



Minnesota Regional Transit
Board: Records.

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REGIONAL TRANSIT BOARD

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

MEETING CANCELLATION NOTICE

The Regional Transit Board meeting scheduled for June 3, 1985 is cancelled due to lack of agenda items. The next meeting will be held on Monday, June 17, 1985, at 4:30 p.m.

Elliott Perovich
Chairman



REGIONAL TRANSIT BOARD

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

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, June 17, 1985
Council Chambers
4:30 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Slide Presentation on Light Rail Transit Ken Fletcher
4. REPORT OF THE POLICY COMMITTEE Todd Lefko,
Chair
 - a. Interstate Interchange Revisions for T.H. 610 from Xerxes-Beard Avenues to Noble-June Avenues in Brooklyn Park
 - b. Federal Aid Urban Program, City of Bloomington Project Submittal
 - c. Metro Mobility Eligibility Criteria
 - d. I-694 Between T.H. 100 and I-35W, Project Path Report/
Environmental Assessment
5. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
 - a. Approval of Professional Computer Consulting Services
 - b. Approval of Contract with Metropolitan Council for Computer Services
 - c. Authorization to Hire Planner I
 - d. Authorization to Advertise for Project Administrator(s) Position
 - e. Approval of Depository Collateral
 - f. Standard Policies and Procedure for the Deposit, Investment and Safekeeping of Board Monies
7. OTHER BUSINESS
 - a. Chairman's Report
 - 1) Per Diems and Expense Reports
 - 2) Board and Committee Meeting Schedule
 - b. Members' Reports
 - c. Staff Reports

Elliott Perovich
Chairman

* Material will be mailed separately or handed out at the meeting.

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REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
June 17, 1985

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

STAFF PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander and Leslie Johnson, Anne Carroll

The meeting was called to order at 4:30 p.m. and roll taken. An amended agenda, adding the I-694 item and deleting the authorization to hire a secretary, was distributed to the board. Caranicas moved approval of the amended agenda; Acosta seconded the motion. Motion carried unanimously.

Hollander introduced the new summer interns, Tom Pahl, Jackie Ledin, Phyllis Goss and Allen Rogalla.

A slide presentation illustrating light rail transit was made by Ken Fletcher.

REPORT OF THE POLICY COMMITTEE

INTERSTATE INTERCHANGE REVISIONS FOR T.H. 610 FROM XERXES-BEARD AVENUES TO NOBLE-JUNE AVENUES IN BROOKLYN PARK

Lefko reviewed the report of the committee dated June 17, 1985 and moved:

That the Regional Transit Board find the relocation of the proposed interchange from Xerxes-Beard Avenues to Nobles-June Avenues to have no significant impact on transit services.

Snesrud seconded the motion; motion carried unanimously.

FEDERAL AID URBAN PROGRAM, CITY OF BLOOMINGTON PROJECT SUBMITTAL

Lefko reviewed the June 17, 1985 committee report and noted that the committee was concerned that these funds would go for transit. He moved:

That the Regional Transit Board approve the City of Bloomington's submittal of the following project to the Transportation Advisory Board for inclusion in the 1987-1989 Federal Aid Urban Program.

Loeding seconded the motion; motion carried unanimously.

METRO MOBILITY ELIGIBILITY CRITERIA

Lefko said the criteria discussed in the June 17, 1985 committee report would be used until a complete overview is adopted. He moved:

That the Regional Transit Board adopt, on an interim basis, the Rules Governing Individual Eligibility for Special Transportation service for the Metropolitan Area of Minneapolis and St. Paul, including modifications recommended by the Legislative Commission to Review Administrative Rules, and, furthermore, plan to adopt final rules for Metro Mobility eligibility standards at a later time, after receiving public testimony on the matter.

Fuhr seconded the motion; motion carried unanimously. .

I-694 BETWEEN T.H. 100 AND I-35W, PROJECT PATH REPORT/ENVIRONMENTAL ASSESSMENT

Lefko reviewed the June 17 committee report and moved:

That the Regional Transit Board find the Project Path Report and Environmental Assessment for the proposed improvements on I-694 between T.H. 100 and I-35W adequate for the purposes of a finding of no significant impact. The Regional Transit Board requests that the Minnesota Department of Transportation conduct a detailed analysis of the feasibility of transit and High Occupancy Vehicle improvements as part of the detailed design process. The Regional Transit Board will carefully consider this analysis as part of their review of the detailed design. This review is anticipated to occur in the fall of 1985.

Acosta seconded the motion and noted that the committee is trying to develop a cohesive approach to these matters. Vote was taken and the motion carried unanimously.

Lefko directed staff to send a list of the Policy Committee's projects for the next few months to the entire board.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

APPROVAL OF PROFESSIONAL COMPUTER CONSULTING SERVICES

Franklin said the committee met on Thursday, June 13, a week later than its normal schedule. She called upon Les Johnson to explain why this item was such a hurried thing. Johnson said this is a post facto request to approve the contract, which became necessary because of time constraints on a possible interconnection with the Metropolitan Council computer system. The ability to interconnect with the council would be very cost-beneficial to the RTB. He reviewed the June 17 committee report and the staff report dated June 7. The council now has the capacity to provide the needed service but they are obliged to place their order for new equipment very shortly. The consultant, Anne Carroll, was called in to assist in determining what course should be recommended to the board.

Franklin said some Policy Committee members attended the June 13 meeting and discussed the matter at length. The action was unanimously approved by the committee. She moved:

That the Regional Transit Board approve the agreement with Thompson and Company, Inc., in the person of Anne Carroll, for the outlined computer-related professional services.

Lefko seconded the motion.

Snesrud said consulting services were discussed many times in the past. She asked for clarification and background. Johnson said Anne Carroll has many years experience working with computers. For the past three years she has been with Thompson and trains on systems and services. She worked with three local communities in putting together computer options that are currently in use. She was strongly recommended. Vote was taken; Motion carried unanimously.

APPROVAL OF CONTRACT WITH METROPOLITAN COUNCIL FOR COMPUTER SERVICES

Franklin asked Carroll to make a brief presentation. Some members, at the June 13 meeting, expressed the opinion that they were very pleased with the presentation made by Carroll at that meeting. Johnson said the written agreement will be presented to the board at a later date.

Carroll said she would speak in general terms. Her June 11 letter described how the research was conducted. Every RTB staff member was interviewed and she looked at some hardware options, but the main question was whether the current council system could meet RTB's needs. She noted that the software developed for the Council's Transportation Planning Department is very sophisticated. It will not be used often and is compatible with the IBM micro package. She recommends that the printers be purchased elsewhere.

Snesrud said she has suggested some less expensive IBM products. All maintenance is included in the basic price. The only costs not shown are some micro-based software. In response to Skrebes' question on maintenance, Carroll said all site maintenance from all the vendors would be included, except on the printers. Everything up to the back of the printer is the responsibility of the council. The RTB would be dealt with as though it were a council department with regard to costs and priorities.

Fuhr asked about electronic publishing; Carroll said it is not a data base; it refers to the word processing ability to type an article, incorporate graphics and print on the laser printer with headlines and various type styles.

Fuhr asked whether the Metropolitan Waste Control Commission is going into the council system. Perovich said we are looking at sharing office quarters but we do not know what MWCC computer needs are. Fuhr asked if it would be less expensive if more people came in. Carroll said it probably would not because in three years the hardware will not accommodate more terminals. Adding more channels would be an additional cost.

Doyle asked if this system can interface with MTC. Carroll said it can, in theory, but it is currently not being done. Much of that is up to MTC; they have to allow RTB to link up with them. The status of MTC's system is not known. Doyle said RTB should take the initiative in exploring interfacing with that system. Perovich said the entire system is being updated.

Snesrud said MTC purchased a main frame and is in the process of installing it at a cost of \$1 million. Perovich said MTC has the right not to permit access but we can contact them regarding cooperating with them and using a similar data base. Abdul-Rahman said RTB's information needs are more like those of the Council. We know we can connect with MTC, but that might not be of much value. Loeding said it is an important consideration. We may want to exchange budget information. He would like a good handle on that. Johnson said MTC has been open in sharing information, but it may not be necessary to interconnect the computers. The real issue is sharing of information, which they are willing to do.

Loeding asked if it makes sense to purchase services identical to Transportation Planning or to share with them. Carroll said she is not proposing purchasing separate capability, only the right to access their capability. Loeding said the board is not approving specifics; it is approving a general contract. Johnson said the board is being asked to approve the concept of interconnection and, in effect, approving the interconnection in the sense that the hardware is being ordered. The written document has not been prepared. Loeding asked if the board is approving specific dollar figures. He would be concerned about approving something without a specific dollar amount attached. Johnson said the figures are on the high side. There are more negotiations to be conducted. The chairman said he understands Carroll to be saying that this is basically an agreement. The estimated costs are shown on page 9. It is a package and those figures will not be exceeded and may be lower. Carroll said those are the figures proposed by the Council to RTB. Perovich said it is a firm proposal. Carroll noted that the IBM Time/Space figure is a soft figure because there is no firm information. She believes it will be accurate over the course of several years. Loeding said language stating the the contract will not exceed a certain figure should be included when the motion is made.

Snesrud said she was surprised by this item and has a lot of reservations. Part of her problem is a feeling of being ramrodded. She does not like to be backed into a corner and thinks the board needs some kind of computer system, but there are other alternatives that need to be priced out. Some of these are not realistic. There are many hidden costs with IBM. There are other questions: what is our relationship to the council needs compared to RTB? She doubts the \$5,000 figure on the IBM Time/Space, she asked where the charge is by Four Phase. Carroll said the use of the CPU is included.

Snesrud said the board needs to know what the disaster plan and recovery system is. What is stored outside? It is not adequate. Carroll said it is backed off weekly and monthly offsite. Acosta asked how much downtime there is; Carroll said that is not known.

Snesrud asked if there is a separate data base. Carroll said there is; the archive is not a daily backout charge. Snesrud said it is hard to believe the council is naive enough at this point to present this package at this cost without knowing the outcome. She has dealt with IBM before and sometimes they do not give the true picture. She is concerned about hidden costs and believes the council will charge them back. Perovich asked if she means that this is a good price but she does not believe it is a true price. Snesrud said they cannot provide this. Carroll said it is simply for direct access to IBM, not for what is being run 80-percent of the day. Transportation Planning spends \$30,000 per year and her figures are based on council department figures. The council made a policy decision to cost out RTB as though it were a council department.

Lefko said he was trying to understand what additional costs could be. There is potential for future additional costs and those are calculated in. He asked Snesrud to explain what charges the board does not know about. Snesrud said a backup system--any good system provide for offsite storage. A good system should have two copies of tapes offsite. Just the required tapes for storage are exceeded. Carroll said that is prepaid in the basic package. Snesrud said she is trying to show that the Metropolitan Council is unrealistic in its package price and because of that they will increase the costs in a few years. She does not believe it will cost \$5,000 per year. Carroll said the original estimate is \$36,000 based on the council cost per terminal and estimating 12 terminals. Johnson said Snesrud is referring to an earlier memorandum that called for \$2,700 per terminal, multiplied by 12. That figure did not include other items. It was a preliminary discussion. Snesrud asked if \$2,700 includes items such as support and maintenance. Johnson said they spread the cost of these to all the departments.

Acosta asked what the timeframe is. Is it imperative that the decision be made now? This is a good opportunity and the cost could not be duplicated.

Johnson said the order had to be placed on June 14 so the council can order the equipment. On July 1 Four Phase expects to start delivery. Carroll said the financial package is new and because RTB is smaller, the council would like to bring its staff up as early as August or September.

Acosta asked what the alternatives would meet our needs. Johnson said some kind of minicomputer system would be needed. Carroll said cities with similar staff have spent between \$90,000 to \$200,000 over five years, not including interest, training and support. Added to those costs she estimates \$12,000 to \$18,000 per year for IBM Time/Space. RTB would still have to purchase some kind of CPR to tie into IBM and have to pay for training. Training is included in this package. For maintenance and training alone it is a good price.

Franklin said she would like a motion on the floor. She said the people at the meeting were all convinced this was the best way to go. Staff had earlier felt it would be better to have our own system, but had changed their minds. The committee made a recommendation on June 13 and would like to get this moving. She moved:

That the Regional Transit Board authorize staff to proceed with inter-connecting with the Metropolitan Council for computer service, meaning to order terminals and to negotiate an operational agreement with Metropolitan Council for Regional Transit Board approval.

Acosta seconded the motion.

Joyce said since so many questions have been raised the matter should go back to committee, but there should be specific questions to be answered.

Lefko said the first decision is whether to have our own hook-up and how final are the figures. The figures will come back to the board and be reviewed again. This allows the Council to start ordering things. The board appears to be getting a good solid deal. The final questions can be settled later. He favors approving the item.

Loeding moved that the recommendation be amended to read:

That the Regional Transit Board authorize staff to proceed with inter-connecting with the Metropolitan Council for computer service, meaning to order terminals and to negotiate an operational agreement with Metropolitan Council for Regional Transit Board approval at a cost not to exceed \$24,300 at the end of the first year of its operation.

Doyle seconded the motion.

Johnson said he does not believe that is a problem with the exception of extra software for the micro. Carroll said if the board does not want to give staff the option of adding more than one 2732 terminal it can tie it to hiring. Perovich said staff can come back to the board for approval to add another 3270.

Acosta said the board is getting bogged down; the more important thing is the policy-setting an agency does. Vote was taken on the amendment to the main motion; motion carried unanimously.

Loeding moved a further amendment to the main motion that this is subject to review and final approval of a committee consisting of Peg Snesrud, Ruth Franklin and Ruben Acosta. Collins seconded the motion.

Lefko asked if the intent of the motion is that the proposed committee can overrule the board. The chairman said the action of a three-person committee could overrule. Loeding said they would have to bring it back to the board. He wanted to provide a format so Snesrud's questions can be answered without delay.

The chairman said the Metropolitan Council placed its order on June 14. If the board is not going along it has inform the council and stop the July 1 delivery of hardware and software. Johnson said the written agreement has to come back.

Franklin said she is sure that staff went forward the day after the Administration and Finance Committee acted based on the unanimous decision of the committee. The committee's decision was based on the presentation and the staff recommendation. They expected the matter would proceed.

The chairman said he hears Snesrud question the proposal because of concern with IBM. She does not believe the council can do it at this cost. Can we deal with this in the legal document and, if the council comes up with hidden costs, that can be covered in the document. Snesrud said that is one concern; she has others about the system itself and what it entails. There are questions about Four Phase. She would like some time to do some checking. Caranicas said it seems there will be time for negotiating before the board acts on the contract. Additional amendments are unnecessary.

Loeding said his intent is to allow process to continue unless the committee finds serious problems and wants to bring it back. If they approve it will go ahead. Lefko said this is dangerous. The board should act as a board and not turn it over to two or three people. Loeding said it is even more dangerous to bring these things to the board too soon. Perovich said that was not the intent. The Council had a deadline. They placed the order knowing the board may not agree and it can bail out. This is a fine package that will fit our needs now. The board has deadlines and legislative mandates and needs computer capability now. We need to make a decision and move ahead quickly. This is a good dollar deal; in three years it may change.

Carroll said the Letter of Agreement must come back to the board and the council understands that. Vote was taken on the Loeding amendment; motion failed.

Acosta said he does not want to criticize the way this was presented, but the board was only given one choice. What are the basic needs of RTB and what is essential? The board needs a description of the Metropolitan Council computer system and what it can provide. That was provided, but not in detail. What comparable systems are available through other vendors? What was the cost? The members have no way to measure value and it is difficult to determine what would meet its needs. Carroll said gathering this information and completing the bidding process will be very expensive. Going out on bids means a four to six month process.

Lefko called the question.

Loeding said he agrees with Acosta, he is troubled by the process and feels strongly that a member who is most knowledgeable should be satisfied. It might be a good package but there are remaining questions. Perovich said this is an option. If the board does not like it we can go the other route by voting down the recommendation. The alternative is to go the full route. The consultant said this is a good deal.

The chairman said the question has been called. Vote was taken. The motion, as amended, carried (Snesrud voted nay; Loeding abstained).

There was discussion of members' participation in the negotiations. Carroll said she would welcome written questions to which she can respond. Snesrud said provision should be made on time degradation. Some reference should be made to relationships between the board and the council. Because of timeshare, who would have to be bounced? Carroll said the RTB would have to be tied in as any other user. In response to Fuhr's question on the Council's process, the chairman said they went through the entire RFP process.

AUTHORIZATION TO HIRE PLANNER I

Franklin reviewed the June 17 committee report and moved:

That the Regional Transit Board approve the appointment of Cindy Fish to the position of Planner I at a salary of \$22,000 with the standard employee benefit package.

Acosta seconded the motion; motion carried unanimously.

APPROVAL TO ADVERTISE FOR PROJECT ADMINISTRATOR(S) POSITION

Franklin reviewed the June 17 committee report and moved:

That the Regional Transit Board authorize advertising the position of project administrator.

Joyce seconded the motion; motion carried unanimously.

APPROVAL OF DEPOSITORY COLLATERAL

Franklin reviewed the June 17 committee report and moved:

That the Regional Transit Board approve the collateral and place of safekeeping.

Acosta seconded the motion; motion carried unanimously.

STANDARD POLICIES AND PROCEDURE FOR THE DEPOSIT, INVESTMENT AND SAFEKEEPING OF BOARD MONIES

Franklin reviewed the June 17 committee report and moved:

That the Regional Transit Board approve the standard policy and procedure for the deposit investment and safekeeping of board monies.

Caranicas seconded the motion; motion carried unanimously.

Franklin said the committee also talked about Metropolitan Transit Commission (MTC) budget assumptions.

OTHER BUSINESS

CHAIRMAN'S REPORT

Per Diems and Expense Reports

The chairman said the policy is to pay per diems on normal RTB committee meetings and board meetings or any time a member is asked by the chairman to serve as the official representative to another board or represent RTB on a specific matter. If the member is representing his or her district and contacting other agencies, expenses should be submitted, but not per diems. The Metropolitan Council regional breakfasts are appropriate per diem charges. Call the chairman if there is a question. Joint meetings with MTC would be approved for per diems, but not meetings attended for general information.

It is important that Mary Fitzgerald make all travel arrangements out of the area. If members make other arrangements in connection with the trip, they must pay the extra cost, but those arrangements should also be handled by her. He was proud of the fact that RTB paid a great deal less than the council for their San Diego/Portland and Edmonton/Calgary trips.

The chairman referred to his June 11 memorandum and asked that the board hold open July 29 as a possible meeting date. If the appointment process moves ahead on schedule that might be the last meeting to complete business. The new board could not act before August 6.

Fuhr reviewed briefly her report on the APTA conference that she attended with Judy Hollander and Peg Snesrud. Copies of her report were sent to the members. Snesrud said her feelings were not as positive, although from the information they received it was clear what a fine job the staff did on the process. Staff had all the items in the plan.

Hollander said the Service Needs Assessment Request for Proposal went out June 14. It incorporates the board's comments and the elements are the same but structured differently. Proposals are due two weeks after June 26.

RFPs on Light Rail Transit are on the shelf. Members may want to send back extra copies.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Mary Fitzgerald

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

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DATE: June 11, 1985
TO: Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Board and Committee Meeting Schedule

There are five Mondays in the month of July. In order to allow time for the Board to conclude on-going business, I am proposing that we tentatively schedule a third Board meeting for July 29.

The Metropolitan Council will appoint the new Board members on August 1, 1985. The new Board cannot take any action until five days have elapsed. Therefore, I suggest that the first meeting in August be scheduled for Tuesday, August 6.

RECOMMENDATION:

That the Regional Transit Board amend its meeting schedule as shown below:

Regional Transit Board

Monday, July 1, 1986
Monday, July 15, 1985
Monday, July 29, 1985 (tentative)
Tuesday, August 6, 1985

The times and places of the meetings will remain the same.

EP/mf

L. Ward

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 6/17/85

Regional Transit Board

Dist.	Member Name	Present	Vote	Vote	Vote	Vote	Vote
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						

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Interstate Interchange Revisions for T.H. 610 from Xerxes-
Beard Avenues to Noble-June Avenues in Brooklyn Park

At its meeting of June 12, 1985, the Policy Committee approved the recommendation regarding the subject interchange.

RECOMMENDATION:

That the Regional Transit Board find the relocation of the proposed interchange from Xerxes-Beard Avenues to Nobles-June Avenues to have no significant impact on transit services.

jmo

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 10, 1985
TO: Regional Transit Board
FROM: Todd Lefko, Chair, Policy Committee
SUBJECT: RTB Review--Interstate Interchange Revisions for T.H. 610 From
Xerxes-Beard Avenues to Noble-June Avenues in Brooklyn Park

At its meeting on May 12, 1985, the Policy Committee will be discussing the relocation of the subject proposed interchange.

An oral report will be made to the Board at the June 17, 1985 meeting.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 5, 1985
TO: Policy Committee
FROM: Katherine Trunbull, Planning Manager **KT**
SUBJECT: RTB Review - Interstate Interchange Revisions for T.H. 610
From Xerxes-Beard Avenues to Noble-June Avenues in Brooklyn Park.

Metropolitan Council Reference File no. 12633-1.

Action Requested

That the Policy Committee find the relocation of the proposed interstate interchange on T.H. 610 from Beard-Xerxes Avenues to Noble-June Avenues to have no significant impact on transit service.

Background

The Trunk Highway (T.H.) 610/T.H. 252 route, as shown on the attached map, is a controlled access highway which is to be constructed in two stages. The first stage involves construction of approximately 2.7 miles of 4-lane freeway between T.H. 252 in Brooklyn Park and T.H. 10/47 in Coon Rapids (Mississippi River crossing) and approximately 4 miles of T.H. 252 between I-94 in Brooklyn Center and T.H. 610 in Brooklyn Park. The river bridge is now under construction and the remainder of the roadways are scheduled for 1985 contract letting. The second stage involves the completion of T.H. 610 and T.H. 252 in Brooklyn Park to I-94 in Maple Grove. This phase has been approved in concept but the exact timing will depend on funding availability.

The City of Brooklyn Park is preparing to construct a 158 acre championship golf course in the area between 93rd Avenue and 85th Avenue, Noble Avenue and proposed T.H. 252.

As a result of the golf course proposal, the City of Brooklyn Park has requested a revision to the proposed T.H. 610 intersection by moving the interchange from Xerxes-Beard Avenues one half mile west to Noble-June Avenues. The locations of the intersections are shown on the attached map.

The Minnesota Department of Transportation (MN/DOT) has conducted an analysis of the proposed relocation of the interchange, including the development of new traffic forecasts and level of service analysis. Based on this analysis MN/DOT concluded that moving the interchange to June-Noble Avenues would be an acceptable design and would not cause a deterioration of mainline levels of service.

Policy Committee
June 5, 1985
Page two

Existing regular route MTC service in the area includes the following routes:

Route 8M -- which operates on Xerxes Avenue and terminates at Brookdale Drive.

Route 5 -- which operates on Nobels Avenue and terminates at 74th Avenue.

Route 8 -- which operates on Nobles Avenue and terminates at 82nd Avenue.

These route termination points are also noted on the attached map.

Because transit service terminates short of the proposed interchanges, the interchange revision does not have any significant impact on transit service in Brooklyn Park at this time.

Findings and Conclusions

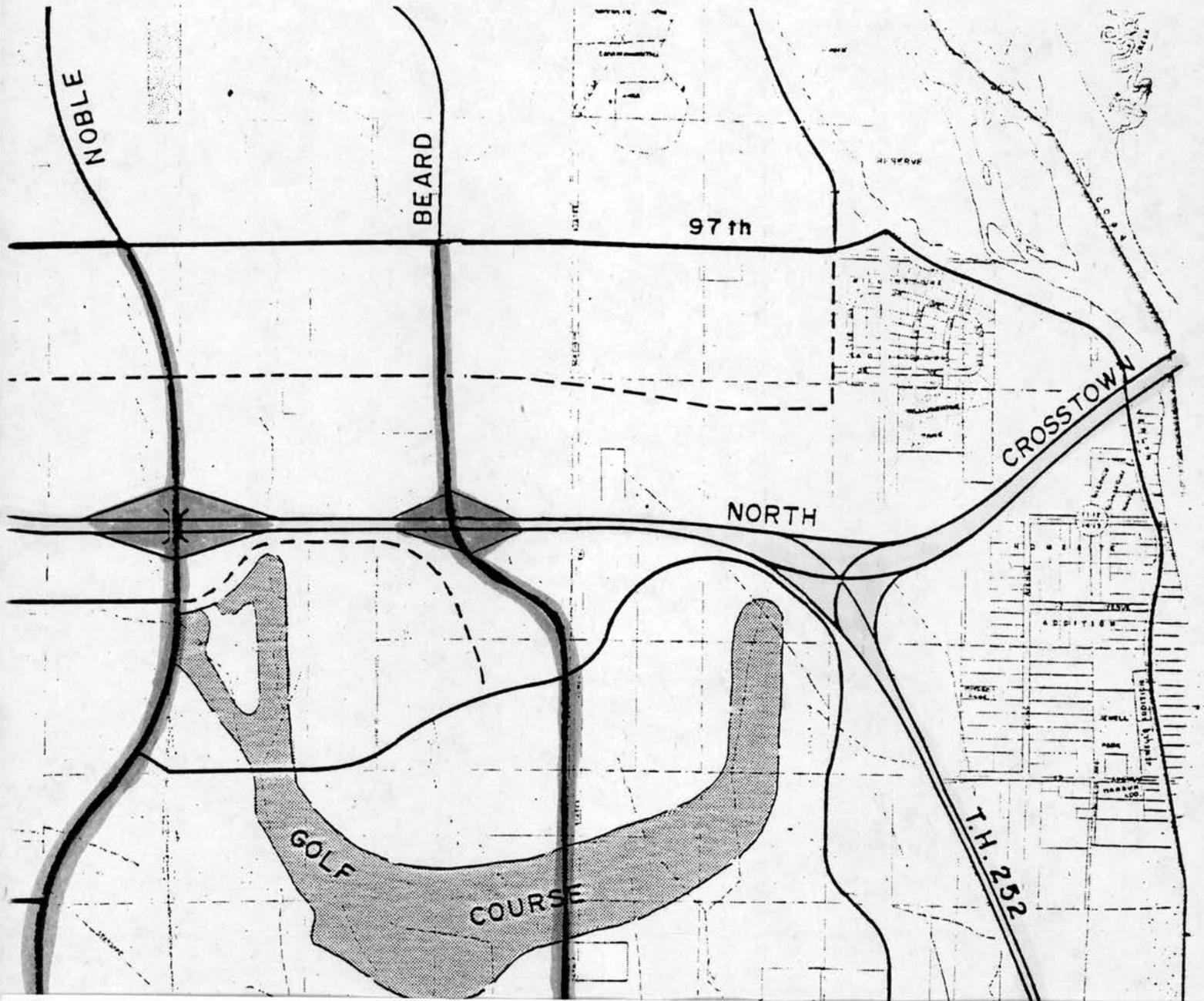
- T.H. 610 is proposed to be completed between T.H. 252 in Brooklyn Park and I-94 in Maple Grove.
- The City of Brooklyn Park has requested an interchange revision on the proposed T.H. 610 from Xerxes-Beard Avenues one half mile west to Noble-June Avenues to accomodate the new golf course.
- MN/DOT has concluded that the interchange revision is an acceptable design and will not cause a deterioration of mainline levels of service.
- Existing transit routes in the area will not be impacted by the interchange revision because all terminate south of the project site. The interchange revision should not adversely impact on future transit extensions in the area.
- The RTB reviewed and approved the proposed construction of T.H. 610 on August 20, 1984.

Recommendation

That the Policy Committee:

- Find the relocation of the proposed interchange, from Xerxes-Beard Avenues to Nobles-June Avenues to have no significant impact on transit services.

KT:mk
Attachment



REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Federal Aid Urban Program, City of Bloomington Project
Submittal

At its meeting of June 12, 1985, the Policy Committee approved the City of Bloomington's Federal Aid Urban project submittal.

RECOMMENDATION:

That the Regional Transit Board approve the City of Bloomington's submittal of the following project to the Transportation Advisory Board for inclusion in the 1987-1989 Federal Aid Urban Program:

T.H. 77 - Texas Turn - \$1,777,600

and that the City of Bloomington limit the use of said improvement to high occupancy vehicles to encourage ridesharing.

jmo

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 10, 1985
TO: Regional Transit Board
FROM: Todd Lefko, Chair, Policy Committee
SUBJECT: 1987-1989 Federal Aid Urban (FAU) Program--City of Bloomington
Project Submittal

At its meeting on May 12, 1985, the Policy Committee will be discussing the City of Bloomington's FAU Program project submittal.

An oral report will be made to the Board at the June 17, 1985 meeting.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 6, 1985
TO: Policy Committee
FROM: Judith McCourt, Programs Manager *Jm*
SUBJECT: 1987-1989 FAU Program--City of Bloomington Project Submittal

Background

The City of Bloomington has submitted its 1987-1989 Federal and Urban (FAU) request to the Regional Transit Board (RTB) for review and approval. In accordance with Minnesota Statute, Section 473.375, Subdivision 8, the RTB is required to review and approve all applications for federal assistance from political subdivisions.

Annually, the Twin Cities Metropolitan Area receives approximately \$8.2 million dollars in FAU funds to finance, in whole or in part, projects that fall into one of five categories: Roadway Construction; Capacity, Safety, Transit and Walkways. The funds are available on a 75 percent federal/25 percent local matching basis. The maximum expenditure of federal funds on any one project is currently limited to \$5.5 million per year. Projects are reviewed, prioritized and funded by the Transportation Advisory Board (TAB).

Discussion

As noted in an earlier memorandum, which discussed the FAU request of the MTC, prior to the completion of the service needs assessment project reviews conducted will be limited in scope.

The City of Bloomington is submitting for funding consideration a transit improvement for T.H. 77 that would create preferential access/egress to the Airport South Development in Bloomington (Attachment One). The total cost of the improvement is estimated at \$2,988,900. The cost of the engineering and right-of-way acquisition will be financed by the City of Bloomington as they are ineligible for FAU funding. The actual request for FAU funds is \$1,777,600.

The City of Bloomington is planning a major mixed-use, high intensity development for the Airport South area in Bloomington. The development will include office, retail, hotels, residential, and public facilities. Throughout the thirty month planning effort the city has coordinated its planning with the Metropolitan Council and the Metropolitan Transit Commission.

The plan calls for creating preferential access/egress from the site by developing a Texas turn. The turn would enhance traffic movement to and from the Airport South Development for the estimated 25-30% of the forecasted 200,000 person trips per day to the development. It is estimated that the turn would benefit 50,000-60,000 daily trips.

The Texas turn would provide a substantial benefit for high occupancy trips in and out of the development by permitting a bypass of the Killebrew Drive intersection. Preferential access is known to be one of several incentives that will encourage multi-occupancy vehicle use. For the strategy to be effective, however, it must be limited for high occupancy vehicles use. If single occupancy vehicles are permitted to access the development via this route, the benefit for high occupancy vehicles would be diminished. It is, therefore, recommended that the proposed improvement be limited from the onset to high occupancy vehicles.

The proposed improvement is consistent with the Transportation Development Guide/Policy Plan, Policy 31:

Policy 31: Multi-passenger strategies should be generally promoted at the regional level and specifically encouraged at the subregional/local level by:

- A) Establishing ongoing ridesharing programs that are cost effective.
- B) Fostering a close partnership between public and private sectors in the provision of ridesharing services.
- C) Targeting selected problem areas, congested corridors or subregions.

Findings and Conclusions

*The project proposed by the City of Bloomington is consistent with the Transportation Development Guide Policy Plan.

*The access/egress proposed by the City of Bloomington will provide the greatest incentive to ridesharing if limited from the start to high occupancy vehicles.

*The project proposed by the City of Bloomington is an example of joint planning between a municipality, a policy body and the transit agency resulting in a strong proposed plan to encourage ridesharing.

*The project proposed by the City of Bloomington should be forwarded to the TAB for inclusion in the 1987-1989 FAU Program.

Policy Committee
June 6, 1985
Page three

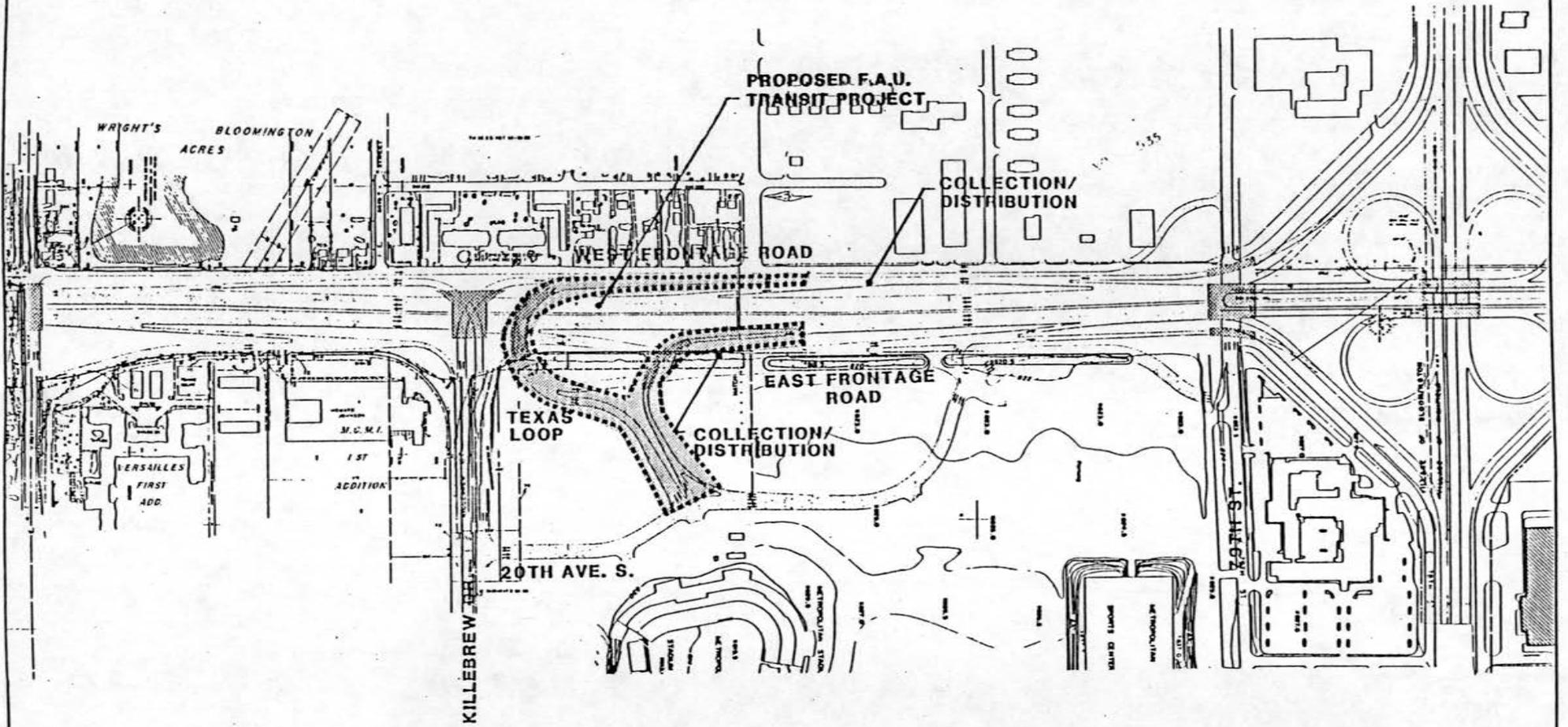
RECOMMENDATION:

That the Policy Committee approve the City of Bloomington's submittal of the following project to the Transportation Advisory Board for inclusion in the 1987-1989 Federal Aid Urban Program:

T.H. 77 - Texas Turn	\$1,777,600
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and that the City of Bloomington limit the use of said improvement to high occupancy vehicles to encourage ridesharing.

JM:mk



TRANSPORTATION
AND ENVIRONMENTAL
MANAGEMENT STUDY

FIGURE 5.5
PROPOSED T.H. 77
IMPROVEMENTS



REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Metro Mobility Eligibility Criteria

At its meeting of June 12, 1985, the Policy Committee approved the recommendation to adopt the rules governing the Metro Mobility eligibility criteria on an interim basis.

RECOMMENDATION:

That the Regional Transit Board adopt, on an interim basis, the Rules Governing Individual Eligibility for Special Transportation Service for the Metropolitan Area of Minneapolis and St. Paul including modifications recommended by the Legislative Commission to Review Administrative Rules, and furthermore, plan to adopt final rules for Metro Mobility eligibility standards at a later time, after receiving public testimony on the matter.

jmo

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 10, 1985
TO: Regional Transit Board
FROM: Todd Lefko, Chair, Policy Committee
SUBJECT: Metro Mobility Eligibility Criteria

At its meeting on May 12, 1985, the Policy Committee will be discussing the approval of Metro Mobility eligibility criteria on an interim basis.

An oral report will be made to the Board at the June 17, 1985 meeting.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 30, 1985
TO: Policy Committee
FROM: Judith Hollander, Director of Planning and Programs *gh*
SUBJECT: Metro Mobility Eligibility Criteria

Action Requested

Action is requested to approve the Metro Mobility eligibility rules on an interim basis.

Background

During the 1980 session of the Minnesota Legislature, considerable discussion was held regarding who should be eligible to use Metro Mobility and to what extent there was misuse of the system due to inadequate certification criteria. As a result of these discussions, Mn/DOT was mandated to develop and adopt rules to be used in determining individual eligibility for Metro Mobility. During the next two years, a major effort to develop revised rules was made. Many handicapped consumer groups and agencies were involved with this process and the rules were finally adopted in August, 1982.

Following the publication of the rules in the State Register, the Legislative Commission to Review Administrative Rules (LCRAR) decided to hear testimony on the rules at the request of the American Council of the Blind (ACB) of Minnesota. As a result of that testimony, the LCRAR recommended to Mn/DOT that the rules be modified slightly. Minnesota Department of Transportation (Mn/DOT) chose not to act upon LCRAR's recommendation since authority for the rules would soon transfer to the Regional Transit Board.

In a recent meeting with representatives from LCRAR and Mn/DOT, it became clear that the existing rules would cease to have statutory authority after June 30, 1985 since authority for the rules would transfer from Mn/DOT to the RTB. To ensure continuity, it was agreed that a positive next step would be to request the Regional Transit Board to adopt the eligibility rules, including the recommended LCRAR changes, on an interim basis, until such time that the Board was prepared to adopt final rules.

Adopted Eligibility Rules

The adopted eligibility rules were developed to reflect functional limitations as they relate to the use of transit, rather than on disability types, as a means of targeting services to those needing it. Four criteria are established as the basis for determining eligibility:

- (1) Inability to maneuver oneself at least one-quarter mile;
- (2) Inability to go up and down the bus steps of a mainline bus;
- (3) Inability to wait outside for ten or more minutes; and
- (4) Inability to use or learn to use mainline bus service due to a mental impairment or learning disability.

Provisions are also made for conditional certification during training, seasonal certification for those who need the service only during certain times of the year, and verification and appeal procedures. A copy of the rules are attached.

Proposed LCRAR Amendments

The fourth criteria, as it appears above, has been the major concern of some users and is the target of LCRAR's recommended changes to Mn/DOT. LCRAR's proposed language changes to amend the eligibility rules are as follows:

- 14 MCAR 1.7027 -- A person who requests Metro Mobility service is eligible for the service if the person is unable to walk one-fourth mile or more; is unable to walk up and down the steps of a mainline bus; is unable to wait outdoors for 10 minutes or more; or is unable to use or learn to use mainline bus service in the opinion of a competent professional as specified in 14 MCAR 1.7032.

- 14 MCAR 1.7032 -- A. Submitting. It is the applicant's responsibility to obtain a medical verification form and send it to the physician, certified physical therapist, licensed psychologist, or orientation and mobility specialist most knowledgeable regarding the applicant's disability. This professional shall complete the form, describing applicant's mobility limitation and explain how the disability interferes with use of mainline bus service or the ability to learn to use mainline bus service, and submit it to the Metro Mobility Transportation Center.

These changes clarify that people who cannot learn to use mainline service do not necessarily have a mental impairment or emotional problem, and furthermore, allow orientation and mobility specialists to be added to the list of professionals able to certify a person's ability to use or learn to use mainline bus.

Findings

- The rules governing eligibility for Metro Mobility will lose their statutory authority as of June 30, 1985; as of that date it will be the responsibility of the Regional Transit Board to promulgate eligibility rules.
- The Legislative Commission to Review Administrative Rules has recommended to Mn/DOT minor modifications to the rules to reflect testimony of Metro Mobility users; Mn/DOT supports the changes and recommends that the Regional Transit Board adopt the rules with these amendments.

Policy Committee
May 30, 1985
Page Three

- The Regional Transit Board can adopt the rules and recommended amendments on an interim basis until such time that they are ready to adopt final rules.

RECOMMENDATION

That the Regional Transit Board adopt, on an interim basis, the Rules Governing Individual Eligibility for Special Transportation Service for the Metropolitan Area of Minneapolis and St. Paul including modifications recommended by the Legislative Commission to Review Administrative Rules, and furthermore, plan to adopt final rules for Metro Mobility eligibility standards at a later time, after receiving public testimony on the matter.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: RTB Review--I-694 Between T.H. 100 and I-35W Project Path
Report/Environmental Assessment

At its meeting of May 22, 1985, the Policy Committee approved the recommended finding for the above mentioned Project Path Report/Environmental Assessment.

RECOMMENDATION:

That the Regional Transit Board find the Project Path Report and Environmental Assessment for the proposed improvements on I-694 between T.H. 100 and I-35W adequate for the purposes of a finding of no significant impact. The Regional Transit Board requests that Mn/DOT conduct a detailed analysis of the feasibility of transit and HOV improvements as part of the detailed design process. The Regional Transit Board will carefully consider this analysis as part of their review of the detailed design. This review is anticipated to occur in the fall of 1985.

jmo

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 13, 1985
TO: Policy Committee
FROM: Judith Hollander, Director of Planning and Programs *JH*
SUBJECT: RTB Review--I-694 Between T.H. 100 and I-35W Project Path
Report/Environmental Assessment

Metropolitan Council Referral File No. 12740-1

Background

The Minnesota Department of Transportation (Mn/DOT) has prepared a Project Path Report/Environmental Assessment (PPR/EA) for the proposed improvements on Interstate (I) 694 between Trunk Highway (T.H.) 100 and I-35W. Mn/DOT has also prepared additional information on the transit considerations for I-694, at the request of the Regional Transit Board staff.

The PPR/EA indicates that Mn/DOT is not expecting to conduct an Environmental Impact Statement (EIS) on this project. Thus, the review request concerns the Project Path Report and Environmental Assessment. Additional review will be performed on the detailed design, which is expected to be completed by the fall of 1985.

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 473.168, Subdivision 2, states the Metropolitan Council, in consultation with the Regional Transit Board, may require that any freeway constructed in the metropolitan area on which actual construction has not been commenced by April 12, 1974 include provisions for exclusive lanes for buses and, as the Council may determine, other forms of multi-passenger transit. The Council must demonstrate that the exclusive lanes are necessary to implement the transportation policy plan of the development guide.

Project Description

I-694 is the northern segment of the freeway ring route circling the Minneapolis/St. Paul Metropolitan Area. The highway improvements described in the PPR/EA involves the addition of a third lane in each direction to the existing four lane divided freeway from T.H. 100 in Brooklyn Center to I-35W at the New Brighton/Arden Hills corporate limits, a distance of approximately six miles. The project entails the modification and reconstruction of this section of roadway, including rehabilitating the existing pavement, modifying interchange connections, widening and redecking bridges, expanding the traffic management system and revising the signing and lighting.

Discussion

Four alternatives were considered by Mn/DOT in the PPR/EA, they are:

- No Action: The no action alternative would fail to solve the existing and future transportation problems on I-694. Capacity constraints and roadway conditions will continue to deteriorate under the no action alternative, resulting in longer peak traffic periods, with increases in congestion and accidents.
- Parallel Routes: The North Metropolitan Traffic Task Force was formed by the Metropolitan Council to study and identify river crossing needs upstream of I-694. This study will address the upgrading or construction of routes parallel to I-694.
- New Lane Addition: This alternative calls for a new lane in each direction and is the preferred alternative in the PPR/EA.
- Transit and HOV Consideration: Mn/DOT considered several transit and high occupancy vehicle (HOV) options, including:
- 1) Metered ramp bypass alternatives at:
 - a) University Avenue (Northwest quadrant)
 - b) East River Road (Northwest quadrant)
 - c) Westbound I-94 to eastbound I-694.
 - 2) Diamond Lanes on I-694.
 - 3) Park/ride facility at University Avenue.

Mn/DOT has indicated that they plan to continue examining the development of metered ramp bypasses and park and ride facilities, focusing primarily at the University Avenue area. The use of diamond lanes has not been recommended.

Policy Committee
May 13, 1985
Page Three

Staff review of the PPR/EA raised a number of concerns about the adequacy of the analysis of potential transit and HOV alternatives in the corridor. Additional discussions were held with Mn/DOT staff and more detailed information was provided concerning analysis of these options. These discussions did not fully satisfy concerns as to whether transit and HOV alternatives were analyzed in the appropriate level of detail to reach the recommendation. Staff would recommend that more detailed analysis of transit and HOV alternatives be included in the detailed design.

Findings and Conclusions

- That the PPR/EA, for the proposed improvements on Interstate 694 between Trunk Highway 100 and I-35W, submitted by Mn/DOT for RTB review, is adequate for the purposes of a finding of no significant impact.
- The RTB staff are concerned that adequate consideration has not been given to transit and HOV alternatives in the PPR/EA.

RECOMMENDATION

That the Policy Committee find the Project Path Report and Environmental Assessment for the proposed improvements on I-694 between T.H. 100 and I-35 adequate for the purposes of a finding of no significant impact. The Policy Committee requests that Mn/DOT conduct a detailed analysis of the feasibility of transit and HOV improvements as part of the detailed design process. The Policy Committee will carefully consider this analysis as part of their review of the detailed design. This review is anticipated to occur in the fall of 1985.

JH:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 10, 1985
TO: Regional Transit Board
FROM: Ruth Franklin, Chair, Administration and Finance Committee
SUBJECT: Approval of Professional Computer Consulting Services

At its meeting on June 13, 1985, the Administration and Finance Committee will be discussing the approval of professional computer consulting services.

An oral report will be made to the Board at the June 17, 1985 meeting.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 7, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Approval of Professional Computer Consulting Services

Action Requested

Post Facto approval of an Agreement, very limited in nature, for the services of an individual experienced in the architecture of computer systems, secured by Ghaleb Abdul-Rahman and I to make a near-time decision about whether or not to hook into the Metropolitan Council Computer System.

Background

We have known we'd need computer capability. Soon after Judith McCourt and Katie Turnbull came aboard we organized, 4/15/85, a staff committee of Judith, Katie, Gerald Brechlin, Mary Fitzgerald and myself, chair, to address the process for determining and equipping for our electronic office needs. Assuming we could hook into Metropolitan Council's system, we met April 17 with Roy Larson, the Council's Information Systems Director, from which we acquired an understanding that the Council did not have the capacity to provide us desired services nor a particular interest. April 24 we outlined a process and timeframe by which to determine our needs and equip ourselves and began exploring our needs and meeting with vendors searching for software systems, May 1, 2, 10, 13, 14, and 17. We had planned for consulting help to draw up specifications if we chose to acquire an independent super-micro or mini system. In May, it became clearer that we needed someone to help define, interrelate and hardware systemize our respective needs. I began to solicit computer consultants. May 24, Roy Larson appeared at a meeting to say Metropolitan Council was going to acquire the capacity to meet our needs, wanted us to interconnect and would provide us the terminals we wanted but due to a time-limited discount being offered by the Council's vendor, needed our answer mid-June and the cost would be approximately \$36,000/year. Chunk!

Pleased the Council system could be available to us but yet short of a confident feeling our needs would be met and troubled by \$36,000 a year, I called a potential consultant and on June 5 Ghaleb and I asked Anne Carroll to go to work on the first four tasks of Exhibit A of the attached Agreement, the results of which will be discussed with you in Agenda item 10. The terms we set for her work are outlined in the attached Agreement. We request your approval of the Agreement.

Administration and Finance Committee
June 7, 1985
Page Two

RECOMMENDATION:

That the Committee recommend approval of the Agreement with Thompson and Company, Inc., in the person of Anne Carroll for the outlined computer-related professional services.

LMJ:jmo

REGIONAL TRANSIT BOARD
CONTRACT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this 5th day of June, 1985, by and between the Regional Transit Board, herein called the "Board," and Thompson & Company, Inc., in the person of Ann Carroll, hereinafter referred to as the "Consultant."

WHEREAS, the Board desires to engage the Consultant to perform certain technical and professional services providing the Board's staff with near-time computer systems expertise and counsel; therefore, in consideration of the mutual promises and covenants hereinafter contained, the parties hereto agree as follows:

I. SCOPE OF SERVICES.

The Board hereby agrees to engage the Consultant, and the Consultant hereby agrees to do, perform and carry out in a satisfactory and proper manner, as determined by the Board, all the services specified in Exhibit A attached hereto and made a part hereof.

II. COMPENSATION: METHOD OF PAYMENT

2.01 Total Compensation. The compensation to be paid to the Consultant by the Board for work to be performed in Exhibit A, shall be for time and local travel expenses necessary to Exhibit A work at a rate of \$65/hour and \$.21 per mile not to exceed _____. The Consultant agrees not to perform any additional services that would cause that amount to be exceeded unless the Consultant has been advised by the Board that additional funds have been approved and the work may proceed.

2.02 Method of Payment.

A. The Consultant shall submit to the Board

- (1) a monthly, written invoice containing a detailed list of hours and local travel miles showing the various tasks described in Exhibit A undertaken during said hours and the "from" and "to" location of travel and its purpose.
- (2) the invoice shall include or have attached a letter report describing and discussing the contract work completed to the date of invoice.

B. Upon the "Authorized Agent's" verification and acceptance of the above invoices and of the progress report, the Board shall pay the Consultant 100 percent of each invoiced amount.

III. GENERAL PROVISIONS

- 3.01 Period of Performance. The services of the Consultant shall commence twelve noon, June 5, 1985, and shall terminate at the accumulation of _____ in billable time and expense or August 1, 1985, whichever occurs first.
- 3.02 Work Products. All reports, data, materials, information and other work products prepared and developed in connection with the provision of services contemplated herein, shall be made available to the Board and shall not be published or made available in identifiable form to any individual or organization without the prior written approval of the Board.
- 3.03 Supplemental Amendments. The terms of this contract may be changed or modified by mutual agreement of the parties hereto. Such amendments, changes or modifications shall be effective only on the execution of supplemental written amendment(s) signed by the Board and the Consultant.
- 3.04 Assignability. The Consultant shall perform with her own organization the total work provided for under this agreement and shall not assign, sublet, or transfer any of the work provided for hereunder without receiving the express written consent of the Board.
- 3.05 Audits and Inspection. The Consultant agrees to:
- A. Keep and maintain during the performance of this contract and for a period of three years following, records and files relating to
 - (1) the final financial aspects of this contract including payrolls, time records, invoices, receipts and vouchers; and
 - (2) the services performed hereunder;
 - B. Allow Board or designated federal or state personnel to enter on the Consultant's premises and to
 - (1) inspect, copy and audit the above records, files and premises, and
 - (2) to inspect and review the equal employment opportunity and affirmative action programs of the Consultant.
- 3.06 Board's Authorized Agent. The Board's authorized agent for purposes of administration of this contract will be its Executive Director. This agent shall have authority for acceptance of the Consultant's services to the Board, and if such services are accepted as satisfactory, shall so certify on each invoice presented pursuant to Paragraph 2.02 of this Agreement.

- 3.07 Conflict of Interest. The Consultant certifies that to the best of its knowledge, no Board employee or employee or officer of any agency interested in the contract has any pecuniary interest in the business of the Consultant or with the Contract and that no person associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the contract.
- 3.08 Equal Employment Opportunity: Affirmative Action. The Consultant agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin and to take affirmative action to assure that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay, and other forms of compensation and selection for training. The Consultant further agrees to comply with any and all federal, state and local laws regarding equal employment opportunity and affirmative action.
- 3.09 Termination of Contract. The Board and the Consultant shall both have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other party with termination to be immediate upon receipt of said notice. In said event, on the termination of this agreement, all finished and unfinished documents and work papers prepared by the Consultant pursuant to this agreement shall, at the option of the Board, become its property, and the Consultant will be paid for services performed up to the date of the contract termination.
- 3.10 This contract will not establish an employer-employee relationship between the Board and Consultant or persons employed by the Consultant.
- 3.11 The Consultant shall not claim compensation for work performed by employees of the Board or any State or Metropolitan agency on this project.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representative on the day and year first above written.

REGIONAL TRANSIT BOARD

By _____
Executive Director

Approved as to legal
form and adequacy:

CONSULTANT:
Thompson & Company, Inc.

By _____
Anne R. Carroll
Manager of Special Projects

EXHIBIT A

TECHNICAL AND PROFESSIONAL SERVICES TO BE PERFORMED

1. An Assessment of Computer Capacity, needed for RTB purposes via interviews with RTB staff and experienced judgment;
2. An Assessment, via interviews with Metropolitan Council staff, of Metropolitan Council's Computer(s) system's ability, present and as proposed, to meet RTB needs;
3. A projection of costs for utilizing, via interconnection, the Metropolitan Council's system;
4. A written "Go"/"No Go" recommendation with rationale to enter into a "Letter of Agreement"/Contract with the Metropolitan Council for computer services.
5. If "Go," assistance in negotiations with the Metropolitan Council addressing the required specifications, delivery timing of immediate and future software and hardware, training arrangements, service and performance requirements, yielding a letter of Agreement for review by the RTB's Attorney, Executive Director and Director of Administration and approval of the Board.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, St. Paul, Minnesota 55101

DATE: June 11, 1985
TO: Regional Transit Board
FROM: Ruth Franklin, Chair, Administration and Finance
Committee
SUBJECT: Approval of Contract with Metropolitan Council for
Computer Service

At its meeting of June 13, 1985, the Administration and Finance Committee will be discussing the approval of an interconnection (contract) with Metropolitan Council for computer services.

An oral report will be made to the Board at the June 17, 1985 meeting.

However, herewith is a copy of the Needs Assessment, Analysis, Conclusions and Recommendations of Anne Carroll, the computer consultant Ghaleb and I hired to help us with the near-time decision. Her report is to be the basis of Committee and Board discussion.

RF:LJ:jmo
Attachment

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 11, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Approval of Contract with Metropolitan Council for Computer Services

Action Requested

Authorization of the Administration and Finance Committee to connect into/contract with the Metropolitan Council for computer services. Authorization meaning that on June 14, the Metropolitan Council will order terminals for the Regional Transit Board (RTB).

Background

With reference to the cover memo for Agenda Item 9, Professional Computer Consulting Services, attached hereto is consultant Anne Carroll's needs assessment, analysis, conclusions and recommendations. Her report is the base for committee discussion. In summary, Anne has concluded that an interconnect with the Metropolitan Council System is cost effective for the RTB.

RECOMMENDATION

That the Administration and Finance Committee recommend the Board authorize RTB staff to proceed with interconnecting with the Metropolitan Council for computer service, meaning to order terminals and to negotiate an operational agreement with Metropolitan Council for Regional Transit Board approval.

LMJ:jmo

11 June 1985



Leslie Johnson
Ghaleb Abdul-Rahman
Regional Transit Board
270 Metro Square
7th and Robert Streets
St. Paul, MN 55101

1313 Fifth St. SE, Suite 301
Minneapolis, MN 55414-1524
612-331-3963

Dear Les and Ghaleb:

Let me begin by summarizing the first phase of this project, beginning 5 June 1985 and ending 11 June 1985.

The question was: Can the Metropolitan Council (MC) computer system adequately and cost-effectively meet the RTB's computer needs for the next several years?

The assumptions were:

- . The decision to go/not go with the MC system must be made by 6.14.85
- . The staff's short- and long-term software needs must be met
- . Staff must have adequate access to both terminals and printers
- . Staff must have training and support
- . The system must be properly maintained by outside technicians
- . The system must grow in response to the staff's changing needs
- . It is important to share data and services between regional agencies whenever possible
- . The selected system must meet the RTB's needs and still be cost-effective

To accomplish this, I completed the following:

I. Content interviews:

- a. Existing relationship with MC: Les Johnson, Roy Larson (MC Director of Info. Systems); 6.5.85
- b. Transportation planning and programs: Katie Turnbull, Judith McCourt; 6.5.85
- c. Executive: Ghaleb Abdul-Rahman; 6.6.85
- d. Administration and Finance, Public Information, and Records Management: Les Johnson, Gerald Brecklin, Mike King, records mgmt intern; 6.6.85
- e. Clerical support: Mary Fitzgerald; 6.7.85
- f. MC transportation capabilities: Steve Alderson; 6.7.85
- g. Cost of providing MC computer access: Roy Larson; 6.7.85
- h. Transportation planning and programs, in relation to MC capabilities: Judy Hollander, Katie Turnbull, Judith McCourt; 6.10.85

2. Research and Analysis:

- a. Scale and scope requirements for software and hardware
- b. Comparative costs of purchasing in-house system
- c. Costs of purchasing supplemental components and services to use with MC system (printers, applications development/consulting, supplies, etc.)
- d. Cost breakdown for sharing MC system over 5 years

I have subsequently completed and attached the following summaries and recommendation:

1. **Summary Statement of Needs:** Assessment of computer-based needs of RTB staff at present and for the foreseeable future (3-5 yrs)
2. **Summary of Metropolitan Council System Capabilities** in relation to RTB needs
3. **Summary of Estimated Costs to Share MC System:** Discussion of and spreadsheet breakdown of costs to the RTB to use MC software and hardware over the next 5 years
4. **Cost plus Interest of Alternative In-House Systems:** A breakdown of monthly and annual principle and interest costs for 4 reasonable alternative prices for an in-house system.
5. **Conclusions and Recommended Actions:** Basis for and recommendation to share the MC's computer system for the foreseeable future

SUMMARY STATEMENT OF NEEDS

SOFTWARE

The following is a summary list of needs identified by Regional Transit Board staff during content interviews with the Consultant.

Software Component	Staff Use		Examples of uses
	Prof	Spt	
Word processing	X	X	Reports, correspondence, etc.
Integrated WP and graphics and/or electronic publishing	X	X	Reports, publications, etc.
Office mgmt Mailbox Meeting/calendar	X	X	
Graphics	X	X	Graphs, charts in rpts, publica, etc.
Data Base Mgmt Syst	X	X	Records mgmt, lists, analysis
Statistics	X		Analysis: Financial, trans plng, mgmt
Spreadsheet	X		Analysis: Financial, trans plng, mgmt
Financial Analysis Chart of accounts Job cost acct Trial balance Voucher register Rev and exp rpts Balance sheets General ledger Fixed assets A/R, A/P Purch/vendor files Cost allocation Payroll/benefits Cash management Invest/treas mgmt Contract admin Budgeting	X	X	Financial mgmt, decisions (see list)

Software Component	Staff Use		Examples of uses
	Prof	Spt	
Transportation plng Sketch transit plng UTPS Simulated para- transit oper Reg demographics IBM micro packages Telecommunications with MC, MN/DOT, MTC, etc.	X		Planning and programs (see list)
	X		Access to existing information

HARDWARE

In order to receive benefits from any computer system, it is imperative that existing and future staff has access to an adequate number of terminals and printers.

Hardware Component	TOTAL Number Needed				
	1985	1986	1987	1988	1989
Terminals	9	11	13	15	15
Terminals w/IBM micro pkgs	1	1	1	1	1
Printers	3	4	5	5	5
Printer sound enclosures	3	4	5	5	5
Cabling/installation	X	X	X		
Back-up	X	X	X	X	X

SERVICES

The following services are required on an ongoing basis:

- Hardware maintenance
- Software maintenance and support
- Training, initially and as new software and hardware is acquired
- Archiving/storage of off-line data
- Assistance in developing specialized applications
- Supplies (paper, ribbons, printheads/wheels)

SUMMARY OF METROPOLITAN COUNCIL CAPABILITIES

SOFTWARE

Software Component	Currently Available	Fut Avail (when)	Notes
Word processing	X		
Integrated WP and graphics and/or electronic publishing	X		
Office mgmt Mailbox Meeting/calendar	X		
Graphics	X		
Data Base Mgmt Syst (Oracle)	X		Integrated w/Stat, Spread,
Statistics (SPSS)	X		Integr. w/DBMS, Spread.
Spreadsheet	X		Integr. w/DBMS, Stat.
Financial Analysis	X		
Chart of accounts			
Job cost acct			
Trial balance			
Voucher register			
Rev and exp rpts			
Balance sheets			
General ledger			
Fixed assets			
A/R, A/P			
Purch/vendor files			
Cost allocation			
Payroll/benefits			
Cash management			
Invest/treas mgmt			
Budgeting			
Contract administration		X (1986)	

Software Component	Currently Available	Fut Avail (when)	Notes
Transportation plng	X		
Sketch transit plng			
UTPS			
Simulated para-transit oper			
Reg demographics			
IBM micro packages			
Telecommunications	X		
w/MC, MN/DOT, MTC, etc.			

HARDWARE

All hardware listed in the Statement of Needs is available from the MC as of July 1985. Regarding staging of acquisition and outside purchases, see Statement of Needs above and Recommended Action below.

SERVICES

Except for supplies, all services listed in the Statement of Needs are available from the MC as of July 1985. Supplies may be purchased from an outside vendor.

ESTIMATED COST COMPARISONS

Please refer to the summary cost estimate spreadsheet on page 9. The notes below support these figures.

General: The annual dates refer to years from the anticipated acquisition date of 7/85. Therefore: 1985 = 7/85-7/86, 1986 = 7/86-7/87, and so forth. Costs per budget year will have to be adjusted accordingly.

1. **Software:** The software provided is that listed under Metropolitan Council capabilities above. Note that not all software will be available at the start date of 7/1/85. The base price will therefore be reduced accordingly. Estimates are not yet available.
2. **Terminals:** The 1985 need is for 9 terminals that are connected to the MC's FourPhase hardware and to the IBM 4361. These will have complete software capabilities. They will be financed by the MC over 3 years; only maintenance and support will be paid thereafter. (See notes on IBM microcomputer programs in line item 8.)
3. **Character Printer:** At present, it is assumed that 1 character printer will be supplied by the MC, as their cost is based on 1 printer per 8 terminals supplied. The RTB may also elect to purchase the printer from an outside vendor. The estimated cost is \$1900 plus \$375 for a sound enclosure and \$420/year for maintenance = \$2695 in 1985 and \$420/year thereafter.
4. **Maintenance:** All hardware and software maintenance for components provided by MC is included in the basic MC price. As with the software, this will be reduced based on when the software becomes available. Maintenance for printers purchased from outside vendors is detailed in line 10.
5. **Training:** All software and hardware training (initial and ongoing) is included in the basic MC price.
6. **Support:** All general (non-specialized) support is included in the basic MC price. This does not include the custom development of special applications. That is available from MC staff programmers at \$25/hour or from outside consultants at \$40-\$75/hour.
7. **Subtotal, Basic MC Package:** This is the estimated price of the basic MC package. These components financed by the MC over 3 years. Annual costs thereafter are for support and maintenance. See line items 1 and 4 above for potential reductions.
8. **3270 Terminal:** One IBM 3270 terminal is required by transportation planning and programming in 1985 to allow access to both the MC's main IBM computer (4361) and to run specialized software written for IBM microcomputers. This terminal will **not** run the FourPhase word processing software. It is assumed

that this is to be purchased outright, and only maintenance will be paid thereafter. Other financing options may be available.

9. **Additional FourPhase terminals:** Two additional FourPhase terminals are required each year for 1986, 1987, and 1988 to accommodate the needs of new staff members. These will be financed by the MC over 3 years; costs thereafter will be for maintenance and support only.
10. **Printers:** This assumes that 4, 132-character, 200 cps data/correspondence quality printers would be purchased from an outside vendor on the state contract. It is assumed that 2 would be purchased outright in 1985, and 1 each in 1986 and 1987. The prices for sound enclosures, maintenance, and hook-up to the main computer are detailed. Other financing options may be available.
11. **Subtotal, Additional Hardware, assumes:**
 - a. The 3270 terminal is purchased outright in 1985; other financing options may be available.
 - b. Additional FourPhase terminals are acquired at the rate of 2 in 1986, 2 in 1987, and 2 in 1988, financed by the MC over 3 years; only support and maintenance are paid thereafter.
 - c. 2 printers are purchased outright in 1985, 1 in 1986 and 1 in 1987; other financing options may be available.
 - d. Costs for sound enclosures, maintenance, and hook-ups are added when the printers are acquired.
12. **IBM Space/Time:** This is the cost of run time and memory/data storage on the MC's IBM 4361 as estimated by Roy Larson of the MC. The bulk of this will be for the RTB's financial and transportation packages. This cost cannot yet be estimated with certainty because: a) the new financial package has not yet been delivered so there is no use history on which to base an estimate; and b) the amount of time required by the RTB planning and programming staff is not yet known.
13. **Cabling:** This is the one-time cost of cabling and installation for the hardware supplied by the MC. Additional cost may be incurred when the MC and RTB move, although this will depend on the physical relationship of the two agencies. Printer cabling and installation is included with the printer costs.
14. **Tape storage:** This is the storage cost for backed-up and archived 9-track tapes at the rate of \$1/tape/month. This assumes 10 tapes in 1985, 15 in 1986, and 20/year thereafter.
15. **Subtotal, Additional Services:** This is the subtotal of the estimated IBM space/time, cabling and installation, and estimated tape storage.
16. **Total:** Total annual cost from 1985 through 1991, assuming years beginning 7/85. The final figure is the cumulative cost for the system over 7 years.

SUMMARY, ESTIMATED COSTS FOR RTB TO USE
MET COUNCIL'S (MC) COMPUTER SYSTEM
11 JUNE 1985

	1985	1986	1987	1988	1989	1990	1991	TOTAL
BASIC MC PACKAGE								
1. All Software								
Financial package								
Integrated WP/Graphics								
Integr Spreadsheet,								
DBMS, Stat (SPSS)								
Transportation pkgs								
Electronic publishing								
2. 9 Terminals								
3. 1 Character printer								
4. All hard/software maint								
5. All training								
6. All non-specialized spt								
7. SUBTOTAL: BASIC MC PKG	24300	24300	24300	10800	10800	10800	10800	116100
ADDITIONAL HARDWARE								
8. 1 3270 term+maint	6000	700	700	700	700	700	700	10200
9. Addl 4-Phase terms	0	5400	10800	16200	13200	10200	4800	60600
10. 4 Additional printers	1854	950	950	0	0	0	0	3784
4 Sound enclosures	600	300	300	0	0	0	0	1200
Printer maintenance	432	648	854	854	854	854	854	5400
Printer hook-ups	1400	700	700	0	0	0	0	2800
11. SUBTOTAL: ADDL HARDWARE	10296	8708	14324	17764	14764	11764	6364	83984
ADDITIONAL SERVICES								
12. IBM time/space	5000	5000	5000	5000	5000	5000	5000	35000
13. Cabling, installation	600	0	0	0	0	0	0	600
14. Tape storage	120	180	240	240	240	240	240	1500
15. SUBTOTAL: ADDL SERVICES	5720	5180	5240	5240	5240	5240	5240	37100
16. TOTAL	40316	38188	43864	33804	30804	27804	22404	237184

CONCLUSIONS and RECOMMENDED ACTION

CONCLUSIONS

Finance, Administration, Public Information: Except for contract administration, the MC estimated that it can meet all of the identified needs by 9/85.

Transportation Planning and Programs: The MC can currently offer RTB staff access to large modeling and forecasting programs that are not otherwise available. The MC can also provide access to special applications created by MC staff. The RTB can purchase a special 3270 terminal that will allow staff to run transportation applications developed for IBM microcomputers, while still sharing the regional database on the MC's main computer.

Clerical Support and Office Management: The MC's system can meet all the needs identified by 7/85.

Telecommunications: The MC's computer system can communicate with any system that allows IBM access, including MN/DOT and MTC. MC data can be accessed directly.

Training, Maintenance, and Support: All is provided by the MC and is included in the summary costs listed above.

Shared Regional Resources: The MC system clearly supports the RTB's policy of sharing resources to the extent possible.

Costs: The difficulty in comparing these costs to that of an in-house system are complicated by the fact that the MC combines all costs into a summary figure. The major difference between what the MC can provide and what the RTB could purchase on its own system is that the MC's software is substantially more sophisticated and comprehensive.

Note: Because of the high cost of purchasing printers through the MC's vendor, the RTB should plan to purchase these separately on a state contract. These costs have been estimated in the spreadsheet above.

The spreadsheet on the following page outlines the cost plus interest of purchasing comparable hardware and similar (not comparable) software for an in-house system. (Note: The high cost of comparable software suggests that somewhat less sophisticated software would have to be purchased.) The spreadsheet shows the annual principle and interest payments for several alternative system costs at a 10% interest rate. In addition to these costs, the RTB would still have to pay for the following, all of which are included in the MC's basic cost:

1. All training, worth \$10,000-\$30,000 over 5 yrs.
2. All hardware and software maintenance and support, worth \$50,000-\$90,000 over 5 years.

If the RTB purchases an in-house system, you would also still have to pay for:

1. Specialized application development: The MC charges \$25/hour; comparable outside consultants charge \$40-\$75/hour.
2. A terminal to access the MC's IBM (for transportation and demographic data); this could cost \$6000.
3. Time/space on the MC's IBM to run the transportation packages; this could cost \$2-4000/year.
3. Hardware and software maintenance at the rate of \$1000-\$1500/month = \$12-18,000/year, minimum.
4. Initial and supplemental training at the rate of \$10,000-\$30,000 over 5 years.
5. Any special hardware or software required to tie into other computer systems; cost unknown.

Summary Conclusion: While the long term costs of sharing the MC's computer system vs. purchasing an in-house system are probably comparable, the sophistication of the software and the ability to link directly to a pre-existing regional data base make the computer link to the Metropolitan Council preferable to the acquisition of a free-standing in-house computer system.

In addition, this should be considered a long-term investment, as the initial financing burden shared by the RTB makes a shift to an alternative system within 5-8 years not cost-effective.

PAYMENTS FOR ALTERNATIVE SYSTEM COSTS

System Cost	Monthly P & I	Annual P & I	P & I For 5 Yrs	:	Interest For 5 Yrs
100000	2123	25476	127380	:	27354
125000	2656	31872	159360	:	34353
150000	3187	38244	191220	:	41224
175000	3718	44616	223080	:	48094

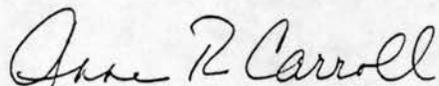
RECOMMENDED ACTION

Based on the Statement of Needs and the stated ability of the Metropolitan Council to meet those needs, it is recommended that the Regional Transit Board enter into negotiations with the Metropolitan Council to draft a Letter of Agreement/Contract to provide the Regional Transit Board with shared access to the Metropolitan Council's computer system.

The recommended configuration is as outlined on the spreadsheet on page 9.

It is further recommended the the RTB begin a formal search for compatible printers and associated hardware and maintenance under a state contract, and determine the best method of financing these purchases.

Respectfully submitted,



Anne R. Carroll
Manager of Special Projects

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization to Hire Planner I

At its meeting on June 13, 1985, the Administration and Finance Committee approved the recommendation to appoint Cindy Fish to the Planner I position.

RECOMMENDATION:

That the Regional Transit Board approve the appointment of Cindy Fish to the position of Planner I at a salary of \$22,000 with the standard employee benefit package.

jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 10, 1985
TO: Regional Transit Board
FROM: Ruth Franklin, Chair, Administration and Finance Committee
SUBJECT: Authorization to Hire Planner I

At its meeting on June 13, 1985, the Administration and Finance Committee will be discussing authorization to hire a Planner I. An oral report will be made to the Board at the meeting on May 17, 1985.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 7, 1985
TO: Administration and Finance Committee
FROM: Katherine Turnbull
SUBJECT: Authorization to Hire Planner I

ACTION REQUESTED

That the Administration and Finance Committee approve the appointment of Cindy Fish to the position of Planner I at a salary of \$22,000. The standard employee benefit package will apply to this position.

BACKGROUND

The Regional Transit Board advertised for the planning positions on two different occasions. The initial advertisements were placed in the Minneapolis Tribune, St. Paul Pioneer Press, and local minority papers in December 1984. The second advertisements were placed in these same papers, APTA's Passenger Transport, and sent to graduate schools in the Midwest and schools with large minority populations. These second advertisements were placed in May 1985.

A total of 98 applications were received. These were divided into potential Planner I and Planner II candidates. Approximately 25 of these were at the Planner I level. After the initial screening process, four candidates were selected to be interviewed.

The four candidates were interviewed by Judith Hollander and Katherine Turnbull on May 31, 1985. In addition to the interview, all four completed a written exercise. In addition, all were requested to provide copies of their written work--either a report or paper. The recommended candidate from this process was subsequently interviewed by the executive director. In addition, reference checks were made on all candidates.

It is our recommendation that the Board approve the appointment of Cindy Fish to the position of Planner I. Ms. Fish has a Bachelor of Science degree in Economics from Oklahoma State University. In addition, she has completed a majority of course work toward a Master of Science degree in Region and City Planning at the University of Oklahoma. Her experience includes one and a half years as a Transportation Planner at the Central Oklahoma Transportation and Parking Authority in Oklahoma City. In this position, she was involved with both long- and short-range transit planning, including origin-destination and route ridership studies, the "Bus Pool" program involving subscription bus service in suburban communities and many other transit planning activities. Since moving to Minnesota in January 1985, Ms. Fish has been working on a part-time basis at the East Central Regional Development Commission in Mora. A copy of her resume is attached.

RECOMMENDATION

That the Administration and Finance Committee approve the appointment of Cindy Fish to the Position of Planner I at a salary of \$22,000 with the standard employee benefit package.

RESUME
CINDY ANN FISH

1821 15th Ave. SE, #217
St. Cloud, Minnesota 56301
(612) 259-1793

Birthday: July 11, 1960
Social Security No.: 446-66-6424

EDUCATION

- 1982 - 1984 University of Oklahoma
Graduate School of Regional and City Planning
- 1980 - 1982 Oklahoma State University
B.S., Economics
Minor, Political Science
- 1978 - 1980 Oscar Rose Junior College

WORK EXPERIENCE

- July 1983 - January 1985 Central Oklahoma Transportation and Parking Authority; 300 E. California, Oklahoma City, Oklahoma 73104; (405) 231-2416; Transportation Planner. Position required knowledge of transit operations planning techniques. Responsible for both long and short range transit planning and development and input of computer programs pertaining to data collection, report generation, modeling and management information reports and systems analysis. Other general job functions included receiving and analyzing data pertaining to the design and placement of bus routes, park-n-ride lots and shelter locations, computation and analysis of performance indicators, develop graphic presentations, conduct surveys and inspection of transit routes. Supervised the Section 15 data entry clerk.
- June 1982 - July 1983 Central Oklahoma Transportation and Parking Authority; 300 E. California, Oklahoma City, Oklahoma 73104, (405) 231-2601; Transportation Planning Intern. Position required ability to conduct research in specific and varied project areas and held responsible for accurate data compilation and computation. Required knowledge of planning information systems and data collection methodologies. General job functions included research, data analysis, graphic design and illustration, computerized data collection, oral and written communication skills.
- June 1981 - August 1981 House of Representatives Research and Legal, State Capitol, Oklahoma City, Oklahoma 73105; (405) 521-2711; OSU Summer Economics Internship. Intern position located in the Research and Legal Dept. within the House of Representatives. Position required the research of topics and problems dealing with public policy for legislators and state officials. Required knowledge of analytical research techniques, coordination with various state agencies and departments, accurate data compilation and computation, written and oral communication skills.

ORGANIZATION MEMBERSHIPS AND HONORS

- | | |
|------------------------------------|--|
| American Planning Association | Dean's Honor Roll, University of Oklahoma |
| Transportation Research Board | Dean's Honor Roll, Oklahoma State University |
| OSU Alumni Association | Wentz Transfer Student Scholarship, OSU |
| OSU Economics Club | Oscar Rose Junior College Honor Roll |
| OSU Marketing Club | Oscar Rose Junior College Scholarship |
| OSU Student Union Activities Board | |

SEMINARS ATTENDED

- Timed-Transfer Seminar, Portland, Oregon
Introduction To Transit Operations Planning, San Antonio, Texas
Transportation System Analysis, Washington, D.C.
Seminar in Supervisory Skills for Management

References available upon request.
Salary history available upon request.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization to Advertise for Project Administrator(s) Position

At its meeting on June 13, 1985, the Administration and Finance Committee approved the recommendation to advertise for the position of Project Administrator.

RECOMMENDATION:

That the Regional Transit Board authorize advertising the position of Project Administrator.

jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

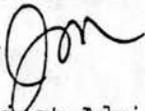
DATE: June 10, 1985
TO: Regional Transit Board
FROM: Ruth Franklin, Chair, Administration and Finance Committee
SUBJECT: Authorization to Advertise for Project Administrator(s) Position

At its meeting on June 13, 1985, the Administration and Finance Committee will be discussing authorization to advertise for the project administrator(s) position. An oral report will be made to the Board at the meeting on May 17, 1985.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 7, 1985
TO: Administration and Finance Committee
FROM: Judith McCourt, Programs Manager 
SUBJECT: Authorization to Advertise: Project Administrator

Action requested:

Staff requests the authority to advertise for two Project Administrators.

Discussion:

Attached is a proposed job overview for two Project Administrators. These positions are consistent with the Regional Transit Board's (RTB) staffing plan that was approved on January 21, 1985. It is necessary to fill these positions at this time in order to carry out the RTB's program management responsibilities including the assumption of specific programs that are currently managed by the Minnesota Department of Transportation.

The proposed salary range is \$24,000 to \$35,000.

Recommendation:

That the Administration and Finance Committee authorize advertising the position of Project Administrator.

JM:mk

CLASS TITLE: PROJECT ADMINISTRATOR

General Description

The Project Administrator is responsible for providing technical, management, and operational assistance to transit grant recipients, local units of government, and policy making bodies, negotiating transit assistance contracts with eligible recipients, developing and implementing a performance measurement process for grant recipients, collecting and analyzing operations and financial information for transit projects and assisting with the development and implementation of new transit services. Position requires working closely with local units of government, transit operators, state and federal planning and policy agencies, auditors, and various special interest groups.

Specific Responsibilities

The successful candidate will:

- *Assist communities and citizen groups with the development and implementation of new and innovative transit services resulting from community initiative and local planning studies.
- *Encourage the development of community initiative to creatively implement solutions that address unmet transit needs.
- *Examine, evaluate and recommend for approval applications for transit assistance funds.
- *Negotiate, execute and administer contracts with transit service providers.
- *Approve and initiate contract payments for transportation and service providers.
- *Provide technical and management assistance to interested parties providing transit service in the metropolitan area.
- *Coordinate and maximize the use of creative funding packages including a mix of funding sources.
- *Monitor and evaluate transit contractors' performance through data collection and analysis.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Approval of Depository Collateral

At its meeting on June 13, 1985, the Administration and Finance Committee approved the recommendation of collateral and place of safekeeping.

RECOMMENDATION:

That the Regional Transit Board approve the collateral and place of safekeeping.

jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 10, 1985
TO: Regional Transit Board
FROM: Ruth Franklin, Chair, Administration and Finance Committee
SUBJECT: Approval of Depository Collateral

At its meeting on June 13, 1985, the Administration and Finance Committee will be discussing approval of depository collateral. An oral report will be made to the Board at the June 17, 1985 meeting.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 6, 1985
TO: Administration and Finance Committee
FROM: Leslie Johnson, Director of Administration
SUBJECT: Approval of Depository Collateral

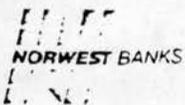
The Board pursuant to Minnesota Statutes, Chapter 118 "Depositories of Public Funds" shall approve the collateral pledged by a Depository to secure Board deposits. Attached is pledged collateral from the Capital Bank of St. Paul for review and approval.

The pledged collateral is in the form of securities of the Federal National Mortgage Association, a corporate instrumentality of the United States. The securities are held in safekeeping by Norwest Bank, Minneapolis.

Recommendation

The Administration and Finance Committee recommends Board approval of the collateral and place of safekeeping.

LJ:mk
Attachment



Norwest Bank Minneapolis, N.A.
Minneapolis, Minnesota 55479

Receipt and Agreement for Safekeeping of Pledged Securities

We ask you to accept as custodian for safekeeping, and to execute the receipt below for the following described securities:

026041.04

200,000.00 FEDERAL NATIONAL MTC ASSOC. 12.90 10/10/1986

These securities are owned by the undersigned Bank, which is herein called the Depository. Certain funds have been or will be deposited in the Depository by or in the name of the undersigned Treasurer as treasurer of the public corporation named below. A more particular description of the deposit account or the funds therein is as follows:

REGIONAL TRANSIT BRD MET COUNCIL

As security for these deposits such securities have been assigned by the Depository to the Treasurer and his successors in office.

We represent that there has been a full compliance with all laws which in any way pertain to the making of the deposits or the assignment of the securities of your acting as custodian thereof, and more particularly that the selection of the Depository as such and the amount and kind of the securities assigned and the manner of assignment thereof and the selection of you as custodian and the form of the receipt below have all been approved, and are in all other respects, as required by law.

You are to hold and dispose of such securities in accordance with the following terms and conditions:

1. Until you receive from the Treasurer or a successor to his office instructions to the contrary, you are to detach and surrender to the Depository any interest coupons on said securities from time to time as such coupons mature.
2. You are to surrender all said securities then held by you hereunder, including any substituted for the original securities pursuant to paragraph 3 of these terms and conditions, to the Treasurer or any successor to his office upon written demand at any time from said Treasurer or successor, and in such event you are to notify the Depository of such surrender at or before the time it is made. Mailing of such notice to the Depository at its address shown below will be a sufficient notification.
3. You are to surrender to the Depository any of the securities then held by you as custodian hereunder upon receipt from the Depository of written request so to do, together with securities delivered by the Depository in substitution therefor. The Depository hereby represents and warrants to you that any securities which it may hereafter so deliver to you in substitution for others then held for this account will be eligible as to type, amount, and in all other respects for substitution under the law of the state in which said public corporation is located and the terms of this agreement. Each of the undersigned authorizes you to accept and conclusively rely upon such representation and warranty and agrees that you shall have no liability or responsibility for relying and acting thereon. In the event of such substitution you are to mail to each of the undersigned at the addresses shown below, by registered or certified mail, a receipt describing and identifying both the securities so substituted and those released and returned to the Depository, all in accordance with the applicable law.
4. You are to surrender to the Depository all said securities then held by you hereunder, including any received in substitution pursuant to paragraph 3 of these terms and conditions, upon but not without, the written order so to do of the Treasurer or a successor to his office which if not otherwise ordered in writing may be ordered by his signing of the form of release appearing below.

All costs and expenses of safekeeping and handling securities hereunder shall be paid by the undersigned Depository.



Norwest Bank Minneapolis, N.A.
Minneapolis, Minnesota 55479

Receipt and Agreement for Safekeeping of Pledged Securities

We ask you to accept as custodian for safekeeping, and to execute the receipt below for the following described securities:

026041.04

300,000.00 FEDERAL NATIONAL MORTGAGE ASSN. 11.55 11/10/1987

These securities are owned by the undersigned Bank, which is herein called the Depository. Certain funds have been or will be deposited in the Depository by or in the name of the undersigned Treasurer as treasurer of the public corporation named below. A more particular description of the deposit account or the funds therein is as follows:

REGIONAL TRANSIT BOARD

As security for these deposits such securities have been assigned by the Depository to the Treasurer and his successors in office.

We represent that there has been a full compliance with all laws which in any way pertain to the making of the deposits or the assignment of the securities of your acting as custodian thereof, and more particularly that the selection of the Depository as such and the amount and kind of the securities assigned and the manner of assignment thereof and the selection of you as custodian and the form of the receipt below have all been approved, and are in all other respects, as required by law.

You are to hold and dispose of such securities in accordance with the following terms and conditions:

1. Until you receive from the Treasurer or a successor to his office instructions to the contrary, you are to detach and surrender to the Depository any interest coupons on said securities from time to time as such coupons mature.
2. You are to surrender all said securities then held by you hereunder, including any substituted for the original securities pursuant to paragraph 3 of these terms and conditions, to the Treasurer or any successor to his office upon written demand at any time from said Treasurer or successor, and in such event you are to notify the Depository of such surrender at or before the time it is made. Mailing of such notice to the Depository at its address shown below will be a sufficient notification.
3. You are to surrender to the Depository any of the securities then held by you as custodian hereunder upon receipt from the Depository of written request so to do, together with securities delivered by the Depository in substitution therefor. The Depository hereby represents and warrants to you that any securities which it may hereafter so deliver to you in substitution for others then held for this account will be eligible as to type, amount, and in all other respects for substitution under the law of the state in which said public corporation is located and the terms of this agreement. Each of the undersigned authorizes you to accept and conclusively rely upon such representation and warranty and agrees that you shall have no liability or responsibility for relying and acting thereon. In the event of such substitution you are to mail to each of the undersigned at the addresses shown below, by registered or certified mail, a receipt describing and identifying both the securities so substituted and those released and returned to the Depository, all in accordance with the applicable law.
4. You are to surrender to the Depository all said securities then held by you hereunder, including any received in substitution pursuant to paragraph 3 of these terms and conditions, upon but not without, the written order so to do of the Treasurer or a successor to his office which if not otherwise ordered in writing may be ordered by his signing of the form of release appearing below.

All costs and expenses of safekeeping and handling securities hereunder shall be paid by the undersigned Depository.

SIGN IN TRIPLICATE

Name of depository bank

Date

CAPITAL BANK

APRIL 5, 1985

Title

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 17, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Standard Policies and Procedure for the Deposit, Investment and Safekeeping of Board Monies

At its meeting on June 13, 1985, the Administration and Finance Committee approved the recommended standard policy and procedure for the deposit, investment and safekeeping of Board monies.

RECOMMENDATION:

That the Regional Transit Board approve the standard policy and procedure for the Deposit, Investment and Safekeeping of Board monies.

jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 10, 1985
TO: Regional Transit Board
FROM: Ruth Franklin, Chair, Administration and Finance Committee
SUBJECT: Standard Policies and Procedure for the Deposit, Investment and Safekeeping of Board Monies

At its meeting on June 13, 1985, the Administration and Finance Committee will be discussing approval of the standard policy and procedure for the deposit, investment and safekeeping of Board monies.

An oral report will be made to the Board at the June 17, 1985 meeting.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 6, 1985
TO: Administration and Finance Committee
FROM: Leslie Johnson, Director of Administration
SUBJECT: Standard Policy and Procedure for the Deposit, Investment
and Safekeeping of Board Monies.

Lawful Statutes provide for the following in regard to monies of the Board:

- a. Designation of Depositories.
- b. Provisions for the Security of Deposits.
- c. Provisions for Investments.

Attached is a standard policy and procedure which outlines lawful requirements, Board policies, and procedure instructions.

Recommendation

That the Administration and Finance Committee recommends for Board approval the standard policy procedure for the Deposit, Investment and Safekeeping of Board monies for adoption by the Board.

LJ:mk
Attachment

REGIONAL TRANSIT BOARD

STANDARD POLICY AND PROCEDURE INSTRUCTIONS

SECTION Administration and Finance EFFECTIVE DATE _____

PROCEDURE Deposit, Investment and Safekeeping of Board Monies NUMBER _____

The following outlines Board policies and procedures for the deposits, investments, security, and safekeeping of Board monies:

A. Depositories

1. The Board shall designate one or more official depositories setting forth the terms and conditions.
2. The official depositories shall furnish a surety bond or collateral as specified by Minn. Statutes 118 where deposits exceed amounts insured by the Federal Deposit Insurance Corporation.
3. The collateral in lieu of a surety bond shall be of legally authorized investments as described by Minn. Statutes 50.14.
4. The collateral at computed market value shall be at least ten percent more than the amount deposited or on deposit.
5. The collateral shall be assigned to the Board as security for the deposit.
6. The Board shall approve all depository collateral. The Director of Administration may release any excess collateral.
7. The depository may substitute collateral with obligations of the United States government for other securities pledged and the Board shall approve the substituted collateral at the next scheduled meeting.
8. At no time shall the Director of Administration maintain a deposit in any depository against collateral in excess of 90 percent of the market value thereof.
9. The collateral shall be held in safekeeping by the Director of Administration, or at a depository, other than where the deposit is maintained, approved by the Board.

B. Procedures

1. The Board shall review recommended depositories, the form and terms presented and shall by resolution adopt official depositories.
2. The Board shall review, for the purpose of approval, depository collateral.
3. The Board shall receive statements at least quarterly of the status of investments and authorized depository collateral.
4. In the process of approving depository collateral the Board shall approve the agent and places of safekeeping.
5. In securing bids for and the placement of lawful investments (see Section c), the Board has designated the following persons to make such transactions and cause wire transfers to be made:

From the Regional Transit Board
the Director of Administration
the Fiscal Analyst

From the Metropolitan Council
the Accountant - Financial Services
the Budget Analyst.

6. The Metropolitan Council as part of their administrative assistance includes in their accounts funds of the Board. These funds are held for safekeeping in Council accounts and invested in accord with Council policy and procedure. The account records between the Council and the Board shall be reflected as "due to and due from other government units."
7. In securing investment bids the following will be considered:
 - a. Availability of funds based on current and projected needs and applications.
 - b. Length of duration of investment based on projections of the above.
 - c. Identification and accounting necessary to account for the restricted use funds.
 - d. Bids will be taken from as many depositories as practical, with highest appropriate bids accepted.
 - e. One or several day repurchase agreements may be made without bid process.

c. Definition of Statutory Investment Instruments

1. U. S. Treasury Bills. They form the largest and most liquid component of the money market. They are obligations of the U.S. Treasury which are sold at a discount and repaid at face value upon maturity. The most actively traded bills mature in 91 and 182 days, popularly known as the 3 month and the 6 month bills.
2. U. S. Treasury Notes and Bonds. The federal government issues one- to ten-year treasury notes and ten- to thirty-year bonds with a fixed interest rate called a coupon rate. Unlike treasury bills, which are quoted on a discount basis, notes and bonds are quoted on a price basis. There is a minimal risk of default because these securities are guaranteed by the federal government. Notes and bonds also offer a high degree of liquidity because they can be bought and sold in a secondary market. The secondary market is the market or manner in which securities are traded after their initial release from the treasury or issuer.
3. Federal Instrumentalities. Second only in credit-worthiness to the U.S. Treasury debt are those securities issued by federal agencies and government sponsored organizations. While not direct obligations of the U.S. government, it is unlikely that a default on these securities would be allowed. These agencies are Federal Home Loan Bank (FHLB), Federal Farm Credit Banks (FFCB), and the Student Loan Marketing Association (Sallie Mae). The above agencies issue discount notes as well as interest bearing securities. These notes are sold at a discount and are repaid at face value at maturity. Their maturities are typically 30 to 360 days.

The Government National Mortgage Association (GNMA) is a wholly owned corporate instrumentality of the United States. An issuer assembles a group of individual mortgages guaranteed by VA or FHA and pools them together. GNMA finances this activity by issuing registered pass-through certificates. The certificate is guaranteed by GNMA and obligates the original issuer of the mortgage to pass-through to the certificate holders their pro-rata share of the monthly interest and principal payments due on the mortgages in the pool whether or not the payments have been collected by the issuer. The timely payment of these monthly distributions is what GNMA guarantees with full faith and credit of the U.S. government.

The Federal National Mortgage Association (FNMA) purchases mortgages and loans. It is a private corporation chartered by the U. S. government to provide mortgage money to individuals. These purchases are funded by corporate obligations. The short-term notes are sold at a discount with a maturity range of 30 to 360 days.

The Federal Home Loan Mortgage Corporation (Freddie Mac) has developed a Mortgage Participation Certificate similar to FNMA's except it is backed by the mortgages of the Federal Home Loan Mortgage Corporation.

Small Business Administration (SBA) and Farmers Home Administration (FMHA), both agencies of the U.S. government, enable banks to make loans to small business and agricultural concerns that are 50-90 percent guaranteed by the government. The guaranteed portions are then sold to secondary investors.

4. General Obligation Securities of the State of Minnesota or any of its Municipalities. A general obligation bond is one to whose payment the full faith and credit of the issuer has been pledged. More commonly, but not necessarily, general obligation bonds are payable from ad valorem property taxes and other general revenues.
5. Repurchase Agreements. The repurchase agreement is a short-term instrument tailored to specific maturities. The repo entails a financial unit selling a U.S. Treasury or federal agency issue to a buyer. A simultaneous agreement is executed at the time of sale under which the buyer promises to resell and the seller promises to repurchase the security at a specified date. Prices and dates for the sale and resale are agreed upon at the initial negotiation.
6. Reverse Repurchase Agreements. The reverse repurchase agreement permits a governmental unit to sell U.S. government obligations or federal agency obligations, already owned, to a bank or primary security dealer and then agree to buy them back at an agreed time and price. These agreements permit the governmental unit to hold its portfolio steady and retain a portion of its yield while obtaining cash to meet expenditures.
7. Certificates of Deposit. A certificate of deposit (CD) is a receipt from a commercial bank or savings institution that promises to repay principal plus interest on funds which are left on deposit for a particular period of time. These CDs are insured to \$100,000 by FDIC or FSLIC, both agencies of the federal government. Where the deposit exceeds the insurance, collateral must be pledged or a bond executed by a corporate surety company in accordance with provisions of Minnesota Statutes, chapter 118.
8. Bankers Acceptance. Bankers Acceptance (BA) are bills of exchange used to finance foreign trade. An acceptance is created when a commercial bank stamps accepted on the face of a time draft when a letter of credit has been issued to finance a particular shipment of goods. Acceptances are backed by the accepting bank, the drawer of the draft, and the underlying physical goods.
9. Commercial Paper. Commercial paper consists of short-term unsecured promissory notes issued by industrial corporations and finance companies to finance short-term assets. Since there is essentially no secondary market trading in commercial paper, rates must be competitive with those available on other high quality instruments in order to compensate the investor for this lack of liquidity.
10. Money Market Funds. Shares of an investment company (mutual fund) registered under the federal investment company act of 1940, whose shares are registered under the federal securities act of 1933, and whose only investments are in eligible securities described in this policy.

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
May 20, 1985

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

OTHERS PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander, Leslie Johnson, Larry Wertheim, Emil Brandt, Phil Braum

The meeting was called to order at 4:30 p.m. and roll taken. The chairman requested that the agenda be amended to move the Chairman's Report to the first part of the agenda because he expected to be called back to the Capitol for a conference committee meeting. Fuhr moved that the amended agenda be approved; Snesrud seconded the motion. Motion carried unanimously (Acosta not present).

Joyce moved approval of the minutes of the May 6, 1985 meeting; Franklin seconded the motion. Motion carried unanimously (Acosta not present).

CHAIRMAN'S REPORT

The chairman said that the conference committee is now in session. Most of the non-money items have been resolved, but the light rail transit item has not been settled. The Legislature must adjourn by midnight tonight and it is likely there will be a special session. He reviewed the provisions on which there seems to be agreement in conference committee. In response to Skrebes' question, Perovich said 35 percent is the legislative farebox goal. The Metropolitan Transit Commission (MTC) has a goal of 40 percent. Phil Braum, MTC, concurred, but noted that they define "fares" differently. Perovich said private operators are subsidized because they are taking the least cost-effective routes.

Perovich said the legislators will probably go home for a week, giving the Revisor's Office a chance to complete the paperwork. The Governor will then call them in and give them one day to reach an agreement. This may move the Request for Proposals (RFP) back a week. Franklin asked if those items on the agenda should be delayed or passed with a contingency. The chairman said they would not be released until we have a firm grip on the funding.

The chairman said we are seeing the results of the members' efforts during the past two weeks. He distributed a financial comparison of the House and Senate versions of the bill. Perovich said it is critical that the Schreiber amendment not go through. At this point the senators are firmly opposed to it. Language has been drafted that may reassure the House that the Board will not do an end run. It states that no governmental unit can construct, purchase or operate any light rail transit system until the 1987 legislative session. Another issue is that the House bill has no money in the budget. The chairman left the meeting; Doris Caranicas chaired the remainder of the meeting.

REQUEST FOR PROPOSAL FOR PRELIMINARY ENGINEERING FOR TRANSIT IMPROVEMENTS ON THE UNIVERSITY AVENUE CORRIDOR

Franklin noted that both committees have discussed this item. Hollander noted that dates have changed and minor amendments were made. Franklin moved the amended RFP; Acosta seconded the motion. Hollander said the City Development Planning Work Program outline is now part of the appendix. Franklin amended her motion to state:

That the Regional Transit Board authorizes staff to issue the Request for Proposal for Consultant Services on the Preliminary Engineering for Transit Improvements on the University Avenue Corridor, pending legislative action.

The seconder accepted the amendment; vote was taken, Motion carried unanimously.

RECOMMENDATION FOR REQUEST FOR PROPOSAL FOR TRANSIT SERVICE NEEDS

Franklin noted that both committees have discussed this item, and moved approval of the recommendations as follows:

That the Regional Transit Board authorize staff to issue the Request for Proposal for Consultant Services on the Transit Service Needs Assessment pending legislative action.

Acosta seconded the motion. Fuhr asked if the members decided that Task 7 should begin as part of Task 1. Franklin said that question was asked at the Administration and Finance Committee and the answer was that it would be started right away in view of the completion date. Fuhr said the marketing research firm of Burman and Anderson should be on the list. Vote was taken; Motion carried unanimously. *Druman*

REPORT OF THE POLICY COMMITTEE

IMPLEMENTATION OF THE I-394 TRANSIT IMPROVEMENTS

Lefko reviewed the committee report dated May 14, 1985. There was discussion about Recommendation 3 regarding the roles of Metropolitan Transit Commission (MTC) and Regional Transit Board. The consensus was that the second paragraph on Page 2 should state: "It is recommended that the RTB, with the assistance of MTC, take the lead role...."

1. That the Regional Transit Board endorse the transit elements of the I-394 Transportation System Management Design Concept. The transit elements include the following:

- Development and implementation of a timed-transfer bus system providing improved cross-community travel and service to downtown Minneapolis.

- Development of support facilities, including transit centers and stations, park and ride lots and metered ramps and bypass lanes for buses, carpools and vanpools.

-Aggressive rideshare marketing and programs centered on increasing carpooling and vanpooling.

Endorsement of these transit elements will clearly indicate the RTB's support for the coordinated approach proposed in the design concept.

2. That the Regional Transit Board pursue and coordinate funding for I-394 transit elements not eligible for Interstate funding. Funding for the major highway elements has been secured through the Federal Interstate program. However, funding is not presently available for many of the supporting transit elements. As the regional transit planning and funding agency in the metropolitan area, the RTB should actively seek and support funding for the I-394 transit elements. Funding should be sought from both traditional state, federal and local programs (UMTA, FHWA and Mn/DOT) and from newer programs such as the State Motor Vehicle Excise Tax (MVET) and other innovative funding mechanisms, such as joint development opportunities.
3. That the Regional Transit Board support the successful implementation of the I-394 transit elements through active participation in the I-394 Corridor Management Team. These activities should be coordinated under Mn/DOT's overall management of all elements in the I-394 corridor.

The RTB is in a unique position to play a major role in coordinating activities, creating a public awareness and providing funding support for various transit elements. RTB staff should continue to play a major role throughout the construction and start-up process, through the I-394 Corridor Management Team.

It is recommended that the RTB, with the assistance of MTC, take the lead role in the implementation of transit elements with as outlined in this memorandum. The RTB requests the MTC to include these activities in their future work programs and budgets, starting with the 1986 budget currently under development.

4. That the Regional Transit Board authorize staff to proceed with carrying out the activities necessary to assure the timely implementation of the I-394 transit elements.

It was noted that on Page 7 of the staff report dated May 2, 1985, the second sentence under the heading "Funding" should read "Approximately \$345,000 has been secured...."

Lefko moved approval of the recommendations as amended; Doyle seconded the motion.

Snesrud asked if MVET funds would be used as operating subsidies. Lefko said there is a question of the relationship of operating and planning funds. Hollander said it is a philosophical issue. Staff looked at transit elements not funded and for which sources of funds are not available and tried to identify alternative funding. The memo is written not knowing what will happen during the legislative session. Lefko said the matter would have to come to the board before funds are committed. Snesrud said she would have no problem if the language on Page 8 under "Funding" was amended. Abdul-Rahman said there seems to have been consensus on the board that the funds should not be used for operating. The board may want to make that a policy decision. Snesrud moved to delete the second sentence on Page 8 under "Funding," which states "It is recommended that MVET funds be used for the additional positions." Doyle seconded the motion.

In response to Fuhr's question, Abdul-Rahman said staff is still negotiating with the Department of Transportation and Metropolitan Transit Commission. That is why this amendment was requested. The issue will come before the board again. Fuhr said the board is considering three programs under which MTC is buying buses and the board should see the overall picture. She asked if they are buying all new buses and how they are staging the purchases. Lefko said some of this will be part of the budget discussions next month. Hollander said the MTC Bus Fleet Modernization Program will be presented at the Policy Committee. Franklin said the capital budgets will show local match and various grants that become available. Lefko said there are a number of policy questions unresolved; there will be another presentation on the future of Ridesharing and the relationship of the board to a number of different boards, the board's priorities and available funding, and the difference between operating programs and demonstration programs. The board is charged to do demonstration projects, but the board has not discussed that in depth. In response to Skrebes' question, Abdul-Rahman said staff is putting together a program to show how legislative action will effect I-394. Joyce noted that these funds change over a ten-year period and it would be useful information for the members. Abdul-Rahman said that was done with LRT.

Vote was taken on the amendment; Motion carried unanimously.

MarksJarvis said that after the legislative session, the board should meet as Policy Committee and the Regional Transit Board and set priorities and go out on bids. If funds decrease, the board may have to reorganize its priorities. Abdul-Rahman agreed that we are in a state of flux; it must be recognized that there is other planning money and when the tax is levied by the board there will be discussions with MTC about their budget. At the point that contracts are signed, they will be tied to amounts available for certain projects.

Vote was taken on the Lefko motion as amended. Motion carried unanimously (Kranz not present).

CRITERIA FOR ALLOCATING FUNDS FOR RESEARCH, EDUCATION AND PUBLIC RELATIONS PROJECTS

Lefko reviewed the April 14 committee report and moved:

That the Regional Transit Board approve the following criteria for allocating RTB funds to, and participation in, research, education or public relations projects:

1. The project is consistent with and helps to promote RTB goals, objectives and policies.
2. The project enhances the RTB's public image.
3. The RTB would be actively involved in the project.
4. Staff has time available to work on the project without significantly deterring from their regular duties.
5. Funding for the project can be allocated so that other RTB work program activities are not adversely effected.
6. Long-term benefits to transit in the Metropolitan Area can be derived through participation in the project.

Acosta seconded the motion; Motion carried unanimously (Kranz not present).

1987-1989 FEDERAL AID URBAN PROGRAM, METROPOLITAN TRANSIT COMMISSION'S PROJECT SUBMITTALS

Lefko reviewed the committee report dated May 14 and moved:

That the Regional Transit Board approve the Metropolitan Transit Commission's submittal of the following projects to the Transportation Advisory Board for inclusion in the 1987-1989 Federal Aid Urban Program:

Purchase of buses:	1987 -	\$2,500,000
	1988 -	\$2,500,000
Minnesota Rideshare	1987 -	\$440,000
	1988 -	\$470,000

Acosta seconded the motion. In response to Fuhr's question, Lefko said the Regional Transit Board will eventually assume responsibility for Rideshare and help set policy. Snestrud asked if there is a conflict with MTC sitting in judgment on whether buses or vans will be purchased. Lefko said those people should not make those decisions. Snestrud asked if they could come in next year for funds for vans in 1990 if there is money left. Emil Brandt, TAB, said he assumes there will be another program next year. Vote was taken; Motion carried unanimously (Kranz not present).

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

METROPOLITAN TRANSIT COMMISSION SECTION 9 GRANT APPLICATIONS

A financial comparison was distributed to the board. Franklin moved approval of Resolution 85-7, approving MTC's application for \$19,784,348 in federal transit assistance. Joyce seconded the motion. Franklin read the resolution.

Fuhr asked if the money is in hand. Johnson said the costs were accumulated in 1984 but reimbursed in the following year based on actual operating costs. This is an application for the money already spent. Fuhr asked if this creates a need for MTC to go ahead and sell bonds ahead of time. Franklin said it is based on the tax levy. Braum said this is expense built into the budget and financial planning. That is why MTC needs a fund balance, which is running at about \$15 million. Fuhr asked why the \$8 million is included if they are separate packages and whether this is for 1985. Johnson said the capital projects are for September 1985. Fuhr said this is another group of buses being purchased; Johnson said the purchase of 134 buses was based on some need. The Urban Mass Transit Agency (UMTA) has controlling regulation on how many they can purchase and dictates 67 buses in this grant application. Snesrud asked if this means none of these have been purchased. Braum said MTC cannot spend until the grant is approved. They will have the money by September. In response to Fuhr's question of whether operating funds are in jeopardy; Johnson said the funds have been appropriated. Joyce said this process of buying buses is a race against time; MTC is trying to replace 300 pieces of junk. Vote was taken on the motion; Motion carried unanimously (Kranz not present). Roll call vote was taken on the resolution, which was approved.

OTHER BUSINESS

Franklin said the committee heard a report on the office remodeling, but no action was required. Johnson briefed the board on the current activity conducted by Metropolitan Waste Control Commission, Metropolitan Council and Regional Transit Board to locate new office space that could be shared by those agencies. A special task force has been appointed, consisting of the three chairs and the chairs of administration and finance committees, to review the search. The three agencies' executive directors were instructed to put out a Request for Proposal for office space the first week of June. MarksJarvis questioned why Regional Transit Board's office is being remodeled when there is a possibility of relocating. Johnson said the office lease runs until the end of 1986. An office has to be set up now to allow for operating with a 19-person staff. Abdul-Rahman said much of the cost is in the partitions and they would be used in any new offices. The fixed walls are being removed to allow for more working space. The only item that would be left behind is carpeting and the landlord may purchase that from RTB. No action was taken.

There being no further business, Joyce moved that the meeting be adjourned; Acosta seconded the motion. Motion carried unanimously (Kranz not present). The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Mary Fitzgerald

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 7, 1985

TO: Elliott Perovich, Chairman
Ghaleb Abdul-Rahman, Executive Director
Regional Transit Board

FROM: Leslie M. Johnson, Director of Administration

SUBJECT: Government Finance Officers' Conference

May 26, 27, and 28 I was in Chicago for the 79th Annual Conference of the Government Finance Officers' Association.

- I. Arriving at noon on Sunday, I took in the afternoon session on "The Microcomputer Revolution In Government Finance." It was a more technical discussion of the interconnection of software and hardware technology than I readily comprehend and I did not gain much. However, it was clear from the Exhibition Hall that microcomputers are "the" issue in Government Finance and I picked up ample literature for my "To Read" file.
- II. Attended the Welcome reception in the company of our own Ruth Franklin who introduced me to many long-time GFOA friends.
- III. Neil Pierce delivered the Monday morning keynote speech entitled "The Intergovernmental Money Market: Where Are We Going." I had never heard Pierce nor do I read his column and was very impressed with the content of his address if not all its points. The substance of his address concerned the impacts of the Re-federalization effort and Tax Reform package of the Reagan Administration on the availability of money to meet the viability needs of American Cities. On the whole, I understood his address to favor both efforts with serious reservations about the cause of Equity as these efforts play out. A conclusion, increasingly states and locales will be on their own and much depends on how professionally they rise to the occasion. Pierce lauded Massachusetts and panned Louisiana. "GFOA people will be more critically in the middle of the action!" I would be happy to transcribe my notes on Pierce's speech for any Board member wanting them.
- IV. Monday morning session: "Investment Policies and Repos" moderated by Linda Shiemo, Investment Officer for the Metropolitan Council. Good session which focused on the controversy surrounding recent history's underwriter defaults on repos with governments holding bags. Do you demand delivery of collateral or stay out of the market? Apparent conclusion--either course impractical but know your dealer very well. "Know Where Your Collateral Is!" This was an eye-opener session for me. Linda Sheimo did a very nice job as moderator.

- V. Monday afternoon session: "Simplifying and Improving the Budget." Again a good session in which I picked up contacts, (time permitting) for future development of RTB budget and audit documents. It will be a goal of mine to achieve GFOA awards for RTB budget and audit documents. Lyle Haney, Finance Director, Coon Rapids, was a speaker on "Improving the Budget Process through Strategic Planning and Review." I was aware of Coon Rapids' extensive citizen's involvement in the Budget process but as he spoke it occurred to me that perhaps there's a process adaptable, if more difficult on a metropolitan scale, to achieving a real metropolitan buy-in to the financial needs of the public transportation system. Ruth Franklin and Lyle Haney are ready resources.
- VI. Monday night: I processed 100 Administrative Assistant resumes.
- VII. Tuesday morning: The Honorable George Latimer spoke in a General Session on "Financing the Public Capital Stock: A Challenge at all Levels of Government." He was followed by Joseph Gigilio of the "Private Sector Advisory Panel on Infrastructure Financing." The substance of this session was the infrastructure crisis in this country and how to pay for it. George and partner were not as warm to Reagan Administration efforts as Neil Pierce. Mayor Latimer delivered a classic "George" starting out "St. Paul is cold and it's old" and "Creative financing is really desperation." Then he discussed the things St. Paul has done and District Heating, Energy Park, etc.
- VIII. Tuesday afternoon: Sat in on a session entitled "New Techniques for Making Effective Oral Presentations," a self-improvement session delivered by Jack M. Solomon, Chairman/CEO of Executive Presentations Systems Corporation, Georgia.
- IX. 4:00 p.m. caught plane home early to make my daughter's graduation from pre-school!

LMJ:jmo