



Minnesota Regional Transit  
Board: Records.

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REGIONAL TRANSIT BOARD

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

## MEETING OF THE REGIONAL TRANSIT BOARD

Monday, July 29, 1985  
Council Chambers  
4:30 p.m.

### AMENDED AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Service Needs Assessment Consultant Selection Process and Authorization to Execute Contract with the Selected Consultant  
Resolution No. 85-8
4. REPORT OF THE POLICY COMMITTEE  
a. Assumption of Rideshare Program Responsibilities. Resolution No. 85-9  
Todd Lefko,  
Chair
5. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE  
Ruth Franklin,  
Chair
6. OTHER BUSINESS
  - a. Chairman's Report
  - b. Members' Reports
  - c. Staff Reports
7. PUBLIC COMMENT

Elliott Perovich  
Chairman

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
Metropolitan Council Chambers  
July 15, 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; Steve Loeding; Gail MarksJarvis; Peg Snesrud

STAFF PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander and Leslie Johnson, Mike Kuehn, Jerry Brechlin, Judith McCourt, Cindy Fish, Candace Sayles and Katie Turnbull

OTHERS PRESENT: Roy Larson, Jim Barton, Anne Carroll, Nathan Shaw, Larry Wertheim

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

Fuhr moved approval of the minutes of the May 20, 1985 meeting, noting that the minutes should be amended on Page 2, paragraph 6, to correct the name of the firm to Bruman and Anderson, rather than Burman and Anderson. Snesrud seconded the motion. Motion carried unanimously (Doyle not present).

Fuhr moved approval of the minutes of the June 17, 1985 meeting; Joyce seconded the motion. Motion carried unanimously (Doyle not present).

GOVERNOR'S TAXICAB COMMISSION PROGRESS REPORT, APPOINTMENT OF A TAXICAB ADVISORY COMMITTEE BY THE REGIONAL TRANSIT BOARD

The chairman introduced Jim Barton, Metropolitan Council Director of Local Planning Assistance, who staffed the Governor's Taxicab Commission. Barton reviewed the report of the commission, which was established last fall to review metro-wide licensing of taxicabs. An interim program and schedule showing the responsibilities of RTB are on Page 17 of the report. The process of assembling an advisory committee should start immediately. The normal process would be followed, but the committee would not be handled through the Secretary of State's Office. The Board will determine membership requirements. Doyle asked to what extent the tasks have been incorporated into the work program and budget for this year. The chairman said some expenses were expected and the Legislature recommended fees for the Board. That is not factored in, which must be dealt with soon. Doyle said the Board will be taking on a historically complex regulatory function that goes beyond our mandate. Perovich said the legislators discussed that; most of them see taxicabs as a segment of transit. RTB will play a role but he is not sure how involved we will become with regulations and licensing. The commission recommended that the Transportation Regulation Board continue its licensing function. Caranicas moved that staff be directed to work with Jim Barton in advertising for the Taxicab Advisory Committee; Lefko seconded the motion.

Lefko said the actual cost should be determined. There was discussion of the size of the committee. Recommendations will be developed and presented to the Board. Motion carried unanimously.

The chairman introduced Nathan Shaw, who served on the Governor's Commission. Shaw thanked the Board for taking this action because a great deal of time was spent on the report and the work should not stop now.

#### FILM ON THE HOUSTON TRANSITWAY

Turnbull explained that the Houston Transitway situation is very similar to the activity taking place on I-394. The chairman said he is negative about considering transportation separately from transit. There have been several discussions with the Council about the role RTB should play, but we are in a secondary position. Commissioner Braun of Minnesota Department of Transportation (MnDOT) is supportive. Legislation will be needed regarding long-range goals. Turnbull said staff is involved in the Council's update of the Metro Systems Highway Plan. Motor Vehicle Excise Tax funds will be important to us in the future; much of them are used for highways. Perovich spoke with the governor about not using MVET to replace general funds. Joyce said transit is a component of transportation, but not vice-versa, and we should not move outside of that.

The chairman said staff will try to spend a portion of each meeting in bring forward this kind of information about what is going on elsewhere. He will try to bring in a representative from Triple Five Corporation to discuss transit with the Board.

#### REPORT OF THE POLICY COMMITTEE

Lefko said the committee will meet on July 24 and encouraged other members to attend.

#### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

##### AUTHORIZATION TO HIRE SECRETARY

Franklin reviewed the committee report dated July 9, 1985 and moved:

That the Regional Transit Board approve the appointment of Carol Hinze to the position of secretary at an annual salary of \$20,000. The standard employee benefit package will apply.

Joyce seconded the motion; motion carried unanimously.

#### LETTER OF AGREEMENT WITH THE METROPOLITAN COUNCIL FOR THE ACQUISITION OF COMPUTER CAPABILITIES AND SUPPORT, AND A REQUEST FOR APPROVAL TO PURCHASE ADDITIONAL EQUIPMENT FROM AN OUTSIDE VENDOR

Franklin noted that a letter from Anne Carroll was handed out at the meeting along with revised Pages 8 and 9 of the agreement. She moved:

That the Regional Transit Board authorize the executive director to execute the Letter of Agreement dated July 1985 between the Regional Transit Board and Metropolitan Council for the purchase of access and use of the Metropolitan Council's computer system. Further, the Board authorizes the acquisition of additional computer equipment from an outside vendor at a cost not to exceed \$15,000.

Lefko seconded the motion.

Snesrud said her letter to other members was placed in their boxes. The contract was not considered by committee and she believed there would be more discussion to consider financial ramifications over a five-year period and a comparison with other rate structures. This rate is higher than the University of Minnesota. She described the costs associated with preparing a report using census data from the seven-county metropolitan area. Demographic data is available from the state and other agencies at lower charge. Caranicas said at one time the Council was plugged into the state system. It was expensive and the Council could not get data in the format that was required. The system was dropped and they developed their own. Carroll said it could be data is available in theory from other places but it is substantially more expensive.

In response to Acosta's question, Carroll said RTB can purchase whatever equipment it wishes and tie in telecommunication, but the Council would then charge more for CPU time.

The chairman asked Carroll to respond to Snesrud's concerns about IBM charges. Carroll introduced Roy Larson, Director of Metropolitan Council's Information Systems Department. Larson said the rates are the same hourly rates as the University charges for 4300 series equipment. That system is used by the Washington D.C. Council of Governments, Denver and Puget Sound Council. Some users have separate systems of offload and still get adequate service. The Council relied heavily on their experience and believes the costs are in line. The costs are less for the Council and they get a better level of service. The Council has seven major systems running. The accounting package effectively allows costs to be charged as the system is used. The intent is to provide a fair billing system. Four-Phase is used for word processing and to access IBM. There are 128 terminal hooked to IBM although only 25-percent will use it. Data does not have to be transferred from IBM to Four-Phase. There is no intermediate data storage unless the user chooses it. The systems were balanced over a period of two years to meet the needs of a planning organization. It represents their best judgment of what the Council needs. Larson said his perception is that the RTB needs are very similar. He described the process used to select the system. The Council retained a consultant, hired temporary staff to determine needs, prepared an RFP, issued two RFPs and allowed vendors to bid on both (none did), installed and rejected a micro computer and is now installing system 5000 Four-Phase for office automation. Fuhr asked if the Council had a cost comparison. Larson said they did not. Only IBM bid because of transportation planning. There are 2,300 programs furnished by the federal government and they only run on IBM, which eliminated other vendors.

Loeding asked if it is true that this issue did not go to Administration and Finance Committee. Franklin said that at the last committee meeting on June 13 it was discussed. She agreed that the matter moved faster than the committee is comfortable with, which was explained at the last meeting. It was passed on to the Board for more review and comment. Loeding said approval was given at

the last Board meeting because the contract would be coming back for approval and would get in-depth review. Franklin said it went to the Board because there was no committee meeting held. The intent was to do it at the next Board meeting.

Ghaleb Abdul-Rahman said Snesrud had several meetings with Les Johnson and Anne Carroll to discuss the contract. The committee reviewed a draft of the contract but there were details that had to be cleared up. Some administrative clauses have now been added. Loeding said it was not discussed in depth because the final contract would come back. He assumed it would go to the committee. Franklin reviewed the motion in the July 9 letter. The chairman said there was lengthy discussion at that time. The Board decided to approve the idea and give Snesrud an opportunity to meet with Johnson and Carroll to discuss her concerns and go to committee to discuss what we are getting for our money. The committee did discuss it and agreed to the proposal. Loeding asked if the Board will see the contract or if a Letter of Agreement is the same thing. Wertheim said it is the same thing. The committee's recommendation is to execute a Letter of Agreement. Loeding asked if this was thoroughly reviewed by the committee as promised. Franklin said the Letter of Agreement was reviewed at an earlier Administration and Finance Committee meeting and the recommendation was to approve. Another meeting has not been held since that action. It was discussed at a full Board meeting. Loeding said Paul Joyce had said the Board would get another shot at the contract. Joyce said at this time it is before the Board and it is time to act. We have to get a system up and running because we have a lot of projects. Loeding said he would like to go back to the point about comparisons.

Carroll said the question was whether the Metropolitan Council system can meet RTB needs at reasonable costs. The charge was not to draft an RFP which would be required to develop comparisons.

Loeding asked legal counsel if this meets the requirements of the law. Wertheim said bids are required on equipment. This is only for use; all the property remains the property of the Council. Carroll said the second part of the recommendation is to purchase outside printers. Quotes were obtained on those.

Caranicas pointed out there was a meeting at 3 p.m. today to discuss this and regretted that most members did not have an opportunity to attend. The contract can be cancelled with 60 days' notice if this does not work out. Now we can start with the Council and get service as soon as it is available. The Board does not have time to discuss this; we have to use Metropolitan Council data and it would be foolish to pass this up.

Lefko said members have been talking about process. The process was that questions arose as to substance of the arrangement and since additional information was requested and in deference to Snesrud, the agreement at the last meeting was to go forward. If question remain, they can be discussed now. He was not sure that everything has to be discussed at committee. The question of what we need and what information is required seems to be answered. We still have some flexibility and this looks like an incredibly good bargain. Regarding the capability issue, the system appears to be capable of handling it for every foreseeable need. It seems silly to go out and build a system and then go back and hook it up with the Council. It comes

to a question of time and whether we can build our own system. The alternative is eight to twelve months to do that. After that length of time we would end up with this and it is not clear we would get a better cost.

Doyle said the hour is growing late; there are two issues, substance and process. The substance issue should be resolved and then take final action. The chairman said everyone has had this in hand for well over a week. Loeding said there was no formal action at committee. Perovich said the committee discussed and approved it. The alternatives were to tag to the Council's system or go off on our own. The Board agreed to go with this proposal with the understanding that Snesrud could discuss it with Johnson and Carroll. It must be remembered that all federal programs are done with IBM, which is why the Council had one bidder. Doyle said the issues should be addressed one by one. The chairman said that assumes that everyone did not address them. Doyle said he suggests the committee go through one by one and then vote. Loeding asked if staff responded to Snesrud's questions. Difficult issues are always taken back to committee. Snesrud put questions in writing and Loeding asked if staff took the time to digest them and prepare a response. Abdul-Rahman said the process was that after the last meeting there was a meeting between Carroll, Snesrud, Johnson and two outside guests invited by Snesrud. A meeting was scheduled for earlier today to discuss questions prior to the Board meeting. Franklin said the minutes of the June 17 meeting, which are five and a half pages long on the computer system, refer to the questions coming back to the Board. They do not refer to going back to Administration and Finance Committee.

MarksJarvis said she needs to know if we can get service either from Metropolitan Council or elsewhere at a better price or will we have to go outside. Carroll said you cannot quantify cost. The Council staff is already running these models. MarksJarvis said we may not need what they order. Carroll said a full RFP can be done. It will take a lot of time, there is a cost in doing an RFP and the cost of acquiring equipment. MarksJarvis asked if costs estimates can be obtained without an RFP. The members have no way of knowing if this is reasonable. The chairman said that was why we hired a consultant. She was charged to come back with recommendations. We have people who require computer access. We will lose time that we cannot afford because of legislative mandates. The software we need is assembled and in use by other regional councils. The council has agreed to charge as though we were one of their departments. MarksJarvis asked how much an RFP would cost and whether we can use someone else's computer in the short term. Carroll said the owners would have to be willing to allow that. They are not interested because of the staff time involved.

Abdul-Rahman said one major issue is that we are a new agency and do not know what we need. Three word processing terminals are already in use. At this time staff felt we could get this going within the timeframe since the Council is expanding. Snesrud said she never proposed to own the system; a needs assessment could be done without an RFP. This is an untried system and the contract is based on a system that has not been installed. The contract does not have specific statements except that if the Council does not perform as agreed. She asked what will have if the systems will not interconnect. Carroll said the Board can cancel under those conditions. Larson said the 4300 system is installed in other regional councils. There is one installed across

the street and is being used on similar equipment. All of the software is the same as that in-house. It is being assembled now on our premises. The systems are compatible. The Four-Phase strong suit in the market is its IBM compatibility.

There was discussion about procedures for use of the equipment. It was the consensus that it was not desirable to have them specified in the contract because they would have to be amended by motion of the board when routine changes were necessary.

Carroll said the RTB staff will have full access to graphics terminals so she believed it was unnecessary to purchase them. RTB will be charged for time. There is a cancellation clause that allows RTB to cancel if the system is unsatisfactory.

Snesrud said the macro computer maintenance figure was wrong on Page 11. Carroll said it varies by year. The price is increased as equipment gets older. Snesrud said that before a vote, two issues should be addressed: the issue of contracting with Metropolitan Council and the issue of going outside. The chairman asked if she was offering an amendment. She said she was; there was no second.

Carroll noted that the contract should be corrected to make the termination 1990. In response to a question by MarksJarvis, Larson said that in the 1960s IBM spent a lot of money developing their transportation software. He does not know of any other software in use.

Vote was taken on the motion; the motion was approved (Snesrud voted nay).

#### EXTENSION OF CONTRACT WITH ANNE CARROLL

Franklin moved to approve Amendment No. 1, as attached to the July 9, 1985 memorandum from Ghaleb Abdul-Rahman, extending the contract with Anne Carroll so that she can complete the implementation of the computer system. Lefko seconded the motion.

Abdul-Rahman explained that Carroll was retained as part of Thompson and Company. Since that time she left that organization and Abdul-Rahman received a letter from the company indicating that Carroll would continue to provide the services. Loeding said this is an open-ended contract. The chairman said it is not known what the costs will be. Acosta said that without some limit, he is uncomfortable. He asked Carroll how much experience she has had in overseeing installation. Carroll said she had been consultant for the whole system for the cities of Ramsey, Prior Lake and Shoreview. Abdul-Rahman said she will get the printers in. The equipment will be installed by staff of the Council and Carroll will provide continuing evaluation of this and the personal computer equipment. She has not completed the staff evaluation of the need for personal computers. Acosta asked how she will know the equipment is properly installed without having the proper background. Carroll said she checks out each piece of equipment to see that everything works and she runs every report. In this case the macro and the printers must be tested. Eventual purchase is subject to testing. The Council will test its equipment but the outside equipment will be tested by Carroll. Acosta commented that the price is high. MarksJarvis asked if Carroll went outside for bids. Abdul-Rahman said we did not; Les Johnson checked Carroll's references.

Lefko said we have committed to a system. The consultant took us this far and we need to continue on this path. Abdul-Rahman suggested an appropriate limit would be \$5,000. Loeding said the motion should be amended to add "not to exceed a certain figure."

Acosta asked when the installation will start. Abdul-Rahman said the terminals are here and will be installed next work. Work will continue through the month of August. Acosta said he does not understand the mileage rate of \$.21. Franklin said the state pays \$.23. Loeding asked if this was discussed at an Administration and Finance Committee meeting. Franklin said the committee has not met. Loeding moved to amend the contract to state that the cost is not to exceed \$3,500; Acosta seconded the motion.

Wertheim noted that the amendment is between the board and an individual while the original contract is with a company. Abdul-Rahman said he has received a letter from Thompson withdrawing as a company and assigned the contract to her. Wertheim said that is not a problem. Vote was taken on the amendment. Motion carried unanimously. Vote was taken on the original motion as amended; motion carried (Snesrud abstained; Acosta voted nay).

#### OTHER BUSINESS

The chairman said a motion was needed to schedule board meetings for July 29. Franklin so moved; Fuhr seconded the motion. Motion carried unanimously.

Doyle said that at a recent meeting with business leaders in Minneapolis and elected officials there was significant dialogue regarding transit between the two downtowns. The conclusion was that there should be another meeting with people from downtown St. Paul and he suggested that this move forward. George Latimer has agreed to co-host such a meeting. The chairman suggested that Doyle move forward on this.

The chairman said there will be transit ramifications if the Triple Five Corporation moves ahead with their project in Bloomington. Our involvement may accelerate. The developers are projecting 40,000 permanent jobs. Triple Five employs 3,200 people all over the world promoting their centers. The potential increased ridership in the last leg of the Hiawatha corridor should be factored into the Hiawatha schedule. He is concerned about how to get St. Paul into this. St. Paul was counting on trade shows coming to the convention center. The board may want to reconsider the projected timeline. Joyce said you find that in the decision process these things are very fluid and we have to be able to change priorities. Our decision was proper at the time it was made. It is clear there is an impact on the road system. Abdul-Rahman said that if this goes through most of the funding will be spend on highways. Local circulation will be very important. Further, in the issue of new terminals at the airport; the impact will be substantial. There will be a lot of shifting around of priorities. It is hoped the people involved in the reevaluation will take all these factors into consideration.

Lefko said the Service Needs Assessment will change and within that context other questions come up that put an additional burden on the board regarding limited resources and needs that are there.

Fuhr said she hopes we do not become beguiled by these people. There must still be a governmental process. Perovich said Bloomington has not signed an agreement. They contracted with Wolsfeld to work through this with them. We must talk about that process. Sandra Gardebring and Tom Kalitowski are looking at the permit process and getting timelines for Bloomington. The governor is looking at the legislative process. He will meet this week with the legislative people and discuss the timeline and what may have to be done. Support from the legislators will be needed. A final agreement would not be signed for two or three months.

Mark Kosmos addressed the board; the chairman ruled him out of order.

There being no further business, Fuhr moved that the meeting be adjourned; Acosta seconded the motion. Motion carried unanimously. The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Mary Fitzgerald

Samy Woodson  
 Kuehl  
 Turnbull  
 Hollander  
 L. John  
 Rogala  
 De Vrie  
 Brecht

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 7/29/85 Enzel

Board mtg

Dist.	Member Name	Present	85-8 SIVA Vote	85-9 Puchner Vote	Vote	Vote	Vote
Chair	Elliott Perovich	✓	✓	✓			
A	Todd Lefko	✓	✓	✓			
B	Ruben Acosta	✓	✓	✓			
C	Bernard Skrebes	✓	✓	✓			
D	Doris Caranicas	arr. late	—	✓			
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	✓	✓	✓			

7/29/85

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 23, 1985  
TO: Regional Transit Board  
FROM: Committee of the Whole  
SUBJECT: Approval of Service Needs Assessment Consultant Selection Process  
and Authorization to Negotiate Contract With the Selected  
Consultant

At its meeting on July 25, 1985, the Committee of the Whole will be discussing approval of the Service Needs Assessment consultant selection process and authorization to negotiate a contract with the selected consultant. A verbal report and recommendation will be made at the July 29 Board meeting.

jmo  
Attachment

*Amended copy*

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 18, 1985  
TO: Committee of the Whole  
FROM: Katherine F. Turnbull, Planning Manager  
SUBJECT: Approval of Service Needs Assessment Consultant Selection Process and Authorization to Execute a Contract With the Selected Consultant

Action Requested

Action is requested approving the selection of Strgar-Roscoe-Fausch, Inc., with Frank Koppelman and Colle & McVoy to conduct the Service Needs Assessment and authorizing the Executive Director to enter into a contract with Strgar-Roscoe-Fausch, Inc, to conduct specific activities as part of this study.

Background

The consultant selection process is briefly described below. Each of the elements is more fully detailed in the attached memorandums.

Following authorization by the Regional Transit Board, the Request for Proposal (RFP) on the Transit Service Needs Assessment was issued on Friday, June 14, 1985. A pre-proposal conference was held on Tuesday, June 25, 1985, and proposals were due on Friday, July 12, 1985.

Five proposals were received on July 12, 1985. The RTB completed an initial screening of these based on the evaluation criteria contained in the RFP. Two proposals were selected as finalists to be evaluated by the Consultant Selection Committee. These were BRW, Inc., with Anderson and Niebuhr, Cambridge Systematics and COMSIS and Strgar-Roscoe-Fausch, Inc., with Frank Koppelman and Colle & McVoy.

The Consultant Selection Committee was composed of the following members: Judith Hollander, Regional Transit Board; Katherine Turnbull, Regional Transit Board; Nacho Diaz, Metropolitan Council; Emil Brandt, Transportation Advisory Board; and Neil Culbertson, General Mills. Mr. Culbertson was asked to participate because of his background in marketing. The Consultant Selection Committee met to review, discuss and evaluate the proposals and to interview the two finalists on Wednesday, July 24, 1985. Based on their review, the Committee reached consensus that Strgar-Roscoe-Fausch, Inc., should be selected to conduct the Service Needs Assessment. This was reviewed and confirmed by the Regional Transit Board's Executive Director on Thursday, July 18, 1985.

### Findings and Conclusions

- o Following Regional Transit Board authorization, a Request for Proposal (RFP) was issued on the Transit Service Needs Assessment.
- o Five proposals for the Service Needs Assessment were received on Friday, July 12, 1985.
- o Initial Regional Transit Board staff screening, based on the RFP evaluation criteria, selected two firms as finalists for consideration by the Consultant Selection Committee.
- o The Consultant Selection Committee reviewed, discussed and evaluated the proposals and interviewed the two finalists on Wednesday, July 24, 1985. The Committee reached consensus in selecting Strgar-Roscoe-Fausch, Inc., to conduct the Service Needs Assessment.
- o The Regional Transit Board Executive Director reviewed and confirmed the results of the Selection Committee.
- o The estimated cost for the Service Needs Assessment, as listed in the Request for Proposal, is \$100,000 for Phase I and \$200,000 for Phase II for a total cost \$300,000.

### RECOMMENDATION

That the Regional Transit Board approve the selection of Strgar-Roscoe-Fausch, Inc., with Frank Koppelman and Colle & McVoy to conduct the Transit Service Needs Assessment and authorize the Executive Director to execute a contract with Strgar-Roscoe-Fausch, Inc., to conduct the specific activities in the work program.

KT:jmo  
Attachments

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

RESOLUTION NO. 85-

Authorizing the Executive Director to Enter Into a Contract  
With Strgar-Roscoe-Fausch, Inc., to Conduct  
the Transit Service Needs Assessment

WHEREAS, the Regional Transit Board has developed a detailed work program for the Service Needs Assessment, which includes the identification of staff and consultant responsibilities, timing and products; and

WHEREAS, the work program for the Service Needs Assessment is consistent with the adopted Interim Implementation Plan and is within the scope of the Regional Transit Board's mandated planning and policy making responsibilities; and

WHEREAS, the Regional Transit Board authorized the issuance of a Request for Proposal (RFP) for consulting services for the Service Needs Assessment; and

WHEREAS, the Regional Transit Board has completed the consultant selection process through the use of a multi-agency Consultant Selection Committee; and

WHEREAS, the Regional Transit Board has approved the selection of the firm of Strgar-Roscoe-Fausch, Inc., with Frank Koppleman and Colle & McVoy to conduct specific activities as part of the Service Needs Assessment.

NOW, THEREFORE, BE IT RESOLVED that the Regional Transit Board authorize the Executive Director to enter into a contract with Strgar-Roscoe-Fausch, Inc., to conduct the activities identified in the work program on the Service Needs Assessment.

BE IT FURTHER RESOLVED, that the total cost of this project shall not exceed \$300,000, with the cost of Phase I estimated at \$100,000 and the cost of Phase II at \$200,000.

BE IT FURTHER RESOLVED, that should the total cost exceed \$300,000, given finalization of the scope and work program for Phase II, additional Board action will be requested.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 1985.

\_\_\_\_\_  
Elliott Perovich, Chairman

\_\_\_\_\_  
Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 18, 1985  
TO: Service Needs Assessment Selection File  
FROM: Katherine Turnbull, Planning Manager  
SUBJECT: Consultant Selection Process

This memorandum documents the procedure and outcome used in the Transit Service Needs Assessment Consultant Selection Process.

Requests for Proposals (RFP's) were mailed on Friday, June 14, 1985. A pre-proposal conference was held on Tuesday, June 25, 1985. The result of that meeting were documented and sent to the consultant list.

Five proposals were received on Friday, July 12. The proposal opening process has been documented in a separate memorandum.

The RTB staff completed an initial screening of the five proposals based on the evaluation criteria outlined in the RFP. Based on this evaluation two proposals were selected as finalists for consideration by the Consultant Selection Committee. The two finalists were BRW, Inc., with Anderson and Niebuhr, Cambridge Systematics and COMSIS and Strgar-Roscoe-Fausch, Inc., with Frank Koppelman and Colle & McVoy.

The Consultant Selection Committee was composed of Judith Hollander, RTB; Katherine Turnbull, RTB; Nacho Diaz, Metropolitan Council; Emil Brandt, Transportation Advisory Board; and Neil Culbertson, General Mills. Mr. Culbertson was asked to participate due to his background in marketing.

The Committee received copies of the two RFP's on Monday, July 15, 1985. The Committee met on the afternoon of Wednesday, July 17 to review and evaluate the proposals and interview the two finalists.

The agenda for the meeting was as follows:

1. Review and evaluate proposals.
2. Consultant interview--Strgar-Roscoe-Fausch, Inc.
3. Consultant interview--BRW, Inc.
4. Reaction to interviews and additional evaluation.
5. Critique of process and meeting.

Following additional discussion of the results of the interviews, the Committee reached a consensus that Strgar-Roscoe-Fausch, Inc., be selected. The Selection Committee felt both proposals and the qualifications of both firms

were good and very close. The Committee's preference for the Strgar-Roscoe-Fausch, Inc., proposal was based on their market research approach, overall understanding of the project and interview presentation and response to specific questions.

Ghaleb Abdul-Rahman, Judith Hollander and Katherine Turnbull met on Thursday morning to review the process and finalize the selection process. The result of this discussion was to recommend to the Regional Transit Board the selection of Strgar-Roscoe-Fausch, Inc., to conduct the Service Needs Assessment. This decision was then reviewed with the chairman.

KT:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 12, 1985  
TO: Service Needs Assessment File  
FROM: Katie Turnbull, Planning Manager *KT*  
SUBJECT: Service Needs Assessment Proposal Opening

At 2:15 p.m. on Friday, July 12, 1985 in the Board Room of the Regional Transit Board, 270 Metro Square Building, St. Paul, Minnesota proposals were opened on the Service Needs Assessment. The proposals were submitted to the RTB in response to Requests for Proposals (RFP's) issued by the RTB on June 14, 1985.

Present at the proposal opening were Ghaleb Abdul-Rahman, Executive Director; Judy Hollander, Director of Planning and Programs; Katie Turnbull, Planning Manager; Judith McCourt, Programs Manager and Cindy Fish, Planner.

Five proposals were received by 2:00 p.m. These were opened by Judy Hollander. A summary of the proposals follows:

1. Barton-Aschman, Inc., with Midwest Demographics Research and Biocentrics, Inc.

Ten copies of this proposal were received. The cost of Phase I was listed at \$116,000 and the cost of Phase II was listed at \$183,637 for a total project cost of \$299,637.

2. Steven K. Plasman and Associates, Inc.

Ten copies of this proposal were received. The cost of Phase I was listed at \$100,000 and the cost of Phase II was listed at \$199,900 for a total project cost of \$299,900.

3. Strgar-Roscoe-Fausch, Inc. with Frank Koppelman and Colle & McVoy.

Ten copies of this proposal were received. The cost of Phase I was listed at \$100,000 and the cost of Phase II was \$200,000 for a total project cost of \$300,000.

Service Needs Assessment File  
July 12, 1985  
Page 2

4. ATE with Custom Research, Inc.

Ten copies of this proposal were received. The cost of Phast I was listed at \$98,674 and the cost of Phase II was \$196,190 for a total cost of \$294,864.

5. BRW, Inc. with Anderson and Niebuhr, Cambridge Systematics and Comsis.

Ten copies of this proposal were received. The total project cost was listed at \$299,852.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 23, 1985  
TO: Regional Transit Board  
FROM: Policy Committee  
SUBJECT: Assumption of Rideshare Program Responsibilities

At its meeting on July 24, 1985, the Policy Committee will be reviewing the assumption of Rideshare program responsibilities. An oral report and recommendation will be made at the July 29 Board meeting.

TL:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 16, 1985  
TO: Policy Committee  
FROM: Judith McCourt, Programs Manager  
SUBJECT: Assumption of Rideshare Program Responsibilities

Action Requested: In accordance with Minnesota Statute 473.375, Section 117, subdivision 11, it is requested that the Regional Transit Board (RTB) certify its readiness to assume responsibility for ridesharing in the Twin Cities Metropolitan Area. Having certified its readiness to assume such responsibility, authorization is requested to negotiate a contract with the Metropolitan Transit Commission (MTC) to provide such activities under the direction of the RTB for a period from January 1, 1986, to December 31, 1986, and to establish an advisory committee to advise the RTB in carrying out the program.

Discussion:

The RTB is legislatively mandated to assume the responsibility for ridesharing in the metropolitan area after June 30, 1985.

At Policy Committee meeting on June 3, 1985, the committee was provided with an overview of:

- o Ridesharing services as they currently exist in the metropolitan area.
- o Current marketing conditions and
- o The comparative benefits and disadvantages of three ridesharing delivery service alternatives:
  - Transit Agency Model
  - Private Non-Profit
  - Umbrella Model.

It was concluded that there are a variety of effective ways to deliver ridesharing services in a community. The decision of how a service is effectively delivered is based on inter-relating factors, including funding, the ability to garner private sector support and the political environment. It was also concluded that all of the models discussed could work in this metropolitan area. The question, therefore, in part, becomes whether or not one model will provide significant advantages over another model.

Thought should also be given as to whether or not changes in the institutional model will at this time really change the actual level of ridesharing given current market conditions. This raises the larger question of whether the actual strategies for service delivery in addition to or instead of the institutional arrangement should be changed.

At this time, there is a legitimate question as to whether or not a change in arrangements will produce significant changes in ridesharing. Because of the current joint marketing ventures that are proposed in the I-394 corridor, an immediate change in institutional arrangements could disrupt planned marketing activities. If such a change occurred, it may be difficult to conclude whether or not an increased interest in ridesharing in the corridor is a result of a different service delivery method or is a result of the planned roadway improvements. It is, therefore, proposed that the ridesharing program should remain at the MTC through December 31, 1986, under a contractual arrangement.

During the contract period, adequate time exists to assess the impact of the I-394 marketing effort. This would permit the RTB to establish a base from which to evaluate future changes. By the end of the 1986 contract period, the interm HOV lanes should be introduced and the initial phase of marketing should be completed. At this time the opportunity exists to change the institutional arrangement while minimizing program disruption.

While an argument can be made to continue the current arrangement with MTC under an informal arrangement, a contract would serve to incorporate the project as a program of the RTB and would indicate RTB's commitment to establish a strong role in providing ridesharing services. Between the Board's approval of the option and January 1, 1986, sufficient time exists to play an active role in developing a work plan for the contract period that supports the policies and programs of the RTB. Yet another advantage of establishing a contract is the opportunity for a regular reporting mechanism and formal evaluation process based on the established work plan.

The I-394 program activities are not the sole reason for proposing the establishment of a one-year contract for services with the MTC. An indepth feasibility study of alternative service delivery methods should be conducted prior to implementing a change. A preliminary analysis of options was presented to the Policy Committee in June; however, prior to recommending a change, additional research should be conducted on the proposed options. In 1986, a Unified Planning Work Program project is being proposed to conduct an evaluation of ridesharing service delivery models. This project will involve a detailed review of the current services, as well as possible alternative service delivery methods. If the most promising alternative is different from the current service method, an implementation plan will also be developed.

In addition to negotiating a contract with the MTC for the provision of ridesharing services, at this time it is recommended that the RTB establish a Ridesharing Advisory Committee, as specified by legislation. Currently, ridesharing plans and activities are reviewed by the Metropolitan Rideshare Board. This Board was created in 1982 to promote and increase ridesharing in the Twin Cities metropolitan area. The Metropolitan Rideshare Board advises the Metropolitan Council and the Minnesota Rideshare Program on such issues. When the Board was created, the goal was to encourage membership from private corporations, public agencies, utilities and public advocacy groups. A commitment was made to develop a public-private partnership. When the Board

was formed, open membership was encouraged. At one point interest was high, however, as energy conditions stabilized, interest in the Board waned. Attendance at recent meetings has been extremely low. It appears as though the time is ripe from restructuring and rejuvenating the board. This action would permit the RTB to establish its commitment to ridesharing programs in the metropolitan area.

Several changes are proposed to encourage participation and strengthen the board. The open membership policy creates a "rotating door" situation and people tend to participate on a periodic basis. Because there is no membership term there is less of an incentive for consistent involvement. Furthermore, because members are not currently appointed there is no direct accountability to the program or the Metropolitan Council.

It is, therefore, proposed that a Ridesharing Advisory Committee be formed to advise the RTB on the delivery of ridesharing services. Staff recommends that the committee be composed of eleven members. One person would be appointed by each Board member and three people would be appointed by the Chair. Each person would serve for a two year term which would be staggered to provide for committee continuity. A concerted effort should be made to facilitate participation from the private sector. It is proposed that the Advisory Committee be appointed by October 30, 1985.

Prior to authorizing the recommended contract with the MTC and the formation of an advisory committee, the RTB must certify, in accordance with Minnesota Statute 473.375, section 17, subdivision 11, that it is ready to assume responsibility for the ridesharing program. A resolution certifying the Board's readiness to assume responsibility for the ridesharing program is attached for adoption.

#### Findings and Conclusions

- \* The RTB should certify its readiness to assume responsibility for the ridesharing program.
- \* A change in the institutional arrangement for the delivery of ridesharing services at this time may result in a disruption of planned marketing efforts in the I-394 corridors and make it difficult to assess the impact of I-394 marketing activities. An interim contract with the Metropolitan Transit Commission to provide ridesharing services through calendar year 1986 would ensure continuity for the rideshare program and would also serve to establish the RTB as the policy setting body for ridesharing.
- \* The RTB is legislatively required to establish a rideshare advisory committee to assist it in carrying out the program. An eleven member advisory committee, appointed by the Board, serving two-year terms is proposed to satisfy this requirement. The committee should be appointed by October 30, 1985.

Policy Committee  
July 17, 1985  
Page Four

RECOMMENDATION:

That the Regional Transit Board certify its readiness to assume the responsibility for ridesharing and formalize its policymaking relationship for ridesharing with the Metropolitan Transit Commission by negotiating a contract to provide ridesharing service in the metropolitan area from January 1, 1986, through December 30, 1986. During the contract period, other service delivery alternatives will be analyzed. It is also recommended that an eleven member advisory committee be established by October 30, 1985, to advise the Regional Transit Board in carrying out the program.

JM:jmo  
PC7/24

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

RESOLUTION NO. 85-9

RESOLUTION

Certifying Readiness to Assume Responsibility  
For Ridesharing

WHEREAS, the Regional Transit Board has adopted an approved interim implementation plan; and

WHEREAS, the Regional Transit Board may assume responsibility for ridesharing programs in the Twin Cities Metropolitan Area as specified in Minnesota Statute 473.375, Section 117, Subdivision 11; and

WHEREAS, the Regional Transit Board now wishes to assume the role and responsibility for ridesharing services in the Twin Cities Metropolitan Area; and

WHEREAS, the commissioner of Transportation, the Metropolitan Council and the Metropolitan Transit Commission shall cooperate with the Regional Transit Board in the transfer of these duties,

NOW, THEREFORE, BE IT RESOLVED:

1. THAT effective August 1, 1985, the Regional Transit Board shall assume the responsibilities identified by the Board that are imposed on the commissioner of Transportation, the Metropolitan Council and the Metropolitan Transit Commission pursuant to section 174.257 and other applicable provisions of the law for the establishment and implementation of a ridesharing program in the metropolitan area.

Adopted this 29th day of July, 1985.

\_\_\_\_\_  
Elliott Perovich, Chairman

Mary Fitzgerald  
Mary Fitzgerald, Secretary

## REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101  
(612) 292-8789

DATE: July 26, 1985  
TO: Members of the Regional Transit Board  
SUBJECT: Weekly Report

METROPOLITAN  
COUNCIL  
APPOINTS NEW  
RTB AUGUST 1

Following this past week's public hearings, the Metropolitan Council's Appointment Committee met on July 26 to review the background and qualification of each applicant seeking appointment to the RTB. The Appointments Committee will then make recommendations to the Metropolitan Council members to be acted on at a special meeting the Council has scheduled for August 1 at 4:00 p.m. The first meeting of the new RTB will be held on August 6.

For your information, the following list gives the names of all the individuals who have filed with the Secretary of State's Office to be considered for appointment to the RTB.

Precinct A  
Ruben Acosta  
Todd Lefko  
Chris Cummins  
Eleanor Graham  
Louise Lannto  
Robert Van Hoef

Precinct B  
Bernie Skrebes  
Edward Bayuk  
James Daire

Precinct C  
Doris Caranicas  
John Doyle  
Larry Williams  
Steven Nulsen

Precinct D  
Margaret Snesrud  
John Anderson  
Kenneth Bedeau  
Walter Dziedzic  
Mark Kosmas  
Ray Leek  
LeRoy Marshall

Precinct E  
Ruth Franklin

Precinct F  
Alison Fuhr  
Juanita Collins

Precinct G  
Paul Joyce

Precinct H  
Edward Kranz  
Carolyn Rodriguez

Three of our current Board members, Gail MarksJarvis, Jim Newland and Steve Loeding, did not apply for appointment to the new Board.

TELEVISION  
PERSONALITY

Our Director of Planning, Judy Hollander taped a television program at KMSP (Channel 9) studios this week. The public affairs program "Focus" is usually aired on Saturdays. The specific time and date this program is uncertain, but it is believed that the program will be aired on Saturday, August 3 at 8:30 a.m.

Judy's appearance came about through a request of the Program Director, Rod Grahams, who contacted the Metropolitan Council expressing a desire to do a program about Light Rail Transit. Nacho Diaz, the Metropolitan Council's Transportation Department Director and Judy will discuss in general terms the issues and implications associated with light rail.

CHAIRMAN TO  
SERVE ON  
INTERAGENCY  
TASK FORCE

Chairman Perovich was appointed by Governor Perpich this week to serve on an Interagency Task Force, along with the heads of other state and metropolitan agencies, regarding the Minnesota International Center proposed at the old Met Stadium site in Bloomington.

The Interagency Task Force is being asked to coordinate and expedite the studies, reviews and assessments of the Bloomington proposal of the Triple Five Inc. of Edmonton, Canada.

Other agency representatives serving on the task force include Sandra Gardebring, Chair of the Metropolitan Council; Richard Braun, Commissioner of Transportation; Tom Kalitowski, Executive Director of the Pollution Control Agency; Tom Triplett, Director of the State Planning Agency; Ray Glumack, Chairman of the Metropolitan Airports Commission; Jay Kiedrowski, Commissioner of Finance; and James Solem, Executive Director of the Minnesota Housing Finance Agency. Mark Dayton, Commissioner of Energy and Economic Development, will chair the task force.

## NEW STAFF

Carol Hinze joined the RTB staff on July 22 as the permanent secretary for the Department of Administration. Carol, a St. Paul resident, was employed by the Minnesota Department of Natural Resources for the last 11 years. Among her duties, Carol will be the secretary for the Administration and Finance Committee, relieving Julie Opsahl of that responsibility. Julie will continue to work with the Planning Department and be secretary to the Policy Committee.

## 1-394 UPDATE

It was announced this week that Dick Borson, MN/DOT District 5 Preliminary Design Engineer, has been named 1-394 Corridor Manager by MN/DOT Commissioner Richard Braun. The RTB urged the commissioner to appoint an overall corridor manager recently in a letter communicated to MN/DOT. The choice of Dick Borson, who has been involved in the 1-394 project for the past 12 years, has been well received by all those working on the project. The RTB will be working closely with Dick to insure the successful implementation of the transit elements of the 1-394 project.

## Recap of Meetings Last Week (July 22-26):

- July 22-25 Public Hearings on RTB appointments.
- July 22 Interagency Task Force on Bloomington Development (Perovich)-- Initial meeting of task force to study development proposal of Triple Five Inc.
- July 23 Metropolitan Highway System Evaluation Staff Team (Hollander, Turnbull)--Discuss study to evaluate regional mobility and accessibility levels of our highway system.
- July 24 1-394 Marketing Committee (Turnbull, Kuehn)--Discussion of marketing strategy and agencies' roles with public information.
- RTB/Science Museum Regional Transit Exhibit (McCourt, Pahl)-- Discussion of regional exhibition.
- July 25 Ribbon-Cutting Ceremony (Abdul-Rahman)--Ribbon-cutting ceremony on the opening of the new upgraded segment of Hennepin County Road 18.  
1-394 Policy Committee (Abdul-Rahman, Turnbull)--Project team discussion on project's progress.  
Citizen's League (Perovich, Abdul-Rahman)--Discussion of transit issues with Citizen League staff.
- July 26 County Providers Meeting (McCourt)--Discussion of mutual issues.

## Next Week's Meetings (July 29-August 2):

- July 29 Interagency Task Force on Bloomington Development (Perovich)-- Meeting to discuss Bloomington development proposal, 11:00 a.m., Governor's Office.

Sexual Harassment Issues Seminar (Perovich, Abdul-Rahman and staff)--Two-hour seminar on issues concerning sexual harassment, either 10:00 a.m. or 1:30 p.m., St. Paul Hotel, James R. Hill Room.

RTB Meeting, 4:30 p.m., Metropolitan Council Conference Room E.

Joint MTC Committee Meeting (Management Policy Committee and Advisory Task Force) (McCourt)--1:30 p.m., MTC Offices.

August 1 Brooklyn Park Senior Transportation Program (McCourt)--Discussion of operation of program, 9:00 a.m., Brooklyn Park City Hall.

Metropolitan Council Meeting--Selection of RTB Members, 4:00 p.m.. Metropolitan Council Chambers.

Future Meetings:

August 6 First Meeting of new RTB , 4:30 p.m., Metropolitan Council Offices.

August 7 Joint MTC/RTB Committee on Interrelationship, 5:00 p.m., MTC Offices.

August 14 RTB Policy Committee, 5:00 p.m., RTB Board Room.

August 15 RTB Administration and Finance Committee, 5:00 p.m., RTB Board Room.

August 19 RTB Board, 4:30 p.m., Metropolitan Council Chambers.

August 26 RTB Budget Public Hearing, 4:30 p.m., Metropolitan Council Chambers.

If members have scheduled or attended meetings that they would like to bring to the attention of the RTB Board, contact Mike Kuehn of our staff to place the activity on this calendar.

NOTE: All meetings are subject to change. If you intend to participate in any meetings listed in this calendar, please verify with the RTB office in advance.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 21, 1985  
TO: Administration and Finance Committee  
FROM: Leslie M. Johnson, Director of Administration  
SUBJECT: Authorization to Hire Secretary

We received 150 applications for the open secretarial position. After screening, nine applicants were interviewed by a team consisting of Judith Hollander, Leslie M. Johnson, and Mary Fitzgerald. It is the recommendation of the screening committee that Carol Hinze be hired. Her resume is attached.

RECOMMENDATION:

That the Administration and Finance Committee recommend the appointment of Carol Hinze to the position of secretary at an annual salary of \$20,000. The standard employee benefit package will apply.

jmo

15

737 Fry Street North  
St. Paul, Minnesota 55104  
May 9, 1985

Mr. Leslie Johnson  
Regional Transit Board  
270 Metro Square  
St. Paul, Minnesota 55101

Dear Mr. Johnson:

I wish to express an interest in the secretarial position your office has available in Metro Square. I am currently employed with the Minnesota Department of Natural Resources, Metro Division of Waters at the Regional Headquarters in St. Paul. Having worked at this position since 1979, I am now due for a change in employment which would provide a new challenge and learning experience.

Enclosed is my resume for your consideration. I would be happy to arrange for an interview at your convenience. Please contact me at the work phone number listed on my resume.

Thank you for your consideration.

Sincerely,

*Carol A. Hinze*  
Carol A. Hinze

Enclosure

RECEIVED

MAY 10 1985

REG. TRANS. DIV.

CAROL A. HINZE

737 Fry Street North  
St. Paul, MN 55104  
612/645-1005 (home)  
612/296-7523 (work)

Objective: Continue and advance in secretarial skills to provide efficient office services to staff.

Experience:

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Metro Division of Waters  
1200 Warner Road  
St. Paul, MN 55106  
Supervisor-Kent Lokkesmoe (296-7523)

March 1979  
to  
Present

- receptionist to six+ professional staff
- provide typing/secretarial skills for staff
- budget/bookkeeping responsibilities
- inventory/purchasing responsibilities
- provide assistance to general public requesting information relating to Metro Waters rules and regulations
- transcribe, take minutes, etc. pertaining to meetings and/or field inspections related to Waters programs
- administration of Waters permitting procedures
- computer terminal input operator for permit program
- office manager (i.e. training new staff, providing information regarding office procedures, etc.)
- supervisor for student workers, laborers, emergency appointments as required

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

License Bureau  
500 Lafayette Road  
St. Paul, MN 55146  
Supervisor-Linda Maleitzke

October 1974  
to  
March 1979

- information receptionist for snowmobile/watercraft registration programs
- supervised snowmobile dealership licensing statewide
- file clerk
- issued game and fish, snowmobile and watercraft licenses over the counter to general public

Education:

JOHNSON SENIOR HIGH SCHOOL

1975 Graduate. Emphasis in secretarial, shorthand, office skills.

References:

Karen Loechler, Assistant Commissioner, DNR Special Services (296-9556)  
Kent Lokkesmoe, Regional Hydrologist, Metro Waters (296-7523)