the Urban Mass Transportation act of 1974, as amended, routing, scheduling, quality of service, frequency of service, age and quality of vehicles assigned to routed, quality of stations serving different routes may not be determined on the basis of race, color, sex or national origin.
10. That the Recipient shall include the appropriate clauses as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:  
(a) for the subsequent transfer of real property acquired or improved under MN-05-4001; and (b) for the construction of use of or access to space on, over or under real property acquired, or improved under MN-05-4001.
11. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the project, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

12. That the Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantees that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
13. That the Recipient agrees the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, and Regulations and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under Federal Urban Mass Transportation programs and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Urban Mass Transportation Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the recipient.

DATE: \_\_\_\_\_

REGIONAL TRANSIT BOARD

By \_\_\_\_\_  
Ghaleb Abdul-Rahman  
Executive Director

APPENDIX A  
TO  
TITLE VI ASSURANCE

During the performance of this contract, a contractor, for itself, its assignees and successors and interests (hereinafter referred to as the "contractor") agrees as follows:

- (1) Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as "DOT"), Title 49 Code of Federal Regulations, Part 21, as may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination: The contractor, with regard to the work performed or to be performed by it during the Contract shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of said subcontractors. The contractor shall not participate, directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the Contract covers the program set forth in Appendix B of the Regulations.
- (3) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and facilities, as may be determined by the Recipient or the Urban Mass Transportation Administration (UMTA), which would be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information in the exclusive possession of another who fails or refuses to furnish said information is required, the contractor shall so certify to the Recipient or the Urban Mass Transportation Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
- (4) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this Contract, the Recipient shall impose such Contract sanctions as it or the Urban Mass Transportation Administration may determine to be appropriate, including but not limited to:
  - (a) withholding of payments to the contractor under the Contract until the contractor complies, and/or
  - (b) cancellation, termination or suspension of the Contract, in whole or in part.

- (5) Incorporation of Provisions: The contractor shall include the provisions of paragraph (1) through (5) in every subcontract unless exempted by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as a Recipient or the Urban Mass Transportation Administration may direct as a means of forcing such provisions, including sanctions for noncompliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with the subcontractor or supplier as a result of such direction, the contractor may protect the interest of such Recipient. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX C  
TO  
TITLE VI ASSURANCE

The following clauses shall be included in all deeds, licenses, permits or similar instruments entered into by the Recipient pursuant to the provisions of Assurances 10(a).

The grantee, licensee, lessee, permittee, etc., as appropriate, for himself, his heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add "as a covenant running with the land") that in the event facilities are constructed, maintained or otherwise operated on the said property described in this deed (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving a provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.,) shall maintain and operate such facility and services in compliance with all the requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted program of the Department of Transportation-Affectation of Title VI of the Civil Rights Act of 1964; and as said regulations may be amended.

That in the event of a breach of any of the above nondiscrimination covenants, the Regional Transit Board shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess the said land and facilities thereon, and to hold the same as if (license, lease, permit, etc.) had never been made or issued.

That in the event of breach of any of the above nondiscrimination covenants, the Regional Transit Board shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and invest in and become the absolute property of the Regional Transit Board and its assigns.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 12, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Election of Officers and Appointment of Committee Chairs

As you will note on the attached excerpts from the Bylaws, a nominating committee is to be appointed by the chair to select a slate of candidates for officers of the Board. Accordingly, I am appointing the following members to serve on such a committee and ask that they meet and report back to me.

Doris Caranicas  
Alison Fuhr  
Paul Joyce

I am also obliged under the Bylaws to appoint chairs and members to the standing committees. I would like each of you to let me know in writing whether or not you are interested in serving as a chair or vice-chair and which committee you would prefer.

EP/mf  
Att.

B. ELECTION OF OFFICERS

1. Nominating Committee

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

2. Election Meeting

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

ARTICLE III - COMMITTEES

A. STANDING COMMITTEES

1. Designation, Membership and General Responsibilities

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

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

Hambert 4/15/85

## CORRIDOR SCOPE OF WORK FOR PRELIMINARY ENGINEERING

CORRIDOR	MANAGEMENT AND ADMINISTRATIVE	SYSTEMS PLANNING AND ENGINEERING	ROUTE ENGINEERING AND DESIGN	STATION DESIGN	SUPPORT FACILITIES DESIGN	COST ESTIMATE	FINANCIAL RESOURCES	STATION AREA MASTER PLANNING	IMPLEMENTATION PLAN
<b>UNIVERSITY AVENUE</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>HIAWATHA AVENUE</b>	✓	(1) ✓	(2) ✓		✓			✓	
<b>SOUTHWEST</b>	✓	(1) ✓	(3) ✓					✓	

- (1) *Systems Planning And Engineering For Hiawatha Ave. And Southwest Primarily Consists of Downtown Minneapolis Route Alignments And Connections.*
- (2) *Route Engineering Tasks For Hiawatha Ave. Will Extend To Lake St. From Downtown Minneapolis To Incorporate Yards And Shops. Other Work To Co. Rd. 62 Will Coordinate With Final Roadway Design.*
- (3) *Route Engineering Tasks For Southwest Will Be Limited To Station Location And Technical Work To Complete The Final EIS.*

*Handwritten: 4/15/85*

LRT RFP/CONSULTANT SELECTION PROCESS  
Timeline  
Draft 4/12/85

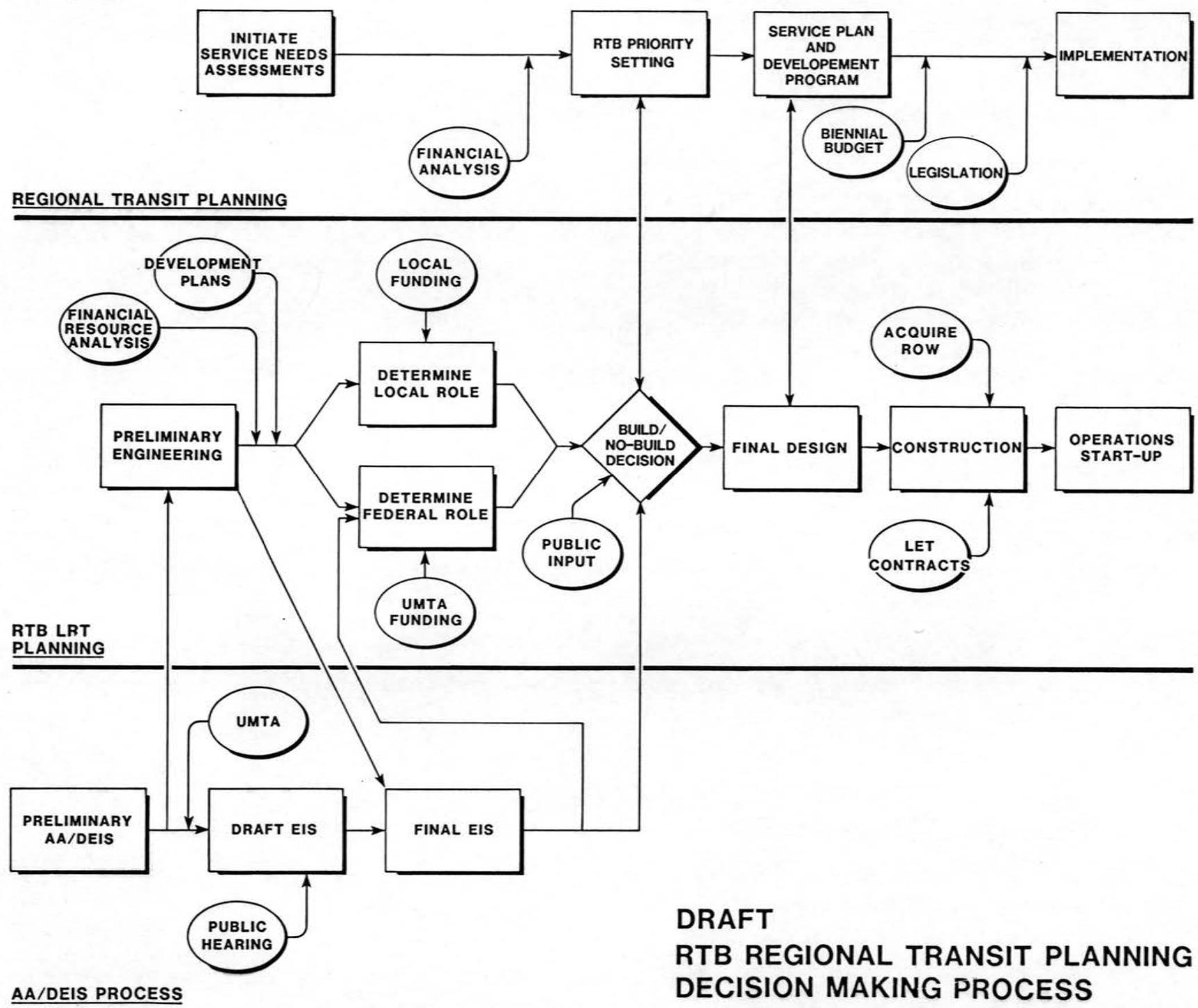
- April 16 - SRFI/RTB/MC staff review.
- April 16-18 - Revise and send to LRT RFP Committee.
- April 19 - LRT RFP Committee. Review Draft RFP.
- April 19-25 - Revise RFP based on 5/19 Comments.
- April 25 - Mail RFP to Policy Committee.
- May 1 - Policy Committee. Special Meeting to Approve RFP.
- May 6 - Board Meeting. Approve Issue of RFP.
- May 7 - Mail out RFP's.
- May 21 - Pre-proposal Conference.
- June 7 - Proposals Due.
- June 13 - Short List.
- June 20/21 - Interviews.
- June 21 - A & F Committee Mailing. Recommend Consultant Selection.
- June 27 - A & F Committee. Recommend Consultant Selection to Board.
- July 1 - Board Meeting. Approve Consultant Selection.
- July 3 - A & F Committee Mailing. Include Recommended Consultant Contract.
- July 11 - A & F Committee Meeting. Recommend Consultant Contract.
- July 15 - Board Meeting. Approve Consultant Contract.

Handout 4/15/85  
KRT B

BASIC WORK AREAS  
LRT PRELIMINARY ENGINEERING  
TWIN CITIES METROPOLITAN AREA

ENGINEERING	CORRIDOR TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING	DEVELOPMENT PLANNING	ORGANIZATION FINANCE MANAGEMENT PLAN & DEVELOPMENT	PUBLIC INFORMATION
Route Alignments	Traffic Management Plans	Station Areas	Financial Resources	Public Relations
Operations Plans	Traffic Movement Analysis	Downtowns	Cash Flow	Marketing
Control Plans	Feeder Bus	Joint Development	Financial Plan	Interagency
Communication Plans	Urban Design		Ownership	
Security Plans	Patronage Forecasts		Management	
Vehicle Characteristics	Parking			
Fare Collection				
Track				
Electrification				
Maintenance/Storage				
Stations				
ROW				
Utilities				
Structural				
Cost Estimates				

Hand out 4/15-



**DRAFT  
RTB REGIONAL TRANSIT PLANNING  
DECISION MAKING PROCESS**

AA/DEIS PROCESS