



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, August 19, 1985
 Council Chambers
 4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
- OK 3. Amendments to Bylaws, Resolution No. 85-12
- NA 4. I-394 Marketing Presentation
5. REPORT OF THE NOMINATING COMMITTEE
- OK a. Vacancy in the Treasurer's Position
 Res. 85-13 Paul Joyce,
Chair
6. REPORT OF THE POLICY COMMITTEE Todd Lefko,
Chair
7. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
 - OK a. Proposed 1986 Regional Transit Operating
 and Capital Budget
 - OK b. Approval to Retain Consulting Services of
 Mundle and Associates
 Resolution 85-14
 - c. Funding for the I-394 Marketing Plan, Phase II
 Resolution 85-15
8. PUBLIC COMMENT
 4:30 p.m.
- OK Public Hearing on the Appointment of Commissioner
 of the Metropolitan Transit Commission
9. OTHER BUSINESS
 - a. Chairman's Report
 - 1) American Public Transit Association Conference
 - 2) Legislative Committee
 - b. Members' Reports
 - c. Staff Reports

Elliott Perovich
 Chairman
 An Equal Opportunity Employer

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
August 6, 1985

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Kenneth Bedeau, Doris Caranicas; Ruth Franklin; Alison Fuhr; Paul Joyce; Edward Kranz; Todd Lefko and Bernard Skrebes

OTHERS PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander, Katie Turnbull, Judith McCourt, Leslie Johnson, Jerry Brechlin and Mike Kuehn, Regional Transit Board Staff; and Charles Weaver and Larry Wertheim, legal counsel

The meeting was called to order at 4:30 p.m. and roll taken.

The first item of business was the swearing in of new members. The chairman administered the oath of office to all the board members. He introduced Kenneth Bedeau and welcomed everyone to the new board.

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

AMENDMENTS TO BYLAWS

Referring to the report by the chairman dated July 31, 1985, Wertheim said the board cannot vote on these changes to the Bylaws until its next meeting. The changes clarify them and bring them into accord with legislation. Hiring decisions are now to be made by the executive director, there is a numbering change and the numbers of votes required to pass motions and the numbers required for a quorum are amended to reflect the size of the new board. All members must attend the next board meeting to cast their votes because eight votes are required to approve amendments to the Bylaws.

Franklin moved to acknowledge receipt of the proposed amendments; Fuhr seconded the motion. Motion carried unanimously.

REGIONAL TRANSIT BOARD MEMBERS' RETREAT

The chairman said Judy Hollander is working on the orientation retreat as discussed in the July 31, 1985 memorandum and asked members to call staff with their reactions. Fuhr said she has attended several of these and it is effective to start on Friday and go through Saturday. Joyce said Friday afternoons in the summer are hard to arrange. In the fall and winter it would be more feasible.

Hollander said it is up to the board to decide when the retreat will be held, either late August or early September. Lefko said that after Labor Day people tend to stay in town. It would be useful for the board to review its accomplishments, going back to talk about what it did during the past year and other procedures in terms of the public, staff and others that might have been approached in other ways. Discussion could begin on interrelationships in transportation. Policy Committee talked about relationships with the Transportation Advisory Board, Metropolitan Council, and other agencies in the Twin Cities.

Perovich said this is more than an orientation for Bedeau; it is for all the members. We came in under very adverse conditions with unrealistic demands. We should recap some of those things. It is important for staff to talk about what is going on and we need to plan ways to sit down and think, removed from day-to-day business.

Fuhr suggested holding it in September. The American Public Transit Association conference is in October and the Minnesota Meeting follows that. Joyce said it should be done shortly.

Skrebes said he is concerned about people who are waiting and do not know what committees they will be on. They are wondering what the board will do.

Bedeau said the end of August or first week in September would be a good time.

ESTABLISHMENT OF PUBLIC HEARING AND PROCESS FOR APPOINTMENT TO THE METROPOLITAN TRANSIT COMMISSION, RESOLUTION NO. 85-10

The chairman referred to his report dated July 30, 1985. There is only one legal candidate for the commission. The hearing will be part of the regular board meeting.

Kranz moved:

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.

Caranicas seconded the motion. Roll call vote was taken on Resolution No. 85-10. Motion and resolution were approved unanimously.

REPORT OF THE POLICY COMMITTEE

Lefko said no meeting was held since the last board meeting and invited other members to the upcoming meetings.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

PUBLIC HEARING ON THE PROPOSED 1986 REGIONAL TRANSIT OPERATING AND CAPITAL BUDGET, RESOLUTION NO. 85-11

Franklin noted that, as explained in the staff report dated July 30, 1985, the document for the public hearing will include the RTB capital budget, the operating budgets and the MTC capital and operating budgets. She moved:

That a public hearing be scheduled on the proposed 1986 Regional Transit Budget at a meeting of the Regional Transit Board on August 26, 1985 at 4:30 p.m. in the Metropolitan Council Chambers, 300 Metro Square Building, Seventh and Robert Streets, St. Paul, Minnesota 55101 by approval of Resolution No. 85-11

Joyce seconded the motion. Roll call vote was taken; the motion and resolution were approved unanimously.

PUBLIC COMMENT

No visitors asked to address the board.

OTHER BUSINESS

Chairman's Report

Designation of Officers, Committee Chairs and Memberships:

The chairman reviewed his memorandum dated July 31, 1985. The nominating committee was asked to bring its recommendation for the new treasurer to the next board meeting.

Skrebes moved:

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

2) Policy Committee, Chair

Alison Fuhr, Vice Chair
Kenneth Bedeau
Doris Caranicas

These appointments will be effective immediately.

Fuhr seconded the motion, Motion carried unanimously.

Taxicab Advisory Committee:

The chairman reviewed his report dated July 31, 1985. Lefko moved and Caranicas seconded the motion:

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

Caranicas asked if this will be remanded to the Governor's Taxicab Commission. Perovich said that commission is inactive. This is a separate commission that will be a permanent committee because taxicabs will probably be an integral part of transit. The committee should begin work before the legislative session so we can present good, solid information.

There has been some question about whether members can serve on this committee and the governor's commission. Joyce said some suburbs have active cab fleets. The chairman said membership is structured to be somewhat representative of the industry and the large operators. Bloomington, Minneapolis and St. Paul have big fleets. Those three have the most at stake with respect to taxicabs. Metropolitan Airports Commission is an operating entity that regulates the airport.

Fuhr said if this is done as the Council does it, it will go into the newspapers, saying we have a need for these people. It may be that the suburbs will wish to nominate more than one representative. The chairman said there will be representation in other groups. The taxicab operators are geographic and form a lobbying group. There is some flexibility. Concerns should be surfaced before the appointments are made.

Lefko said it seems there will be a four- or five-month time span to get things done before the legislative session and then a hiatus, depending on what happens at the airport. The chairman said that since operators are interested in working on these issues, we do not want to stop now and lose the momentum. The governor asked that the RTB do this. Staff is directed to proceed. It will take 30 days to appoint the committee. There is a high priority on getting these committees up and running in October. Some committees are mandated. We are putting together a chairman's advisory committee of local government officials. There has been discussion about meeting with legislators on a regular basis.

Fuhr asked to which committees the members will make appointments. Perovich said that has not been addressed yet. Fuhr said she had that opportunity at MTC and found it rewarding.

Hollander said the board will receive the Handicapped Advisory Committee proposal in two weeks. The recommendation is that each member appoint one or two people. The work is in process. Fuhr said she would like a formal way of reporting to the board to give the advisory committee members a sense of self-worth and participation. At MTC they did not listen to advisory committees as much as they should. She would like to let them know their input is valued. Lefko said a quarterly report should be on the agenda. Perovich said the board may wish to charge the committee to communicate with the board regularly, possibly in written form.

Vote was taken on the motion. Motion carried unanimously.

Members' Reports

Franklin said it is imperative that the retreat be held as soon as possible. She suggested August 29. The chairman said staff will review days of the week and preferred times of day. He asked the members to call Mary Fitzgerald or talk to Judy Hollander with dates that are not possible.

Skrebes said there are many issues and he prefers that we take these things slowly and digest them. The chairman said it will take a full day to accomplish what is needed. If necessary, another session will be scheduled. We will not ramrod through the agenda.

Hollander said we are considering hiring a facilitator to handle the discussion of relationships. The date will depend on his or her availability as well. The chairman said it may be that not everyone will be able to attend because of scheduling conflicts. There was a show of hands and all members would be available on the 29th.

Skrebes said we are receiving about 20 buses allocated by Urban Mass Transit Agency that are lift-equipped. Steve Bertrand discussed the testing of the new equipment and the efforts being made to improve on it. Arnie Enzel said the city designates where the bus stops will be placed and enforces parking regulations near the bus stops. Perovich said one big problem is that this affects loading of all the other passengers.

Fuhr said she attended the annual meeting of Suburban Paratransit and suggested to them that they put some women on the board. Bill Hopkins is the new president of ~~Courage Center~~. *Suburb Paratransit* *of George Tech*

Fuhr said the chairman has been named to the governor's committee reviewing the proposed mega-mall in Bloomington and she asked him what his feelings are on that role and how we will interact. The chairman gave his impressions of the Edmonton tour. There is nothing firm yet to react on. The committee is discussing the Environmental Impact Statement. Natalio Diaz and Abdul-Rahman have been reviewing figures to try to make a general projection on the impact on transportation. Perovich and Braun are concerned that no one is talking about transportation. In terms of transit, this would be a third downtown area and quick transit will be required from the airport and, perhaps, downtown. A site that large will need an internal system, which will offer an opportunity to be innovative.

Fuhr said she was critical of Sandra Gardebring's taking the chairmanship of the committee because the council will oversee the process. Perovich said he felt she did the right thing in resigning from the standpoint of public perception, although she could have chaired the committee because it is not making the decisions. The Regional Transit Board will make the transit decisions. The governor wants people from the agencies to know what the other agencies are doing.

Fuhr said she has a personal bias because she does not want to see too much concrete. Perovich said that will be a Minnesota Department of Transportation decision. Joyce said he sat on the Airport South Committee. No new roadways are planned until after the year 2000 so something besides more rubber and concrete will have to be considered.

The time of the board meetings was discussed. The chairman would like to have the meetings concluded by 6 p.m. whenever possible so that people who attend can be home in time for supper with their families. Franklin said she would prefer 4:30 because it is often difficult to leave work early and it takes a long time to drive here. Joyce said he also has that problem but has noticed that when meetings start later the traffic congestion is worse. With the earlier starting time some of that might be avoided and the travel time reduced.

Kranz said he would prefer that the board meetings start at 4 p.m. and the committee meetings start at 5 p.m. The chairman said the committees may choose their own starting time, but suggests that they be the same to avoid confusion. Joyce moved that the board meetings be held at 4 p.m. Fuhr seconded the motion. Kranz offered an amendment that the committee meetings be held at 5 p.m. Franklin seconded the motion. Motion carried unanimously.

Vote was taken on the amended motion. Motion carried unanimously.

Fuhr said she read the Metropolitan Development Investment Framework. They will discuss it in August and hold public meetings in September. The document has a great deal of transportation discussion and she wondered if some of the RTB's policies will figure in that. The council is saying there will be no transit beyond the Metropolitan Urban Service Area (MUSA) line. Hollander said staff is in the process of reviewing the proposed changes and will ask Carl Ohrn to make a presentation to the board.

Fuhr asked that members be alerted to meetings that go on in their territory. Staff should send members copies of letters regarding meetings with staff of the cities.

There being no additional business, Joyce moved that the meeting be adjourned; Caranicas seconded the motion. Motion carried unanimously. The meeting was adjourned at 6 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

Fink
LJ
JH
KT
JB
JM
MK

Cochrane
Nurachi
Engel
Bunt
Ward
Thompson

DATE: 8/19/85

BOARD OR COMMITTEE RTB

MEMBER NAME	PRESENT	#3 VOTE	Cochrane VOTE	S. a. VOTE	acc. VOTE	7. b. VOTE	7. c.
Chairman	✓	✓	✓	✓	✓	✓	✓
Kenneth Bedeau	late ✓	✓	✓	✓	✓	✓	✓
Doris Caranicas	✓	✓	✓	✓	✓	✓	✓
Ruth Franklin	late ✓	✓	✓	✓	✓	✓	✓
Alison Fuhr	✓	✓	✓	✓	✓	✓	✓
Paul Joyce	✓	✓	✓	✓	✓	✓	✓
Edward Kranz	✓	✓	✓	✓	✓	✓	✓
Todd Lefko	✓	✓	✓	✓	✓	✓	✓
Bernard Skrebes	✓	✓	✓	✓	✓	✓	✓

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 7, 1985
TO: Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Amendment of Regional Transit Board Bylaws
Resolution No. 85-12

The attached amendments to the Bylaws were presented to the Board at its meeting on August 6, 1985 for action at the meeting of August 19, 1985.

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, Saint Paul, Minnesota 55101

DATE: August 12, 1985
TO: Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Public Hearing on Appointment of a Commissioner to the
Metropolitan Transit Commission

Attached is the one application the Regional Transit Board has received from the Secretary of State's Office from individuals applying for appointment as a Commissioner to the Metropolitan Transit Commission. A public hearing will be held on this appointment August 19 at 4:30 p.m. to receive public testimony on the appointment.

RECOMMENDATION:

That following the public hearing, the Regional Transit Board consider the public testimony and act to fill the expiring term of commissioner to the Metropolitan Transit Commission.

GA:jmo
Attachment

MINNESOTA OPEN APPOINTMENTS ACT

APPLICATION FOR SERVICE ON STATE AGENCY

Name of Agency: Metropolitan Transit Commission MTC
(enter on this line the name of the agency for which applicant seeks appointment; complete a separate application for each agency)

Name of applicant: Carolyn Ann Cochrane

Address of applicant: 1911 Bayard St Paul Mn 55116
(street) (city) (state) (zip)

Phone: Home 612 698 2332 Work -
(include area code) (include area code)

County: Ramsey Legislative district 63 B Congressional district 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education)

This nominee satisfies all the legal qualifications as prescribed by law.

Carolyn Cochrane

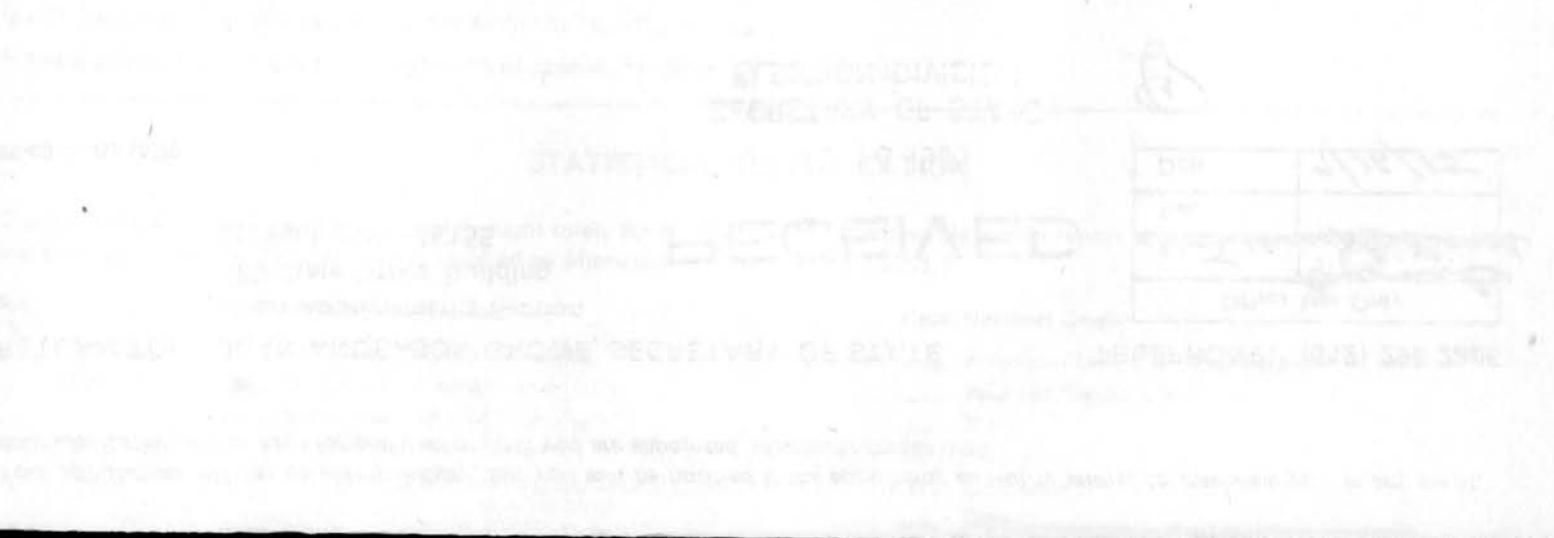
(may continue on back)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Carolyn A Cochrane
Signature of applicant

July 16, 1985
Date

If the undersigned is not the applicant, the above signature indicates consent to nomination.



RESUME

Carolyn Ann Cochrane
1911 Bayard Avenue
Saint Paul, Minnesota 55116
(612)698-2332

PERSONAL BIOGRAPHIC SKETCH

Carolyn Ann Cochrane

Date of Birth February 28, 1937
Place of Birth Marshall, Minnesota
Social Security 478-40-3059
Residential Address 1911 Bayard Avenue
Saint Paul, Minnesota 55116
Business Address Same as above
Marital Status Married to John A. Cochrane, Attorney
3 children - John, dob 1965
Catherine, dob 1967
Elizabeth, dob 1969

Educational Background

High School LeMars High School
LeMars, Iowa 1955
College Morningside College
Sioux City, Iowa BA 1959
University of Edinburgh
Edinburgh, Scotland, diploma in history
summer session 1961
Reader's Digest scholarship
William Mitchell College of Law
Saint Paul, Minnesota
BS, LLB, JD 1965
Professional Education Credits:
Accounting Practices
Real Estate Evaluations
Real Estate Brokerage

Professional Societies and Associations

Minnesota State Bar Association
Ramsey Bar Association
American Federation of Teachers
Sigma Tau Delta (English fraternity)
Minnesota Planning Association

Professional Activities

High School English teacher 1959-1965
United States Supreme Court, admitted to practice 1969
Supreme Court of State of Minnesota, admitted to practice 1966
United States District Court, District of Minnesota, admitted
to practice 1966
Assistant Corporate Counsel, City of Saint Paul 1968
Private practice of law since 1968
Member of City of Saint Paul Planning Commission 1970-1984
Chairman, Planning Commission 1973-1976
Chairman, Board of Zoning, Saint Paul, 1972-1973
Member Board of Directors, Morningside College, Sioux City, Iowa
Member of Mayor's Committee on City Reorganization 1977

Community Activities

President, Board of Directors, Great North American History Theater
Board of Directors Parent's Association, Saint Paul Academy and
Summit School
Board of Directors Saint Paul League of Women Voters
United Way volunteer, Chairman Allocations Committee
President Horace Mann P.T.A.
Parents Activity Highland Park High School

References

Personal, professional, and financial references will be furnished
upon request.

Hambert =/19/85

**I-394 Presentation/Discussion Agenda
for MTC and RTB Boards of Directors
August 19, 1985**

- | | | |
|------|--------------------------------|---|
| I. | Introduction | Doug Spong ✓
Public Relations Director, Colle & McVoy |
| II. | Market Research Results | Gregg Ebersohl
Market Research Project Director |
| III. | Introduction to Marketing Plan | Doug Spong |
| IV. | Marketing Plan Elements | Rich Melin ✓
Account Executive
Lisa Hinson
Account Executive |
| V. | Creative | Mary Fuller
Copywriter |
| VI. | Questions & Answers | All |

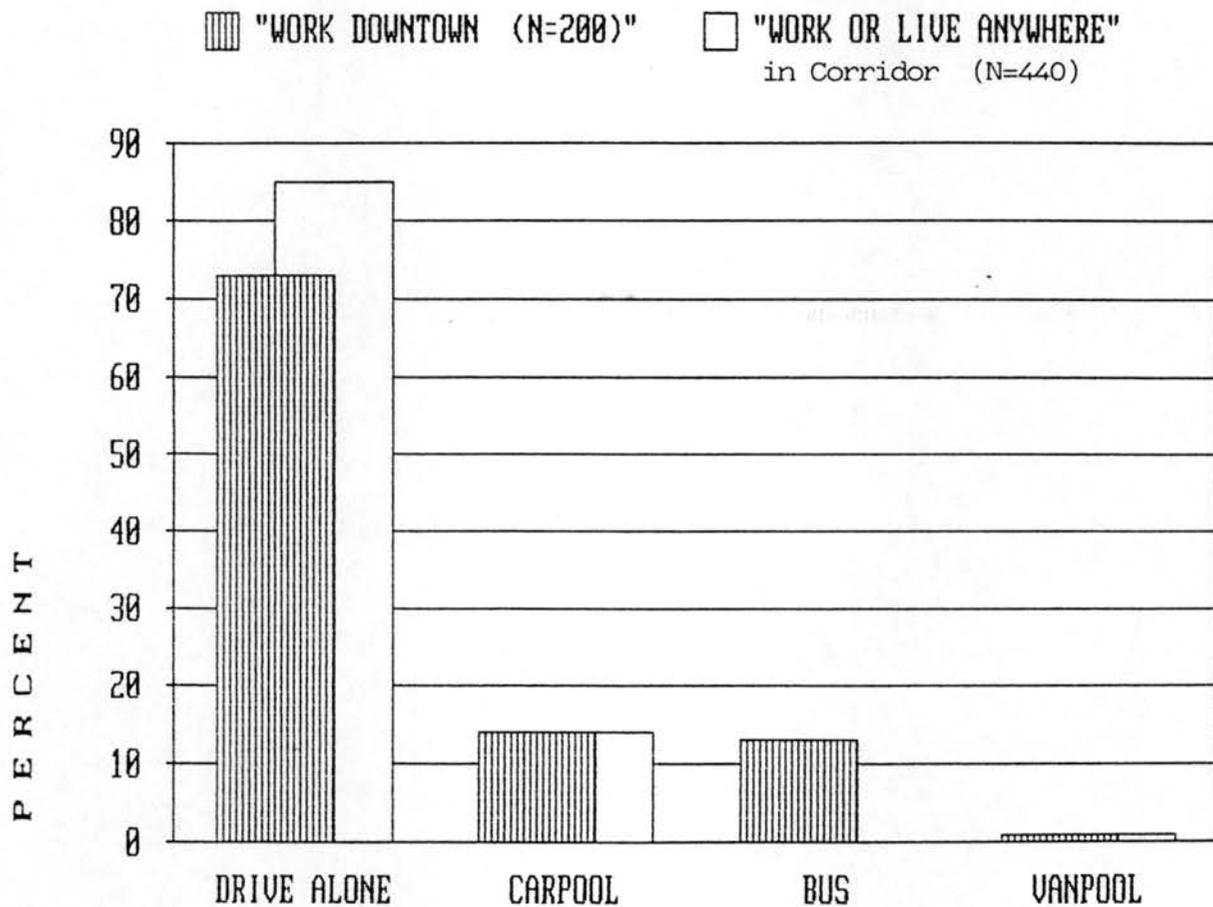
MAJOR FINDINGS
FROM THE MINNEAPOLIS TELEPHONE SURVEY

- Most people are quite dissatisfied with Highway 12 during rush hour.
- There is strong support for the I-394 project (especially among Minnetonka/Plymouth/Wayzata residents).
- Half of the respondents are "really bothered" by traffic delays on Highway 12.
- Ten percent (10%) of the respondents say that they will switch from driving alone to carpooling, vanpooling, or busing when the express lanes are completed on I-394.
- Among the people who anticipate carpooling on I-394, saving time is the most important benefit. Avoiding the frustration of driving in traffic and saving money are also important.
- Among the people who anticipate riding the bus on I-394, saving money is by far the most important benefit. Saving time is much less important.
- The threat of having your driver's license suspended for driving alone in the express lane is a stronger deterrent than a fine.
- Preferred media to learn about I-394
 1. Brochure and map sent to homes
 2. Television news story
 3. Drive-time radio reports

CURRENT COMMUTING METHOD

Table 1 compares the results of the current Colle & McVoy telephone survey to an earlier study conducted for MTC. In the current survey, the respondents were all required to work downtown and to commute on Highway 12. In the MTC study, the participants were required to either live, work, or drive through the corridor area. Because the Colle & McVoy Research project covers a much narrower audience, the percent of carpoolers and bus riders is altered. (Note that bus riders were screened out of the MTC survey).

1) CURRENT COMMUTING METHOD ON HWY 12



An age profile of people who drive alone, carpool, bus or vanpool from the western suburbs to downtown Minneapolis is shown in Table 2. Note that bus riders tend to be younger or older (not middle aged). Carpoolers are more evenly distributed among the age categories.

2) CURRENT COMMUTING METHOD BY AGE

BASE=200

"30 OR LESS"
 "46 OR MORE"
 "31 - 45"

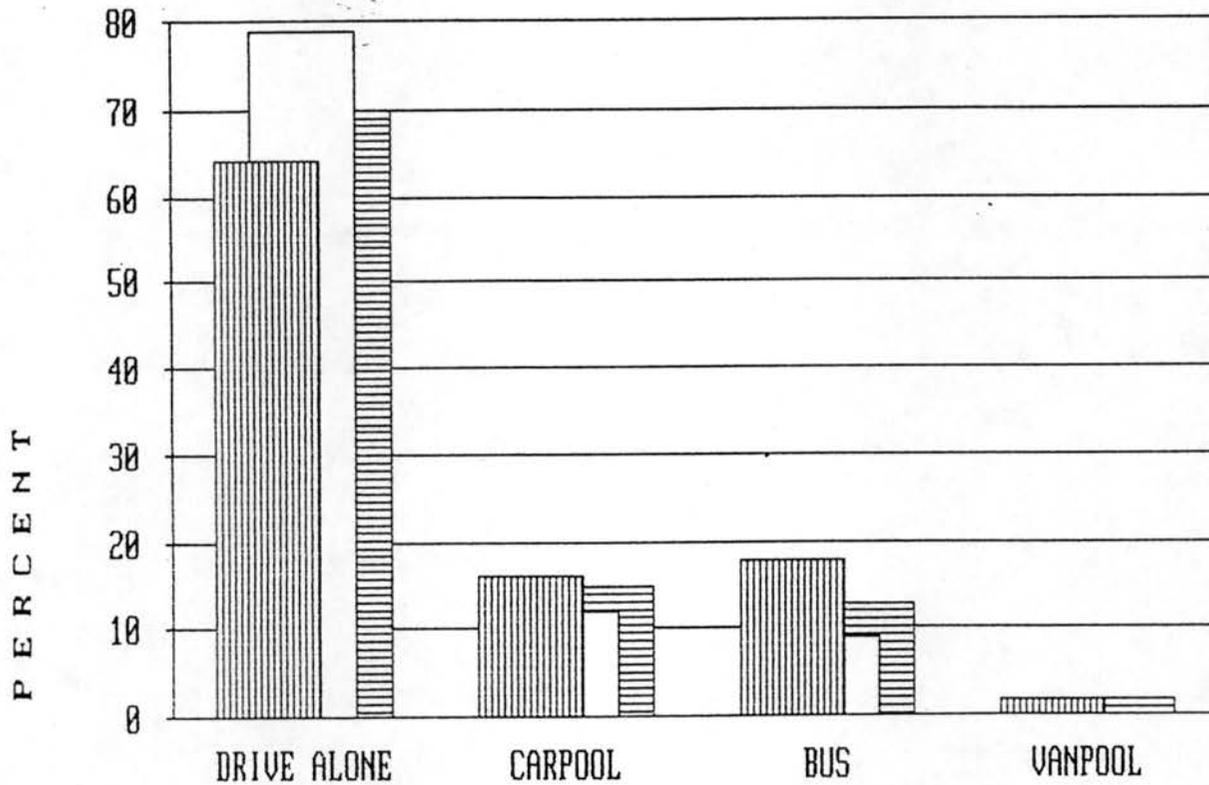


Table 3 depicts an income profile of people who commute to downtown Minneapolis on Highway 12. The most significant trends here are that people driving alone tend to be more affluent while bus riders tend to be less affluent.

3) CURRENT COMMUTING METHOD BY INCOME BASE=200

"\$30,000 OR LESS"
 "\$30,000 - \$49,999"

 "\$50,000 OR MORE"

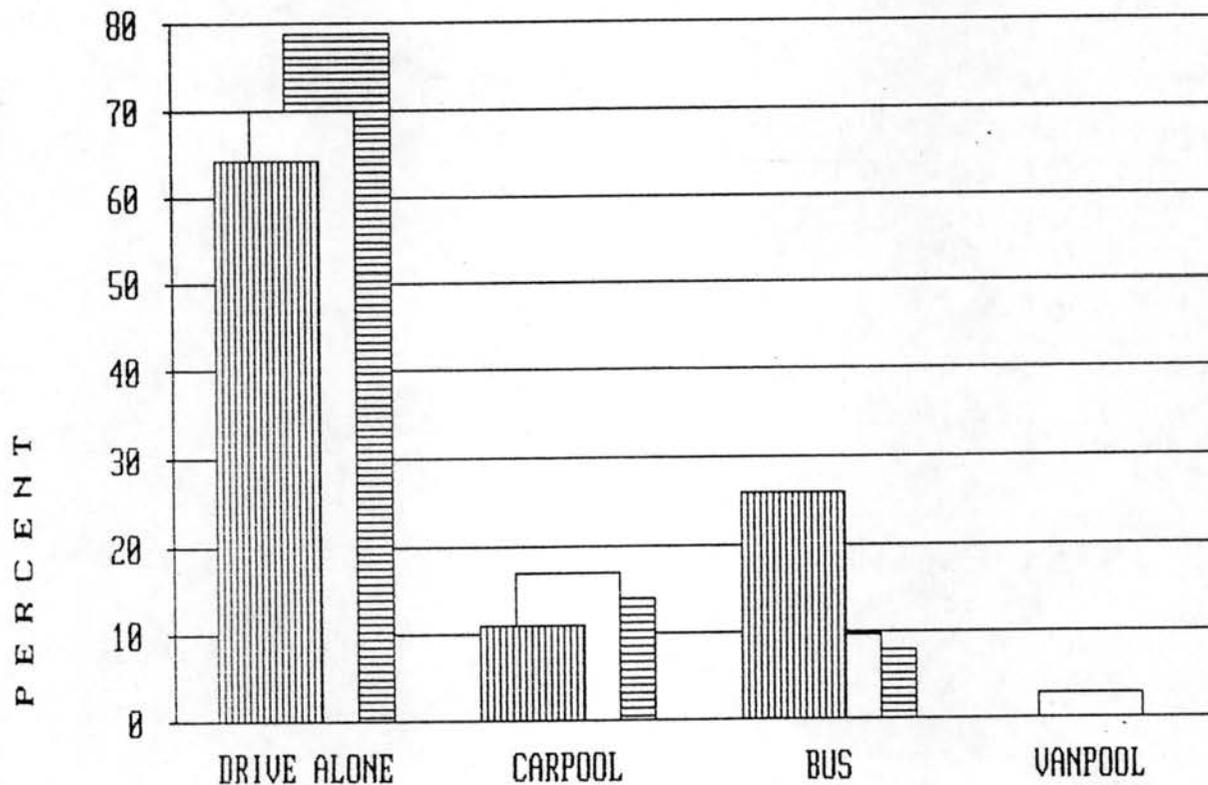
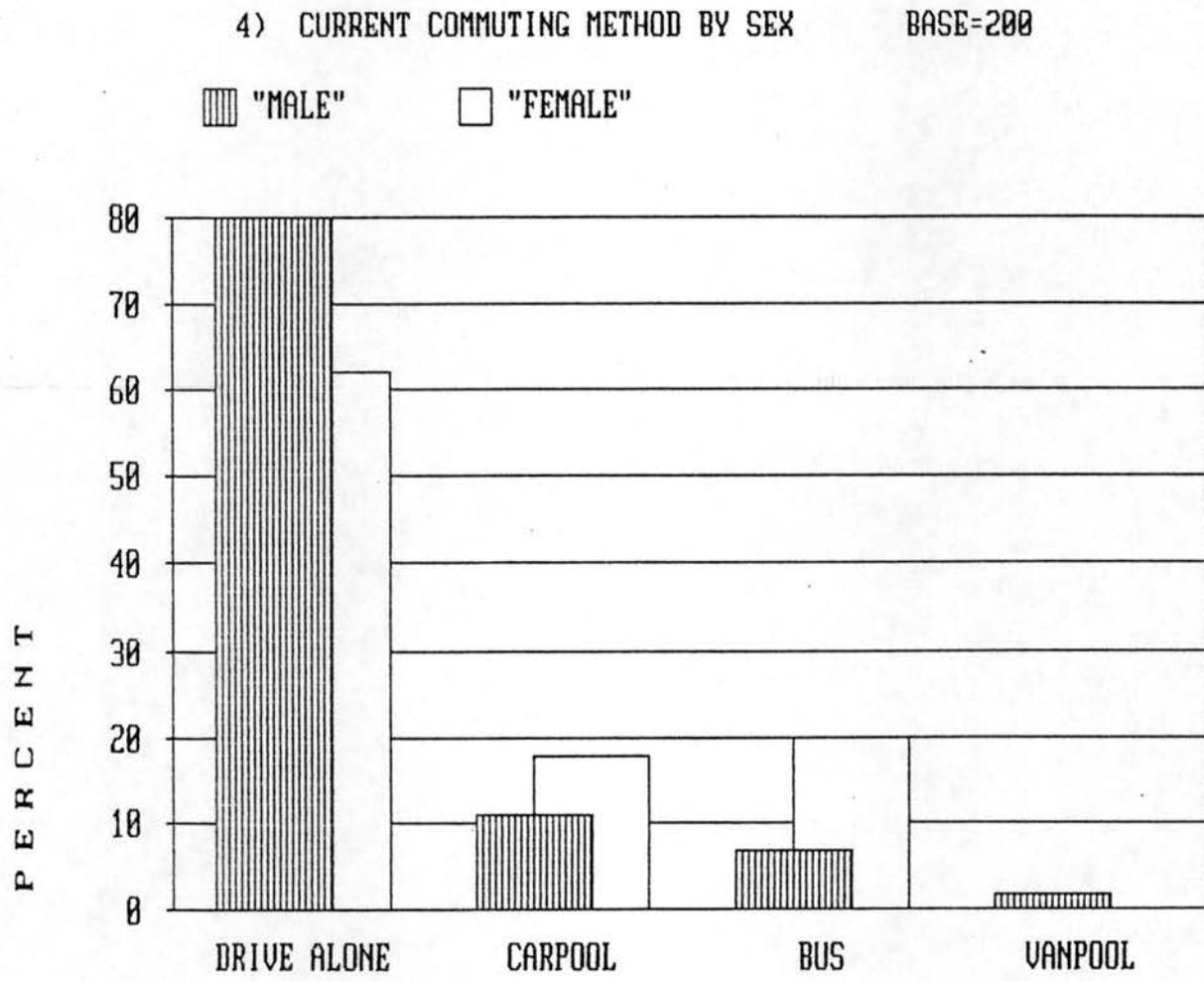


Table 4 points out that people driving alone on Highway 12 are more likely to be male while carpoolers and bus riders are more often female.



SATISFACTION WITH HIGHWAY 12

Table 10 presents some eye opening results concerning satisfaction with the way traffic moves on Highway 12 during morning and evening rush hours. Almost half of the residents of Minnetonka, Plymouth, and Wayzata are "very dissatisfied" with Highway 12. In addition, over one third of the Golden Valley and St. Louis Park residents are "very dissatisfied." Most people agree that something must be done to improve Highway 12.

10) SATISFACTION WITH HWY 12 DURING RUSH HOUR

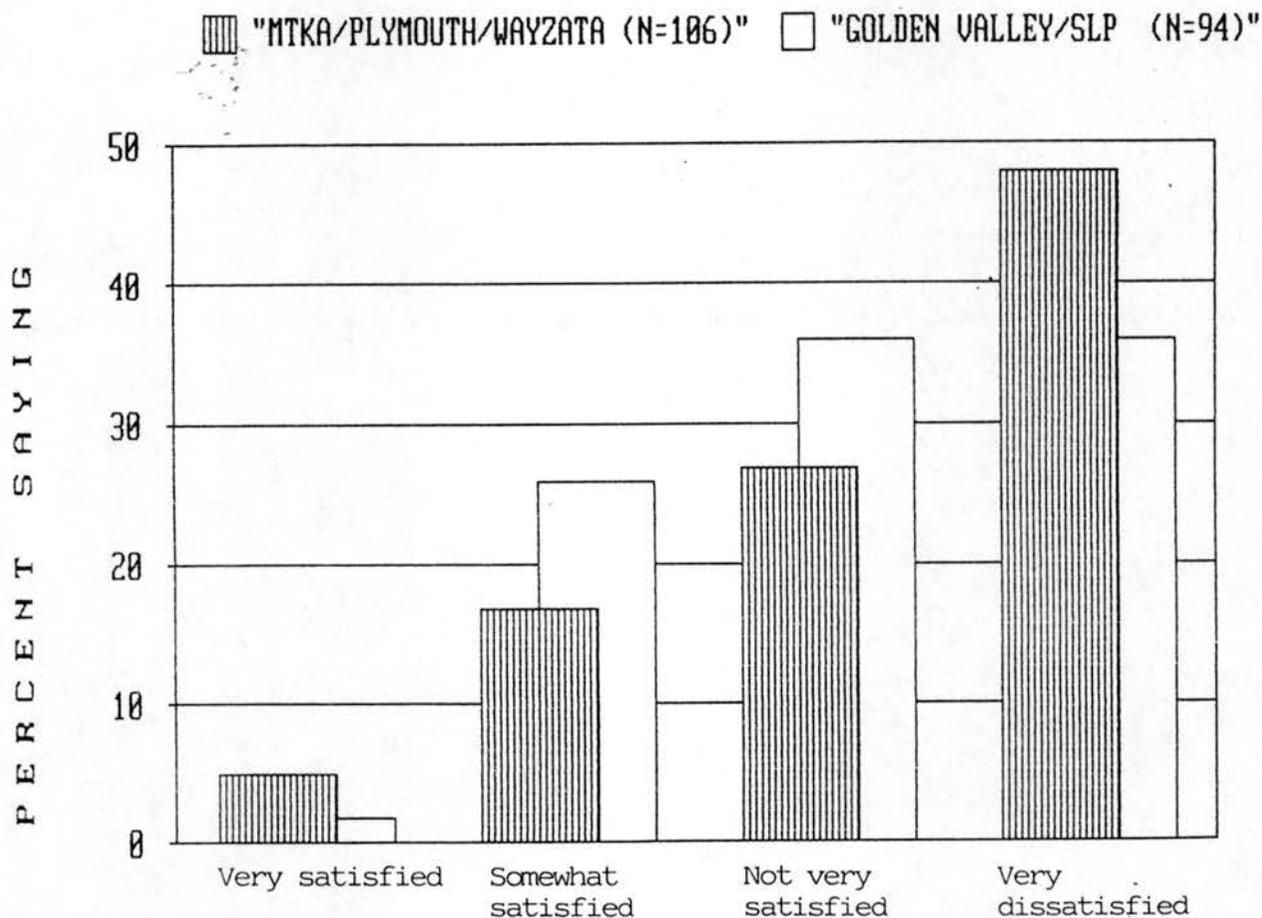
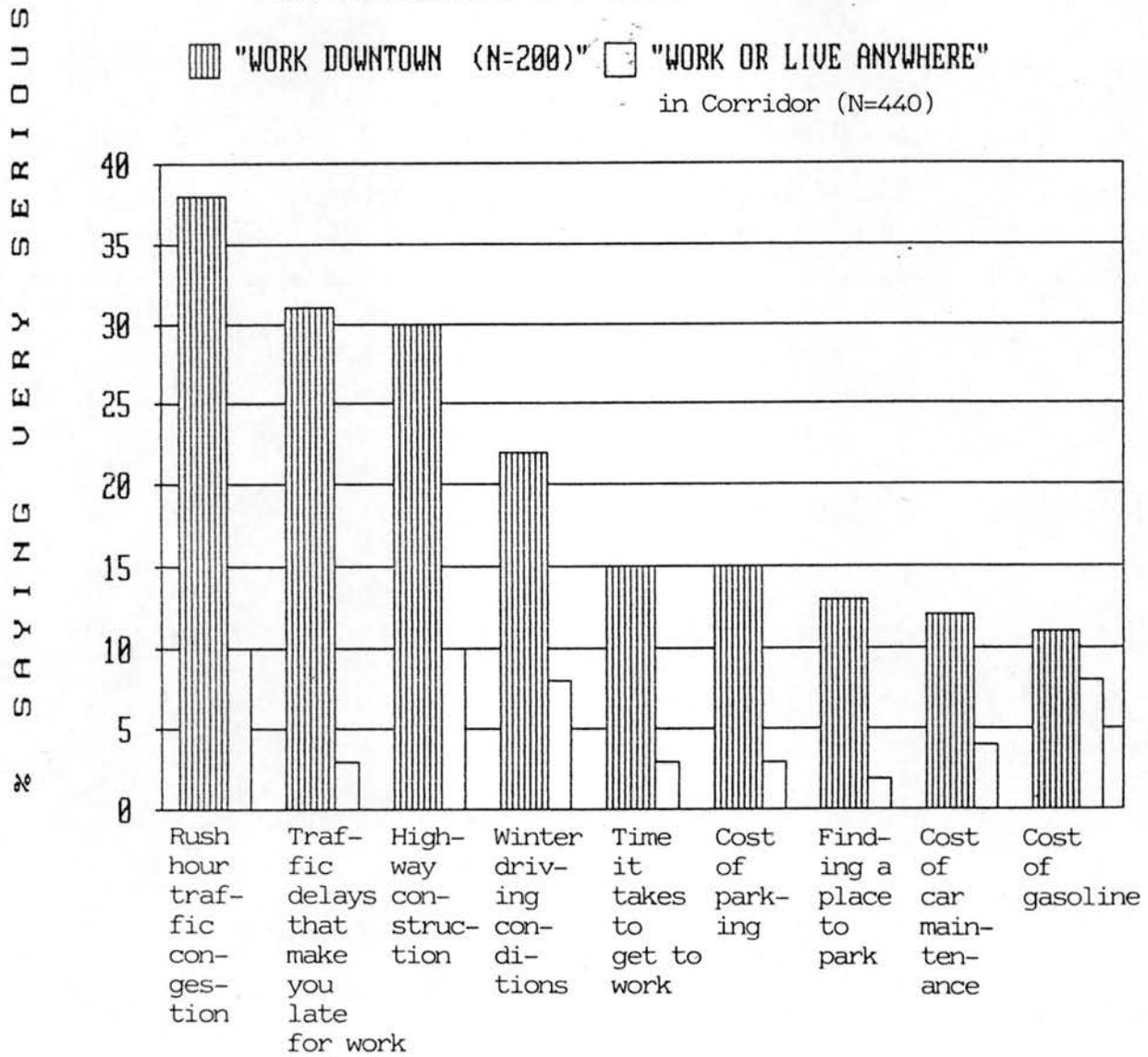


Table 16 compares the results from the current Colle & McVoy survey (where all of the respondents work downtown) to the previous MTC study (where the respondents live or work anywhere in the I-394 corridor). The results indicate that people who work downtown have a lot more to complain about than people who work anywhere in the corridor.

16) SERIOUSNESS OF 9 TRAFFIC RELATED ITEMS



I-394 PROJECT

Table 19 shows that 90% of the interviewees were aware of the I-394 project before they were contacted with this telephone survey.

19) AWARENESS OF I-394 PROJECT

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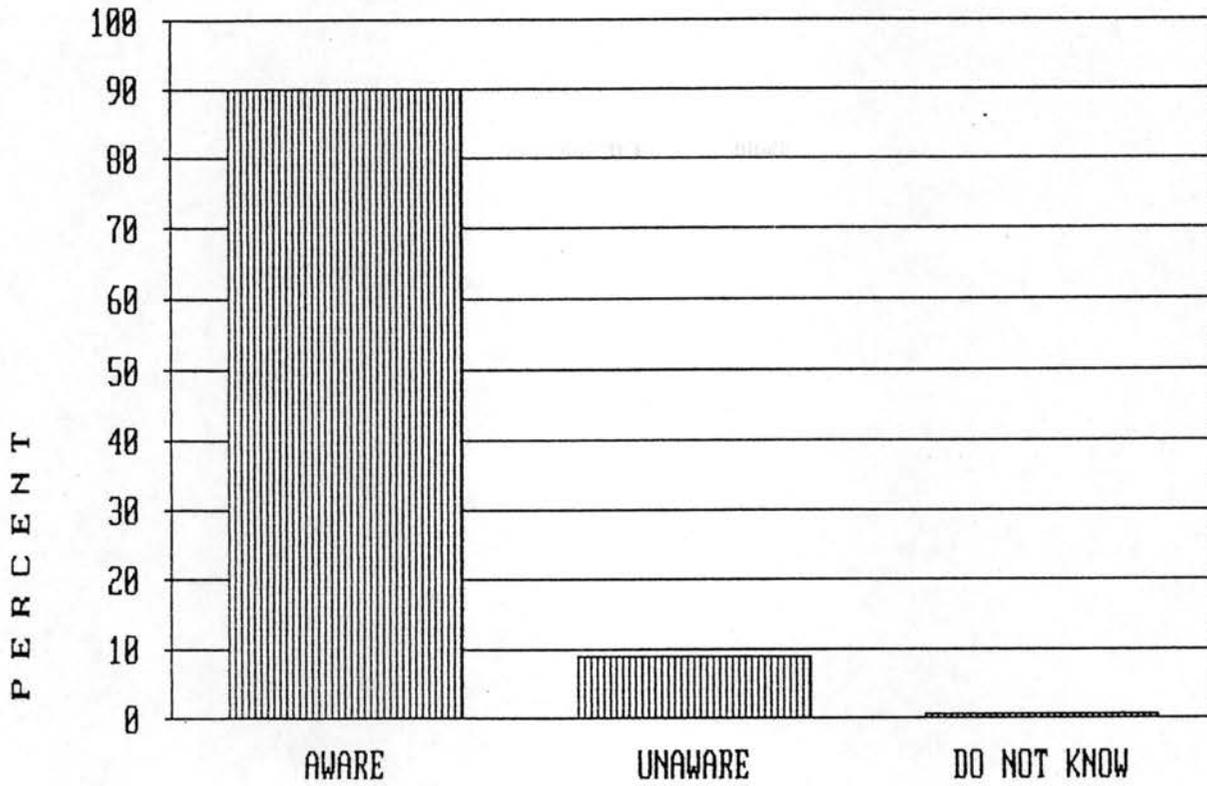
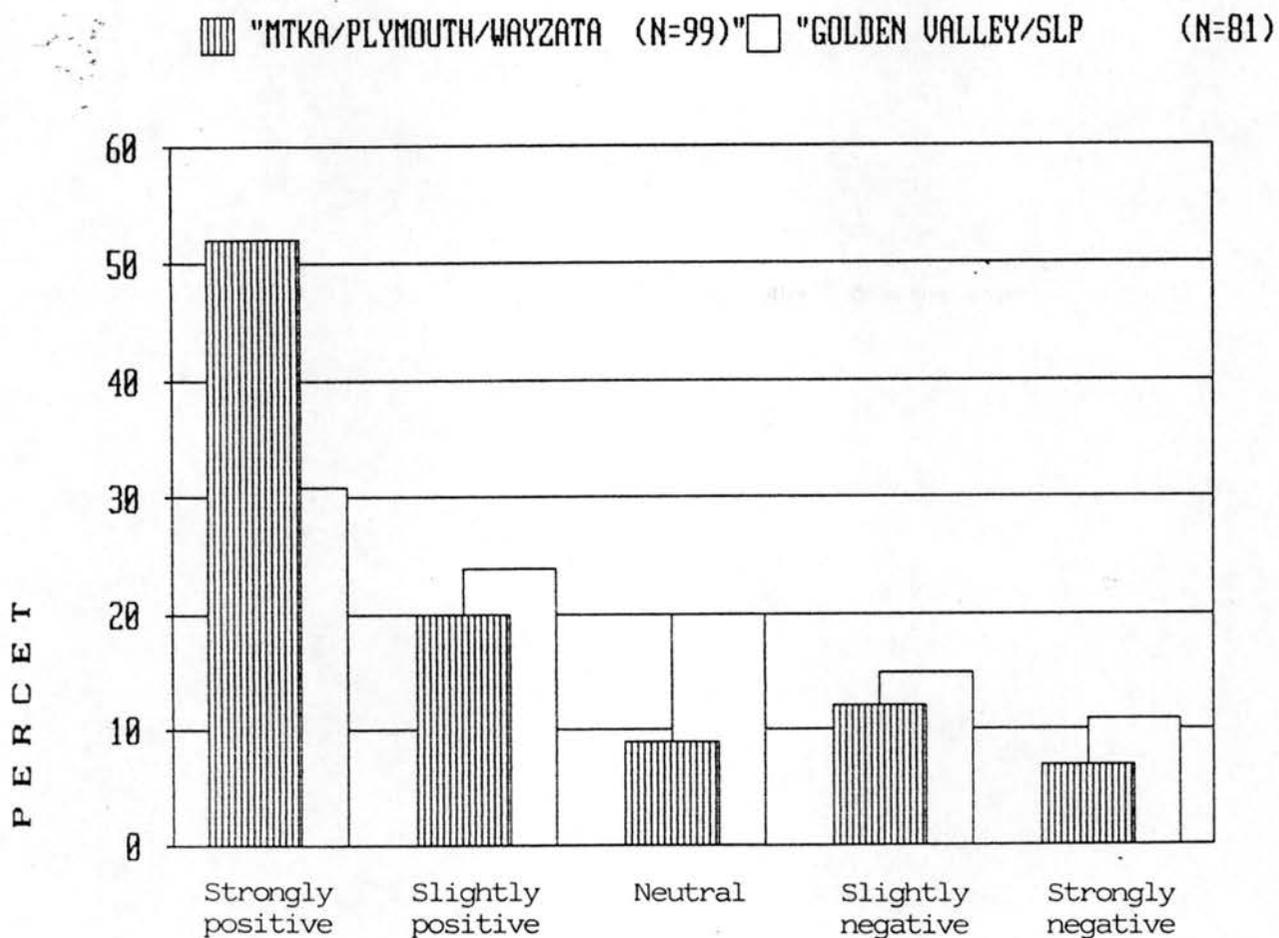


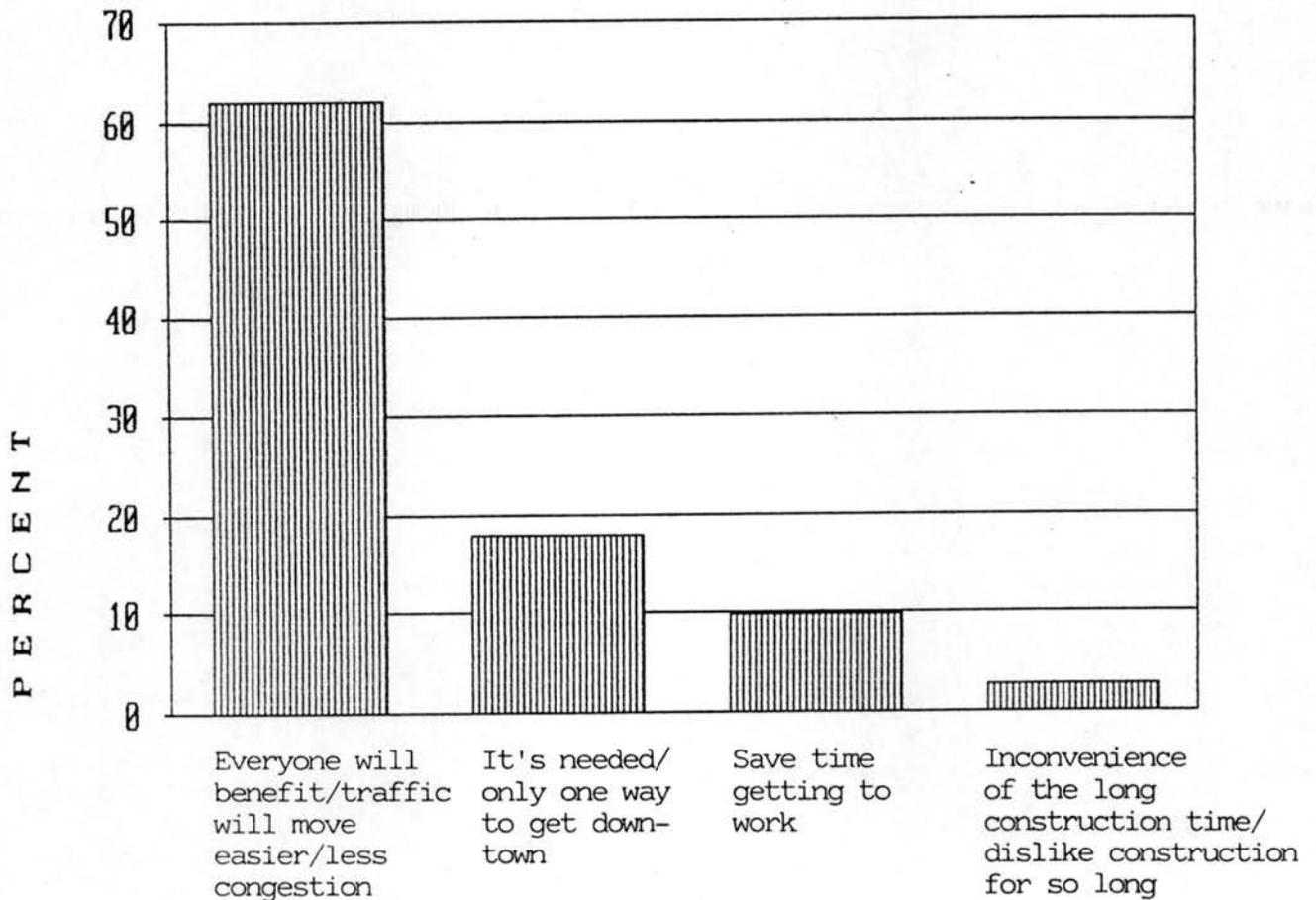
Table 20 illustrates the surprising finding that 52% of the residents of Minnetonka, Plymouth, and Wayzata have "strongly positive" attitudes about the I-394 project. Support is less strong among Golden Valley and St. Louis Park residents (31% are strongly positive). It is also important to note that only 7% of the Minnetonka, Plymouth, and Wayzata residents and 11% of the people living in Golden Valley and St. Louis Park are "strongly negative" on I-394.

20) PRIOR ATTITUDE ABOUT I-394 PROJECT



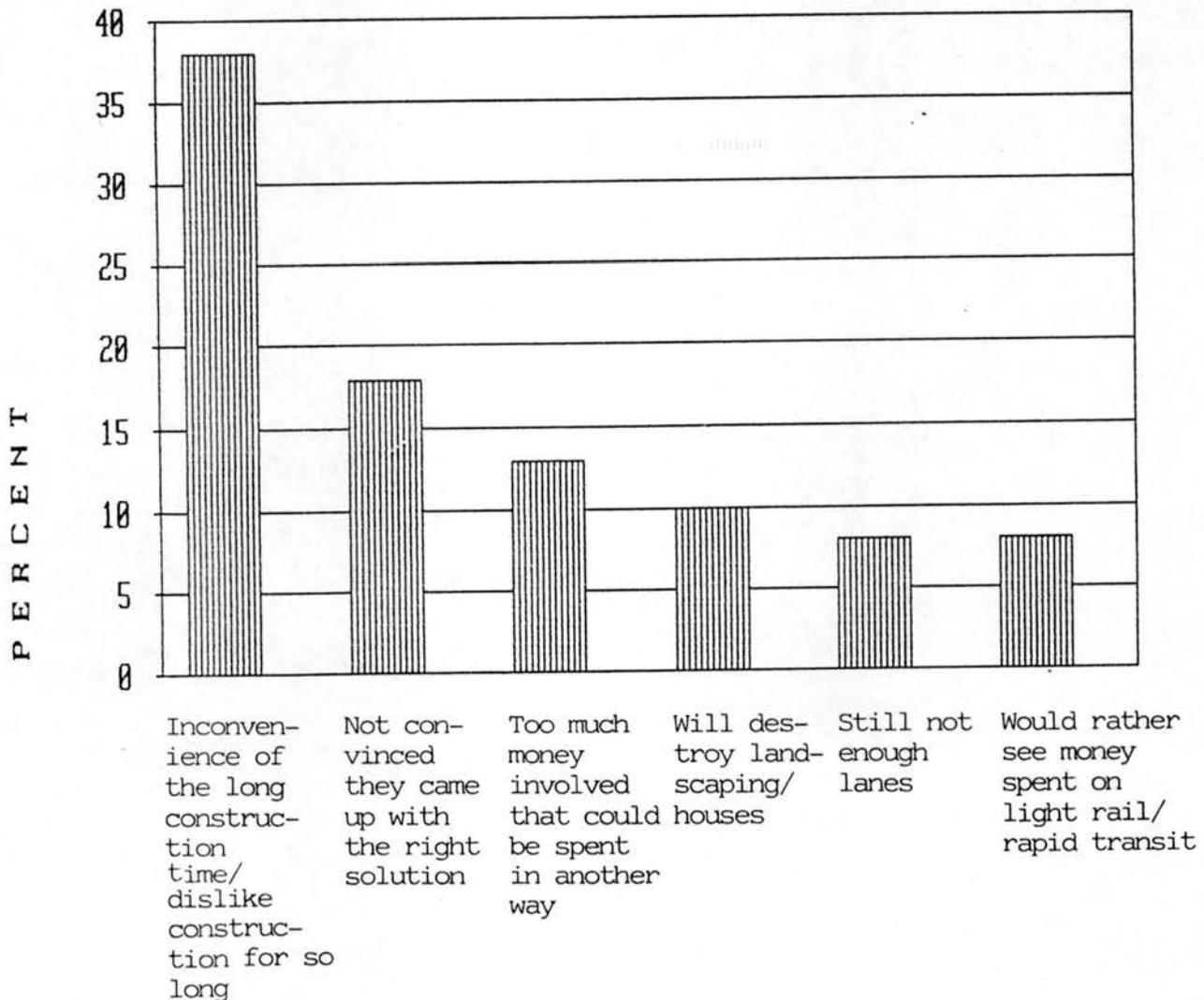
The respondents were asked to give their reasons for being strongly or slightly positive about I-394. Table 21 indicates that these respondents agree that something must be done to ease the congestion on Highway 12. These people appear to feel that the ends (new unrestricted freeway) justify the means (the road construction delays they will have to endure).

21) REASONS FOR BEING STRONGLY/SLIGHTLY POSITIVE About I-394
 Base=115 (Multiple responses)



The 40 people sampled (20% of the total) who have strongly or slightly negative attitudes about I-394 were asked their reasons why. The dominant objection concerns the inconvenience of the long road construction period. Other complaints include the following (in order): "I am not convinced they came up with the right solution, too much money will be spent on I-394, and the freeway will destroy landscaping/houses."

22) REASONS FOR BEING STRONGLY/SLIGHTLY NEGATIVE Base = 40
 (Multiple answers allowed)

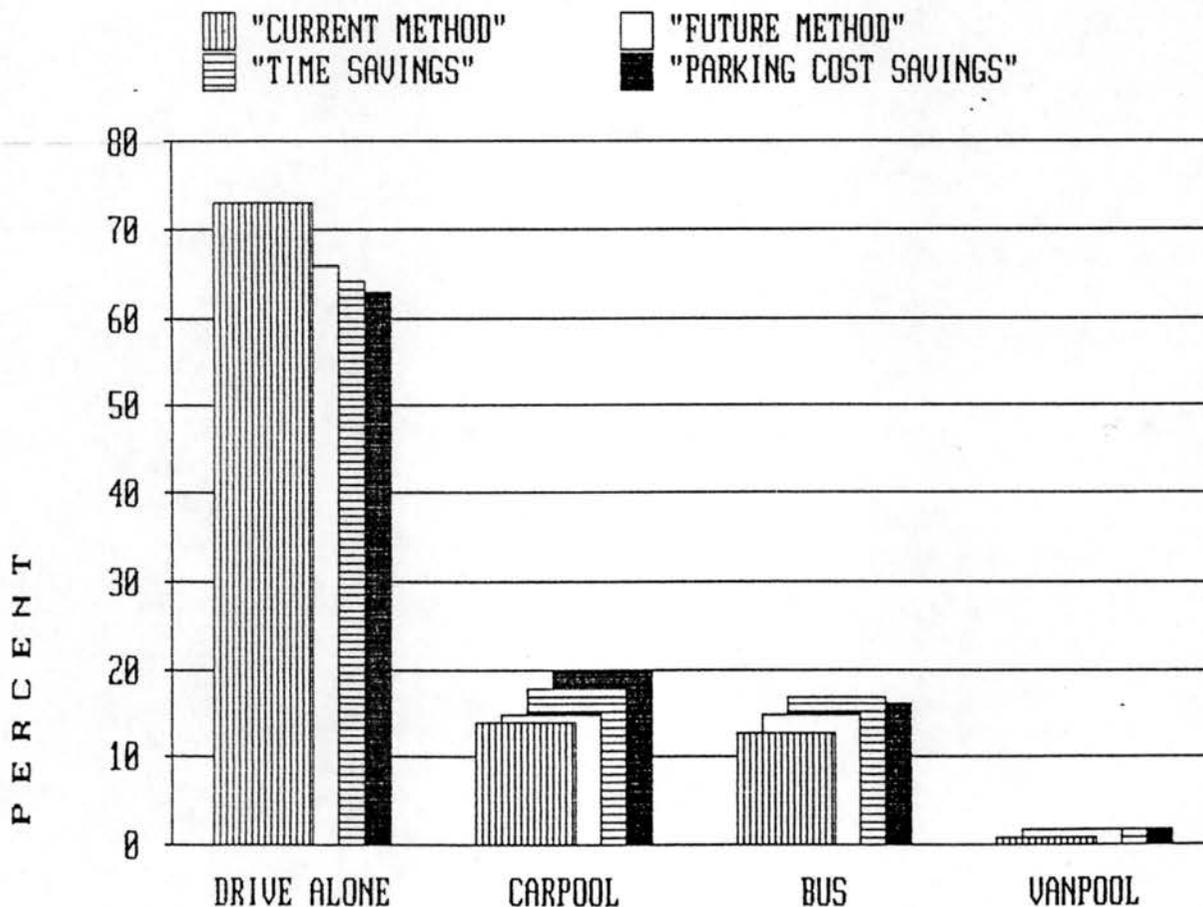


PREDICTED CHANGES IN TRAVEL MODE

Table 23 indicates the mode of travel currently used by the respondents to get to work as well as their predicted future behavior once I-394 is completed. (Caution should be exercised when reading these predictions as people often say one thing and do another). The first bar in Table 23 shows that 73% of the respondents currently drive alone; this percentage dropped to 66% after the survey participants learned about the future HOV lanes in I-394. (See question 15 in the survey).

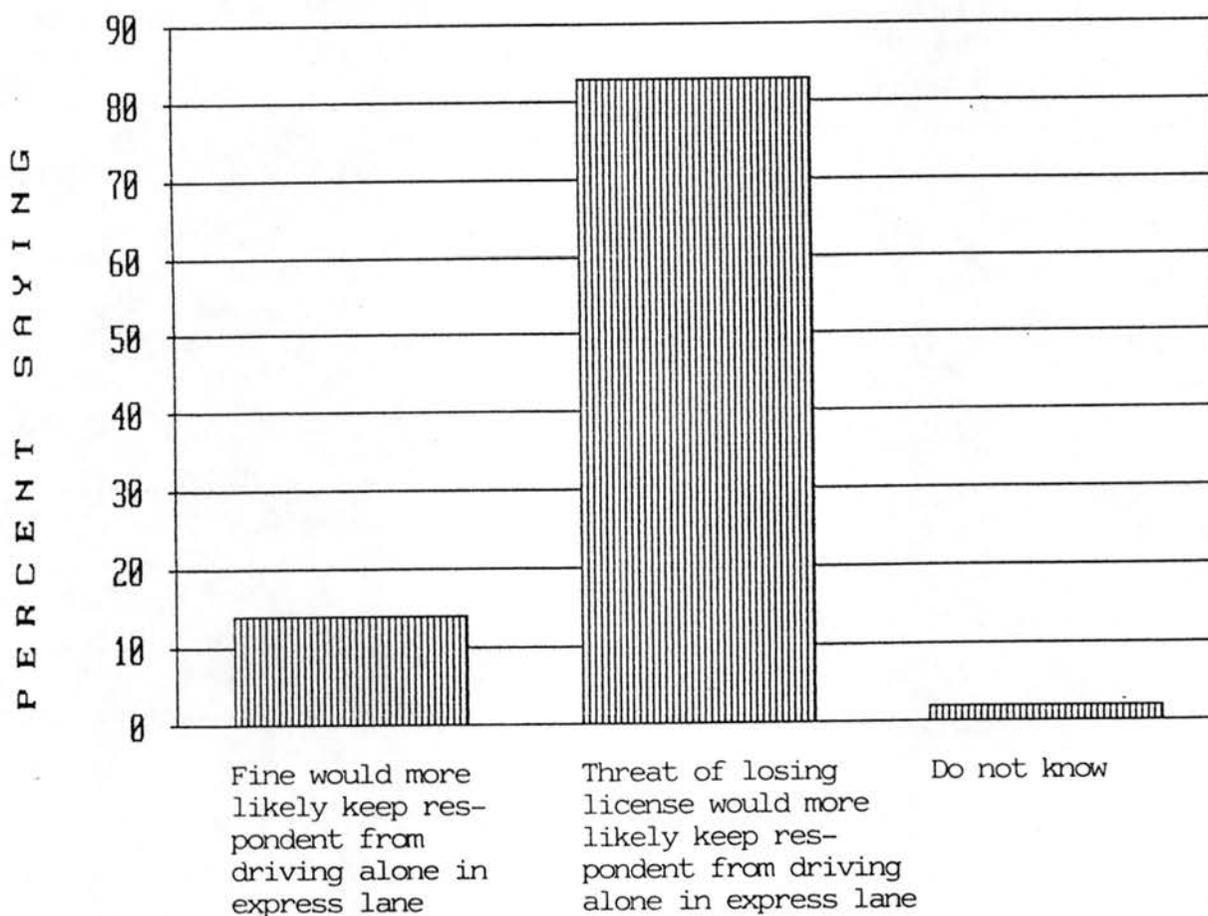
The third bar in Table 23 indicates that the percentage of people anticipating driving alone dropped further to 64% after the respondents learned about the projected time savings by using the express lane in I-394. It was then emphasized to the participants that carpoolers and vanpoolers will save \$40-\$50 per month per vehicle in parking fees. The fourth bar indicates that an additional 1% of the people driving alone will change their travel mode. In total, the projections call for 10% fewer people to drive alone on I-394. Of these 10% switchers, 60% plan on switching to carpooling, 30% intend to switch to riding the bus, and 10% will switch to vanpooling.

23) MODE OF TRAVEL



The participants were asked the following question, "which of these 2 penalties - a fine or the threat of losing your license would be more likely to keep you from driving alone in the express lane?" (Table 30) Most people agreed that the threat of losing their license is a stronger deterrent.

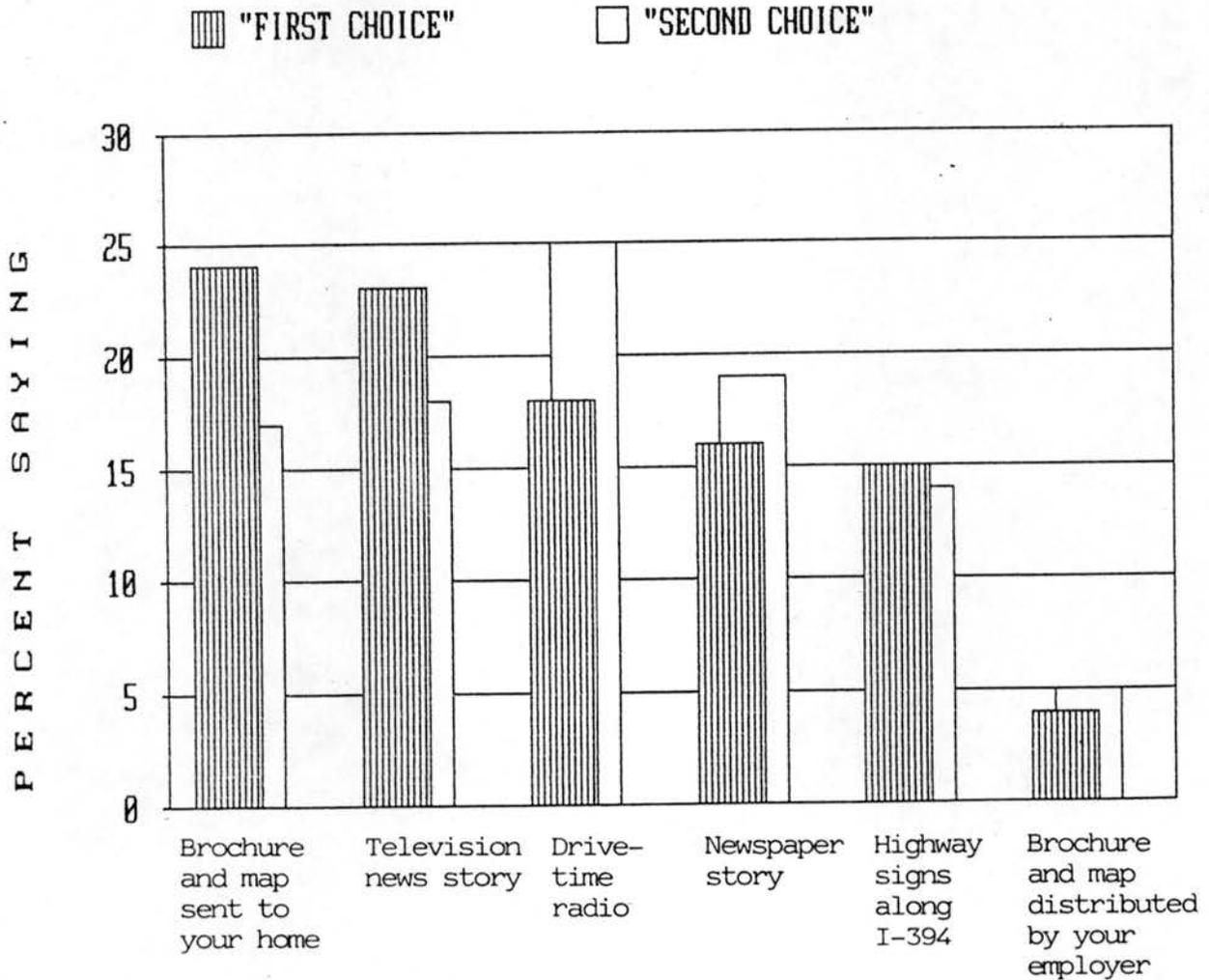
30) FINE VERSUS THREAT OF LOSING LICENSE Base=200



MEDIA PREFERENCES

Table 31 indicates the respondent's media preferences to inform them about I-394 as the construction progresses. The most popular first choices are (in order): brochure and map sent to your home, television news story, drive time radio reports, newspaper stories, and highway signs along I-394.

31) PREFERRED MEDIA TO LEARN ABOUT I-394 Base=200



ISSUES CRITICAL FOR SUCCESS OF EXPRESS LANE

1. The empty lane syndrome must be avoided. We must plan for how the interim express lane will look on day 1, day 10, and day 365.
2. Enforcement is critical. The police and judges must be carefully briefed.
3. Briefing of the press will be crucial. Press releases will be constantly required.
4. To educate as many people as possible, the advertising campaign should utilize a wide variety of media. Direct mail brochures, drive-time radio spots, employer marketing, and billboards are all recommended.
5. The dominant message used to sell the interim express lane should be "give your nerves a break by avoiding the construction delays in the regular lanes."
6. Above all, our marketing plan must be flexible. We do not and will not know if the interim express lane will be empty or jammed. We may need to change the 2-person carpool rule to 3-person. We may need to alter the hours of operation for the HOV lanes.
7. No amount of advertising or public relations can overcome the most important factor - how the express lane itself operates. Keep in mind that Minneapolis commuters will be observing and judging the project day in and day out.

**MARKETING PLAN
FOR INTERIM EXPRESS LANE
INTERSTATE-394**

PUBLIC RELATIONS

Purpose: To educate public about the project, explain benefits of the interim Express lane, handle late-breaking news needs, and create excitement for I-394 in general.

Elements:

- * Planned educational newspaper radio and television features
- * Ongoing media relations
- * Semiannual newsletter to targeted area households
- * Preparation of I-394 news kit for editors
- * "Special interest" group meetings
- * Special ceremonies to open special lane
- * Production of I-394 scale model

DIRECT MARKETING

Purpose: To provide a means of two-way communication with affected communities and other interested individuals, and provide a way to build database for long-term, cost-effective direct mail programs.

Elements:

- * Telephone response center
- * Computer database
- * Special targeted programs, if needed
- * Blitz mailing to downtown employers

ADVERTISING

Purpose: To create a general awareness for the project, announce the interim Express lane, educate public on Express lane signage, and the telephone response center.

Elements:

- * Outdoor/painted boards
- * Newspaper advertisements
- * Radio/60-second spots
- * Informational brochure/map
- * Bus boards/outside
- * Employer package

MARKET RESEARCH

Purpose: To measure results of the marketing program and provide a future direction for ongoing activities.

Elements:

- * Survey of carpoolers in Express lane
- * Survey of bus riders in Express lane
- * Survey of people driving alone in regular lanes
- * Survey of 200 persons who called HELP-394

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 13, 1985
TO: Regional Transit Board
FROM: Nominating Committee
SUBJECT: Vacancy in the Treasurer's Position
Resolution 85-13

Since the Treasurer of the Regional Transit Board was not reappointed by the Metropolitan Council on August 1, 1985, the chairman of the Regional Transit Board, pursuant to the Bylaws, appointed a Nominating Committee to recommend another member of the Regional Transit Board to serve as Treasurer. The Nominating Committee consisted of Paul Joyce, Chairman; Alison Fuhr; and Edward Kranz.

RECOMMENDATION:

That the Regional Transit Board approve Resolution 85-__ and accept the recommendation of the Nominating Committee on the selection of a Treasurer of the Regional Transit Board.

Paul Joyce
Chairman

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

RESOLUTION NO. 85-

APPOINTING TREASURER

WHEREAS, a vacancy has occurred in the office of the Treasurer of the Regional Transit Board;

WHEREAS, Regional Transit Board Bylaws Article I, Section B. (sic) 3. requires that a vacancy in the office of Treasurer be filled at the earliest opportunity pursuant to Bylaws Article I, Section B05 and Minn. Stat. 473.151, Subd. 10 by the Board.

NOW, THEREFORE, BE IT RESOLVED:

1. THAT Paul Joyce is hereby appointed Treasurer of the Regional Transit Board.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 13, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Approval to Retain Consulting Services of Mundle and Associates
Resolution 85-__

At its August 12, 1985, meeting, the Administration and Finance Committee recommended approval of the attached resolution and approved the following recommendation:

RECOMMENDATION:

That the Regional Transit Board appropriate \$7,500 to reimburse the Metropolitan Transit Commission for 50 percent of the cost to retain Subhash Mundle and Associates to assist with the development of Regional Financial and Service Policies and Performance Standards.

Ruth Franklin
Chair

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

RESOLUTION NO. 85-

RESOLUTION

WHEREAS, the Regional Transit Board (hereinafter called the RTB) is jointly involved with the Metropolitan Transit Commission (hereinafter called the MTC) in a Joint RTB/MTC Committee to develop financial and service policies, objectives and standards for regular route transit service in the metropolitan area; and

WHEREAS, the MTC has retained the services of Subhash Mundle of Mundle and Associates to assist with the development of regional financial and service policies and performance standards; and

WHEREAS, it is appropriate for the RTB to share in the expenses of the contract with Mundle and Associates since it is an equal partner in this effort;

NOW, THEREFORE, BE IT RESOLVED that the RTB authorize the Executive Director to enter into a contract with the MTC to reimburse them for 50 percent of the costs of the contract with Mundle and Associates not to exceed \$7,500.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 5, 1985
TO: Regional Transit Board
FROM: Judith Hollander, Director of Planning and Programs
SUBJECT: Approval to Retain Consulting Services of Subhash Mundle from Mundle and Associates to Assist with the Development of Regional Financial and Service Policies and Performance Standards

ACTION REQUIRED: Approval of Resolution

BACKGROUND:

Chairman Perovich and Chairman Frank Snowden of the Metropolitan Transit Commission (MTC) recently established a Joint Regional Transit Board (RTB)/MTC Committee to develop regional financial and service policies, objectives and standards for regular route transit service in the metropolitan area. RTB members serving on this committee are Elliott Perovich, Doris Caranicas, Ruth Franklin and Todd Lefko. The original proposal detailing the committee purpose and timeline is attached for your information.

The Joint Committee was established as an outgrowth of the MTC's efforts toward proceeding with competitive procurement of management services. To assist with this effort, the MTC retained the consulting services of Subhash Mundle from Mundle and Associates. As it became apparent that it would be a logical next step to tie in the development of financial and service standards with the development of objectives for the management service contract, it also seemed expedient to extend the services of Mr. Mundle. Therefore, the RTB proposed to the MTC that it execute a supplemental contract with Mr. Mundle for \$15,000 in order to complete the expanded scope of work. Because the RTB has now become a partner in this effort, RTB staff further proposes that it is appropriate to financially share in this effort, and thus, recommends that the RTB reimburse the MTC for 50 percent of Mr. Mundle's contract.

RECOMMENDATION:

That the Regional Transit Board appropriate \$7,500 to reimburse the Metropolitan Transit Commission for 50 percent of the cost to retain Subhash Mundle of Mundle and Associates to assist with the development of Regional Financial and Service Policies and Performance Standards.

JH:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 25, 1985
TO: Proposed Joint Committee of the Regional Transit Board
and the Metropolitan Transit Commission
FROM: Ghaleb Abdul-Rahman, Executive Director
SUBJECT: Proposed Joint Committee Activities

BACKGROUND

The Regional Transit Board (RTB) has made significant progress in implementing its legislative mandate since its formation in July 1984. The publication of the Interim Implementation Plan clearly established the regional priorities for the near future. These accomplishments are a result of a determined effort on the part of the RTB and other organizations to work together cooperatively to bring about the necessary change in the way transportation services are provided in the Metropolitan Area.

Though the RTB is proud of its accomplishments to date, much work still remains to be done. The RTB and MTC legislation requires each organization to address several activities listed below:

- o Establish Regional Service Policies...RTB
- o Establish Performance Standards...RTB
- o Develop Management Plan...MTC
- o Develop Monitoring and Implementation Program...RTB and MTC

This memorandum discusses our suggested approach to addressing many activities listed above.

DISCUSSION OF ISSUES

As you know, the Metropolitan Transit Commission (MTC) is currently proceeding with a two-step program for the competitive procurement of the management services. The Requests For Interest and Qualifications have been mailed out to several potential consultants across the country. Subhash Mundle from Mundle & Associates, Inc. has been assisting the MTC commissioners in developing the RFQ and RFP documents. As you know, he is also advising the commission on addressing other legislative requirements related to management contracts. After researching the legislative requirements and the responsibilities of the respective organizations, he presented the conceptual framework (shown in Exhibit 1) to the MTC commissioners on June 13, 1985. This exhibit graphically illustrates the interrelationship among services policies, objectives and standards to be developed by each organization.

Furthermore, this exhibit also puts overall responsibilities of RTB and MTC in perspective. The key among these will be the RTB's regional service policies and MTC's service objectives. Due to the significant interrelationship between RTB's and MTC's statutory and day-to-day responsibilities, I suggest that it is necessary to work closely in developing regional service policies, objectives and standards. A close working relationship will also allow the region to develop internally consistent policies and standards; will minimize duplication of efforts and contents; and will assist in establishing clearer understanding of the issues and responsibilities of the respective organizations at the policy level as well as at the staff level.

PROPOSED APPROACH

I propose the establishment of a joint RTB and MTC committee to address the issues discussed above. The following paragraphs briefly discuss the composition, purpose, responsibilities and actions of this joint group.

It is proposed that this committee consist of three members from the RTB and three commissioners from the MTC.

The general objective of the committee will be to discuss the issues presented in Exhibit 1 and come to a clearer understanding of the roles and responsibilities of each organization. The specific objectives of the committee will be to discuss and endorse categories of financial and service quality standards for transit services in the region.

It is expected that the Joint Committee will be responsible for developing internally consistent financial and service quality standards, keeping in mind the regional service policies and objectives. However, the quantitative threshold values for standard(s) are expected to be developed separately by each organization. The adoption of standards will be an independent action on the part of RTB in the case financial standards and MTC in the case of service quality standards.

Both organizations should involve key staff members in developing and presenting position papers and alternatives to the Joint Committee. This involvement from the beginning is necessary to ensure smooth and expeditious implementation of the adopted policies and standards in the coming months.

If this approach is acceptable to the Joint Committee members, I will initiate steps to develop a detailed work program, organize and dedicate staff resources, and proceed with the formation of the committee.

SCHEDULE OF ACTIVITIES

A preliminary schedule of activities is discussed below to give you some idea of the timeframe involved.

July 1, 1985	Appointments to Joint Committee
July 11, 1985	Discussion of Conceptual Framework and Detailed Work Program
August ⁷ / ₈ , 1985	Presentation and Discussion of Alternative Financial and Service Quality Standards
August 26, 1985	Presentation and Discussion of the Impacts
September 9, 1985	Selection of Preferred Financial and Service Quality Standards
September 23, 1985	Adoption of Standards by Respective Organizations

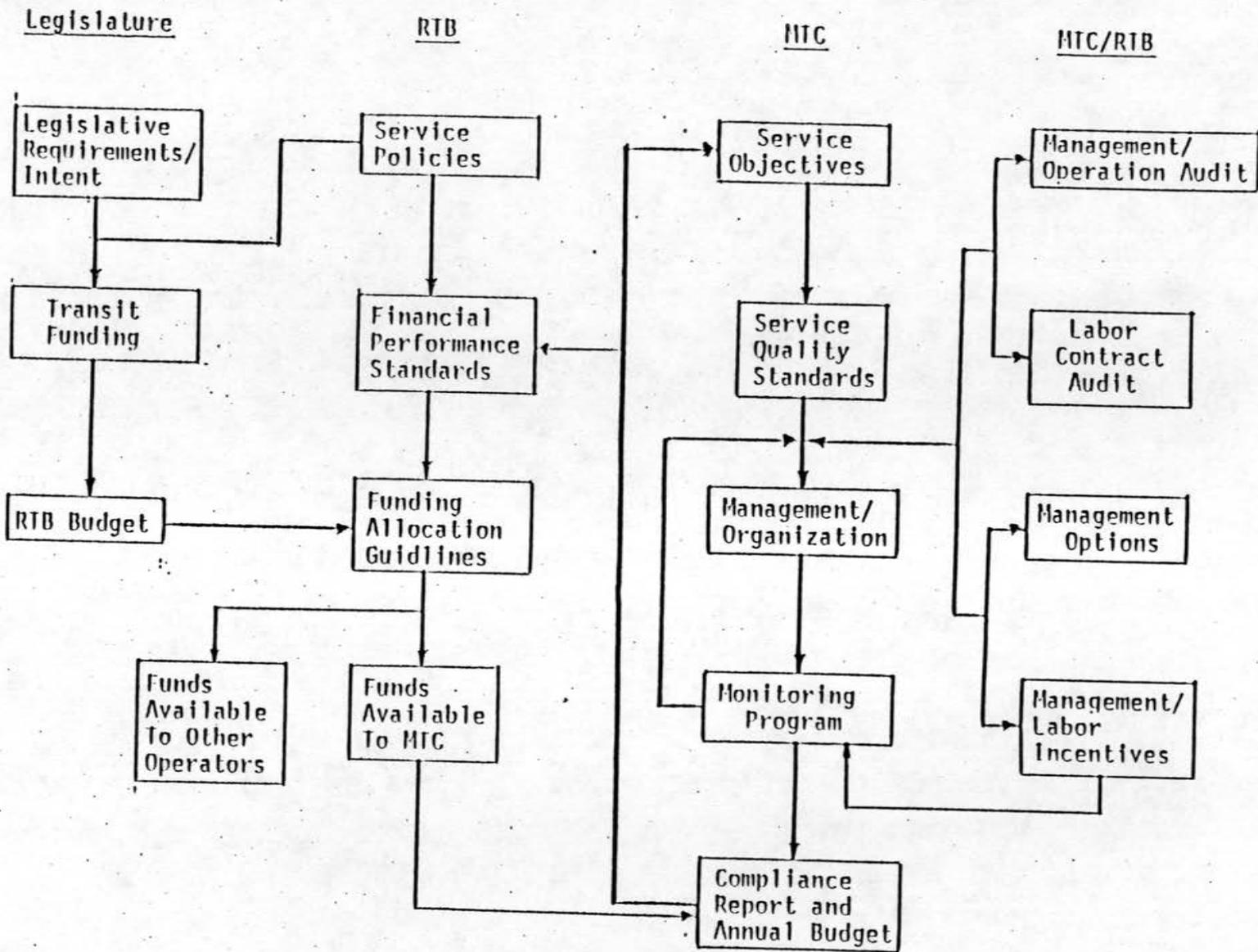


EXHIBIT. 1
CONCEPTUAL FRAMEWORK

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Funding for the I-394 Marketing Plan, Phase II
Resolution 85-15

At its August 12, 1985, meeting, the Administration and Finance Committee recommended approval of the attached resolution and approved the following recommendation:

RECOMMENDATION:

That the Regional Transit Board authorize the Executive Director to enter into an interagency agreement with the Minnesota Department of Transportation (Mn/DOT) to provide \$25,000 in local match for the I-394 Marketing Program--Phase II.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 6, 1985
TO: Administration and Finance Committee
FROM: Katherine F. Turnbull, Planning Manager *KT*
SUBJECT: Funding for the I-394 Marketing Plan

ACTION REQUESTED:

Action is requested authorizing the Executive Director to enter into an interagency agreement with the Minnesota Department of Transportation (Mn/DOT) for the I-394 Marketing Program--Phase II. The RTB will provide \$25,000 in local match for this project.

BACKGROUND:

Over the past year the Regional Transit Board has had a number of presentations and background information on the various elements of the I-394 project. In April of 1985 the Board approved a set of recommendations concerning the transit elements of the I-394 project. These included endorsement of the transit elements of the I-394 Transportation System Management Design Concept, assuming responsibility for pursuing and coordinating funding for I-394 transit elements not eligible for Interstate funding, supporting the successful implementation of the I-394 transit elements through participation in the Corridor Management Team, requesting Mn/DOT to assume overall management for all aspects of the I-394 project and authorizing staff to proceed with carrying out the activities necessary to ensure the timely implementation of the I-394 transit elements.

A number of activities have taken place since the RTB action. First, RTB Chairman Perovich sent letters to Mn/DOT, the MTC and Medicine Lake Lines requesting specific actions to support the implementation of the I-394 transit elements. Based partially on this request, Mn/DOT has named Richard Borson, Preliminary Design Engineer, as the I-394 Corridor Manager. Mr. Borson will be responsible for overall coordination of all aspects of the I-394 project. A Corridor Management Team is also being established and will assist with this coordination. The RTB will continue its participation in this group.

A separate activity which is also being coordinated under Mr. Borson is the I-394 Marketing Plan. The purpose of this planning effort is to insure that all aspects of the I-394 project are clearly explained to the public. This includes general information on road construction, implementation of the interim and final High Occupancy Vehicle (HOV) Lanes, and promotion of carpooling, vanpooling and bus use in the corridor.

The development of the I-394 marketing plan was initiated in December of 1984 with the formation of the I-394 Marketing Committee and the selection of a marketing firm to conduct the first phase of the marketing plan. The firm of Colle & McVoy conducted the first phase, which included the following:

- o Research on the activities, successes and failures of similar projects in Portland, Washington, D.C., and Houston.
- o A telephone survey of residents in the I-394 corridor, focusing on individuals who drive alone, rideshare or bus to work in downtown Minneapolis. The survey identified concerns about travel in the corridor, knowledge of the I-394 project, current travel habits and potential future travel changes with I-394.
- o Two focus groups of residents in the I-394 corridor. These groups obtained additional information on travel habits, knowledge of the I-394 project and reactions to various marketing and promotional activities.

Based on these results, a marketing plan for the next year (September 1985 to September 1986) has been developed. The highlights of this plan focus on three phases. Phase one concerns introducing and creating an awareness of the Interim HOV lanes. Phase one, which will run from September to October, will entail a strong media concentration to provide information on the interim HOV lanes, how to use them, construction schedules and promotion of ridesharing and transit use. Phase two, the grand opening, will concentrate on activities related to the opening of the interim HOV lanes. Phase two will occur in November and December. Phase three is the sustaining phase which will run from January to September, 1986. It will focus on announcing major construction activities, promotion of the interim HOV lane and market research and evaluation. Colle & McVoy will be making a presentation to the Board on the Marketing Plan on August 19, 1985.

The cost for the Phase two marketing program is approximately \$500,000. Funding is available through the Federal Highway Administration (FHWA) to cover 90 percent of this cost. It has been proposed that Mn/DOT and the RTB share in the 10 percent local match. The RTB's share of this local match would be \$25,000.

FINDINGS AND CONCLUSIONS:

- o The RTB adopted a set of recommendations in April, 1985 endorsing and supporting the transit elements of the I-394 project, including pursuing and coordinating funding, participating in the Corridor Management Team and authorizing staff to conduct necessary activities to ensure the successful completion of the I-394 transit elements.
- o The RTB has sent letters to Mn/DOT, MTC and Medicine Lake Lines requesting specific actions. Mn/DOT has responded by naming a Corridor Manager and the MTC has begun work on various transit elements.
- o The I-394 Marketing Committee has been meeting since December 1984 and has developed a Phase I and a Phase II Marketing Plan. The Phase II plan focuses on three phases; the introductory phase, the grand opening and the sustaining phase.

o Funding is available through the Federal Highway Administration (FHWA) to cover 90% of the cost of the Phase II Marketing Plan. Mn/DOT and the RTB have been proposed to share in funding the remaining 10 percent local match.

RECOMMENDATION:

That the Regional Transit Board authorize the Executive Director to enter into an interagency agreement with the Minnesota Department of Transportation (Mn/DOT) to provide \$25,000 in local match for the I-394 Marketing Program-- Phase II.

KT:jmo
OP004A

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

RESOLUTION NO. 85-15

Authorizing the Executive Director to Enter into an Interagency Agreement with the Minnesota Department of Transportation (Mn/DOT) to Provide \$25,000 in Local Match for the I-394 Marketing Program

WHEREAS, the Regional Transit Board adopted a set of recommendations in April 1985 endorsing and supporting the transit elements of the I-394 project, including pursuing and coordinating funding, participating in the Corridor Management Team and authorizing staff to conduct the necessary activities to ensure the successful completion of the I-394 project; and

WHEREAS, the Regional Transit Board has sent letters to the Minnesota Department of Transportation, Metropolitan Transit Commission and Medicine Lake Lines requesting specific actions and these activities have been started; and

WHEREAS, the I-394 Marketing Committee and the I-394 Project and Policy Committees have supervised the development of Phase I and Phase II Marketing Plans; and

WHEREAS, funding for 90 percent of the Phase I Marketing Program is available through the Federal Highway Administration (FHWA); and

WHEREAS, it has been recommended that the Minnesota Department of Transportation and the Regional Transit Board participate in funding the remaining 10 percent local share,

NOW, THEREFORE, BE IT RESOLVED:

1. THAT the Regional Transit Board authorize the Executive Director to enter into an Interagency Agreement with the Minnesota Department of Transportation (Mn/DOT) to provide \$25,000 in local match for the I-394 Marketing Program--Phase II.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 13, 1985
TO: Regional Transit Board
FROM: Administration & Finance Committee
SUBJECT: Proposed 1986 Regional Transit Operating & Capital Budget

Action Requested:

The Regional Transit Board is asked to review and approve by motion, for purposes of Metropolitan Council review and the Public Hearing, the Proposed 1986 Regional Transit Operating and Capital Budget consisting of the Proposed 1986 Regional Transit Board Work Program and Budget and the Twin Cities Metropolitan Transit Commission 1986 Proposed Budget.

Background:

The Metropolitan Transit Commission Capital Budget has been presented to the Board on several previous occasions. The proposed MTC Capital Budget totals over \$110 million. Of this total, \$103 million has been previously authorized; \$7.4 million is additionally requested for 1986. As suggested in the MTC's overview of the capital budget, this year's effort is a fairly modest one.

In the RTB Budget, staff has recommended one capital project involving capital equipment purchases in an amount of \$50,000.

At its meeting of August 12, 1985, the Administration and Finance Committee reviewed the following Staff Report on the 1986 Capital Budget issues and took the actions noted:

*Project No. 3161--University Transitway

The MTC decided to become involved in funding part of the University Transitway when it was the operator of the intercampus bus service. The transitway was thus expected to directly benefit the MTC. When the University of Minnesota sought competitive bids for the intercampus bus service, Medicine Lake Lines was the successful bidder. Although the operator of the service has changed, the benefits of the transitway remain the same. Because MTC service will no longer benefit from the transitway, it could be argued that it would be appropriate to delete this item from their capital budget. However, the RTB may want to consider continued financial support since the project still does benefit transit activities operated by the University.

Committee Finding:

Mr. Mark Kittleson, with Physical Planning at the University, made a presentation at the Committee meeting. The core finding of which was that the University is not planning an a RTB/MTC Capital Budget commitment and has funded the project itself.

Committee Recommendation:

That Project No. 3161 be deleted from the MTC Capital Budget.

*Project No. 3263--Hennepin Avenue Transitway

The Hennepin Avenue Transitway, in contrast to the University Transitway, directly would benefit the MTC in its provision of service. Of the total authorization of \$56,700, \$20,833 will have been spent in 1985.

Staff Finding:

It is recommended that no change be made in Project No. 3263--Hennepin Avenue Transitway.

Committee Recommendation:

That Project No. 3263 be retained as proposed in the MTC Capital Budget.

*Project No. 3530--I-394 Transit Facilities

This project provides local funding support for construction of the transit elements of the Third Avenue Distributor (TAD) garages which are integral elements of the I-394 project. The project description for this project is unclear, however, and it is recommended that this be clarified.

Mr. Dick Borson of Mn/DOT's staff has been appointed by the Commissioner of Transportation to be the coordinator of the I-394 project. Regarding an RTB funded I-394 capital project, Mn/DOT, MTC, and RTB staff are reassessing I-394 capital needs for 1986 and have concluded that no RTB capital expenditures are anticipated in 1986. However, if the final results of this reassessment indicate a need for capital expenditures in 1986, these will be amended into the budget at a later date.

Staff Finding:

MTC Project No. 3530, I-394 Transit Facilities as budgeted, subject to MTC's clarification of the project description, can be approved.

Committee Recommendation:

That MTC Project No. 3530 be retained in the MTC Budget.

*Project No. 3580--Vehicle Leasing Program

The Vehicle Leasing Program helps to provide vehicles needed for operation of transit service provided by small operators throughout the metro area. Since the RTB will actively be involved in assessing transit needs and evaluating services, it is recommended that the wording of the project description be amended as follows to reflect the kind of organizational arrangement which seems appropriate to both the RTB and MTC:

Vehicles would be purchased by the MTC to be leased to communities for use in local paratransit projects when vehicles are not otherwise available. Vehicles would be distributed to communities and/or agencies upon recommendation by the RTB. The RTB would assume responsibility for identifying the appropriate candidates for the leasing program.

Staff Finding:

It is requested MTC amend the project description as above. MTC is agreeable to the amendment.

Committee Recommendation:

With the above project description, the Committee recommended Project No. 3580 be continued in the MTC Capital Budget.

*RTB Activity No. 86-20--Capital Equipment Program

In the RTB Proposed 1986 Work Program and Budget, staff has recommended office equipment, computer, audio visual, duplication, and communications equipment purchases in an amount of \$50,000. Board members are referred to their budget document and Appendix for project detail.

Committee Recommendation:

That RTB Equipment Purchases in an amount of \$50,000 be approved as proposed in RTB Activity No. 86-20.

RECOMMENDATION

That the Regional Transit Board approve the Committee recommendation of the Proposed 1986 Regional Transit Board Capital Budget for purposes of Metropolitan Council Review and Public Hearing as follows:

Project No. 3161--Be deleted from the MTC Capital Budget.

Project No. 3263--Be retained as proposed in the MTC Capital Budget.

Project No. 3530--Be retained in the MTC Capital Budget.

Project No. 3580--Be retained in the MTC Capital Budget with the indicated project description.

RTB Activity No. 86-20--Be approved as proposed.

The Administration and Finance Committee will finalize discussion of the MTC Capital Budget and discuss the MTC and RTB Operational Budgets at the scheduled meeting of August 15, 1985. Committee action will be documented and a verbal report made at the Board meeting.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: August 6, 1985
TO: Regional Transit Board
FROM: Judith Hollander, Director of Planning and Programs
Leslie Johnson, Director of Administration
SUBJECT: Staff Report on 1986 Regional Transit Capital Budget

Action Requested: No action is requested. This item is intended for discussion with action to be taken at our Thursday, August 15 meeting.

The 1986 Regional Transit Capital Budget is comprised of two major elements:

- (1) the MTC capital budget;
- (2) other RTB capital budget items

The MTC budget has been presented to the Board on several previous occasions. Additional capital items proposed by RTB staff are now being presented to the Board for the first time. Staff comments on both elements of the Capital Budget follow.

MTC Capital Budget

The proposed 1986 MTC Capital Budget totals over \$110 million. Of this total, \$103 million has been previously authorized; \$7.4 million is additionally requested for 1986.

As suggested in the MTC's overview of the capital budget, this year's effort is a fairly modest one.

As a result of both staff and board review of the MTC capital budget, we would like to make the following findings:

* Project No. 3161--University Transitway

The MTC decided to become involved in funding part of the University Transitway when it was the operator of the intercampus bus service. The transitway was thus expected to directly benefit the MTC. When the University of Minnesota sought competitive bids for the intercampus bus service, Medicine Lake Lines was the successful bidder. Although the operator of the service has changed, the benefits of the transitway remain the same. Because MTC service will no longer benefit from the transitway, it could be argued that it would be appropriate to delete this item from their capital budget. However, the RTB may want to consider continued

August 6, 1985

Page Two

financial support since the project still does benefit transit activities operated by the University.

Finding: Presentation will be made at the meeting.

* Project No. 3263--Hennepin Avenue Transitway

The Hennepin Avenue Transitway, in contrast to the University Transitway, directly would benefit the MTC in its provision of service. Of the total authorization of \$56,700, \$20,833 will have been spent in 1985.

Finding: It is recommended that no change be made in Project No. 3263--Hennepin Avenue Transitway.

* Project No. 3530--I-394 Transit Facilities

This project provides local funding support for construction of the transit elements of the Third Avenue Distributor (TAD) garages which are integral elements of the I-394 project. The project description for this project is unclear, however, and it is recommended that this be clarified.

Mr. Dick Borson of Mn/DOT's staff has been appointed by the Commissioner of Transportation to be the coordinator of the I-394 project. Regarding an RTB funded I-394 capital project, Mn/DOT, MTC, and RTB staff are reassessing I-394 capital needs for 1986 and have concluded that no RTB capital expenditures are anticipated in 1986. However, if the final results of this reassessment indicate a need for capital expenditures in 1986, these will be amended into the budget at a later date.

Finding: MTC Project No. 3530, I-394 Transit Facilities as budgeted, subject to MTC's clarification of the project description, can be approved.

* Project No. 3580--Vehicle Leasing Program

The Vehicle Leasing Program helps to provide vehicles needed for operation of transit service provided by small operators throughout the metro area. Since the RTB will actively be involved in assessing transit needs and evaluating services, it is recommended that the wording of the project description be amended as follows to reflect the kind of organizational arrangement which seems appropriate to both the RTB and MTC:

Vehicles would be purchased by the MTC to be leased to communities for use in local paratransit projects when vehicles are not otherwise available. Vehicles would be distributed to communities and/or agencies upon recommendation by the RTB. The RTB would assume responsibility for identifying the appropriate candidates for the leasing program.

Finding: It is requested MTC amend the project description as above.

August 6, 1985
Page Three

Additional RTB Capital Budget Items

The only additional capital budget item being recommended by the RTB for 1986 is capital office equipment totalling \$50,000 (see attached sheet).

Finding: Presentation and discussion at the meeting.

Clearly, there are many other transit capital needs throughout the metropolitan area including the need for new buses, facilities, etc. However, at this point in time RTB staff has not been able to make an adequate assessment of these needs. In 1985-86, it is planned to inventory capital equipment for the providers with which the RTB will contract and, furthermore, as part of Transit Service Needs Assessment, identify future capital needs. It is expected that as part of the 1986 Implementation Plan, a comprehensive capital program will be developed.

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

DATE: August 7, 1985
TO: Budget File
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: 1986 RTB Capital Equipment Budget Requests

Typewriters, check-writer, calculators, etc.	\$15,000
Computer software and equipment	10,000
Visual aids equipment	6,000
Office copier lease purchase	11,000
Additional telephone equipment	8,000
TOTAL	<u>\$50,000</u>

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1986

Project Name Office Equipment/Furniture

Project Number 86-1

Project Description

Purchase or lease additional office equipment and furniture for staff and office services. The method of acquisition, whether lease or purchase, will be evaluated on a case-by-case basis depending on options available, type of usage, etc.

Detail of Expenditure

This is a summary request as certain factors are pending, including accounting systems responsibilities, which could impact on equipment acquisitions.

Items of Acquisition

typewriters--computer compatible
check writing equipment
office calculators
furniture/files
shelving

security file/safe
refrigerator
postage system
publications file

AMOUNT REQUESTED \$15,000

Source of Funds

General Fund - RTB Administration

Project Control

Project Manager _____

Prepared 8-1-85

Date Authorized _____

Estimated Completion Date 12/31
1986

Remarks

INSTRUCTIONS

Project Name: Brief Identification

Project Number: Year Class XX Project Identification XXX
(ie. 85-001)

Project Description: Describe the reason and basis for the project, the physical assets, how acquired, purpose, etc. Utilize reference file numbers for additional detail.

Project Expenditure: Include all applications of resources, i.e. own force administration, professional fees, acquisition costs.

Source of Funds: Identify the source(s) of funds and provide sufficient detail with file references. Be specific as possible and note applications (grants) required.

Project Manager: Project originator and/or control manager.

Date Prepared: Date prepared and submitted.

Date Authorized: Date of RTB authorization.

Estimated Completion Date: Date installed or in operation.

Remarks: Include any remarks that may be pertinent to the project or related projects or programs.

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1986

Project Name Computer Equipment and Components

Project Number 86-2

Project Description

The RTB initiated computer processing systems with a contract with Metropolitan Council. RTB will interface with Council hardware and software programs. RTB will acquire and own its own equipment as components to the computer.

Detail of Expenditure

This is a summary request for additional hardware and software programs that will supplement the RTB's computer system and usage.

Items of Acquisition

software systems
computer terminal table and storage files
additional disk drive--P/C

AMOUNT REQUESTED \$10,000

Source of Funds

General Fund - RTB Administration

Project Control

Project Manager _____

Date Prepared 8-1-85

Date Authorized _____

Estimated Completion Date 12/31
1986

Remarks

INSTRUCTIONS

Project Name: Brief Identification

Project Number: Year Class XX Project Identification XXX
(ie. 85-001)

Project Description: Describe the reason and basis for the project, the physical assets, how acquired, purpose, etc. Utilize reference file numbers for additional detail.

Project Expenditure: Include all applications of resources, i.e. own force administration, professional fees, acquisition costs.

Source of Funds: Identify the source(s) of funds and provide sufficient detail with file references. Be specific as possible and note applications (grants) required.

Project Manager: Project originator and/or control manager.

Date Prepared: Date prepared and submitted.

Date Authorized: Date of RTB authorization.

Estimated Completion Date: Date installed or in operation.

Remarks: Include any remarks that may be pertinent to the project or related projects or programs.

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1986

Project Name Presentations Facilities Project Number 86-3

Project Description

The RTB programs will include presentations to the Board, committees, staff presentations and training. In addition, there will be public presentations. This will require support equipment.

Detail of Expenditure

The following is a general list of equipment facilities that are considered:

camera	display fixtures	
overhead projector	flip-chart stands	
video equipment		
drafting table		
slide projector and screen		AMOUNT REQUESTED \$6,000

Source of Funds

General Fund--RTB Administration

Project Control Project Manager _____

Date Prepared 8-1-85 Date Authorized _____ Estimated Completion Date 12/31 1986

Remarks

INSTRUCTIONS

Project Name: Brief Identification

Project Number: Year Class XX Project Identification XXX
(ie. 85-001)

Project Description: Describe the reason and basis for the project, the physical assets, how acquired, purpose, etc. Utilize reference file numbers for additional detail.

Project Expenditure: Include all applications of resources, i.e. own force administration, professional fees, acquisition costs.

Source of Funds: Identify the source(s) of funds and provide sufficient detail with file references. Be specific as possible and note applications (grants) required.

Project Manager: Project originator and/or control manager.

Date Prepared: Date prepared and submitted.

Date Authorized: Date of RTB authorization.

Estimated Completion Date: Date installed or in operation.

Remarks: Include any remarks that may be pertinent to the project or related projects or programs.

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

Project Name Copier Equipment Project Number 86-4

Project Description

The RTB currently leases a copy machine. The machine is compatible with current needs. The RTB will continue to review the usage and capabilities of the existing unit along with possible acquisition of newer models that would produce additional copy capabilities at cost-effective rates.

Detail of Expenditure

Lease/purchase of an office copier.

AMOUNT REQUESTED \$11,000

Source of Funds

General Fund - RTB Administration

Project Control

Project Manager _____

Date Prepared 8-1-85

Date Authorized _____

Estimated Completion Date 12/31 1986

Remarks

INSTRUCTIONS

Project Name: Brief Identification

Project Number: Year Class XX Project Identification XXX
(ie. 85-001)

Project Description: Describe the reason and basis for the project, the physical assets, how acquired, purpose, etc. Utilize reference file numbers for additional detail.

Project Expenditure: Include all applications of resources, i.e. own force administration, professional fees, acquisition costs.

Source of Funds: Identify the source(s) of funds and provide sufficient detail with file references. Be specific as possible and note applications (grants) required.

Project Manager: Project originator and/or control manager.

Date Prepared: Date prepared and submitted.

Date Authorized: Date of RTB authorization.

Estimated Completion Date: Date installed or in operation.

Remarks: Include any remarks that may be pertinent to the project or related projects or programs.

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1986

Project Name Communications and Miscellaneous Equipment

Project Number 86-5

Project Description

The RTB has purchased primary telephone and other communications equipment. These facilities will be expanded as additional staff are employed.

Detail of Expenditure

Lease purchase of additional telephone equipment and answering service facilities.

AMOUNT REQUESTED \$8,000

Source of Funds

General Fund - RTB Administration

Project Control

Project Manager _____

Date Prepared August 1, 1985

Date Authorized _____

Estimated Completion Date 12-31 1986

Remarks

INSTRUCTIONS

Project Name: Brief Identification

Project Number: Year Class XX Project Identification XXX
(ie. 85-001)

Project Description: Describe the reason and basis for the project, the physical assets, how acquired, purpose, etc. Utilize reference file numbers for additional detail.

Project Expenditure: Include all applications of resources, i.e. own force administration, professional fees, acquisition costs.

Source of Funds: Identify the source(s) of funds and provide sufficient detail with file references. Be specific as possible and note applications (grants) required.

Project Manager: Project originator and/or control manager.

Date Prepared: Date prepared and submitted.

Date Authorized: Date of RTB authorization.

Estimated Completion Date: Date installed or in operation.

Remarks: Include any remarks that may be pertinent to the project or related projects or programs.