



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, December 1, 1986
Council Chambers
4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes of November 3 and November 17, 1986, Regional Transit Board Meetings
4. REPORT OF THE POLICY COMMITTEE Todd Lefko,
Chair
5. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
 - A. Continued Participation in I-394 Market Research
 - B. 1986 Financial Audit Proposal
 - C. ~~AsF Committee Meeting Time Change~~ *UMTA Grant*
6. OTHER BUSINESS
 - A. Chairman's Report
 - B. Members' Reports
 - C. Staff Reports
7. PUBLIC COMMENT

Elliott Perovich
Chairman

REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

~~YFB~~
~~E. B. Holt~~
Kenon
de Vries
Fails
Wiger

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of
RR
GB
Kuehn

DATE: 12/1/86
BOARD OR COMMITTEE RTB

MEMBER NAME	PRESENT	VOTE	VOTE	VOTE	VOTE	VOTE
Chairman	✓					
Kenneth Bedeau (P)						
Doris Caranicas (P)	no					
Ruth Franklin (Chair, A & F)	✓					
Alison Fuhr (P)	✓					
Paul Joyce (A & F)	✓					
Edward Kranz (A & F)	✓					
Todd Lefko (Chair, Policy)	✓					
Bernard Skrebes (A & F)	✓					

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
November 17, 1986

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

MEMBERS ABSENT: Elliott Perovich

OTHERS PRESENT: Greg Andrews, Mary Fitzgerald, Katie Turnbull, Randy Rosvold, Jerry Brechlin and Cindy Fish, Regional Transit Board Staff; Charles Weaver, legal counsel; Dirk deVries, Metropolitan Council liaison; Greg Failor, Metropolitan Transit Commission; Arnie Entzel, Amalgamated Transit Union; Steve Bertrand, United Handicapped Federation; Cheryl Andre and Joann Thilgen, JC Penney Company employees

The meeting was called to order at 4:00 p.m. by Vice Chair Caranicas and roll taken. Joyce moved approval of the agenda; Skrebes seconded the motion. Motion carried unanimously.

Franklin moved approval of the minutes of the October 20, 1986, meeting; Fuhr seconded the motion. Motion carried unanimously. (Joyce abstained.)

Cheryl Andre said the minutes of the public hearing on October 27, 1986, should be corrected to state that the second speaker at that meeting was Joann Thilgen and that they cannot use the Rideshare Program because it does not have enough drivers. They contacted 14 people in the area and they have "help wanted" signs posted because they cannot get employees because of transportation problems. Franklin asked if this information is being passed on to the Metropolitan Transit Commission. Caranicas said MTC is one of the potential providers. Andre said MTC told her to contact the Regional Transit Board. Franklin moved to approve the minutes, amended to reflect the correct name and intent of the statement. Skrebes seconded the motion. The motion carried unanimously. (Joyce abstained.)

CERTIFICATION OF 1987 PROPERTY TAXES, RESOLUTION NO. 86-22

Brechlin reviewed the staff report dated November 17, 1986. In response to Franklin's question, Brechlin said the figures reflect adjustments permitted under state statutes, increasing the mill rate above three mills. There was discussion of the tax feathering reduction of \$1,951,785, which is offset by the state grant proceeds for feathering reimbursement. Skrebes moved:

That the Regional Transit Board approve Resolution No. 86-22, Resolution Levying Ad Valorem Property Taxes" for 1986 (payable 1987).

Fuhr seconded the motion. Roll call vote was taken; the motion carried unanimously.

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CONSENT LIST

Draft Environmental Impact Statement for Trunk Highway 3 (Lafayette Freeway)
from Trunk Highway 55 to I-494 in Inver Grove Heights

Project Development/Location and Design Report for the Bridge Replacement on
East Fourth Street in Hastings, Minnesota

Joyce moved approval of the consent list dated November 4, 1986; Lefko seconded the motion. The motion carried unanimously.

REPORT OF THE POLICY COMMITTEE

METROPOLITAN TRANSIT COMMISSION RECOMMENDATION TO TERMINATE SUNDAY AND HOLIDAY SERVICE ON MINNEAPOLIS ROUTE 1

Committee Chair Lefko reviewed the committee report dated November 13, 1986, and moved:

That the Regional Transit Board approve the Metropolitan Transit Commission's request to terminate Sunday and holiday service on Minneapolis Route 1, effective April 4, 1987.

Fuhr seconded the motion; the motion carried unanimously.

RTB RESPONSE TO PRE-DRAFTING NOTICE

Committee Chair Lefko reviewed the committee report dated November 13, 1986. The major issue appears to be that RTB's planning and the Transportation Policy Chapter revision are out of sync. He is encouraged by the good relationship between the agencies. He moved:

That the Regional Transit Board submit the comments discussed in the October 24, 1986, staff memorandum to the Metropolitan Council regarding the Pre-Drafting Notice to the Regional Transit Board and work closely with the Metropolitan Council on the development of the Implementation Plan and the Transportation Policy Chapter.

Fuhr seconded the motion; the motion carried unanimously.

AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR OPERATION OF TRANSIT SERVICE SUBSTITUTING FOR MTC HIGH SUBSIDY ROUTES

Committee Chair Lefko reviewed the committee report dated November 13, 1986, and moved:

That the Regional Transit Board authorize the executive director to issue a Request for Proposal for management and operation of transit service substituting for Metropolitan Transit Commission Route 25 (Saturday service) and Route 39 (weekday service).

Fuhr seconded the motion; the motion carried unanimously.

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REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

METRO MOBILITY ADMINISTRATIVE CENTER CONTRACT

Committee Chair Franklin reviewed the committee report dated November 10, 1986, and moved:

That the Regional Transit Board approve the contract between the Metropolitan Transit Commission and the Regional Transit Board for operating the Metro Mobility Administrative Center for the period October 4, 1986, through December 31, 1987.

Joyce seconded the motion; the motion carried unanimously.

FINANCIAL STATEMENTS, SEPTEMBER 1986

Committee Chair Franklin reviewed the committee report dated November 10, 1986, and moved:

That the Regional Transit Board receive the September 1986 financial statements and direct that they be placed on file.

Skrebes seconded the motion; the motion carried unanimously.

TRAVEL REQUEST

Committee Chair Franklin reviewed the committee report dated November 10, 1986, and moved:

That Alison Fuhr, her schedule permitting, be given approval to go to the UMTA conference being held in San Diego starting Monday, November 17, 1986.

Skrebes seconded the motion. Fuhr said the meeting is going on now. It was discussed at the committee meeting and she said it should be put on the agenda of the board retreat. Franklin withdrew her motion and offered a substitute motion:

That per diem payments and travel requests be placed on the agenda for discussion at the board retreat on November 25, 1986.

Skrebes withdrew his second of the original motion and seconded the substitute motion. The motion carried unanimously.

1987 REGIONAL TRANSIT BOARD BUDGETS APPROVAL, RESOLUTION NO. 86-23

Brechlin reviewed the committee report dated November 17, 1986. The MTC has reviewed the changes reflected in the November 17 handout. Kranz said there had been some questions about the MTC budget process. Andrews said that, as requested at the committee meeting, he contacted John Capell on November 14 and explained the discussion at the meeting. A letter from Capell was received

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today and can be reviewed at the next committee meeting. The legislation is clear that it is the board's responsibility to designate the budget process. Staff will clarify with MTC how we intend to proceed.

Franklin noted that the references to "Twin Cities Metropolitan Transit Commission" should be corrected to read "Metropolitan Transit Commission." She also noted a typographical error on Page 46, MTC debt service. The correct figure is \$4,501,700.

Lefko said there is an question of who owns the buses and restrictions on their use. Can the purchasing be restructured so that is not a factor? If it is a matter of process, what can we do to change the ownership relationship? Andrews said we need to identify who owns those vehicles; it is clear that UMTA retains 80-percent interest. Lefko asked if the board owns the other 20-percent. Andrews said local funds in terms of general obligation bonds were used by the MTC to acquire the vehicles. Andrews also stated that the question of tax-exempt vs. taxable bonding could be at issue as the private purpose exceeds five-percent of the proceeds.

Franklin moved:

That the Regional Transit Board approve the Resolution 86-23,
"Resolution approving the Regional Transit Board 1987 Work Program and
Budget, Subject to Conditions, and the 1987 Metropolitan Transit
Commission Budget."

Fuhr seconded the motion. On a roll call vote, the motion carried unanimously.

Andrews said that in his conversation with Capell, he asked him when RTB will receive the revised budget document. Capell indicated that the budget should go through committee and the commission. Franklin asked what will happen if the final version is different from that approved by the board and used in the Metropolitan Area Financial Advisory Committee (MAFAC) report. There must be some cutoff point. Andrews said Capell indicated they are uncomfortable with the process, but not with the numbers.

REVIEW OF METROPOLITAN AREA FINANCIAL ADVISORY COMMITTEE METRO GOVERNANCE CONSOLIDATED FINANCIAL REPORT

Committee Chair Franklin reviewed the committee report dated November 10, 1986, and moved:

That the Regional Transit Board approve the Metropolitan Area
Financial Advisory Committee's Consolidated Financial Report dated
October 29, 1986.

Joyce seconded the motion; the motion carried unanimously.

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Andrews said that Peat Marwick has reviewed the report and in their three-page comments basically confirm what the staff reported. The legislative intent and wording makes it difficult to create a report that responds to everyone's needs.

OTHER BUSINESS

Caranicas announced that those members whose terms expire on January 1, 1987, must reapply for appointment if they wish to continue to serve on the board. The forms are due to the Secretary of State's Office by November 25, 1986.

Andrews reported that the Office Space Policymakers Committee met on November 13 and narrowed the proposals under consideration to two, Ameritas and Metro Square. Interviews will be held November 20 with both developers to clarify the proposals. On December 3 the policy group will meet and select one developer and enter negotiations will be entered. The proposed lease will come back to each agency's board. There was discussion about the difficulty of working in a building during remodeling. Franklin said lost time should be factored into the figures. Caranicas said questions should be raised about the ventilation and heating system. The parking situation at the Ameritas building was discussed. At present there are 50 spaces close to the Union Depot and the developer indicated they would add one deck to that. Andrews said staff is working with an attorney who does lease negotiations and a lease digest will be developed to pin down what items are important and need firm commitments.

Additional correspondence concerning the Implementation and Financial Plan was distributed. It will become part of the record of the public hearing. Lefko commented that if non-profit organizations stop providing rides, the burden will shift to us. Franklin said that at a meeting at Mercy Medical Center there was discussion of supplying transit to people who need medical rides. Unity has a similar program. It would only provide 80 round trips, but it would help if several hospitals had this program.

Andrews noted that there is a farewell dinner for Commissioner Braun on December 1 at the Thunderbird Hotel.

There being no other business, Fuhr moved that the meeting be adjourned. Joyce seconded the motion; the motion carried unanimously. The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

REGIONAL TRANSIT BOARD

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

DATE: November 24, 1986
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: A&F COMMITTEE ACTION ITEMS

At its meeting November 20, 1986, the Administration and Finance Committee reviewed, discussed and moved the following items for approval:

Recommendation: Continued Participation in I-394 Market Research

That the Regional Transit Board authorize the executive director to enter into an interagency agreement with the Minnesota Department of Transportation (MN/DOT) for the continuation of the I-394 Market Research Program in an amount not to exceed \$25,000.

Recommendation: 1986 Financial Audit Proposal

That the Regional Transit Board approve engaging the auditing firm Deloitte Haskins & Sells for the 1986 financial audit and further, that the 1987 audit go through the process of Request for Proposal (RFP).

Other Business

The Administration and Finance Committee discussed and approved a time change of the A&F Committee meetings. The meetings will commence at 4:00 p.m. rather than 5:00 p.m., beginning with the next scheduled meeting (December 4).

Ruth Franklin
Chair

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REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: December 1, 1986
TO: Regional Transit Board
FROM: Robert Dietrick, Administrative Aide RD
SUBJECT: Authorization to Execute Agreement with Urban Mass Transportation Administration (UMTA) for \$350,000 Competitive Transit Grant

ACTION REQUESTED

It is requested that the Regional Transit Board authorize the executive director to enter into agreement with UMTA for the \$350,000 Competitive Transit Grant, Project No. MN-06-0019.

BACKGROUND

On September 19, 1986, the Regional Transit Board approved the submittal of a grant application to UMTA for demonstration of competitive transit in the Twin Cities Metropolitan Area. This grant application requested funding of \$350,000 in Section 6 (demonstration) funding and \$150,000 in Section 8 (planning) funding.

The RTB received notification in the mail today December 1, 1986, that UMTA has approved the grant request for \$350,000 under Section 6 of the Urban Mass Transportation Act of 1964, as amended. UMTA requirements state that the board must officially authorize an individual to accept the award of financial assistance and to officially execute the agreement. It is proposed that the RTB take official action authorizing the executive director to execute this agreement with UMTA.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to enter into agreement with UMTA for the \$350,000 Competitive Transit Grant, Project No. MN-06-0019.

REGIONAL TRANSIT BOARD

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

DATE: November 14, 1986
TO: Administration and Finance Committee
FROM: Gerald E. Brechlin, Manager ~~of~~ Accounting Operations
SUBJECT: 1986 Financial Audit Proposal

ACTION REQUESTED

That the Administration and Finance Committee recommend Board approval of engaging the auditing firm Deloitte Haskins & Sells for the 1986 financial audit.

BACKGROUND

In 1985, the Regional Transit Board (RTB) advertised for bids for an auditing firm to audit the Board's financial records. The proposal called for a one-year bid and an alternative for three years. Deloitte Haskins & Sells (DH&S) was selected for the initial audit year (1984) and also performed the 1985 financial audit. Staff is recommending that the DH&S firm be engaged for the final year of that proposal, which itemized a base charge of \$6,600 for the year proposed plus certain additives for single audits involving federal grants.

DH&S will be advising us as to the additive amount prior to the A&F Committee meeting scheduled for November 20, 1986. Staff will present those materials at that meeting.

RECOMMENDATION

That the Administration and Finance Committee recommend Board approval of engaging the auditing firm Deloitte Haskins & Sells for the 1986 financial audit.

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REGIONAL TRANSIT BOARD

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

DATE: October 27, 1986
TO: Administration and Finance Committee
FROM: Katherine F. Turnbull, Planning Manager *KT*
SUBJECT: Continued Participation in I-394 Market Research

ACTION REQUESTED

Action is requested authorizing the executive director to enter into an inter-agency agreement with the Minnesota Department of Transportation (Mn/DOT) for the continuation of the I-394 Market Research Program in an amount not to exceed \$25,000.

BACKGROUND

The Regional Transit Board (RTB) participated with Mn/DOT and the Federal Highway Administration (FHWA) in the I-394 Market Research Program during 1985 and 1986. The RTB funded \$25,000 of the approximately \$500,000 budget for the 1985-1986 program. RTB staff actively participated in the I-394 Inter-Agency Marketing Committee and in the various activities conducted as part of the process. These included the following:

- o Public Relations. Two newsletters, the I-394 Commuter's Guide, news articles and news releases, the grand opening of the sane lane and the free parking expansion ceremonies.
- o Market Research. HELP-394 Information Center, sane lane rideshare survey, bus users' survey, rideshare and bus telemarketing demonstration, and marketing evaluation.
- o Direct Marketing. Radio advertisements, newspaper advertisements, billboards and bus signs.

Many of these activities are being done for the first time and the initial results have received positive local and national attention.

The 1986-1987 work program is being finalized. Colle & McVoy will continue to conduct the 1986-1987 program under Mn/DOT's guidance. The following four objectives are being addressed in the work program:

- o Assist in the generation and development of new rideshare and bus patronage through the Information Center and telemarketing efforts.
- o Provide ongoing counsel and guidance to the Marketing Committee in the implementation of all programs.
- o Build and maintain good will among I-394/Highway 12 corridor residents, businesses and commuters.
- o Monitor the overall effectiveness of all programs on an ongoing basis.

The major elements of the program, which are budgeted at \$243,179, are as follows:

- o Public Relations. Two newsletters, revision of the I-394 Commuter's Guide, assisting agency staff with news articles, assisting in one special event, and newspaper advertisements.
- o Market Research. Rideshare and bus telemarketing activities, HELP-394 Information Center and supporting database.
- o Direct Marketing. Billboards and bus signs.

These activities will continue to be conducted under the guidance of the I-394 Marketing Committee, which the RTB actively participates in.

FINDINGS AND CONCLUSIONS

- o The RTB participated in the 1985-1986 I-394 Market Research activities through a contract with Mn/DOT for \$25,000.
- o The 1985-1986 program has been very successful, achieving the goals established for rideshare and transit use of the same lane.
- o The 1986-1987 program has been developed with the active participation of the RTB.
- o The 1986-1987 program will continue to support the rideshare and bus activities in the I-394 corridor.
- o That the RTB has included funding for this activity in the 1987 budget from the \$1.7 million State Planning Allocation.

RECOMMENDATION

That the Administration and Finance Committee recommend the board authorize the executive director to enter into an interagency agreement with the Minnesota Department of Transportation (Mn/DOT) for the continuation of the I-394 Market Research Program in an amount not to exceed \$25,000.