



Minnesota Regional Transit  
Board: Records.

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

*mf*

MEETING OF THE REGIONAL TRANSIT BOARD

Tuesday, August 6, 1985  
 Council Chambers  
 4:30 p.m.

AGENDA

*Carry Over*

1. Call to Order and Roll Call
2. Approval of Agenda
3. Amendments to Bylaws, Resolution No. 85-\_\_
4. Regional Transit Board Members' Orientation Retreat
5. Establishment of Public Hearing and Process for Appointment to Metropolitan Transit Commission Resolution No. 85-10

6. REPORT OF THE POLICY COMMITTEE

Todd Lefko,  
 Chair

7. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE

Ruth Franklin,  
 Chair

a. Public Hearing on the Proposed 1986 Regional Transit Operating and Capital Budget Resolution No. 85-11

8. PUBLIC COMMENT

9. OTHER BUSINESS

a. Chairman's Report

- 1) Designation of Officers, Committee Chairs and Memberships
- 2) Time and Dates of Board and Committee Meetings
- 3) Taxicab Advisory Committee

b. Members' Reports

c. Staff Reports

Elliott Perovich  
 Chairman

REGIONAL TRANSIT BOARD  
ROLL CALL AND ATTENDANCE SHEET

Woribu  
Weney  
Turnbull  
M. Court  
Hullander  
John  
GTR  
Kueh  
Brechli

DATE: 8/6/85

BOARD OR COMMITTEE RTB ~~85-10~~ #3 85-10 #5 85-11 #7a

MEMBER NAME	PRESENT	VOTE	VOTE	VOTE	VOTE	VOTE
Chairman	✓	no	✓	✓		
Kenneth Bedeau	✓		✓	✓		
Doris Caranicas	✓		✓	✓		
Ruth Franklin	✓		✓	✓		
Alison Fuhr	✓		✓	✓		
Paul Joyce	✓		✓	✓		
Edward Kranz	✓		✓	✓		
Todd Lefko	✓		✓	✓		
Bernard Skrebes	✓		✓	✓		

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
Metropolitan Council Chambers  
July 29, 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; Bernard Skrebes; Peg Snesrud

OTHERS PRESENT: Dirk deVries, Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander, Leslie Johnson, Mike Kuehn, Katie Turnbull, Larry Wertheim, Alan Rogalla, Jerry Brechlin and Arnie Enzel

The meeting was called to order at 4:30 p.m. and roll taken. Joyce moved approval of the agenda; Fuhr seconded the motion. Motion carried unanimously. (Caranicas not present.)

APPROVAL OF SERVICE NEEDS ASSESSMENT CONSULTANT SELECTION PROCESS AND AUTHORIZATION TO EXECUTE A CONTRACT WITH THE SELECTED CONSULTANT, RESOLUTION NO. 85-8

Turnbull reviewed her report dated July 18, 1985. Loeding moved:

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

Snesrud seconded the motion. Motion carried unanimously.

Roll call vote was taken on the resolution. The resolution was approved unanimously (Caranicas not present).

REPORT OF THE POLICY COMMITTEE

ASSUMPTION OF RIDESHARE PROGRAM RESPONSIBILITIES, RESOLUTION NO. 85-9

Lefko said the committee discussed the rideshare program. He reviewed the report dated July 23, 1985 and moved approval of the recommendation and resolution. Fuhr seconded the motion.

That the Regional Transit Board certifies its readiness to assume the responsibility for ridesharing and formalize its policy-making relationship for ridesharing with the Metropolitan Transit Commission (MTC) 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.

Roll call vote was taken; recommendation and resolution were approved unanimously.

#### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Franklin reported that the committee has not met since the last board meeting. Abdul-Rahman asked that the committee meet on August 8 to discuss the University Avenue Transit Way. That will be a week before action is taken on the Metropolitan Transit Commission capital budget.

#### OTHER BUSINESS

This is the last meeting of the current board members. Abdul-Rahman wished them well and said it is the feeling of the staff that it was a good year. He expressed the hope that members will continue to be interested in transit and stay in contact. There will be openings on the advisory committees.

Doyle said it appears he may be leaving the board and wished to express his personal appreciation for the working relationship. Those months were meaningful in terms of personal and professional development. He hopes we will continue to establish strong working relationships between the board and the business community. He will be available to help and will continue his strong interest. This board has the potential for being a premier agency in the country. It has good staff, a strong board, and he will support it in any way he can. He congratulated Doris Caranicas. The committee had a difficult problem in choosing between two people. He has a great deal of respect for her and will support her, knowing she will continue her hard work.

Loeding said that as a person who participated in the selection of the executive director, he is pleased with the first year and the progress in selecting top-notch staff, starting with Ghaleb Abdul-Rahman. Loeding has decided not to reapply to the board because there are other qualified candidates. He extended his highest appreciation to staff for assistance during this year and asked that we keep an eye out for Metro Mobility.

The chairman said MarksJarvis and Loeding did not reapply. The appointments will be made on August 1. He said Doyle expressed it very well; it hardly seems a year since the first meeting. Frank Snowden was with us then. He agreed with Loeding that Abdul-Rahman put together a very good staff. If we do our work, we can be the premier agency. It would be a shame not to take advantage of the experience of those who will not be on the new board. He encouraged them to serve on one of the advisory committees. We need members with good background. He has served with many boards and this one is unique. When the issue surfaced at the Legislature, there was concern for the people on the board and the effort they had put in rather than the size of the board. The legislators were concerned about what would happen to those who had been

appointed and worked so hard to meet all the mandates. He never heard complaints about the number of meetings, twelve in December and about sixteen in January. The board worked hard, did its homework and expressed their feelings and concerns, and accomplished a lot. He was on the first Parks and Open Space Commission, it had similar charges but the issues were not as complex. It was a long year but it passed quickly. We did not always agree, but worked through it and got an excellent start. He appreciates the support and commitment to transit and the willingness to put in a lot of time.

Caranicas said that when she was on the Health Board she would ask, on a bad day, why do we do it? The director would reply that it look good on your obituary.

Perovich said that when you look back through the roll call of meetings, most members were there. The board built a good reputation for the agency and a service that does not have very many advocates.

The chairman thanked Dirk deVries, Arnie Enzel and others participated.

There being no other business, Loeding moved to adjourn; Acosta seconded the motion. Motion carried unanimously.

Respectfully submitted,

Mary Fitzgerald  
Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 30, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Establishment of Public Hearing and Process for Appointment  
of Commissioner to Metropolitan Transit Commission  
Resolution No. 85-

One seat on the Metropolitan Transit Commission expires on August 27, 1985. The appropriate material was filed with the Secretary of State's Office who advertised for applicants, fulfilling all legal requirements under Minnesota's Open Appointment Law.

RECOMMENDATION

That a Public Hearing be scheduled on the appointment at the meeting of the Regional Transit Board on August 19, 1985 at 4:30 p.m. in the Metropolitan Council Chambers, 300 Metro Square Building, Seventh and Robert Streets, St. Paul, Minnesota 55101.

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

Resolution No. 85-

Resolution Establishing a Public Hearing  
on the Appointment of a Commissioner  
to the Metropolitan Transit Commission

WHEREAS, Minnesota Statutes 473.404, Subdivision 2 requires that the Regional Transit Board appoint the members of the Metropolitan Transit Commission; and

WHEREAS, the term of the member of the Metropolitan Transit Commission representing the City of St. Paul expires on August 27, 1985; and

WHEREAS, the notice of this vacancy was filed with the Secretary of State's Office and all requirements of Minnesota's Open Appointment Law has been fulfilled; and

WHEREAS, the Secretary of State's Office has forwarded to the Regional Transit Board all the applications they have received from individuals expressing a desire to be appointed to the Metropolitan Transit Commission,

NOW, THEREFORE, BE IT RESOLVED:

1. That a public hearing be held by the Regional Transit Board on August 19, at 4:30 p.m. in the Metropolitan Council Chambers, 300 Metro Square Building, Seventh and Robert Streets, St. Paul, MN 55101.
2. That all interested persons who wish to testify on the appointment to the Metropolitan Transit Commission be given the opportunity to do so at this time.
3. That following the receipt of public comment, the Regional Transit Board intends to act on the appointment.
4. That notification of the public hearing be made in at least one newspaper of general circulation in the St. Paul area soliciting public comment on the appointment a minimum of seven days prior to the hearing.

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

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

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

REGIONAL TRANSIT BOARD  
Suite 270 Metro Square Building, St. Paul, MN 55101  
292-8789

DATE: July 30, 1985  
TO: Ghaleb Abdul-Rahman, Executive Director  
FROM: Mike Kuehn, Public Information Officer  
SUBJECT: Appointment of MTC Commissioner

Action Requested-In accordance with Minnesota Statutes 473.404, Subdivision 2, the Regional Transit Board is responsible for appointing members to the Metropolitan Transit Commission (MTC). It is requested that a public hearing be held to interview the applicants for appointment to the MTC on August 19 and that following the public hearing, the Board act on the MTC Commissioner appointment.

Background-We have been notified by the Secretary of State's Office that two applications have been received from individuals seeking appointment under Minnesota's Open Appointment Law as a Commissioner to the MTC. This is the seat currently held by Carolyn Cochrane. In addition to the management experience required by all MTC Commissioners, this appointment is legislatively mandated that the appointee be a resident of the City of St. Paul.

Of the two applications received, one applicant, Arthur Helland, is not a resident of St. Paul; therefore, he could not legally be appointed to this expiring seat. The other application was submitted by the current MTC Commissioner from St. Paul, Carolyn Cochrane. The deadline for submitting applications to the Secretary of State's Office was July 22, 1985.

Recommendation-It would be my recommendation that the Regional Transit Board schedule a public hearing to interview the one applicant and offer the public opportunity to testify on the applicant's qualifications. Since this term on the MTC expires on August 27, I would further recommend that a public hearing be scheduled in conjunction with our August 19 Board Meeting and following the public hearing, ask the Board to act on the appointment.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 30, 1985  
TO: Regional Transit Board  
FROM: Leslie M. Johnson, Director of Administration  
SUBJECT: Public Hearing on the Proposed 1986 Regional Transit Budget

Minnesota Statutes 473.163 requires that the Regional Transit Board hold a public hearing on the proposed 1986 Regional Transit Budget.

The term "Regional Transit Budget" is being used herein to describe both the Regional Transit Board Operating and Capital Budget(s) and the Metropolitan Transit Commission Operating and Capital Budget(s). The Public Hearing will be an all-inclusive Hearing.

Board members have received the Metropolitan Transit Commission budget document and will be provided the Regional Transit Board document at the Administration and Finance Committee meeting August 8, 1985.

Resolution No. 85- sets a Public Hearing on the proposed 1986 Regional Transit Operating and Capital Budgets for August 26, at 4:30 p.m., Metropolitan Council Chambers, 300 Metro Square Building, Seventh and Robert Streets, St. Paul, Minnesota 55101.

Recommendation

That a Public Hearing be scheduled on the Proposed 1986 Regional Transit Budget at the meeting of the Regional Transit Board on August 26, at 4:30 p.m. in the Metropolitan Council Chambers, 300 Metro Square Building, Seventh and Robert Street, St. Paul, Minnesota 55101, by approval of Resolution No. 85-

REGIONAL TRANSIT BOARD  
Suite 270 Metro Square Building, St. Paul, MN 55101  
292-8789

RESOLUTION NO. 85-

Ordering a Public Hearing  
on the Proposed 1986 Regional Transit Budget(s)

WHEREAS, Minnesota Statutes 473.163, Subdivision 2 requires the Regional Transit Board to hold a Public Hearing on its proposed 1986 budget; and

WHEREAS, Minnesota Statutes 473.163 requires that notice of said Hearing be placed in newspapers of general circulation in the metropolitan area,

NOW, THEREFORE, BE IT RESOLVED:

1. That a Public Hearing on the Proposed 1986 Regional Transit Operating Budget and the Proposed 1986 Regional Transit Capital Budget is hereby called for 4:30 p.m. August 26 in the Metropolitan Council Chambers, 300 Metro Square Building, Seventh and Robert Streets, St. Paul, Minnesota 55101.
2. That Notice of said Public Hearing, attached and hereby made a part of this Resolution, be placed and appear in the Minneapolis Star and Tribune and St. Paul Post Dispatch on or before August 12, 1986.

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

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

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

PUBLIC NOTICE  
of  
PUBLIC HEARING AND ADOPTION  
of PROPOSED 1986 BUDGET  
for the  
REGIONAL TRANSIT BOARD

Please take Notice that pursuant to Minnesota Statutes, Section 473.163, and Section 473.38, Subdivision 1, Notice is hereby given that a Public Hearing will be held on August 26, 1985 at 4:30 p.m., Metropolitan Council Chambers, Third Floor, Metro Square Building, Seventh and Robert Streets, St. Paul, Minnesota on the proposed 1986 Budget of the Regional Transit Board. The proposed Budget may be examined at the offices of the Regional Transit Board, Suite 270 Metro Square Building, St. Paul, Minnesota 55101.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 31, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Amendment of Regional Transit Board Bylaws

The attached resolution reflects proposed amendments to the Bylaws of the Regional Transit Board that are required to make the Bylaws conform to the changes in the size of the board and in the authority of the executive director mandated by the 1985 session of the Minnesota Legislature.

RECOMMENDATION:

That the Bylaws of the Regional Transit Board be amended as shown in the attached resolution.

EP/mff

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

RESOLUTION NO. 85-

AMENDING BYLAWS

WHEREAS, the Regional Transit Board has adopted Bylaws dated August 6, 1984;

WHEREAS, amendments to the Bylaws are necessitated by amendments contained in Laws 1985, Sp. Sess., Ch. 10, Secs. 94, 95, and 123;

WHEREAS, Article VIII provides that the Bylaws may be amended upon a two-thirds vote (but at least 8 votes) of the members present at a regular meeting provided that notice of the proposed amendments is given to Board members at the previous regular meeting of the Board;

WHEREAS, such notice has been given.

NOW, THEREFORE, BE IT RESOLVED that the Bylaws are hereby amended as follows:

1. Article I, Section B.1.d. is deleted.
2. Article I, Section B. Election of Officers shall be renumbered as Section C.
3. Article V, Section D is deleted.
4. In Article VIII, last sentence, "eight (8)" is deleted and "five (5)" is substituted.

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

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

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

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

NOTICE OF PROPOSED AMENDMENT TO BYLAWS

PLEASE TAKE NOTICE that the following amendments to the Bylaws of the Regional Transit Board, adopted August 6, 1984 ("Bylaws") will be proposed at the regular meeting of the Board scheduled for August , 1985.

This notice is given to Board members at the regular meeting of the Board on August , 1985 pursuant to Article VIII of the Bylaws.

These amendments are necessitated by the amendments contained in Laws 1985, Ch. 10. Secs. 94, 95 and 123, reducing the Board's membership and the powers of the Executive Director.

The proposed amendments to the Bylaws are as follows:

1. Delete Article I, Section B.1.d.

Comment: This will remove the requirement that the Chair recommend employment decisions to the Board. All such employment decisions are now vested in the Executive Director.

2. Renumber Article I, Section B, Election of Officers as Section C.

Comment: This will correct a numbering error.

3. Delete Article V, Section D.

Comment: This will remove the requirement that employment decisions be made by the Board.

4. In Article VIII, last sentence, delete "eight (8)" and insert "five(5)".

Comment: The Bylaws now require 8 votes to amend the Bylaws. That number should be reduced in view of the reduced size of the Board.

Dated: \_\_\_\_\_

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

BYLAWS OF THE REGIONAL TRANSIT BOARD  
As Adopted August 6, 1984

ARTICLE I - OFFICERS

A. DESIGNATION

Officers of the Regional Transit Board (hereinafter "Board") shall include the Chair, Vice-Chair, Secretary, Treasurer, and may include a Deputy Secretary and Deputy Treasurer.

B. DUTIES AND RESPONSIBILITIES

1. Chair

The Chair is appointed by the Governor and shall be governed by the provisions of applicable Minnesota law, and these Bylaws. The Chair's duties include, but are not limited to the following:

- a. Presiding at meetings of the Board.
- b. Appointing all committee chairs and committee members subject to Board approval.
- c. Appointing special committees subject to Board approval.
- d. Recommending employment decisions to the Board, including but not limited to appointment, promotion, demotion, suspension, and removal of all subordinate officers and regular employees of the Board.
- e. Organizing the work of the Board to carry out its policy decisions.
- f. Representing the Board and acting as official spokesperson where appropriate.
- g. Exercising all powers and responsibilities as provided in Minn. Stat. §§473.371 to 473.394, as amended, and other applicable law.

2. Vice-Chair

The Vice-Chair shall be elected annually from among the Board membership at the first regular meeting in January by a majority vote of the Board members and shall act as Chair in the Chair's absence.

3. Secretary

The Secretary shall be elected annually at the first regular meeting in January by a majority vote of Board members. The qualifications and duties of the Secretary shall be as provided in Minn. Stat. §473.141, subd. 10, as amended. The Board may at any time, by resolution, appoint a Deputy Secretary pursuant to the provisions of Minn. Stat. §473.141, subd. 10, to serve at the pleasure of the Board.

5. Treasurer

The Treasurer shall be elected annually from among the Board membership at the first regular meeting in January by a majority of the Board members. The Treasurer's duties shall include those specified in Minn. Stat. §473.141, subd. 10, and the Treasurer shall be responsible for cosigning pre-audited disbursements of the Board and for reporting various fiscal matters to the Board, such as investments, bond fund status, external audits and budget status. The Board may at any time, by resolution, appoint a Deputy Treasurer pursuant to the provisions of Minn. Stat. §473.141, subd. 10, as amended to serve at the pleasure of the Board.

B. ELECTION OF OFFICERS

1. Nominating Committee

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

2. Election Meeting

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

3. Vacancies

A vacancy in the office of Vice-Chair, Secretary, or Treasurer shall be filled at the earliest opportunity in accordance with the above-described procedures.

ARTICLE II - MEETINGS

A. DATE, PLACE AND TIME

Regular meetings of the Board shall be held on the first and third Mondays of each month at such time and place as may be determined by the Board Chair.

B. CANCELLATION

Regular meetings of the Board may be cancelled by a majority of the members or by the Chair upon agreement by a majority of the members. Written public notice of such cancellation shall be provided at least three days in advance of the previously scheduled meeting.

C. QUORUM

A majority of Board members shall constitute a quorum for the conduct of all official business, except that a quorum shall not be necessary for conducting public hearings. If a vacancy occurs, a majority of existing Board members shall constitute a quorum.

D. ORDER OF BUSINESS

The business of the Board shall be conducted in the following order subject to amendment by the Chair or the Board:

1. Approval of the agenda.
2. Approval of the minutes of previous meeting(s).
3. Petitions and communications to the Board.
4. Consent list.
5. Agenda items as recommended by Board Committees, the Chair or the Executive Director.
6. Other matters which may properly come before the Board.
7. Reports of Board officers and Board members serving as Board representatives to any other agency, committee or entity.
8. Invitation to interested persons in the meeting wishing to be heard on Board matters not included on the agenda (optional).
9. Adjournment.

E. CONDUCT OF BUSINESS

1. Robert's Rules of Order

Board meetings and committee meetings shall be governed by Robert's Rules of Order Newly Revised to the extent such rules are not inconsistent with law or these Bylaws.

2. Suspension of Rules

Board rules may be suspended by a two-thirds vote of the members present.

3. Voting, Motions, Recording

Immediately preceding any Board or committee vote and upon the request of any member, the Chair or the Secretary shall repeat the motion, the name of the mover, and the name of the seconder (if a second was required). The Secretary shall record in a journal the vote of each member on all motions and resolutions. A voice vote is sufficient for all motions and resolutions so long as the Secretary is able to accurately record the votes. If the Secretary is in doubt, the Chair shall request a show of hands. A roll call vote shall be taken at the request of one or more members. There shall be no voting by secret ballot. When a roll call vote is taken, the vote of the Chair shall be first called and the remaining members called in alphabetical order.

4. Committee Reports

The adoption of a committee report by the Board shall have the same effect as the adoption of a motion.

5. Consent List

Routine matters over which there is no dispute may be placed by the Chair on a consent list to be acted upon by the Board without debate. Placement of a matter on the consent list shall be at the discretion of the Chair. Any Board member may request that a consent list item be removed from the consent list and referred to the appropriate committee to be considered in accordance with the provisions for normal agenda items. Upon such a request, the item(s) shall be so referred without vote or debate by the Board. Any Board member may abstain as to any specific item on the consent list.

F. SPECIAL MEETINGS

1. Call

Special meetings of the Board may be called by the Chair or any other two members of the Board pursuant to Minn. Stat. §473.141, subd. 8, as amended.

2. Notice, Waiver of Notice

Except in an emergency, members shall receive written notice of special meetings. The notice shall include the date, time, place and agenda. The notice shall be sent to Board members by first class mail at least three days prior to the meeting. There shall be adequate public notice of such meetings. In the event of an emergency, written notice may be waived by two-thirds of all notified board members, provided however, that reasonable attempts were made to notify all members of the Board.

3. Agenda

Business at special meetings shall be limited to the subjects stated in the notice.

ARTICLE III - COMMITTEES

A. STANDING COMMITTEES

1. Designation, Membership and General Responsibilities

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

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

2. Specific Responsibilities

a. Administrative and Finance Committee. This committee shall be responsible to the board for the management of the Board's financial, physical, and staff resources, including development of an annual budget and the financial and staffing plans required by law.

b. Policy Committee. This committee shall be responsible to the Board for development of the Board's interim implementation plan, implementation plan, legislative program, and formulation of transit policies, unless specific policy questions are referred to a special committee by the Chair.

c. Matters other than those noted in Sections a and b above may be referred to committees by motion of the Board.

3. Regular and Special Meetings of Committees

The procedures as to notice, cancellation and conduct of business at regular and special Committee meetings shall be the same as those for meetings of the full Board. A majority of Committee members shall constitute a quorum for the conduct of Committee business. Board members other than those serving on the Committee may attend and participate in Committee debate but may not vote or be counted for purposes of making a quorum, except if no quorum exists, the Board Chair may attend and participate as a full voting member if the Chair's presence will make a quorum.

B. SPECIAL COMMITTEES OF THE BOARD

Special committees of the Board may, from time to time, be appointed by the Chair subject to Board approval.

C. ADVISORY COMMITTEES

1. Establishment.

Upon recommendation of the Chair, the Board may establish and appoint persons to advisory committees to assist the Board in performance of its duties. To the extent not specified otherwise by law or regulation, advisory committees shall be established as follows:

- a. The Chair shall recommend and the Board shall review and adopt, with or without amendment, a resolution establishing the size, composition, terms and limitations on terms of office, and a committee charge. Members of advisory committees shall be appointed by the Board. Advisory committee members may be removed by the Board for cause.
- b. Advisory committee members shall be selected as appropriate from interested citizens, affected individuals and interest groups, experts in appropriate fields, and public officials whose jurisdictions are affected by the subject area of such committees. The Board shall publicly solicit applications for membership on all such committees.

2. Delegation of Responsibilities and Assistance.

On establishing an advisory committee, the Chair shall recommend and the Board shall review and adopt, with or without amendment, a committee charge which shall define and govern each committee's authority, responsibilities and functions; the staff assistance to be provided by the Board to such committee; and other matters appropriate for the adequate and efficient functioning of such committee. The Board may thereafter from time to time by amendment revise said charge, delegate additional functions to such committees and provide additional assistance as may be needed.

Unless otherwise specifically authorized by the Board, advisory committees shall operate and function pursuant to and in accordance with policies and procedures adopted by the Board, including but not limited to those relating to public hearings and travel expense reimbursement. Members of advisory committees shall serve without compensation but shall be reimbursed for their reasonable expenses in accordance with Board policy and Minn. Stat. §473.375, subd. 9.

ARTICLE IV - PUBLIC PARTICIPATION IN BOARD MEETINGS

A. OPEN MEETINGS

All Board and Committee meetings shall be open to the public, except as otherwise provided by law. Notice of meetings to be held shall be posted appropriately and distributed to the news media.

B. STANDING COMMITTEES

A major role of the standing committees is to provide for full and open public discussion of matters coming before the Board. The Chairs of the standing committees shall, to the extent possible, give interested parties and concerned citizens every opportunity to be heard and have questions answered about matters before the Committee.

C. MEETINGS OF THE BOARD

Public participation at Board meetings relative to specific agenda items already considered by the Committee should, to the extent possible, present new information not previously made available to the Committee. The order of business for meetings of the full Board shall include an item for general comments or questions from the public not related to specific agenda items.

ARTICLE V - STAFF

A. PERSONNEL POLICY

The Board shall adopt a personnel code in conformance with the provisions of Minn. Stat. §473.141, subd. 9, as amended.

B. EXECUTIVE DIRECTOR

Upon the recommendation of the Chair, the Board may appoint an Executive Director, in accordance with such terms as it may prescribe, to serve under the supervision of the Chair as the principal operating administrator for the Board.

C. EXECUTIVE DUTIES

The Executive Director shall be responsible for the following unless the office of Executive Director is vacant, in which case they shall be the responsibility of the Chair: The administration of the affairs and programs of the Board pursuant to policies adopted by the Board; supervision of the Board's staff, subject to budgets, personnel policies, and administrative procedures adopted by the Board and such other duties specified by law.

D. OTHER EMPLOYEES

Other employment decisions shall be made pursuant to the provisions of Minn. Stat. §473.373, subd. 7, as amended, and the provisions of the Board's Personnel Code.

ARTICLE VI - FISCAL MANAGEMENT

A. FISCAL YEAR

The Board's fiscal year for purposes of budgeting, accounting, auditing and fiscal reporting shall be the calendar year.

B. DESIGNATION OF DEPOSITORIES

The Board shall designate one or more depositories for Board funds. All moneys received by the Board from time to time shall be deposited in an official depository of Board funds or invested in a manner authorized by law.

C. DISBURSEMENT, CHECK SIGNING PROCEDURES

All disbursements shall be by check drawn on the Board depository or depositories. Prior to signing any check, the disbursement voucher shall be pre-audited and certified in writing by a staff person designated by the Chair as responsible to vouch for the correctness and propriety of the disbursement.

Each check shall be signed by the Executive Director and countersigned by the Chair. If the position of Executive Director is, for any reason, vacant, the Board shall authorize a staff person or persons to sign in the place of the Executive Director. If the Executive Director (or authorized staff person in the event of vacancy) and/or the Chair is absent or otherwise unable to sign a check, checks may be signed or countersigned by the Treasurer or such other staff person(s) as may be authorized by resolution to sign or countersign checks. Facsimile signatures may be used to sign and countersign checks subject to policies approved by the Board.

D. PETTY CASH FUND

To facilitate prompt payment of small petty claims, there is established a petty cash fund of \$200.00. An advance of this principal sum is authorized to be placed in the custody of the Executive Director or a staff member designated by the Chair, which fund when it nears depletion shall be replenished through the regular disbursement procedure. The Executive Director or Chair may direct that the petty cash fund be maintained in the form of a demand deposit (checking) account rather than cash.

E. CONTRACT POLICY

The Board shall adopt a contract policy providing procedures for review and authorization of contracts. Contracts authorized by the Board shall be executed by the Executive Director or by the Chair. If the position of Executive Director is vacant, the Chair's designee may sign. In the event of absence or inability of the Chair or Executive Director (or the Chair's designee if the position of Executive Director is vacant), contracts may be executed by the Treasurer or by such other person authorized by resolution to execute contracts.

F. TRAVEL POLICY

The Board shall adopt a travel policy for Board members and staff covering reimbursable expenses.

G. PROCUREMENT POLICY

The Board shall adopt a procurement policy providing procedures for necessary purchases to carry out the Board's adopted work program.

ARTICLE VII - COMPENSATION AND EXPENSES OF BOARD MEMBERS

A. CHAIR

The expense allowance and benefits of the Chair shall be established by the Board, not to exceed the expense allowance or benefits received by the Chair of the Metropolitan Council.

B. BOARD MEMBERS.

1. Board members, other than the Chair, shall be reimbursed a per diem pursuant to Minn. Stat. §473.141, subd. 7, as amended, for attendance at Board meetings, Committee meetings, Board-approved seminars, and other meetings specifically authorized by the Chair.
2. Board members shall be reimbursed for reasonable expenses in connection with the performance of their duties.

ARTICLE VIII - AMENDMENT

These Bylaws may be amended by a two-thirds vote of the members present at a regular meeting of the full Board, provided that written notice setting forth in detail the contents of the proposed amendment(s) was given to Board members at the previous regular meeting of the full Board. At least eight (8) votes are necessary to amend the Bylaws.

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

DATE: July 31, 1985  
TO: Regional Transit Board  
FROM: Judith Hollander, Director of Planning and Programs  
SUBJECT: Regional Transit Board (RTB) Retreat

ACTION REQUESTED: For review and comment.

An RTB retreat for board members and managerial staff is planned for late August/early September. The purpose of the retreat is:

- to provide an overview of RTB mission, structure and accomplishments to new board members;
- to discuss and agree upon roles and responsibilities of board and staff members and strategies for carrying out the board's mission;
- to discuss any other particular topics of interest.

Prior to making specific arrangements for the retreat, I would like to know what kinds of arrangements would best suit your schedule and informational needs. Please contact Mary Fitzgerald or me no later than August 12 with the following information:

- preferred dates for holding the retreat;
- preferred time of day;
- any particular agenda items you may want to discuss; and
- preferred format for the retreat.

A rough proposed outline is attached for your review and comment.

JH:jmo  
Attachment

BOARD RETREAT PROPOSAL

Unit I: Overview of RTB Mission, Structure and Accomplishments  
(for new board members and other interested parties)

- A. RTB Enabling Legislation
- B. Interim Implementation Plan
- C. Organizational Structure and Make-up
- D. 1985 Major Work Tasks
  - LRT
  - Program Assumption
  - Service Needs Assessment
  - Metro Mobility

Unit II: Roles, Responsibilities, Strategies for Carrying Out Mission  
(for all board members and managerial staff members, a professional facilitator would be utilized).

- A. Clarify RTB Mission
- B. Identify strategies for carrying out the mission
- C. Identify staff and board responsibilities; clarify roles among:
  - Board
  - Staff
  - Elected Officials
  - Public
  - Executive Director
  - Chairman
  - Media
- D. Discuss use of committees/purpose of board meetings.
- E. Teambuilding

Unit III: Special Topic Discussions  
(as requested by board members)

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

DATE: July 31, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Taxicab Advisory Committee

ACTION REQUESTED: Approval of Taxicab Advisory Committee Structure and Appointments Process

BACKGROUND AND COMMITTEE CHARGE:

In June 1985 the Governor's Taxicab Commission, chaired by Sandra Gardebring, released a report which detailed the activities and recommendations of the Commission which had been formed to study metropolitan-wide regulation of taxicabs, regulations to insure cab safety and training of drivers to act as good-will ambassadors for the State.

Among the recommendations developed by the Commission was a suggestion to establish an advisory committee to the Regional Transit Board to continue many of the unfinished activities of the earlier Commission. On July 15, 1985, the RTB approved the formation of the advisory committee whose purpose will be to address at least the following items:

- refine the proposed metropolitan taxicab licensing bill for the 1986 legislative session.
- develop recommendations for metropolitan-wide licensing.
- continue to work closely with the Metropolitan Airports Commission to address taxicab service issues at the airport.
- work with the RTB to explore an expanded role for taxicabs in publicly-supported transportation.
- improve data collection activities and develop driver training programs.

The purpose of this memorandum is to present a proposal for the structure and appointment process for the Taxicab Advisory Committee.

Establishment of the Taxicab Advisory Committee:

It is proposed that the Taxicab Advisory Committee to the Regional Transit Board be set up in September 1985. It is further proposed that the group be

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limited in size to no more than thirteen to fifteen members and be made up of the following representatives:

-Consumers	(1-3)*
-Taxicab Operators Including Independents and Larger Fleet Operators	(4)*
-Local Units of Government Including a Representative from Bloomington, Minneapolis, St. Paul, and one additional community	(4)*
-Business Community	(1)
-MAC	(1)
-RTB Board Liaison	(1)
-Chair	(1)
TOTAL	(13-15)

Staff suggests that the board would appoint these members in response to an open appointments-type notice. The chair will establish a Screening Committee made up of RTB members to screen applications and recommend candidates to the full Board. The chair of the Regional Transit Board will appoint the chair of the Taxicab Advisory Committee.

\*Recommended upper limit

FINDINGS AND CONCLUSIONS:

- It is important to establish a Taxicab Advisory Committee to the RTB to ensure continued discussion of key taxicab issues.
- The Taxicab Advisory Committee should be made up of 13 to 15 members representing a variety of interests.
- The recruitment and appointments process should be initiated immediately.

RECOMMENDATION:

That the Regional Transit Board approve the proposal to set up a taxicab advisory committee and direct staff to begin recruitment and appointment activities immediately.

JH:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 31, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Designation of Officers, Committee Chairs and Memberships

The Bylaws dictate that when vacancies occur in the officerships, chairs of the committees, and memberships of committees, they must be filled as soon as possible. The position of treasurer is vacant and, therefore, I am appointing the following members to the Nominating Committee, which will make a written recommendation to the Board for action at our next meeting.

Paul Joyce, Chairman  
Alison Fuhr  
Ed Kranz

The new time for Board meetings will be 4:00 p.m.

The Bylaws also require that the Chairman make recommendations on committee appointments.

RECOMMENDATION:

That the Regional Transit Board approve the following appointments:

1) Administration and Finance Committee:

Ruth Franklin, Chair  
Paul Joyce, Vice Chair  
Edward Kranz  
Bernard Skrebes

3) Policy Committee:

Todd Lefko, Chair  
Kenneth Bedeau  
Doris Caranicas  
Alison Fuhr, Vice Chair

These appointments will be effective immediately.

EP/mff

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 1, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Designation of Officers, Committee Chairs and Memberships

The Regional Transit Board Bylaws dictate that when vacancies in Board offices occur, a three-member Nominating Committee shall be appointed to prepare a written report recommending a slate of candidates for submission to the Board at least seven days prior to the election meeting. At our meeting on August 6 I will appoint the members of the Nominating Committee.

The Bylaws further state that there are to be two standing committees: Administration and Finance Committee and Policy Committee. The chairs of these two committees and the membership of the committees are to be appointed by the chairman, subject to Board approval.

The times and dates of committee will be discussed at the August 6 meeting.

I would like to take this opportunity to welcome back those members who were reappointed to the Board and to welcome new members. The staff and I look forward to working with all of you.

EP/mff