



Minnesota Regional Transit
Board: Records.

Copyright Notice:

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



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

MEETING OF THE REGIONAL TRANSIT BOARD
 Monday, October 21, 1985
 Council Chambers
 4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
- 6 B. Approval of September 9 and September 16, 1985
 Regional Transit Board Meeting Minutes
- o/k. CONSENT LIST
5. REPORT OF THE POLICY COMMITTEE Todd Lefko
Chair
6. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin
Chair
 - o/k. Expenditure Policies
 - b, k Insurance Policy Renewal
 - c. Regional Transit Board/Metropolitan Transit
 0 K Commission Agreement, Mundle and Associates
 Reimbursement
 - d. o/k Computer System
7. OTHER BUSINESS
 - a. Chairman's Report
 1. New Office Space
 - b. Members' Reports
 - c. Staff Reports
8. PUBLIC COMMENT

Elliott Perovich
 Chairman

REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

Worsh
Bresler
JH MK
JM LJ
KT
RS
RR
Ed

DATE: 10/21/85
BOARD OR COMMITTEE RTB

MEMBER NAME	PRESENT	VOTE	VOTE	VOTE	VOTE	VOTE
Chairman	✓					
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
September 30, 1985

BOARD MEMBERS PRESENT: Doris Caranicas, Vice Chair; Kenneth Bedeau; Ruth Franklin; Alison Fuhr; Paul Joyce; Edward Kranz; Todd Lefko; Bernard Skrebes

STAFF PRESENT: Ghaleb Abdul-Rahman, Judy Hollander, Leslie Johnson, Mike Kuehn, Ed McMenemy, Bob Dietrick, Judith McCourt, Gerald Brechlin, Carol Hinze

OTHERS PRESENT: Larry Wertheim, legal counsel

Vice Chair Caranicas called the meeting to order at 4:00 p.m.; roll was taken. The vice chair requested a motion to amend the agenda to allow introduction of the public information intern before the Report of the Policy Committee. Lefko moved for approval of the agenda as amended; Joyce seconded the motion. Motion carried unanimously (Franklin not present).

Fuhr moved that the minutes of the August 26, 1985 Public Hearing and the September 3, 1985 Regional Transit Board meeting be approved. Skrebes seconded. Motion carried unanimously (Franklin not present).

Mike Kuehn introduced Ed McMenemy, who is serving as a public information intern for 12 weeks.

REPORT OF THE POLICY COMMITTEE

1986 EXURBAN PROGRAM GUIDELINES

Lefko reviewed the committee report of September 24, 1985, and moved:

That the Regional Transit Board approve the guidelines contained in the September 17, 1985, memorandum for the purpose of soliciting exurban funding proposals for calendar year 1986.

Fuhr seconded the motion; motion carried unanimously (Franklin not present).

MINNESOTA DEPARTMENT OF TRANSPORTATION PROJECT DEVELOPMENT REPORT,
ENVIRONMENTAL ASSESSMENT FOR WASHINGTON AVENUE SOUTH

Lefko reviewed the committee report of September 24, 1985, and moved:

That the Regional Transit Board find the proposed improvement to be in compliance with the Regional Transit Board's Interim Implementation Plan.

Skrebes seconded. Motion carried unanimously (Franklin not present).

Due to the fact that Ruth Franklin had not yet arrived, agenda item 5 was postponed.

REPORT OF THE SELECTION COMMITTEE

TAXICAB ADVISORY COMMITTEE

Caranicas reviewed the committee report dated September 23, noting that the recommendation should be amended to include Margaret Fosse as the representative from the City of Bloomington. Caranicas moved:

That the Regional Transit Board approve the following slate of candidates for the Taxicab Advisory Committee:

Consumers (3)

Debby Lee Baumgartner, St. Paul
Chris Ann Cuppett, Minneapolis
John Schultheis, Minneapolis

Taxicab Operators (5)

James Morgan, Executive Director, Minneapolis Taxicab
Owner's Association
Robert Janecek, President, Transportation Management, Inc.
Nathan Shaw, Vice President, Airport Taxi
Lawrence Williams, Owner Operator
Richard Timm, Independent Operator

Local Units of Government (4)

Kathleen Hale, Aide to Mayor, City of St. Paul
Joan Niemiec, Member, City of Minneapolis City Council
Margaret Fosse, Licensing Division, City of Bloomington
James Brimeyer, City Manager, City of St. Louis Park

Business Community (1)

Glenn Olson, NSP, Downtown Council Member

MAC (1)

Tim Anderson, Operations Division

RTB Liaison

Doris Caranicas

Chair

Marcia Bennett, Intergovernmental Coordinator, Anoka County,
past Metropolitan Council member

Fuhr seconded the motion. Motion carried unanimously.

REPORT OF ADMINISTRATION AND FINANCE COMMITTEE

RTB 1985 (PAYABLE 1986) PROPERTY TAX LEVY--REQUEST FOR APPROVAL OF RESOLUTION NO. 85-18

Franklin reviewed the committee report dated September 30, 1985, and moved:

That the Regional Transit Board approve Resolution 85-18, Resolution Levying Ad Valorem Property Taxes, with the following changes: 1) two mill tax levy, \$49,045,767; 2) MTC debt service levies reduced to certificates of indebtedness for 1982, and 1985; and 3) the exurban levy changed from \$432,109 to \$424,100.

Skrebes seconded the motion; roll call vote was taken; motion carried unanimously.

PERSONNEL CONSULTANT

Franklin reviewed the committee report dated September 30, 1985, and moved:

That the Regional Transit Board authorize the executive director to execute the proposed contract with the firm of Labor Relations Associates in an amount not to exceed \$10,270.

Skrebes seconded, motion carried unanimously.

ACCOUNTING SYSTEM CONSULTANT

Franklin reviewed the committee report dated September 30, 1985, and moved:

That the Regional Transit Board authorize the executive director to execute the proposed contract with the accounting firm of Deloitte Haskins & Sells in an amount not to exceed \$6,180.

Lekfo seconded; motion carried unanimously.

There being no further comment; Franklin moved that the meeting be adjourned. Fuhr seconded the motion; motion carried unanimously. The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Carol Hinze
Acting Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1985
TO: Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Consent List

The following referral has been reviewed by the staff and chairman of the Regional Transit Board. In my opinion, the referral meets the standards of consent referrals reviewed and adopted by the Board in its Bylaws.

Draft Study Outline and Scoping Document for Proposed Improvements to T.H. 77
Between 76th and 86th Streets and I-494 Between 12th and 24th Avenues

This document outlines the approach to be taken and the issues to be examined in detail in the Environmental Impact Statement (EIS) for the proposed highway improvements necessary to provide for the additional expected traffic demands resulting from the development of the Airport South Area in Bloomington. The RTB has been asked to comment by the Minnesota Department of Transportation. Preliminary review of this document has been completed and the RTB requests that the impact on the transit system be added to the list of issues to be studied in depth under the environmental consideration.

LETTER

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 21, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Expenditure Policies

ACTION REQUESTED

That the Board approve separately by motion each of the following three expenditure policy statements:

"Travel and Expenses Policies and Procedures"
"Board Per Diem"
"Expense Allowances"

BACKGROUND

These three statements are the first in a series of Administrative Policy and Procedures Manual statements which will be a current concentration of the Administration and Finance staff. The Administration and Finance committee reviewed these three statements at its meeting of October 17, 1985 and recommends all three for approval. Following are brief summaries of the committee's considerations and actions.

SUMMARY

1. "Travel and Expenses Policies and Procedures" statement: This statement details the local and long distance travel expenses and other expenses authorized for reimbursement by the Regional Transit Board. The statement is current Metropolitan Council policies and practices; however policy and/or language has been modified in two specific provisions- "Meal expenses" and with regard to "Airline fares" and the "Direct Payment" of airline fares.
 - a. "Meal Expenses": The "Meal expenses" provision has been written to more clearly allow the reimbursement of an eligible person for having picked up the cost of meals at which the RTB business of the eligible person requesting reimbursement was discussed. Doing so has been questioned by the legislative auditor, in the case of MAC, but is current Metropolitan Council practice. Board members need understand this policy is at some risk, perhaps most particularly in the case of Board members themselves in that there is a provision of state law, Minnesota Statute 473.141, Subd. 7, which says the reimbursement of actual expenses of Commission members will be in accordance with the state plan which forbids reimbursement of expenses

for what has been called "third parties". This provision of state law does not apply to RTB employees as RTB employees are specifically exempted from the state plan. The committee discussed this issue at length and recommended the provision for approval as written.

- b. "Airline Fares" and "Direct Payment": The "Airline Fares" provision itself has simply been rewritten from a requirement for tourist class to "Travel by airline shall be in the least expensive class available. If the least expensive class is not available, other classes may be considered in ascending order of expense". This language preserves the principle of least cost or "flying tourist class" while accomodating today's far more complicated airline fares structure. The "Direct Payment" provision requires that reservations be made by the RTB's Executive Secretary and, a policy addition, that "if an eligible person changes, for personal reasons, a reservation, which change results in a higher cost, the eligible person shall reimburse the RTB for the cost differential." The committee discussed this requirement for reimbursement at some length with respect to changes made necessary but not the personal desire of the individual such as a death in the family and recommended it for approval on the assurances of staff it would be administered with sensitivity for the circumstances of a change.

There were no questions on the remainder of this statement and the committee recommends it for approval to the full Board.

2. "Board Per Diem": This statement simply sets down current practice and was recommended for approval as written .
3. "Expense Allowances": At the committee meeting, the staff proposed deleting from the policy statement mailed the committee (and Board) the "Executive Director/Department Director(s) Expense Accounts" provision. The reason for requesting deletion was that the reason for the provision as proposed was to cover the "third party meal" reimbursement issue which had been provided for in the basic policies and in that an expense account as proposed was not current practice at MC or elsewhere staff had decided not to request it. Secondly, staff requested to amend the amount of the Chair's expense account in that it has been specified in legislation of the 1985 special session at \$1500. Finally, the Chair requested the policy statement reference the state statute and not an amount to accomodate potential future changes. The committee recommends the "Expense Allowances" statement with the deletion of the Executive Director/Department Directors provision and the change of the Chairman's expense account amount by reference to state statute.

RECOMMENDATIONS:

1. That the Regional Transit Board approve the "Travel and Expenses Policies and Procedures" statement with the modifications in the "Meal Expenses" and "Airline Fares" and "Direct Payment" provisions.

2. That the Regional Transit Board approve the "Board Per Diem" statement.
3. That the Regional Transit Board approves the "Expense Allowances" statement with deletion of the proposed Executive Director/Department Directors Expense Allowance and change of the Chairman's allowance amount to \$1500 by reference to the 1985 First Special Session Laws Chapter 15A.081, Subd. 8.

RUTH FRANKLIN
CHAIR

Amended

ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

SECTION Fiscal Management EFFECTIVE DATE _____
CHAPTER Expenditures
PROCEDURE Travel and Expenses Policies and Procedures NUMBER _____

Contents

- I. Purpose
- II. Definitions
- III. Policies
- IV. Procedures
 - A. Local Travel Expenses
 - 1. Mileage Allowance
 - 2. Parking Expenses
 - 3. Toll Charges
 - 4. Bus Fares
 - 5. Taxi Fares
 - B. Out-of-Area Travel and Expenses
 - 1. Mileage Allowance, Parking Expenses, Toll Charges, Bus Fares, and Taxi Fares
 - 2. Rail Fares
 - 3. Airline Fares
 - 4. Limousine Fares
 - 5. Automobile Rental
 - 6. Baggage Handling Expenses
 - 7. Hotel and Motel Expenses
 - 8. Subsistence Allowance
 - 9. Personal Expenses
 - C. Other Board-Related Expenses
 - 1. Telephone Calls
 - 2. Registration Fees
 - 3. Child Care Expenses
 - 4. Meal Expenses
 - 5. Lost Wages
 - 6. Recruitment Expenses
 - D. Approval and Method of Payment
 - 1. Reimbursement of Local Travel and Expense
 - 2. Authorization for Out-of-Area Travel and Expense
 - 3. Direct Payment
 - 4. Reimbursement of Expenses

ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

SECTION	Fiscal Management	EFFECTIVE DATE	_____
CHAPTER	Expenditures		
PROCEDURE	Travel and Expenses Policies and Procedures	NUMBER	_____

I. PURPOSE

These procedures shall govern payment by the Regional Transit Board (Board) of eligible person's travel and other expenses incurred in connection with Board business. These procedures are adopted pursuant to the Regional Transit Board's By-Laws, Provisions of Minnesota Statutes 473, and in accordance with case and statutory law relating to the expenditure of public funds. These procedures may be amended by the Regional Transit Board.

II. DEFINITIONS

- A. Eligible Person means Board members, members of affiliated bodies, Board employees, and authorized out-of-area job applicants.
- B. Affiliated Bodies means advisory committees and like bodies created by the Regional Transit Board and conducting business in association to or with the Board.
- C. Local Travel means travel in performance of Board activities within the Metropolitan Seven-County Area.
- D. Out-of-Area Travel means travel in the performance of Board activities outside of the Metropolitan Seven-County Area.
- E. Approving Authority means the Executive Director of the Regional Transit Board.

III. POLICIES

- A. The Board shall pay travel and other expenses incurred by eligible persons, in accordance with the provisions herein, which serve a public purpose and are incurred directly and necessarily to carry out the duties and responsibilities of the Board. Expenses not authorized according to these procedures or processed in accordance with these procedures shall not be paid by the Board.
- B. Persons utilizing private automobiles in performing Board activities shall be eligible for expense reimbursement only in the event that they use an automobile covered by automotive insurance in the amounts required by State law.

- C. The Board shall not pay Board employees' expenses for travel between the employee's place of residence and the Board offices for work during normal working hours.
- D. Board payment of travel and expenses for members of affiliated bodies is intended to encourage participation in Board activities by persons who would not or could not otherwise participate because of out-of-pocket expense or loss of income.
- E. Expense reimbursement procedures shall provide reasonable assurance that payments by the Board are not duplicated by other public or private bodies.
- F. Local travel expenses are subject to audit and denial by the Executive Director if not directly incurred and necessary to carry out Board responsibilities in accordance with these procedures. Out of area travel and expenses for Board members and members of affiliated bodies must be pre-authorized by the Chairman and Executive Director on the long-distance travel request form (T&E2), and for employees by the Executive Director.

IV. PROCEDURES

A. Local Travel Expenses

1. Mileage Allowance. A mileage allowance of \$.23 per mile will be paid by the Board to eligible persons if a private automobile is used for performance of Board activities.
2. Parking Expenses. The Board will reimburse actual parking expenses at the destination of an eligible person traveling for Board activities.

For other employee parking expenses, actual parking expenses not to exceed \$3.50 per day, shall be paid for each day in which an employee is required to use a private automobile for Board business.

3. Toll Charges. Actual road, bridge, and ferry toll charges paid by an eligible person during travel for Board activities will be reimbursed by the Board.
4. Bus Fare. Actual intracity and intercity bus fares paid by an eligible person during travel for Board activities will be reimbursed by the Board.
5. Taxi Fares. Actual taxi fares paid by an eligible person during travel for Board activities will be reimbursed by the Board. Local travel by taxi shall be eligible for reimbursement only when a private automobile or bus service is not available or where travel other than by taxi would be unsafe after dark or for other special conditions of travel.

B. Out-of-Area Travel and Expenses

1. Mileage Allowance, Parking Expenses, Toll Charges, Bus Fares, and Taxi Fares. The Board shall pay eligible persons mileage allowances, parking expenses, toll charges, bus fares, and taxi fares as described under Section IV.A., Local Travel Expenses, if the expenses were incurred during authorized out-of-area travel for Board activities. Air travel shall be the preferred means of out-of-state travel. Reimbursement for private automobile use out-of-state will be paid on the basis of tourist air fare or actual mileage, whichever is the lesser figure. If a private automobile is used for local transportation while in an area other than the Twin Cities Metropolitan Seven-County Area, the same mileage allowance of \$.23 per mile shall be paid.
2. Rail Fares. The Board will pay the lessor of tourist air fare or rail fares for authorized out-of- area travel. Travel by rail may be in first class accommodations, including lower berth or roomette in the case of overnight travel.
3. Airline Fares. The Board will pay airline fares for authorized out-of-area travel by an eligible person. Travel by airline shall be in the least expensive class available. If the least expensive class is not available, other classes may be considered in ascending order of expense. First class tickets shall be the option of last resort. The passenger ticket coupon shall be attached to the out-of-area travel expense report.
4. Limousine Fares. Actual limousine fares paid by an eligible person during authorized out-of-area travel will be reimbursed by the Board.
5. Automobile Rental. Actual automobile rental charges including daily rates and mileage paid by an eligible person during authorized out-of-area travel will be reimbursed by the Board.
6. Baggage Handling Expenses. Actual baggage handling expenses paid by an eligible person during authorized out-of-area travel in performance of Board activities will be reimbursed by the Board.
7. Hotel and Motel Expenses. Actual hotel and motel expenses at the rate for single accommodations paid by an eligible person during authorized out-of-area travel will be reimbursed by the Board. Rates for hotel and motel accommodations shall be comparable to rates of other facilities in the area. Hotel and motel expenses shall be reimbursed only for days spent on Board activities.
8. Subsistence Allowance. Eligible persons will be paid a subsistence allowance of \$24.00 per day for meals and incidental expenses during authorized out-of-area travel in performance of Board activities. For partial days, the day will be divided into eight-hour periods, the first period commencing at 12:01 a.m.

The Board will pay a subsistence allowance of \$8.00 per eight-hour period or fraction thereof spent on authorized out-of-area travel in performance of Board activities. Reimbursement shall not exceed \$24.00 per day. When authorized out-of-area travel is made by private automobile, in lieu of air travel, the subsistence allowance shall be paid only for the period required if the trip had been made by air.

9. Personal Expenses. Eligible persons continuing in out-of-area travel for more than five days may be reimbursed for the reasonable cost of laundry, dry cleaning and pressing services. Receipts must accompany the claim for reimbursement.

C. Other Board-Related Expenses

1. Telephone Calls. The Board will pay for telephone calls placed by an eligible person from outside the Board offices in performance of Board activities. Whenever possible, such telephone calls should be charged directly to an employee's office phone number of the Board's general phone number. If expenses for telephone calls related to Board activities are paid by an eligible person, the person will be reimbursed by the Board. Telephone calls made during authorized out-of-area travel should be made from the person's hotel room so that expenses are itemized on the receipt for payment of hotel bills.
2. Registration Fees. The Board will pay registration fees for attendance by an eligible person at a pre-authorized conference, seminar or workshop.
3. Child Care Expenses. Eligible persons shall be reimbursed for the actual reasonable costs paid to persons outside of their immediate family for the care of their children while engaged in performance of required Board activities, upon submitting a proper receipt of date, hours and total cost. Board employees shall not be reimbursed for expenses incurred for the care of their children during normal working hours (normal working hours are defined as the eight-to-five or flexible hour day).
4. Meal Expenses. Eligible persons shall be reimbursed for actual costs paid by the person for meal(s) served where attendance is necessary in the performance of Board activities (meetings, conference/seminar sessions, or like functions) or where RTB business of the person requesting reimbursement is discussed. Members of affiliated bodies shall be reimbursed for these meal expenses as above unless per diem compensation is to be paid for attendance at a meeting during the day. Reimbursement requests shall indicate the business purpose and persons present for whose meals reimbursement is requested.
5. Lost Wages. Members of affiliated bodies shall be reimbursed for wages lost as a result of required attendance at an affiliated body meeting or authorized out-of-area travel in performance of Board activities, provided that such reimbursement shall not exceed \$35.00 per day. Lost wages must be verified by an authorized representative of the employer before a member of an

affiliated body may be reimbursed by the Board. Members of an affiliated body will not be reimbursed for lost wages if they were paid per diem compensation by the Board for the time period during which the wages were lost.

6. Recruitment Expenses. (a) Out-of-area job applicants authorized to come to the Twin Cities for an interview at Board expenses shall be reimbursed for expenses in accordance with Section IV.B. Out-of-Area Travel Expenses, and the following conditions. Travel expenses for out-of-area job applicants to come to the Board for an interview shall be those expenses authorized (for employees) in this procedure. Such recruitment expenses must be authorized in writing--in advance of the trip--by the Executive Director. The Board shall pay moving expenses of prospective employees only as authorized in writing by the Executive Director.

D. Approval and Method of Payment

1. Reimbursement of Local Travel and Expense. Local travel and expense reimbursement requests form (T&E1) by all eligible persons must be approved by the Executive Director.
2. Authorization for Out-of-Area Travel and Expenses. Out-of-area travel and expenses by all eligible persons must be pre-authorized in advance on form (T&E2), Long Distance Travel Request (attached), and approved for Board members and members of affiliated bodies by the Chairman, and for employees, by the Executive Director. Out-of-area expenses shall be estimated as indicated on the Form. An advance payment may be requested. Form (T&E1) shall also be used for authorization of registration fees for conferences, seminars or workshops not requiring out-of-area travel.
3. Direct Payment. Direct payments shall be made whenever possible by the Board to common carriers or travel agencies for airline, rail, or bus fares and to conference sponsors for registration fees. Common carrier tickets shall be ordered by the Executive Secretary after authorization for out-of-area travel on form (T&E2). The purpose of the RTB directly ordering common carrier tickets is to assure the lowest possible cost; therefore, if an eligible person changes, for personal reasons, a reservation, which change results in a higher cost, the eligible person shall reimburse the RTB for the cost differential. The common carrier or travel agency shall deliver or mail the tickets to the Board along with an invoice for payment. Registration fees shall be paid by the Board directly to conference sponsors in advance of the conference date.
4. Reimbursement of Expenses. (a) All eligible travel expenses except those paid directly by the Board shall be paid by the traveler for reimbursement by the Board. Mileage and subsistence allowances are included as reimbursable expenses, even though they may not represent actual expenses paid by the traveler.

(b) An advance payment on reimbursable expenses may be requested by eligible persons for estimated out-of-area travel expenses, as provided on form (T&E2). If an advance is requested, the form must be submitted at least two weeks in advance of the trip. Advances shall not be paid for requests of less than \$25.00. Only one advance per person may be in effect at one time. Actual out-of-area travel expenses shall be reported on form (T&E2) (attached) within one week after returning from the trip.

(c) Reimbursable local travel expenses shall be reported on form (T&E1) (attached). Form (T&E1) shall be turned in to Administration when the page is completed or, at a minimum, within one week of the end of each month.

(d) Receipts shall be attached to expense reports for all expenses paid by the traveler except subsistence allowances, mileage allowances, metered parking, bus fares deposited in fare boxes, taxi and limousine fares, baggage handling costs, and telephone calls placed from public telephones. Lost wages must be verified by an authorized representative of the employer before a member of an affiliated body may be reimbursed by the Board.

(e) Board payment to an eligible person for reimbursable expenses shall be made by the next regular accounts payable date following submission of an expense report, if properly authorized, reported and documented with receipts as described above.

(f) A claim for reimbursement must be accompanied by a certification by the claimant that such statement of claim is correct, that the amounts charged therein were actually and necessarily dispersed in performance of official duties for the Board, that no part of the claim has been paid to the claimant, and that the claimant will refund the Board any portion of the claim subsequently paid by other public or private bodies.

ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

SECTION Fiscal Management EFFECTIVE DATE _____
CHAPTER Expenditures
PROCEDURE Board Per Diem NUMBER _____

Board members, other than the chair, and only Regional Transit Board members, shall be paid a per diem compensation of \$50.00 pursuant to Minnesota Statutes 473.141, Subdivision 7, as amended, for attendance at board meetings, committee meetings, board approved conferences/seminars, and other meetings specifically authorized by the chair.

CH041A

ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

SECTION	Fiscal Management	EFFECTIVE DATE _____
CHAPTER	Expenditures	
PROCEDURE	Expense Allowances	NUMBER _____

The following specific expense allowances are authorized:

CHAIR'S AUTOMOTIVE ALLOWANCE

The board will provide a leased car for the chair's use or, alternatively, the board will pay to the chair a reasonable monthly automobile expense reimbursement allowance.

In addition, the chair shall be reimbursed at \$.13 per mile for board business travel. Said reimbursement to be claimed on a local travel expense form (T&E1).

Expenses for said vehicle maintenance and repairs, if leased by the board, shall be, if possible, paid directly by the board by separate requisition/purchase order.

CHAIR'S EXPENSE ACCOUNT

The chair is authorized to expend and to be reimbursed for board-related expenses in the amount provided in law (1985 First Special Session Laws, Chapter 15A.081, Subd. 8). The chair's expense account is in addition to any reimbursement for expenses which may be covered by the board's "Travel and Expenses Policies and Procedures". Expenses must conform to currently existing guidelines established by the Minnesota Department of Finance to be eligible for reimbursement.

Claims for expenses authorized in this allowance are to be submitted on a separate (T&E1) expense report from those claimed under the board's "Travel and Expenses Policies and Procedures" statement.

CH041A

Hart 10/21

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Expenditure Policies

At its meeting October 17, 1985, the Administration and Finance Committee will review the memorandum "Expenditure Policies" with the attached administrative policy and procedural statements.

Upon approval, the Administration and Finance Committee will request board approval of the following administrative policy and procedural statements:

"Travel and Expenses Policies and Procedures"
"Board Per Diem"
"Expense Allowances"

RUTH FRANKLIN
CHAIR

BD9/30

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 11, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Expenditure Policies

ACTION REQUESTED

The committee is asked to review and recommend to the board for approval the attached administrative policy and procedural statements:

"Travel and Expenses Policies and Procedures"
"Board Per Diem"
"Expense Allowances"

BACKGROUND

A current Administration and Finance staff concentration, specifically with recently retained accounting and personnel consultant help, is the production of Administrative Policy and Procedures Manual statements. These four are the beginning in a series as we work to complete the Administrative Manual on or about March 31, 1986. All of the statements are patterned after Metropolitan Council policies and our current practices.

Statements

- 1) "Travel and Expenses Policies and Procedures": This statement details the local and long distance travel expenses and other expenses authorized for reimbursement by the Regional Transit Board. The statement is entirely current practice and contains no surprises.
- 2) "Board Per Diem": This is a one-paragraph statement authorizing the Per Diem payment.

- 3) "Expense Allowances": This statement authorizes current practice with respect to the chairman's leased auto and the chair's expense account (\$2,000). As something new, it also authorizes expense accounts for the executive director, director of planning and programs, and director of administration (\$1,500). These accounts are current Metropolitan Council practice based on an informal attorney general's opinion and are needed primarily to provide these key people the ability to handle the third party meal issue and thus relate freely and hospitably with the numerous key decision-makers with whom the agency does business.

RECOMMENDATION

That the committee recommend approval of the following administrative policy and procedural statements:

- "Travel and Expenses Policies and Procedures"
- "Board Per Diem"
- "Expense Allowances"

Attachments
CH001A

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 21, 1985
TO: Regional Transit Board
FROM: Administration & Finance Committee
SUBJECT: RTB/MTC Agreement-Mundle & Associates Reimbursement

ACTION REQUESTED

The Regional Transit Board is asked to approve the attached "AGREEMENT FOR RTB REIMBURSEMENT TO MTC FOR MUNDLE AND ASSOCIATES CONTRACT".

BACKGROUND

At its meeting of October 17, 1985, the Administration and Finance Committee reviewed the attached memorandum and AGREEMENT regarding the reimbursement of MTC for one-half of their contract with Mundle & Associates for consulting work supporting the Joint RTB/MTC committee including authorization of the direct out-of-pocket expenses provided for in the original MTC/Mundle contract but not authorized by RTB Board action and recommends for Board approval the proposed AGREEMENT.

RECOMMENDATION

That the Regional Transit Board approve the AGREEMENT FOR RTB REIMBURSEMENT TO MTC FOR MUNDLE AND ASSOCIATES CONTRACT, RTB CONTRACT 85/10/21-___, authorizing 50% reimbursement of direct out-of-pocket expenses.

RUTH FRANKLIN
CHAIR

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: RTB/MTC Agreement-Mundle & Associates Reimbursement

At its meeting October 17, 1985, the Administration and Finance Committee will review the attached memorandum "RTB/MTC Agreement-Mundle & Associates Reimbursement". Upon approval, the Administration and Finance Committee will request Board approval of the Agreement inclusive of and particularly because of the need to authorize 50% reimbursement of direct out-of-pocket expenses.

RUTH FRANKLIN
CHAIR

Thank you!
REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson/Director of Administration
SUBJECT: RTB/MTC Agreement-Mundle & Associates Reimbursement

ACTION REQUESTED

The committee is asked to review and recommend to the Board for approval the attached Agreement between RTB and MTC regarding the 50% reimbursement of MTC for the fees and expenses of their consulting contract with Mundle & Associates for RTB/MTC joint committee work. This Agreement was authorized by Resolution 85-14 of the Board, August 19, 1985; however, Resolution 85-14 did not authorize 50% reimbursement of the direct out-of-pocket expenses which fact was called to our attention when we submitted the Agreement to MTC for concurrence. Therefore, the Agreement, wherein the out-of-pocket expenses are also authorized for reimbursement, is provided the committee and Board for approval.

BACKGROUND

The committee is aware of the Joint Regional Transit Board (RTB)/MTC Committee to develop regional financial and service policies, objectives, and standards for regular route service in the metropolitan area. The committee should likewise recall approving reimbursement of MTC for 50%, not to exceed \$7500, of MTC's cost to retain Mundle & Associates; however, the original MTC contract with Mundle & Associates provided for payment of fees plus direct out-of-pocket expenses. The MTC contract states "The RTB agrees to reimburse the MTC for 50% of the fees (at \$60 per hour up to a maximum not to exceed \$15,000) and related direct (out-of-pocket) expenses". Thus, the Board's previous action does not authorize the reimbursement to exceed \$7500, or 50% of the proposed fees. The attached Agreement, as written, confirms reimbursement of 50% of the fees and authorizes 50% reimbursement of the direct out-of-pocket expenses. The Agreement may be approved by motion.

RECOMMENDATION

That the committee recommend to the Board for approval the AGREEMENT FOR RTB REIMBURSEMENT TO MTC FOR MUNDLE AND ASSOCIATES CONTRACT, RTB Contract 85/10/21-, authorizing 50% reimbursement of contract fees, not to exceed \$7500, and 50% reimbursement of direct out-of-pocket expenses.

lj
Attachment: Agreement

AGREEMENT FOR RTB REIMBURSEMENT TO MTC FOR MUNDLE AND ASSOCIATES CONTRACT

WHEREAS, the Regional Transit Board (RTB) and the Metropolitan Transit Commission (MTC) have established a joint committee for purposes of developing regional service policies and objectives; financial and service performance standards and objectives; a management plan, and a program for implementing and monitoring the established policies, standards and objectives; and

WHEREAS, the Metropolitan Transit Commission, with Regional Transit Board involvement, has executed a contract with Mundle and Associates Inc., for consulting services in the development of the above stated policies and objectives, performance standards and objectives; management plan, and implementation and monitoring program, in the amount of \$15,000 plus direct out-of-pocket expenses; and

WHEREAS, by Resolution 85-14, the Regional Transit Board authorized the Executive Director to enter into a contract with the Metropolitan Transit Commission to reimburse them for fifty percent of the costs of said contract with Mundle and Associates for an amount not to exceed \$7,500; and, by action approving this Agreement to reimburse MTC for fifty percent of direct out-of-pocket expenses of said contract;

NOW, THEREFORE, BE IT RESOLVED THAT this Agreement between the Regional Transit Board as payee and the Metropolitan Transit Commission as recipient provides for the reimbursement of the MTC up to fifty percent of said contract fees not to exceed \$7,500 plus fifty percent of direct out-of-pocket expenses in keeping with the following terms and conditions:

1. The MTC, as contracting agency, having full knowledge of all lawful regulations, is responsible to assure full contractual compliance thereto and hereby agrees to hold the Regional Transit Board harmless in said regard;
2. The MTC shall provide the RTB with copies of original and contract amendment documents;
3. The MTC shall invoice the Regional Transit Board monthly for appropriate reimbursement provided that progress reports and expenditure documentation per said MTC/Mundle contract are attached to justify the nature and amount of the requested reimbursement;
4. The RTB shall, upon receipt of the documented invoice(s), reimburse the MTC for these expenses within thirty days of said receipt.

THIS AGREEMENT entered into this _____ day of _____, 1985.

For the Metropolitan Transit Commission

By _____
Its

For the Regional Transit Board

By _____
Ghaleb Abdul-Rahman
Executive Director

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 21, 1985
TO: Regional Transit Board
FROM: Administration & Finance Committee
SUBJECT: Computer System
a) printer(s) acquisition
b) consultant retainer

ACTION REQUESTED

The Regional Transit Board is asked to approve two actions with respect to our acquisition of MC computer services.

1. The Board is asked to approve an amendment of our computer contract to include within it the acquisition of Four-Phase printers (two) and provide for the costs and respective terms and conditions.
2. The Board is asked to approve a proposed computer consulting retainer with Ann Carroll of Carroll, Franck & Associates for ongoing MC liaison and trouble-shooting not to exceed \$2,000 and to expire December 31, 1986.

BACKGROUND

At its meeting of October 17, 1985, the Administration and Finance Committee reviewed the attached memorandum and proposed Agreement amendment for printer(s) acquisition as well as the proposed contract retaining Ann Carroll for ongoing computer system consultation and concurred in the staff requests.

RECOMMENDATION

1. That the Regional Transit Board approve Amendment No. 1 to our "Agreement between Regional Transit Board and Metropolitan Council " providing for acquisition of two Four-Phase printers at a cost of \$193.00/month for a three-year period and \$45.00 maintenance and support thereafter for the term of our computer system Agreement.
2. That the Regional Transit Board approve the contract with Carroll, Franck & Associates for ongoing computer consulting work in an amount not to exceed \$2,000 and to expire December 31, 1985.

RUTH FRANKLIN
CHAIR

AMENDMENT NO. 1
AGREEMENT BETWEEN
REGIONAL TRANSIT BOARD and METROPOLITAN COUNCIL

This AMENDMENT TO AN EXISTING AGREEMENT by and between the Regional Transit Board, herein called the "Board", and the Metropolitan Council, hereinafter referred to as the "Council", is made and entered this ___ day of _____, 1985.

Whereas, the Board and Metropolitan Council, date of 15 July, 1985, entered into an Agreement whereby the Council would provide access to and use of the Council's computer system to the Board; and

Whereas, said Agreement allowed the Board to acquire asynchronous printers, due a lesser expense, and hook them into the system provided they tested out as compatible with the Council's system; and

Whereas, said asynchronous printers tested have proven incompatible to the Council's system and it has been determined necessary for the Board to acquire system Four-Phase printers:

NOW, THEREFORE, BE IT RESOLVED:

1. The Board agrees to acquire/use, on terms and conditions comparable to those provided in the Agreement with regard to Four-Phase terminals, two Four-Phase 220 printers.
2. The Council agrees to provide to the Board two Four-Phase printers on terms and conditions comparable to those provided in the Agreement with regard to Four-Phase terminals.
3. RTB agrees to pay the Council \$148.00 per month (\$1,776/year) for each printer for thirty six months (\$5328 total).
4. For maintenance and support of these printers for the term of the Agreement, RTB agrees to pay the Council \$45.00 per month (\$495/year) for each printer.
5. Terms of billing and all other terms and conditions of said Agreement shall be as provided in said Agreement.

IN WITNESS WHEREOF, The parties hereto have caused this AMENDMENT to said AGREEMENT to be executed by their duly authorized representatives on the day and year first above written.

REGIONAL TRANSIT BOARD

METROPOLITAN COUNCIL

By _____
Executive Director

By _____
Executive Director

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Computer System
a) printer(s) acquisition
b) consultant retainer

At its meeting October 17, 1985, the Administration and Finance Committee will review the memorandum "Computer System". Upon approval, the Administration and Finance Committee will request board approval of:

- 1) Amendment No. 1 to our "Agreement between Regional Transit Board and Metropolitan Council" providing for acquisition of two Four-Phase printers at a cost of \$193.00/month for a three-year period and \$45.00 maintenance and support thereafter for the term of our computer system Agreement.
- 2) Approval of the proposed contract with Carroll, Franck & Associates, for on-going computer consulting work in an amount of \$2,000.

RUTH FRANKLIN
CHAIR

BD9/30

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 11, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Computer System
a. Printer(s) Acquisition
b. Consultant Retainer

ACTION REQUESTED

The committee is asked to consider and recommend the following two actions to the board for approval:

1. Amendment of our computer system Agreement with the Metropolitan Council to provide for inclusion within the Agreement the acquisition of two Four-Phase printers.
2. Approval of a retainer contract with Anne Carroll, Carroll, Franck & Associates, for on-going computer consulting work.

BACKGROUND

The committee will recall having approved our computer system Agreement which we have executed with the MC. The Agreement provided, however, for the RTB to acquire its own asynchronous printers, from an outside vendor, to be hooked into the system provided asynchronous printers proved compatible. Asynchronous printers have proven incompatible to the MC system and we have determined it is necessary to acquire compatible Four-Phase printers.

Budget background: To date, for the computer system, we have budgeted \$36,000 in '85 and \$37,466 in '87 for a total of \$73,466. The board, however, placed a lid of \$24,300 (in the first operational year) on the acquisition of Four-Phase/IBM terminals and software package and approved an additional \$15,000 for the acquisition, from an outside vendor, of printers and an IBM compatible micro hardware system. Four-Phase printers are more expensive than asynchronous printers would have been; nevertheless, an analysis of system expenditures to date plus acquisition of the two Four-Phase printers via the Council's three-year plan, will place our projected Four-Phase/IBM hardware/software and micro system hardware package (in the first operational year) at \$38,160 within the board's \$39,300 lid. Our projected total first year operational cost would be \$45,297.

The RTB's computer system is essentially in place--hardware, micro, and micro software wise--but Anne Carroll has reached the \$8500 ceiling of her original as amended consulting contract. Because there is a need for evaluation of the system as put in place and start-up troubleshooting and liaison internally and, more importantly, with the MC for which Anne Carroll's expertise is necessary and her time extremely helpful, we are requesting the execution of a new, small consulting contract for six months in an amount not to exceed \$2,000. Form of contract, similar to the original contract, with Exhibit A outlining the scope of services is attached.

RECOMMENDATION

1. That the committee recommend to the board approval of the Amendment No. 1 to our "Agreement between Regional Transit Board and Metropolitan Council" providing for acquisition of two Four-Phase printers at a cost of \$193.00/mth for a three-year period and \$45.00 maintenance and support thereafter for the term of our computer system Agreement.
2. That the committee recommend to the board approval of the proposed contract with Carroll, Franck & Associates in an amount of \$2,000.

LJ001A

Attachments: RTB/MC Agreement Amendment No.1
Carroll contract with Exhibit A

REGIONAL TRANSIT BOARD
CONTRACT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this _____ day of _____, 1985, by and between the Regional Transit Board, herein called the "Board", and Carroll, Franck & Associates, in the person of Anne Carroll, hereinafter referred to as "Consultant".

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

I. SCOPE OF SERVICES

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

II. COMPENSATION: METHOD OF PAYMENT

2.01 Total Compensation. The compensation to be paid to the Consultant by the Board for work to be performed in Exhibit A shall be for time and local travel expenses necessary to Exhibit A work at a rate of \$65/hour and \$.21 per mile not to exceed \$2,000. The Consultant agrees not to perform any additional services that would cause that amount to be exceeded unless the Consultant has been advised by the Board that additional funds have been approved and the work may proceed.

2.02 Method of Payment.

- A. The Consultant shall submit to the Board:
- (1) a monthly, written invoice containing a detailed list of hours and local travel miles showing the various tasks described in Exhibit A undertaken during said hours and the "from" and "to" location of travel and its purpose.
 - (2) the invoice shall include or have attached a letter report describing and discussing the contract work completed to the date of invoice.
- B. Upon the "Authorized Agent's" verification and acceptance of the above invoices and of the progress report, the Board shall pay the Consultant 100 percent of each invoiced amount.

III. GENERAL PROVISIONS

- 3.01 Period of Performance. The services of the Consultant shall commence the date of approval of this contract and shall terminate at the accumulation of \$2,000 in billable time and expense, or December 31, 1986, whichever occurs first.
- 3.02 Work Products. All reports, data, materials, information and other work products prepared and developed in connection with the provision of services contemplated herein shall be made available to the Board and shall not be published or made available in identifiable form to any individual or organization without the prior written approval of the Board.
- 3.03 Supplemental Amendments. The terms of this contract may be changed or modified by mutual agreement of the parties hereto. Such amendments, changes or modifications shall be effective only on the execution of supplemental written amendment(s) signed by the Board and the Consultant.
- 3.04 Assignability. The Consultant shall perform with her own organization the total work provided for under this agreement and shall not assign, sublet, or transfer any of the work provided for hereunder without receiving the express written consent of the Board.
- 3.05 Audits and Inspection. The Consultant agrees to:
- A. Keep and maintain during the performance of this contract and for a period of three year following, records and files relating to:
 - (1) the final financial aspects of this contract including payrolls, time records, invoices, receipts and vouchers; and
 - (2) the services performed hereunder;
 - B. Allow Board or designated federal or state personnel to enter on the Consultant's premises and to:
 - (1) inspect, copy and audit the above records, files and
 - (2) to inspect and review the equal employment opportunity and affirmative action programs of the Consultant.
- 3.06 Board's Authorized Agent. The Board's authorized agent for purposes of administration of this contract will be its executive director. This agent shall have authority for acceptance of the Consultant's services to the Board, and if such services are accepted as satisfactory, shall so certify on each invoice presented pursuant to Paragraph 2.02 of this Agreement.
- 3.07 Conflict of Interest. The Consultant certifies that to the best of its knowledge, no Board employee or employee or officer of any agency interested in the contract has any pecuniary interest in the business of the Consultant or with the Contract and that no person associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the contract.

3.08 Equal Employment Opportunity: Affirmative Action. The Consultant agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin and to take affirmative action to assure that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay, and other forms of compensation and selection for training. The Consultant further agrees to comply with any and all federal, state and local laws regarding equal employment opportunity and affirmative action.

3.09 Termination of Contract. The Board and the Consultant shall both have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other party with termination to be immediate upon receipt of said notice. In said event, on the termination of this agreement, all finished and unfinished documents and work papers prepared by the Consultant pursuant to this agreement shall, at the option of the Board, become its property, and the Consultant will be paid for services performed up to the date of the contract termination.

3.10 This contract will establish an employer-employee relationship between the Board and the Consultant or persons employed by the Consultant.

3.11 The Consultant shall not claim compensation for work performed by employees of the Board or any State or Metropolitan agency on this project.

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

REGIONAL TRANSIT BOARD

By: _____ Date _____
Executive Director

CONSULTANT: CARROLL, FRANCK & ASSOCIATES

By: _____ Date _____
Anne R. Carroll
Manager of Special Projects

Approved as to legal
form and adequacy:

EXHIBIT A

1. Prepare a statement of the system as acquired, the basis for the system recommendations of the staff and consultant, and future computer system considerations for the Regional Transit Board.
2. Analyse the first few billings by Metropolitan Council of RTB with regard to changed conditions from the original expectations, reflection of the signed Agreement, and billing of the start up and testing time of the new financial system and other considerations.
3. Assistance to the RTB system coordinator regarding initial technical decisions, documentation of policies and procedures, training coordination, system maintenance agreements, formulation of a process to evaluate and plan for future system use and acquisitions, formulation of a process to successfully resolve technical problems within the RTB and between the RTB and Metropolitan Council.
4. Confirmation and verification of the external agreements between RTB and the Metropolitan Council with regard to compliance and necessary changes or adjustments to the agreements and confirmation and verification of the progress of internal plans for the use of the system.
5. On-call assistance for occasional questions, requests for resources and detailed information, and general troubleshooting.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Computer System
a) printer(s) acquisition
b) consultant retainer

At its meeting October 17, 1985, the Administration and Finance Committee will review the memorandum "Computer System". Upon approval, the Administration and Finance Committee will request board approval of:

- 1) Amendment No. 1 to our "Agreement between Regional Transit Board and Metropolitan Council" providing for acquisition of two Four-Phase printers at a cost of \$193.00/month for a three-year period and \$45.00 maintenance and support thereafter for the term of our computer system Agreement.
- 2) Approval of the proposed contract with Carroll, Franck & Associates, for on-going computer consulting work in an amount of \$2,000.

RUTH FRANKLIN
CHAIR

BD9/30

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 21, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Insurance Policy(ies) Renewal.

ACTION REQUESTED

The Regional Transit Board is asked to approve renewal of the Regional Transit Board's insurance policies for Comprehensive General Liability, Worker's Compensation, and Business Auto through the Cedarleaf, Inc., agency as underwritten by General Casualty Company.

BACKGROUND

At its meeting of October 17, 1985, the Administration and Finance Committee reviewed the request of staff to renew the above listed insurance policies and concurred with the staff recommendation to renew the policies, inclusive of the premium increase, with Cedarleaf, Inc., as underwritten by General Casualty Company.

RECOMMENDATION

That the Regional Transit Board approve the renewal of the Regional Transit Board's insurance policies for Comprehensive General Liability, Workers Compensation, and Business Auto in the amount of \$5,437.00 through Cedarleaf, Inc., and underwritten by General Casualty Company.

RUTH FRANKLIN
CHAIR

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 15, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Insurance Policy Renewal

At its meeting October 17, 1985, the Administration and Finance Committee will review the memorandum "Insurance Policy Renewal". Upon approval, the Administration and Finance Committee will request board approval of the renewal of the Regional Transit Board's insurance policies for Comprehensive General Liability, Workers Compensation, and Business Auto in the amount of \$5,437 through Cedarleaf, Inc, and underwritten by General Casualty Company.

RUTH FRANKLIN
CHAIR

BD9/30

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 10, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Insurance Policy Renewals

Action Requested

The committee is asked to recommend for board approval the renewal of the Regional Transit Board's insurance policies for Comprehensive General Liability, Workers Compensation, and Business Auto. The amount of the premium renewal is \$5,437.00.

Background

The Regional Transit Board's insurance policies for Comprehensive General Liability, Workers Compensation, and Business Auto expire on October 24, 1985. The RTB's Insurance Agent, Cedarleaf, Inc. has submitted a renewal quote of \$5,437.00 for these policies, underwritten by our present insurer, General Casualty Company. The renewal premium is substantially higher than our present premium rate, which is \$2,712.00. This is due primarily to the substantial rate increases which insurers are quoting to all public jurisdictions. This is an industry-wide phenomenon which is affecting all public entities.

In addition to the premium rate increases, the RTB is affected on the Workers Compensation policy by our increase in payroll cost. Workers Compensation insurance rates are based on total dollar amount of the payroll which has increase substantially over the last year. Consequently, the Workers Compensation premium show the largest premium increase.

Cedarleaf, Inc., our insurance agent has given the Regional Transit Board assurances that our coverages are adequate for our potential exposures.

Recommendation

That the Administration and Finance Committee recommend for Board approval the renewal of the Regional Transit Board's insurance policies for Comprehensive General Liability, Workers Compensation, and Business Auto in the amount of \$5,437.00 through Cedarleaf, Inc. and underwritten by General Casualty Company.

Board attachments: Cedarleaf quotations



Cedarleaf, Cedarleaf & Cedarleaf, Inc.
SURETY BOND AND INSURANCE SPECIALISTS

INSURANCE QUOTATION FOR:

REGIONAL TRANSIT BOARD
³⁷⁰
~~402~~ Metro Square Building
St. Paul, Minnesota 55101

October, 1985



360 WEST LARPEN TEUR AVENUE • P.O. BOX 64717 • ST. PAUL, MINNESOTA 55164 • (612) 488-6666

To Be Underwritten By

General Casualty Company

This Proposal is not a binder of coverage and it does not alter the specific provisions of policies subsequently issued to cover this risk. Premiums shown are based on information provided.

WORKERS COMPENSATION

<u>Code</u>	<u>Classification</u>	<u>Payroll</u>	<u>Rate</u>	<u>Premium</u>
8810	Clerical	311,000	.32	\$ 995.00
8742	Salespersons	100,000	1.28	1,280.00
				<hr/>
				\$2,275.00

Includes:

Other States Endorsement

Inclusion of Executive Officers

Ghaleb Abdul Rahman - Executive Director

Elliot Perovich - Chairperson

PROPERTY

Limits: \$100,000 Office Contents at 402 Metro Square Building

\$ 5,000 Additional Expenses

Coverage: All Risk \$100 Deductible 80% Coinsurance

Premium: \$648.00

PREMIUM SUMMARY

General Liability	\$1,706.00
Automobile	808.00
Workers Compensation	2,275.00
Property	648.00
	<hr/>
	\$5,437.00