



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, October 19, 1987
Metropolitan Council Chambers
4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes of September 21 and October 5, 1987 Board Meetings
4. Slide Presentation of Light Rail Transit Systems George Isaacs
5. REPORT OF THE POLICY COMMITTEE Doris Caranicas,
Chair
6. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
 - A. Regional Transit Board Insurance Renewals
 - B. Selection of a Metro Mobility Training Manual Consultant
 - C. Financial Statements - July 1987
 - D. Financial Statements - August 1987
 - E. Request for Proposal for 1987 Financial Audit
 - F. Metropolitan Transit Commission Amended 1988 Capital Budget
7. OTHER BUSINESS
 - A. Chairman's Report
 - B. Members' Reports
 - C. Advisory Committee Reports
 - D. Staff Reports:
8. PUBLIC COMMENT

Elliott Perovich
Chairman

REGIONAL TRANSIT BOARD

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

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
September 21, 1987

BOARD MEMBERS PRESENT: Elliott Perovich, Chair; Doris Caranicas; Carole Faricy; Ruth Franklin; Alison Fuhr; Rochelle Graves; George Isaacs and Ed Kranz

MEMBERS ABSENT: Paul Joyce

OTHERS PRESENT: Dirk deVries and Natalio Diaz, Metropolitan Council; Bill Hopkins, Transportation Handicapped Advisory Committee Chairman; Greg Failor and Bev Auld, Metropolitan Transit Commission (MTC); Steve Bertrand, United Handicapped Federation; Arnie Entzel, Amalgamated Transit Union; Sharron Hardy; Gregory Andrews, Judith Hollander, Kathryn Christopherson, Katherine Turnbull, and Julie Opsahl, RTB staff

The meeting was called to order at 4:00 p.m. and roll was taken. The agenda was approved as submitted. Franklin moved and Faricy seconded approval of the August 17 and September 8, 1987, meeting minutes as submitted. Motion carried unanimously.

PROPOSAL FOR THE TWIN CITIES METROPOLITAN AREA'S PRIVATE TRANSIT OPERATOR PARTICIPATION PROCESS

Referring to a September 17, 1987, staff memorandum, Hollander commented on the private transit operator participation process proposal the board was being asked to endorse. Based on concerns raised by Metropolitan Council staff that, as written, the proposal may conflict with Regional Transit Board authority, Diaz suggested changing the final paragraph to indicate that any decision made by the Dispute Resolution Board will be forwarded to the RTB for action and providers will be notified of the recommendation. Caranicas questioned whether the role of the MTC on the Providers' Advisory Committee has been resolved. Auld said the MTC is asking the Metropolitan Council and RTB to reconsider the MTC's membership on the committee. The MTC's position is that the committee should be established to represent the private operators' view, and the MTC should represent the public view, with the RTB resolving any disputes. The possibility of the MTC participating on the committee as a non-voting member was discussed. Fuhr agreed with Auld, saying that the committee should be for the private operators as the MTC has many other opportunities to express their views. Perovich said that the process is being developed in order to bring the private operators into the planning process and give them the same opportunities to participate, not to separate the different types of operators. Diaz said he did not think the issue needed to be debated because the MTC will not participate if they do not want to, regardless of whether they are a voting member of the committee.

Franklin said, and Graves agreed, that the option should be left open for the MTC to participate so that in the future if they change their minds, the opportunity will be open to them. Discussion took place as to whether the MTC's proposal would meet UMTA's requirements. Isaacs said he does not feel the MTC should have to be put into the difficult position of being on a private provider committee. Entzel added that if a recommendation is being presented to the board that has a 7/2 vote, the board would be influenced by the majority vote. Diaz said he does not believe the proposed composition of the committee is unbalanced, as a number of the members, such as the community representatives, could very likely support the public operators. Franklin said she believes it would benefit the RTB in making decisions if both the private and public operator viewpoints were expressed and received at the same time. Caranicas added that no where is it required that the committee has to come to consensus on all issues. A report, similar to that of the Competitive Transit Advisory Team, could be established noting issues for which there was agreement and those for which there was not. In response to deVries's question, Diaz said the RTB will staff the committee, but added that the administrative details have not yet been worked out. Fuhr questioned who would be the RTB representative on the dispute resolution board. Chairman Perovich said that would vary depending upon the issue of dispute.

Franklin moved and Caranicas seconded approval of amending the wording of the last two paragraphs of the Proposal for Private Transit Operator Participation as presented by Diaz. The changes made are as follows:

- o Last page, fourth paragraph - change the word decision to recommendation.
- o Change the final paragraph to read:
 - Findings and conclusions made by the Transit Dispute Resolution Board will be forwarded to the RTB for action within 14 days after the recommendation is rendered. The affected provider would be notified of the recommendation. This completes the local process.

Motion carried unanimously.

Isaacs moved and Fuhr seconded approval of an amendment to remove the MTC from participation on the advisory committee. This proposed amendment was discussed and a vote was taken on Isaacs' motion. Motion failed (Isaacs, Faricy and Fuhr voting in favor of the motion).

Franklin moved and Caranicas seconded approval of the following recommendation:

That the Regional Transit Board endorse the proposed Proposal for the Twin Cities Metropolitan Area's Private Transit Operator Participation Process as amended.

Motion carried (Isaacs and Faricy opposed).

Andrews said this matter will come before the board as the administrative details are worked out.

REPORT OF THE POLICY COMMITTEE

No Policy Committee has been held since the last board meeting. The next meeting is scheduled to follow this board meeting.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Referring to the September 14, 1987, committee report, Committee Chair Franklin reported on the following action taken at the September 8 Administration and Finance Committee on.

1987 Amended Regional Transit Board Budget, Resolution No. 87-13

Franklin moved and Caranicas seconded:

That the Regional Transit Board adopt Resolution No. 87-13 revising the Regional Transit Board 1987 budget.

Roll call vote was taken; motion carried unanimously.

Regional Transit Board Wellness Program

That the Regional Transit Board approve the Employee Wellness Program for Regional Transit Board staff, effective October 1, 1987.

Motion carried unanimously.

Recommendation for Consultant for Rideshare Evaluation

Franklin moved and Fuhr seconded:

That the Regional Transit Board authorize the executive director to negotiate and enter into a contract in the amount not to exceed \$40,000 with Transportation Management Services for the purpose of evaluating the delivery of ridesharing services in the Twin Cities Metropolitan Area.

Motion carried unanimously.

1988-1990 Transportation Improvement Program (TIP), Transit Element

Franklin moved and Fuhr seconded:

That the Regional Transit Board approve the transit section of the 1988-1990 Transportation Improvement Program for submittal to the Metropolitan Council.

Motion carried unanimously.

Contract Amendment to the Metro Mobility Evaluation Study

Fuhr moved and Caranicas seconded:

That the Regional Transit Board amend the Metro Mobility evaluation contract (No. 87/07/20-24) with Carter Goble Associates, Inc., from \$79,686 to \$89,232 to perform five additional work tasks related to coordinating the expansion of Metro Mobility services with the county programs funded by the Regional Transit Board.

The motion carried unanimously.

OTHER BUSINESS

Chairman's Report

Chairman Perovich reported on the chairman's meetings being held. Attendance has been high and the meetings have been very productive. Meetings will also continue to be held with the Metropolitan Council, Minnesota Department of Transportation, and other interested agencies, to determine where we are with respect to funding needs.

Member's Reports

Caranicas said that her notes from the recent DeLoitte Haskins & Sells conference are in each board member's box.

Fuhr commented on an article written regarding the Southdale expansion and expressed her feeling about the importance for the RTB to get transit in from the beginning. To respond to concerns being expressed by individuals in the Louisiana Avenue area, Fuhr requested that information be provided as to how and when the 100 buses will be deployed. Rosvold will compile that information.

Advisory Committee Reports

Hopkins reported on a recent meeting held with representatives from the City of Minneapolis and other interested parties to discuss the problems being encountered by Metro Mobility providers when dropping off or picking up their riders. (Kranz arrived) The meeting went very well and those in attendance were encouraged by the City's willingness to resolve this problem. Another meeting is scheduled to be held to discuss parking problems being encountered at the Metrodome. Graves suggested that any solutions developed be general enough to cover all similar facilities; for example, the facility being built to house the Timberwolves.

Franklin reported on the first meeting of the Hennepin County LRT Policy Committee. A newsletter will be published on a regular basis to inform interested parties about what is happening in the Hennepin County LRT process. Franklin then noted that an all-day forum is scheduled for October 21 to discuss financing and public/private situations.

There being no further business, Franklin moved and Graves seconded adjournment of the meeting at 5:15 p.m.

Respectfully submitted,

Julie M. Opsahl

BD9/21/TX2

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
October 5, 1987

BOARD MEMBERS PRESENT: Rochelle Graves, Vice Chair; Doris Caranicas; Carole Faricy; Ruth Franklin; Alison Fuhr; George Isaacs; Paul Joyce and Ed Kranz

MEMBERS ABSENT: Elliott Perovich

OTHERS PRESENT: Gregory Andrews, Kathy Christopherson, Mary Fitzgerald, Judy Hollander, Cyndie Mayer, Katie Turnbull, Regional Transit Board Staff; Gregory Korstad, legal counsel; Arnie Entzel, Amalgamated Transit Union; Karen Lyons, Steve Wilson, Jay Heffern and Natalio Diaz, Metropolitan Council; Steve Bertrand; Joel Alter

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

CONSENT LIST

Environmental Assessment Worksheet for the Renovation of First Street Station and Adjoining New Construction of the River Road Apartments in Downtown Minneapolis

Project Path Report and Environment Assessment of Interstate 694 Lane Addition and Construction between T.H. 152 and I-35W in Brooklyn Cewnter, Fridley, New Brighton and Arden Hills

Caranicas moved that the consent list dated September 25, 1987 be approved; Faricy seconded the motion and it was unanimously approved.

REPORT OF THE POLICY COMMITTEE

Committee Chair Caranicas reviewed the committee's report on its meeting of September 21, 1987.

Final 504 Compliance Plan with Response to Public Comments

Caranicas moved and Franklin seconded:

That the Regional Transit Board approve submitting to the Urban Mass Transportation Administration the final 504 Compliance Plan with changes to Chapter VI, "Documentation of Cost," and with the responses to the public comments received on the draft plan.

The motion carried unanimously.

Metro Mobility Ridership Impact Recommendations

Caranicas moved:

That the Regional Transit Board:

1. Direct the Metro Mobility Administrative Center to increase its budget by \$3,642,000 for trips during the period from August through December 1987.
2. Adopt a policy requiring Metro Mobility providers to obtain Regional Transit Board administrative approval prior to serving standing orders that are agency oriented.
3. Extend the Metro Mobility provider contracts for three months beyond the current termination date of December 31, 1987.
4. Delay the Phase II expansion of Metro Mobility service until April 1, 1988.

(Joyce arrived.) Caranicas said Recommendations 3 and 4 will allow time for the consultants to complete their evaluation. Isaacs asked staff to provide information on the percentage of ridership and costs for Metro Mobility compared to regular route ridership costs.

Caranicas said Recommendation 2 deals with organizations using Metro Mobility instead of their own vans to transport clients. Before setting up standing orders, providers would notify the board. It does not mean the service would be refused, but the board would be made aware of the order. Joyce seconded the motion; the motion carried unanimously.

Public Hearing on Proposed Standards, Procedures and Guidelines for Competitive Procurement of Public Transit Services

Mark Ryan handed out a revised page 8 of the public hearing draft of the above-named document. Caranicas moved and Franklin seconded:

That the Regional Transit Board adopt the draft set of standards, procedures and guidelines for competitive procurement of public transit services for purposes of a public hearing to be held October 21, 1987. Further, that the Regional Transit Board solicit comments during the public hearing process on the issues for which the Competitive Transit Advisory Team was unable to reach consensus as well as the listing of general comments raised by the advisory team.

The motion carried unanimously.

OTHER BUSINESS

CHAIRMAN'S REPORT

Process and Timetable for Establishing Providers Advisory Committee

Andrews said that when the board reviewed the Transit Operator Participation Process it was agreed that a Providers Advisory Committee would be established to act as a regional forum for discussion of transit service planning and implementation issues by providers and community officials. Hollander reviewed her memorandum dated October 5, 1987. Fuhr moved and Caranicas seconded that:

That the Regional Transit Board direct staff to proceed with the solicitation of members for the Providers' Advisory Committee and develop appropriate related materials for the start-up of the committee for approval by the board on November 16, 1987.

In response to Joyce's question, Hollander said the advisory committee bylaws will stipulate that the chair of the committee will be the tie-breaker. Diaz said there are two representatives proposed from the private, for-profit sector and one from the private, non-profit sector because the task force had the sense that it would balance the committee. Hollander said there was concern that a for-profit, regular route provider may not fully represent certain types of other providers. Joyce said the two positions should be separated. Hollander said she is anxious for board input on advisory committee membership and asked members to encourage people they know to apply. Vote was taken; the motion carried (Isaacs voted "nay.")

MEMBERS REPORTS

Fuhr discussed the November 5 Transportation Forum sponsored by the South Hennepin Human Services Council. Linda Ehlers will be a facilitator. The forum will focus on the needs of the elderly and disabled and gaps in the system.

Caranicas drafted language for an light rail transit resolution for the board to consider at a future meeting.

Graves said she has set up a meeting on October 14 and contacted more than 20 agencies to discuss the Jobseekers Program.

There was a discussion of the Hennepin County Rail Authority forum on light rail transit on October 21. Only 200 reservations will be accepted and Andrews asked members to notify Mary Fitzgerald if they wish to attend.

STAFF REPORTS

Overview of New Northeast Suburban Transit Service

Cyndie Mayer reviewed her September 11, 1987 report. Staff will furnish more information when the 1988 contracts are presented to the board. There was discussion of fares, which will be part of the Fare Policy. No action was taken.

New Transit Project Request for 1988 Exurban Funds

Mayer reviewed the September 9, 1987 report. Fuhr pointed out that she is on an associated board and, while there probably is no conflict, she wants the members to be aware of that. Isaacs said care should be taken that small buses and vans are accessible without requiring modifications.

Kranz asked if a workshop could be arranged to discuss exurban funding. Joyce seconded the suggestion. Mayer said staff will approach the board to suggest changing the matching funds ratio in order to use unexpended funds. That could not be done before 1989. Kranz said he would like the workshop to be broader in scope and Fuhr asked for an accounting of the funds. Hollander said staff will prepare a report for the upcoming meeting as there are a number of issues staff is anxious to resolve.

Members agreed to schedule the Isaacs slide presentation for the next board meeting.

An invitation to board members to attend the DARTS board meeting on October 13 was discussed.

There being no other business, Fuhr moved to adjourn and Caranicas seconded the motion. The motion carried unanimously. The meeting was adjourned at p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 6, 1987
TO: Regional Transit Board
SUBJECT: REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE
ON ITS MEETING OF OCTOBER 5, 1987

The committee met on October 5, 1987 and approved the following recommendations:

REGIONAL TRANSIT BOARD INSURANCE RENEWALS

That the Regional Transit Board approve the renewal of the Regional Transit Board's insurance policies for General Liability, Workers Compensation, Business Auto, Property, and Employee Fidelity Bond at a premium cost not to exceed \$15,511.

Amended

SELECTION OF A METRO MOBILITY TRAINING MANUAL CONSULTANT

That the Regional Transit Board authorize the executive director to enter into contract with Pine and Associates to develop a standard Metro Mobility driver training manual and curriculum for an amount not to exceed \$14,894.

FINANCIAL STATEMENTS - JULY 1987

That the Regional Transit Board receive the July 1987 financial statements and direct that they be placed on file.

FINANCIAL STATEMENTS - AUGUST 1987

That the Regional Transit Board receive the August 1987 financial statements and direct that they be placed on file.

REQUEST FOR PROPOSAL FOR 1987 FINANCIAL AUDIT

That the Regional Transit Board solicit proposals from financial audit firms for the purpose of engaging a CPA firm to perform financial audits of the Regional Transit Board for a three-year period, commencing with the 1987 audit.

METROPOLITAN TRANSIT COMMISSION AMENDED 1988 CAPITAL BUDGET

That the Regional Transit Board approve the Metropolitan Transit Commission capital budget increase of \$454,423 and directs staff to incorporate these changes in the 1988 capital budget and pass on these changes to the Metropolitan Council for their review and approval.

OTHER BUSINESS

The members discussed holding a meeting with other agency representatives and transit-related organizations to develop common goals before the next legislative session.

There was consensus that the board will hold a retreat to discuss the legislative program before meeting with other parties and directed staff to arrange a retreat on Monday, November 9, 1987 at 5 p.m.

Ruth Franklin
Chair

BDLAS1/TX1

TRANSPORTATION ADVISORY BOARD
Suite 276, Metro Square Building, Saint Paul, Minnesota 55101

Hambert
10/19
RTB/MLY

DATE: October 7, 1987
TO: TAB - Light Rail Transit Task Force
FROM: Fred Corrigan
SUBJECT: Revisions to Draft Report on LRT Coordination

At our September 24th meeting we discussed the draft LRT report. There were two suggested revisions to the recommendations, both regarding timing. The revised recommendations from that discussion are as follows:

1. It is recommended that all regional rail authorities prepare a comprehensive LRT plan within 12 months of a right-of-way purchase.
2. It is recommended that all regional rail authorities establish an intra-county coordinating mechanism similar to attachment 1 prior to development of a comprehensive LRT plan.

In addition, there were questions raised about the timing and procedures involved in the land planning act, especially regarding the relationship between county and municipal plans. These did not require any changes in the report on LRT coordination, but a clarification of these questions is presented here for the benefit of task force members and especially the regional rail authorities.

The question was raised whether a rail authority would have to wait until all the municipal plans were amended before the county plan could be implemented. The answer is no. All transportation plans submitted to the Council under the Land Planning Act have been, and will continue to be, reviewed against a single "standard," the metropolitan transportation system plan. They are not reviewed against each other. It is presumed that all plans consistent with metropolitan system plans will also be consistent with each other and therefore there is no reason to delay implementation of one plan until another is completed.

The Metropolitan Council is allowed 90 days to complete review of a major plan amendment. Therefore the county could begin implementing its plan 90 days after submitting a completed plan amendment to the Council.

A slight change was also made in the first paragraph and in finding #2 to clarify that RTB retains its responsibility for broader regional transit planning other than LRT.

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TRANSPORTATION ADVISORY BOARD
Suite 276, Metro Square Building, Saint Paul, Minnesota 55101

DATE: September 15, 1987
Revised: October 7, 1987

TO: TAB Task Force on Light Rail Transit

FROM: Fred Corrigan, Chair

SUBJECT: Draft Report on LRT Coordination

Attached is a draft report on coordinating LRT activities. It is based on the discussions of this task force and is written in a format to be recommended on to the TAB, Metro Council and eventually the legislature.

Draft Report on LRT Coordination

I. Introduction

The 1987 Minnesota Legislature made a number of amendments to state legislation regarding regional rail authorities and development of light rail transit in the Twin Cities Metropolitan Area. The effect of these amendments is to place primary responsibility for developing light rail transit on regional rail authorities formed by the individual counties. The Regional Transit Board is allowed to plan LRT for the corridor between the downtowns of Minneapolis and St. Paul in addition to its broader transit planning responsibilities. The Metropolitan Council and the Metropolitan Transit Commission are allowed to cooperate with regional railroad authorities in LRT planning design and operation.

Eventually the intent is to develop a metro-wide system of light rail transit from the various county systems. The 1987 law therefore contains the following provision:

"By January 15, 1988, the Metropolitan Council shall report to the legislature a recommended process to coordinate transit planning and development by regional railroad authorities and other political subdivisions."

In August, 1987 the Council's Transportation Advisory Board appointed a Task Force on Light Rail Transit to examine the coordination needed for light rail transit and recommend a process to insure this coordination occurs in a manner that facilitates development of light rail transit.

This task force report examines two stages of light rail transit planning, the broader, longer-time comprehensive planning stage and the more specific corridor preliminary/final design stage, and makes recommendations for each stage. The report also examines the coordination needed at two governmental levels, within counties (intra-county) and between counties (regional).

II. Coordination By Planning Stages

Comprehensive LRT Plans

The comprehensive planning process is a primary coordination tool. The 1987 state law requires the Hennepin County Regional Rail Authority to prepare a comprehensive plan for the development of a light rail transit system in Hennepin County. Other regional rail authorities are not required to prepare such a plan. Five metropolitan area counties have formed regional rail authorities (Anoka, Dakota, Hennepin, Ramsey and Scott) although Hennepin is the only one currently engaged in light rail development. Only requirements regarding design plans for individual proposed rail facilities are imposed on the other RRA's.

The individual county could benefit from a comprehensive look at a county-wide system prior to constructing an individual line, as well as allowing regional coordination at an early stage. Preparation of a comprehensive LRT plan could

be done voluntarily or through the Council's system statements to be issued after completion of the Transportation Policy Plan revision.

Counties and municipalities are required under the Land Planning Act (Mn. Stat 473.86 and 473.862) to prepare and adopt comprehensive plans which contain a public facilities plan, including "a transportation plan describing, designating and scheduling the location, extent, function and capacity of existing and proposed public and private transportation services and facilities." These plans and any amendment thereto, must be submitted to the Metropolitan Council for review to determine conformity with the metropolitan system plans. The Council may require modification of a comprehensive plan which deviates from a metropolitan system plan before that comprehensive plan is put into effect (MN Stat. 473.175).

Since a comprehensive LRT plan for a county prepared by a regional rail authority would represent a significant modification to the transportation portion of the county's public facilities plan, this comprehensive LRT plan must be submitted to the Council for review as an amendment to the county's public facilities plan. Identification of a LRT facility in any given municipality through this comprehensive LRT plan would also have a substantial impact on the municipal transportation plan which must then be amended and submitted to the Metropolitan Council for review.

Implementation work, such as preliminary and final design and engineering of an individual rail, in the absence of a comprehensive LRT plan will also represent a significant modification to the transportation plan of a county or municipality that requires an amendment to the public facilities plan.

Council procedures for review of comprehensive plans specify an opportunity for comments on the plan to the Council from neighboring units of governments. The Council also seeks comments from other regional commissions, including the RTB. Thus, the comprehensive planning process can serve as a powerful coordination tool, incorporating the views of the RTB and adjacent municipalities and counties as well as requiring conformance to the metropolitan system plan for transportation.

Preliminary and Final Designs

The 1987 LRT legislation requires preliminary and final design plans prior to implementation of an LRT line. These plans can be prepared by a regional rail authority or, in the case of the Minneapolis to St. Paul, by the RTB. The legislation is quite specific in spelling out the coordination required between various units of government at this stage of rail planning, including hearings that must be held and various reviews and approvals required. Both preliminary and final plans must be submitted by the proposer to the affected county(ies) and municipalities for approval and to the Metropolitan Council for review and comment.

If a municipality or county does not approve preliminary or final plans, the proposer may refer the plans to the Metropolitan Council for review and mediation. This review is in addition to the Council review cited previously. The Council must either approve the plans or recommend amended plans to accommodate the objections presented by the disapproving local unit(s). In any case, the proposer may not construct a line without county approval.

Because the preliminary and final design plans could have impacts on other portions of the overall transportation system, it is recommended that the Metropolitan Council consult with the TAB and RTB as part of its review.

III. Coordination By Government Level

Intra-County Coordination

Regional rail authorities are county-wide bodies which may develop light rail transit. Many of the issues to be addressed in developing an LRT line are local in nature, such as defining a specific route alignment within a more general corridor. These local issues concern specific neighborhoods and municipalities but usually do not need discussion in a metropolitan forum.

It is recommended that the regional rail authorities serve as the focal point for such coordination within each county. The participation/communication process proposed by Hennepin County for use in developing its comprehensive LRT system plan is very thorough and should serve as a model for other counties. This process includes corridor advisory committees, public forums, a technical advisory committee with representatives from affected municipalities, the county, RTB, MTC, Metro Council, Mn/DOT, MAC and the University of Minnesota and a policy committee composed of elected and appointed officials representing areas impacted by LRT. Attachment 1 graphically depicts this process.

Regional Coordination

The second governmental level where coordination is required is the inter-county, or regional level.

Examples of potential problems that may require regional coordination are:

- Common facilities like yards and shops could be shared between rail authorities and thus may require a regional focus when making location decisions.
- Economics of scale in procurement of vehicles should be pursued whenever practical. This may involve more than one agency.
- Overlapping links involving more than one implementing agency may need oversight - particularly the link between downtown Minneapolis and the U of M which is part of the Hennepin County LRT Comprehensive Plan and also is part of the Minneapolis-St. Paul route which the RTB is allowed to plan.
- Non-local funding - The intent is to eventually build a regional system. This may imply non-county funding such as MVET, gas or sales tax or other state, federal or regional source of funds.
- Coordination of more than one implementor on a single link (i.e., what if Hennepin County RRA wants to build a south line on I-35W ROW owned by Mn/DOT?)

The source of funds is key to examining many of the above problems. The utilization of non-local funding sources (i.e. federal, state, regional) would require a greater degree of regional coordination of priorities, timing and staging. Much of this coordination will occur through existing regional

planning mechanisms, such as the comprehensive planning process described earlier. Other coordination could occur through the RTB if changes are made in Mn. Stat. 473.17 (Cooperation in Light Rail Transit).

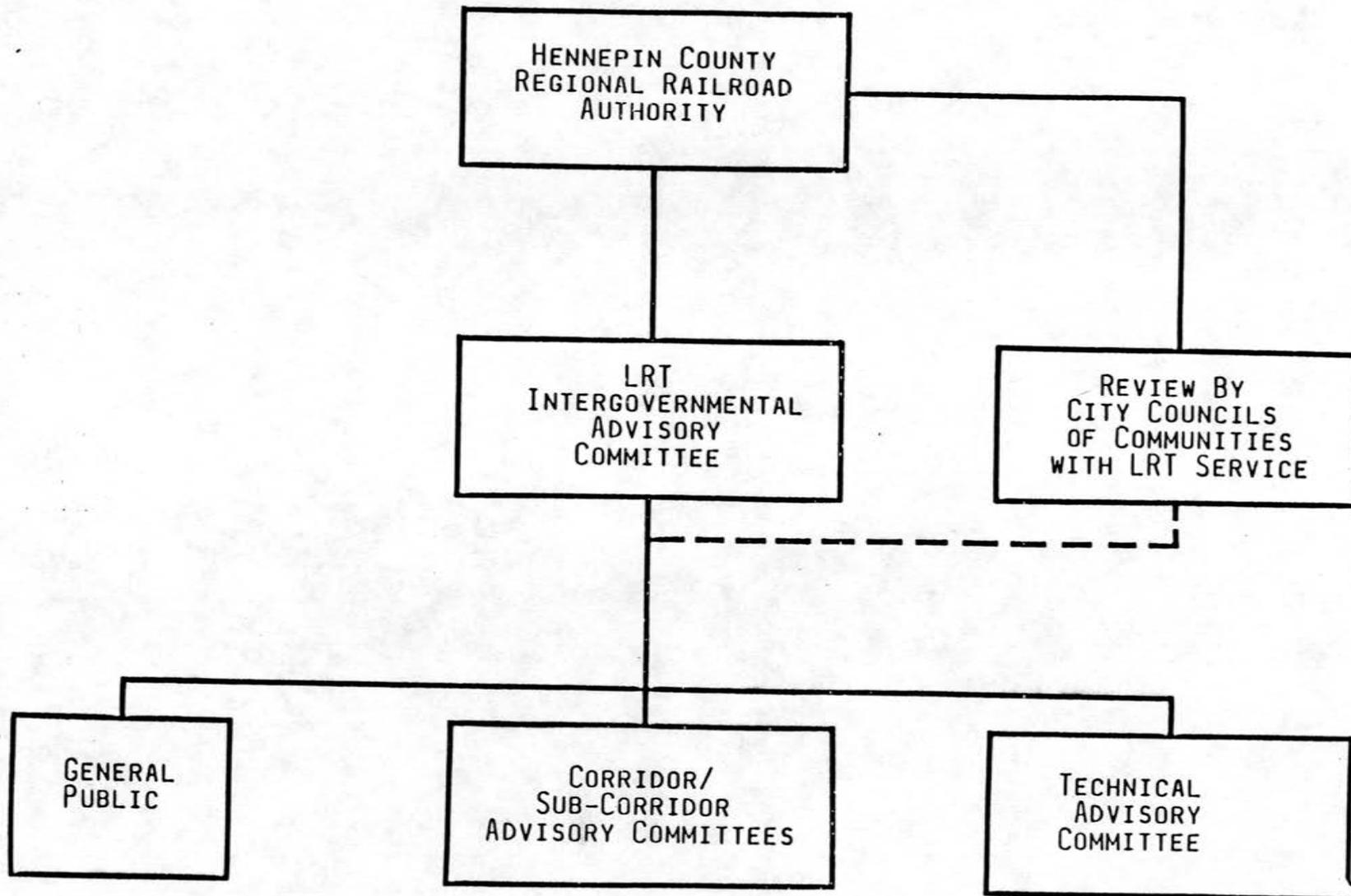
Findings

1. The 1987 Legislature gave primary responsibility for developing light rail transit (LRT) to the regional rail authorities formed by counties.
2. The RTB is allowed to plan LRT for the corridor between the downtowns of Minneapolis and St. Paul. The RTB also continues to be responsible for broader regional transit which includes feeder buses and interface of LRT with the rest of the transit system.
3. The Metropolitan Council is required to report to the Legislature on a process to coordinate transit planning and development by January 15, 1988.
4. The Hennepin County Regional Rail Authority is required to prepare a comprehensive LRT plan, but the other counties are not.
5. The comprehensive planning process serves as a primary coordination tool since the Metropolitan Council must review such plans for conformity with the metropolitan system plans, and may require modification of plans which deviate from system plans. Coordination is also furthered by the Council's procedure of seeking comments on comprehensive plans from the RTB and neighboring governments.
6. State law prescribes the coordination process required at the preliminary and final design stage, including reviews by county and municipal government and the Metropolitan Council. An LRT line may not be built without county approval.
7. Light rail issues must be coordinated within counties. Hennepin County has developed a participation/coordination process that could serve as a model for other counties.
8. Light rail issues must also be coordinated between counties at a regional level. Some of this coordination can occur through existing mechanisms such as the comprehensive planning process. Other coordination could occur through the RTB if changes are made in Mn. Stat. 473.17.
9. Many of the issues requiring regional coordination will be related to the source of funds. Development of light rail with federal, state, or regional funds will require more regional oversight of priorities, timing and staging than development of rail using only local (county) funds.

Recommendations

1. It is recommended that all regional rail authorities prepare a comprehensive LRT plan within 12 months of a right-of-way purchase.
2. It is recommended that all regional rail authorities establish an intra-county coordinating mechanism similar to attachment 1 prior to development of a comprehensive LRT plan.

PARTICIPATION PROCESS FOR DEVELOPING HENNEPIN COUNTY LRT SYSTEM PLAN



Timeframe for Metro Council
Review of Major Amendments to Comprehensive Plans

Optional
Informal Review
by Metro Council prior to formal submission

Start ----- County or city submits plans amendment and "Information Submission" Form simultaneously to Metro Council and adjacent government units.

10 Working Days ----- M.C. staff determines whether information submitted is adequate for review. Review may be suspended until additional information is received.

45 Days ----- Advisory comments from adjacent governmental units due to Metro Council and unit proposing the plan amendment.

90 Days ----- Council makes determination of consistency of plan amendment with metropolitan system plan. Amendment may be put into effect.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 19, 1987
TO: Regional Transit Board
FROM: Robert Dietrick *RD*
SUBJECT: REGIONAL TRANSIT BOARD INSURANCE RENEWALS

At its October 5 meeting the committee approved an estimated figure of \$15,511 for the renewal of the insurance coverages listed below: Since that meeting the premium quotations have been received and are lower than estimated. Therefore, staff is recommending that the board approve the following:

RECOMMENDATION:

That the Regional Transit Board approve the renewal of the Regional Transit Board's insurance policies for General Liability, Workers Compensation, Business Auto, Property, and Employee Fidelity Bond at a premium cost of \$15,039.

RD/mf

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: September 29, 1987
TO: Administration and Finance Committee
FROM: Robert Dietrick, Administrative Aide *RD*
SUBJECT: RTB Insurance Renewals

SUMMARY

The Administration and Finance Committee is asked to review, discuss and recommend for Board approval the renewal of the RTB's insurance coverages effective October 24, 1987.

BACKGROUND

The RTB's insurance coverages for General Liability, Property, Workers Compensation, Business Auto and Employee Fidelity expire October 24, 1987. The RTB's insurance agent, R.L. Youngdahl and Associates, has secured renewal quotes for the General Liability and Workers Compensation policies. As of the date of this memo, we have not received renewal quotes on the Property, Business Auto or Employee Fidelity policies. We have, however, received estimates of the premiums for these other policies from our agent and anticipate no problems in receiving these renewal quotes. Our agent assures us that these estimates are reasonable and we ask for approval to renew these policies at a premium price not to exceed the estimates. If the premium renewals should come in higher than the estimates, we will then bring this to the Board's attention for action.

The coverages and the quotes are as follows:

<u>Coverage</u>	<u>Carrier</u>	<u>Present Premium</u>	<u>Renewal Quote</u>
Liability	Western World/ Northland	\$ 6,598.27	\$ 6,598.27
Workers Compensation	MN State Risk Pool	\$ 3,175.00	\$ 4,380.00
Property	Security of Hartford	\$ 576.52	\$ 663.00*
Business Auto	Security of Hartford	\$ 1,141.00	\$ 1,320.00*
Employee Fidelity Bond	Chubb Group	\$ 1,110.00	\$ 2,550.00*
		<u>\$12,600.79</u>	<u>\$15,511.27</u>

*estimates as of 9/29/87

INSURANCE RENEWALS
Septembr 29, 1987
Page Two

The estimates for the Property and Business Auto policies call for a maximum 15% increase which we feel should be more than enough to cover any increase. We do expect that the increase will fall below these amounts. The estimated premium increase for the Fidelity Bond premium is high because the present premium is for a six-month period only; we asked for an October 24 expiration date when this policy was renewed last April in order to coincide with the renewal date of the other insurances. The renewal estimate is based on a full year's premium.

The renewal quote that we received for General Liability is the same as last year and reflects the stabilization of the insurance market. Our Workers Compensation renewal premium is higher due to both a rate increase and an increase in the RTB's total payroll cost. Workers Compensation premiums are based on the total dollar amount of the payroll.

The total increase for these insurance policies, factoring in the Fidelity Bond for the entire year, is 14.3%, which compares to an increase received last year of 112%. This slowdown of premium increases is due to a stabilization of the insurance market for public jurisdictions and to a favorable loss history and experience rating for the RTB.

RECOMMENDATION

That the Administration and Finance Committee recommend for Board approval the renewal of the RTB's insurance policies for General Liability, Workers Compensation, Business Auto, Property, and Employee Fidelity Bond at a premium cost not to exceed \$15,511.27.

RD001I
RTBTX3

Greg Kovats
 Arnie E.
 Dick de Vise
 Steve Bertland
 Joel Alter
 Karen Lyon
 Jim

MK
 JH
 KT
 EK
 CF
 MR
 TB

REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

Paul

DATE: 10/19
 BOARD OR COMMITTEE RTB

MEMBER NAME	PRESENT	VOTE	VOTE	VOTE	VOTE	VOTE
Chairman	✓					
Doris Caranicas	✓					
Ruth Franklin	✓					
Carole Faricy	no					
Alison Fuhr	✓					
Rochelle Graves	✓					
George Isaacs	✓					
Paul Joyce	✓					
Edward Kranz	✓					

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: September 29, 1987
TO: Administration and Finance Committee
FROM: Edward Kouneski, Programs Manager
Linda Ehlers, Project Administrator
SUBJECT: Selection of Metro Mobility Training Consultant

SUMMARY

This memorandum presents the recommendation of the proposal evaluation committee to select a consultant to develop the standard Metro Mobility training manual and curriculum, as specified in the Request for Proposals (RFP) issued by the Regional Transit Board on August 25, 1987.

BACKGROUND

Staff presented an update on the process for issuing an RFP and selecting a training consultant at the Board meeting on September 8, 1987. A copy of the RFP, containing the detailed proposal requirements and scope of work, was attached to the staff memorandum dated August 28, 1987.

There have been some significant changes in the way that the Metro Mobility program operates, since October 1986, when service was restructured to a "rider's choice" system and 19 providers were selected to serve the metropolitan area.

The purpose of this consultant project is to standardize the instructions and information given to drivers of the 19 service providers under contract to the RTB. This is intended to complement the current training programs used by the providers, comprised of 11 lift van companies, five taxicab companies, and three nonprofit agencies.

Along with imparting a consistent understanding of the new Metro Mobility program policies and procedures, the training program materials developed by the consultant will place much emphasis on driver expectations related to safety and sensitivity. Other work to be conducted by the consultant include review of training programs materials used in other cities and development of recommendations to enhance the driver selection procedures and safety incentive programs of the providers.

DISCUSSION

The RTB received five proposals from consultants by the due date, September 15, 1987. The proposals are summarized in Exhibit 1, which displays the consulting firm name, location, project manager, and proposed budget.

Each of the proposals was reviewed by members of an evaluation committee, which consisted of Bill Hopkins, Transportation Handicapped Advisory Committee (THAC); Donna Allan, Minnesota Department of Transportation (Mn/DOT); Gary Kelsey, Metropolitan Council; and Judith Hollander, Ed Kouneski, and Linda Ehlers, RTB staff members.

The committee members unanimously chose the proposal submitted by Pine & Associates, an organizational training and development firm based in Lawrence, Kansas. The principal partner of the firm, Randall Pine, would serve as the project manager.

For the development of the training program materials, Pine & Associates has proposed to employ a format known as PSI, a type of programmed instruction. The firm first introduced PSI as a training method for transit drivers in a project initiated in 1979. The results, published in the Transportation Quarterly in 1983, showed significantly higher levels of trainee learning, retention, and performance among the PSI trained drivers, compared with drivers trained under traditional approaches.

Since 1983, Pine & Associates has pioneered the use of this training format for public and private transit clients in more than a dozen cities across the country. A sampling of the firm's recent project experience, similar to that requested by the RTB, includes the following:

- o Michigan Department of Transportation, Bus Transit Division. (Designed small bus operator training manual used statewide for more than 100 transit and paratransit service providers.)

- o Kansas City Area Transportation Authority. (Developed training program, in conjunction with Whole Person, Inc., for 430 drivers providing special transportation service for disabled riders.)

- o Prince George's County, Maryland, Department of Aging. (Prepared transit vehicle operator training manual and curriculum for special transportation service.)

- o VALTRANS, City of Los Angeles. (Conducted employee workshops and supervisory training on sensitivity to elderly and disabled passengers.)

- o California Department of Transportation. (Surveyed, evaluated, and compiled into a resource guide, the training programs offered by more than 200 transit providers in the state.)

- o Long Beach Transit, California. (Designed bus operator training manual, curriculum, and safety incentive program.)

- o Harbor Regional Center, Los Angeles. (Designed employee orientation policy and procedures, training curriculum, and manual for start-up of service for developmentally disabled passengers.)

This project would begin after Board approval of the consultant selection on October 19, 1987. THAC, other disabled representatives, Metro Mobility providers, and other interested parties will be involved in workshops at the start of project to provide input for the development of the training program materials.

FINDINGS AND CONCLUSIONS

- o The RTB issued an RFP for the development of a standard driver training manual and curriculum and received five proposals by the due date, September 15, 1987.
- o Members of the proposal evaluation committee consisted of representatives from THAC, Mn/DOT, the Metropolitan Council, and the RTB.
- o The committee members unanimously chose the proposal submitted by Pine & Associates.
- o Pine & Associates offers excellent credentials and experience relevant to the development and design of transit and paratransit driver training programs.

RECOMMENDATION

Staff requests that the Administration and Finance Committee recommend the following:

That the Regional Transit Board authorize the Executive Director to enter into contract with Pine & Associates to develop a standard Metro Mobility driver training manual and curriculum for an amount not to exceed \$14,894.

Exhibit 1

Regional Transit Board

SUMMARY OF PROPOSALS

Submitted to Develop a Standard Metro Mobility
Driver Training Program and Curriculum

<u>Firm Name/Location</u>	<u>Project Manager/Title</u>	<u>Proposed Budget</u>
Awareness Unlimited, Inc. Minneapolis, Minnesota	Jerry Bergdahl (co-manager) Executive Director	\$ 14,996
	Carolyn Emerson (co-manager) Independent Consultant	
Ecosometrics, Inc. Bethesda, Maryland	Sue F. Knapp Senior Associate	\$ 14,750
Pine & Associates Lawrence, Kansas	Randall Pine Principal Partner	\$ 14,894
TM&M Consultants St. Paul, Minnesota	Jim Mitchell President	\$ 15,000
Office of Statewide Transportation Programs Univeristy of Wisconsin Milwaukee, Wisconsin	David Cyra Director	\$ 15,000

REGIONAL TRANSIT BOARD

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

DATE: September 29, 1987
TO: Administration and Finance Committee
FROM: Kathryn Christopherson, Comptroller
SUBJECT: Financial Statements - July 1987

SUMMARY

The Administration and Finance Committee is asked to review the July 1987 financial statements. These have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles. They are:

- the combined balance sheet
- the combined statement of revenues, expenditures and changes in fund balance
- the budget line item status report
- the RTB program status report
- the investment summary by fund

RECOMMENDATION

That the Administration and Finance Committee recommend the Board receive the July 1987 financial statements and direct that they be placed on file.

Attachment
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REGIONAL TRANSIT BOARD
FINANCIAL STATEMENTS
July 1987

Balance Sheet.....Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....Page 2
Budget Line Item Status Report.....Page 3
Program Status Report.....Page 4
Investment Summary By Fund.....Page 5

REGIONAL TRANSIT BOARD
BALANCE SHEET
JULY 31, 1987

	GENERAL FUND	SPECIAL REVENUE	FIXED ASSETS	AGENCY FUND	TOTAL ALL FUNDS
ASSETS:					
CASH	(\$29,387.87)	\$96,489.01			\$67,101.14
INVESTMENTS	\$835,000.00	\$22,261,540.50			\$23,096,540.50
TAXES RECEIVABLE-CURRENT	\$8,000,000.00	\$13,476,794.72			\$21,476,794.72
TAXES RECEIVABLE-DELINQUENT	\$0.00	\$772,320.44			\$772,320.44
ACCRUED INTEREST RECEIVABLE	\$7,202.53	\$236,252.20			\$243,454.73
DUE FROM OTHER FUNDS		\$0.00			\$0.00
DUE FROM MET COUNCIL	\$0.00	\$0.00			\$0.00
DUE FROM STATE OF MINNESOTA	\$550,000.00	\$15,089,217.41			\$15,639,217.41
DUE FROM FEDERAL GOVERNMENT	\$263,167.00	\$98,528.60			\$361,695.60
FURNITURE AND EQUIPMENT	\$0.00	\$0.00	\$149,477.43		\$149,477.43
OTHER ASSETS	\$77,183.05	\$350,144.55		\$25,985.00	\$453,312.60
TOTAL ASSETS	\$9,703,164.71	\$52,381,287.43	\$149,477.43	\$25,985.00	\$62,259,914.57
LIABILITIES:					
ACCOUNTS PAYABLE	\$6,634.57	\$0.00			\$6,634.57
ACCRUED PAYROLL LIABILITIES	\$54,792.29	\$0.00			\$54,792.29
DUE TO OTHER GOVERNMENT UNITS	\$209,835.50	\$165,592.60			\$375,428.10
DUE TO MTC	\$0.00	\$19,477,914.24			\$19,477,914.24
DUE TO OTHER PROVIDERS	\$0.00	\$1,868,379.47			\$1,868,379.47
DUE TO OTHER FUNDS	\$0.00	\$0.00			\$0.00
DEFERRED REVENUE & OTHER LIAB.	\$489,269.88	\$30,757,527.62		\$25,985.00	\$31,272,782.50
TOTAL LIABILITIES	\$760,532.24	\$52,269,413.93	\$0.00	\$25,985.00	\$53,055,931.17
INVESTMENT IN GENERAL FIXED ASSETS FUND BALANCE	\$8,942,632.47	\$111,873.50	\$149,477.43 \$0.00		\$149,477.43 \$9,054,505.97
TOTAL LIABILITIES AND FUND BALANCES	\$9,703,164.71	\$52,381,287.43	\$149,477.43	\$25,985.00	\$62,259,914.57

REGIONAL TRANSIT BOARD
 COMBINED STATEMENT OF REVENUES,
 EXPENDITURES & CHANGES IN FUND BALANCES
 FOR PERIOD SEVEN MONTHS ENDED JULY 31, 1987

Page 2

MONTH OF JULY			YEAR TO DATE		
GENERAL	SPECIAL REVENUE	TOTAL	GENERAL	SPECIAL REVENUE	TOTAL
\$60,150.00	\$76,900.05	\$137,050.05			
\$91,666.67	\$0.00	\$91,666.67			
\$0.00	\$1,595,833.33	\$1,595,833.33			
\$0.00	\$16,666.67	\$16,666.67			
\$0.00	\$2,161,897.43	\$2,161,897.43			
\$4,026.12	\$120,253.25	\$124,279.37			
\$0.00	\$0.00	\$0.00			
\$155,842.79	\$3,971,550.73	\$4,127,393.52			
\$75,474.96	(\$160.43)	\$75,314.53			
\$5,172.46	(\$5,812.48)	(\$640.02)			
\$23,130.40	\$202.60	\$23,333.00			
\$5,110.67	\$996.56	\$7,107.23			
\$6,863.00	\$568.09	\$7,431.09			
\$673.49	\$205.92	\$879.41			
\$3,651.00	\$0.00	\$3,651.00			
\$5,325.79	\$564.17	\$5,889.96			
\$0.00	\$6,597,254.75	\$6,597,254.75			
\$5,053.10	\$4,810.33	\$9,863.43			
\$2,803.78	\$246.22	\$3,050.00			
\$134,258.65	\$6,598,875.73	\$6,733,134.38			
\$1,858.30		\$1,858.30			
\$136,116.95	\$6,598,875.73	\$6,733,134.38			
\$19,725.84	(\$2,627,325.00)	(\$2,605,740.86)			
		\$147,619.13			
\$8,922,906.63	\$2,739,198.50	\$11,662,105.13			
\$8,942,632.47	\$111,873.50	\$9,203,983.40			
REVENUES:			REVENUES:		
			\$263,167.00	\$76,900.05	\$340,067.05
			\$525,666.67		\$525,666.67
				\$10,693,033.33	\$10,693,033.33
				\$16,666.67	\$16,666.67
			\$8,000,000.00	\$23,158,366.19	\$31,158,366.19
			\$33,472.75	\$519,793.68	\$553,266.43
			\$100.00		\$100.00
			\$8,822,406.42	\$34,464,759.92	\$43,287,166.34
			TOTAL REVENUE		
EXPENDITURES:			EXPENDITURES:		
			\$362,070.11	\$160,053.05	\$522,123.16
			\$27,212.30	\$53,874.67	\$81,086.97
			\$154,016.55	\$9,316.45	\$163,333.00
			\$15,916.39	\$17,896.52	\$33,812.91
			\$30,745.51	\$16,998.88	\$47,744.39
			\$4,120.01	\$2,263.32	\$6,383.33
			\$16,850.00	\$0.00	\$16,850.00
			\$32,114.46	\$2,323.90	\$34,438.36
			\$0.00	\$42,263,318.65	\$42,263,318.65
			\$24,782.62	\$13,006.34	\$37,788.96
			\$14,173.50	\$8,023.43	\$22,196.93
			\$682,001.45	\$42,547,075.21	\$43,229,076.66
			\$5,705.86	\$0.00	\$5,705.86
			\$684,782.35	\$41,719,934.38	\$43,234,782.52
			TOTAL EXPENDITURES		
			\$8,137,624.07	(\$7,255,174.46)	\$52,383.82
					\$149,477.43
			\$807,933.36	\$8,194,188.79	\$9,002,122.15
			\$8,945,557.43	\$939,014.33	\$9,203,983.40
			FUND BALANCE, END OF PERIOD		

BUDGET LINE ITEM STATUS REPORT
PERIOD ENDING JULY 31, 1987

REVENUES:	1987 BUDGET	ACTUAL AS OF 07/31/87	VARIANCE	PERCENT OF BUDGET
FEDERAL GRANTS				
1986 UMTA PLANNING GRANT	\$0.00	\$25,204.00	\$25,204.00	
1987 UMTA PLANNING GRANT	\$300,000.00	\$203,613.00	(\$96,387.00)	67.87%
1987 UMTA TRANSIT STUDY	\$100,000.00	\$34,350.00	(\$65,650.00)	34.35%
FEDERAL AID URBAN	\$338,000.00	\$76,900.05	(\$261,099.95)	22.75%
STATE APPROPRIATIONS				
RTB ADMINISTRATION	\$984,000.00	\$525,666.67	(\$458,333.33)	53.42%
TRANSIT ASSISTANCE PLANNING GRANT	\$18,672,200.00	\$10,693,033.33	(\$7,979,166.67)	57.27%
	\$100,000.00	\$16,666.67	(\$83,333.33)	15.67%
PROPERTY TAXES				
PROPERTY TAXES-GENERAL	\$37,654,568.00	\$22,398,162.52	(\$15,256,405.48)	59.48%
PROPERTY TAXES-DEBT SERVICE	\$4,122,000.00	\$2,426,147.90	(\$1,695,852.10)	58.86%
HOMESTEAD CREDIT-GENERAL	\$8,040,950.00	\$4,689,354.91	(\$3,351,595.09)	58.32%
HOMESTEAD CREDIT-DEBT SERVICE	\$843,800.00	\$507,551.37	(\$336,248.63)	60.15%
TAX FEATHERING	\$1,943,682.00	\$1,137,149.49	(\$806,532.51)	58.50%
INTEREST INCOME:				
TAX ESCROW FUND	\$0.00	\$0.00	\$0.00	ERR
ALL OTHER	\$800,000.00	\$553,266.43	(\$246,733.57)	69.16%
MISCELLANEOUS INCOME				
ALL OTHER		\$100.00	\$100.00	
<hr/>				
SUBTOTAL REVENUES	\$73,899,200.00	\$43,287,166.34	(\$30,612,033.66)	58.58%
USE OF FUND BALANCE	\$2,797,133.00		(\$2,797,133.00)	0.00%
<hr/>				
TOTAL REVENUES/FUNDS	\$76,696,333.00	\$43,287,166.34	(\$33,409,166.66)	56.44%

EXPENSES:	1987 BUDGET	ACTUAL AS OF 07/31/87	UNEXPENDED BUDGET	PERCENT OF BUDGET EXPENDED
SALARIES AND BENEFITS				
SALARIES AND BENEFITS	\$1,055,294.00	\$522,123.16	\$533,170.84	49.48%
PROF. AND TECH. SERVICES				
PROF. AND TECH. SERVICES	\$612,000.00	\$81,086.97	\$530,913.03	13.25%
METRO COUNCIL CHARGEBACKS				
METRO COUNCIL CHARGEBACKS	\$280,000.00	\$163,333.00	\$116,667.00	58.33%
MATERIALS AND SUPPLIES				
MATERIALS AND SUPPLIES	\$79,150.00	\$33,812.91	\$45,337.09	42.72%
LEASES & RENTALS				
LEASES & RENTALS	\$86,000.00	\$47,744.39	\$38,255.61	55.52%
UTILITIES				
UTILITIES	\$25,500.00	\$6,383.33	\$19,116.67	25.03%
MEMBERS PER DIEMS				
MEMBERS PER DIEMS	\$38,000.00	\$16,850.00	\$21,150.00	44.34%
TRAVEL EXPENSE				
TRAVEL EXPENSE	\$106,800.00	\$34,438.36	\$72,361.64	32.25%
TRANSIT PROVIDER EXPENSES				
TRANSIT PROVIDER EXPENSES	\$74,202,089.00	\$42,263,318.65	\$31,938,770.35	56.96%
MISCELLANEOUS				
MISCELLANEOUS	\$76,500.00	\$37,788.96	\$38,711.04	49.40%
GENERAL AND ADMINISTRATIVE				
GENERAL AND ADMINISTRATIVE	\$65,000.00	\$22,196.93	\$42,803.07	34.15%
<hr/>				
SUBTOTAL	\$76,626,333.00	\$43,229,076.66	\$33,397,256.34	56.42%
<hr/>				
CAPITAL EXPENDITURES	\$70,000.00	\$5,705.86	\$64,294.14	8.15%
<hr/>				
TOTAL EXPENDITURES	\$76,696,333.00	\$43,234,782.52	\$33,461,550.48	56.37%
<hr/>				
EXCESS (DEF) REV. OVER EXP.	\$0.00	\$52,383.82	(\$52,383.82)	
<hr/>				

RTB PROGRAM STATUS REPORT 07/31/87
58.33% of Fiscal Year

Work Prog #	Program name	Original Budget	Expenses thru Period end date	Unexpended Budget	Expenses as % of Budget
87-01	RTB Policy Management	\$368,423.00	\$169,449.28	\$178,973.72	51.42%
87-03	Programs/Planning Admin	\$249,313.00	\$107,767.64	\$141,545.36	43.23%
87-04	Transportation Planning Process	\$237,064.00	\$108,394.78	\$128,669.22	45.72%
87-05	Transit Corridor Study	\$120,059.00	\$42,848.52	\$77,210.48	35.69%
87-07	Service Needs Assess. & Impl.	\$26,000.00	\$26,247.07	(\$247.07)	100.95%
87-09	Urban Travel Analysis	\$116,702.00	\$27,535.24	\$89,166.76	23.59%
87-10	Handicapped Transp. Planning	\$136,399.00	\$58,648.33	\$77,750.67	43.00%
87-11	Regional Rideshare Prog. Coord.	\$87,785.00	\$20,185.73	\$67,599.27	22.99%
87-12	I-394 Planning & Implementation	\$167,244.00	\$64,369.69	\$102,874.31	38.49%
87-13	Transit System Planning & Impl.	\$268,495.00	\$127,245.69	\$141,249.31	47.39%
87-14	Transit Programs and Admin.	\$69,681,647.00	\$39,523,163.36	\$30,158,483.64	56.72%
87-21	Transit Operator Assistance Debt Service	\$4,965,800.00	\$2,896,699.75	\$2,069,100.25	58.33%
87-22	Competitive Transit Services	\$100,000.00	\$35,199.24	\$64,800.76	35.20%
87-23	Preliminary Engineering for Corridor Transit Improvements	\$100,000.00	\$0.00	\$100,000.00	0.00%
87-24	Taxicab Planning and Coord.	\$1,402.00	\$1,133.15	\$268.85	80.82%
	Sub-Total	\$76,626,333.00	\$43,228,887.47	\$33,397,445.53	56.42%
86-20	Capital Expenditure Program	\$70,000.00	\$5,705.86	\$64,294.14	8.15%
	Sub-Total Programs and Capital Expenditures	\$76,696,333.00	\$43,234,593.33	\$33,461,739.67	56.37%
	Adjustment - Non-allocable Exp.		\$189.19	(\$189.19)	
	TOTAL	\$76,696,333.00	\$43,234,782.52	\$33,461,550.48	56.37%

REGIONAL TRANSIT BOARD
INVESTMENT SUMMARY BY FUND
July 1987

Date Purchased	Date Due	Description	Purchase Price	Broker	Yield
<u>General Fund</u>					
6/15/87	8/31/87	CD-Capital Bank	235,000	Capital Bank	6.850%
6/15/87	9/25/87	CD-Capital Bank	100,000	Capital Bank	6.850%
6/22/87	8/17/87	CP-Imperial Fin.	300,000	Merrill Lynch	7.000%
			<u>635,000</u>		
<u>Tax Fund</u>					
6/22/87	8/03/87	BA-Pgh. Nat.	3,200,000	1st Bank Mpls.	6.824%
6/22/87	8/17/87	CP-Imperial Fin.	1,820,000	Merrill Lynch	7.000%
6/23/87	8/17/87	CP-Chemlow Corp.	598,622	Merrill Lynch	6.974%
6/23/87	9/08/87	CP-Hudson Corp.	1,722,203	Merrill Lynch	7.003%
7/06/87	9/08/87	CP-GMAC	1,166,050	Marquette Bank	6.730%
7/07/87	9/21/87	CP-GMAC	1,405,981	American Bank	6.745%
7/07/87	9/21/87	CP-Marquette Bk.	1,426,609	Marquette Bank	6.770%
7/07/87	10/05/87	CP-Marquette Bk.	1,458,160	Marquette Bank	6.814%
7/07/87	10/05/87	CP-GMAC	1,457,362	1st Bk.St. Paul	6.762%
7/08/87	9/28/87	CP-GMAC	196,993	American Bank	6.699%
7/17/87	8/03/87	CP-GMAC	550,000	American Bank	6.319%
7/17/87	9/08/87	CP-GMAC	675,549	Marquette Bank	6.486%
7/17/87	10/19/87	CP-GMAC	2,457,569	American Bank	6.612%
7/17/87	11/02/87	CP-GMAC	1,000,033	Marquette Bank	6.655%
			<u>19,135,131</u>		
<u>State Funds (Providers)</u>					
7/07/87	8/31/87	BA-Sec. Pacific	64,728	American Bank	6.616%
7/07/87	9/14/87	CD-Norwest Bank	100,000	Nor. Midland	6.451%
7/08/87	10/19/87	CP-GMAC	649,461	1st Bk.St. Paul	6.748%
7/20/87	10/26/87	CP-Merrill Lynch	190,000	Merrill Lynch	6.650%
			<u>1,004,189</u>		
<u>Planning Fund</u>					
6/08/87	8/10/87	CP-Merrill Lynch	213,000	Merrill Lynch	6.995%
6/08/87	8/24/87	CP-Merrill Lynch	200,000	Merrill Lynch	6.910%
6/15/87	9/14/87	CD-Capital Bank	200,000	Capital Bank	6.850%
7/13/87	10/13/87	CP-Merrill Lynch	275,000	Merrill Lynch	6.713%
7/20/87	8/10/87	CD-Capital Bank	100,000	Capital Bank	6.790%
7/20/87	10/26/87	CP-Merrill Lynch	141,000	Merrill Lynch	6.650%
			<u>1,129,000</u>		
<u>Debt Service</u>					
6/22/87	8/17/87	CP-Imperial Fin.	303,608	Merrill Lynch	7.000%
7/17/87	8/03/87	CP-GMAC	447,025	American Bank	6.319%
7/22/87	11/02/87	CP-GMAC	442,587	American Bank	6.644%
			<u>1,193,220</u>		
Total:			<u>23,096,540</u>		

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: September 29, 1987
TO: Administration and Finance Committee
FROM: Kathryn Christopherson, Comptroller *KC*
SUBJECT: Financial Statements - August 1987

At the Administration and Finance Committee meeting Monday, October 5, 1987, staff will present the August 1987 financial statements.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: September 29, 1987
TO: Administration and Finance Committee
FROM: Kathryn Christopherson, Comptroller KC
SUBJECT: Request for Proposal for 1987 Financial Audit

SUMMARY

The attached document is a Request for Proposal (RFP) covering financial audits of the Regional Transit Board for three years commencing with 1987. Upon Board approval of the RFP, legal notices will be published in local newspapers and copies of the RFP will be sent to the local offices of the major national and regional CPA firms.

A copy of the notice, listings of the newspapers for publication and a list of the CPA firms to be solicited are attached.

BACKGROUND

In accordance with State Statute 473.375, Subdivision 17, the RTB must be audited at least once each year. On December 1, 1986, the Board approved the engagement of Deloitte Haskins & Sells to perform the 1986 financial audit. Since the engagement was the third year of a three-year contract, the Board instructed staff to issue a new RFP for the three years commencing with the 1987 financial audit. This proposal is in response to the Board's direction.

RECOMMENDATION

Staff recommends that the Regional Transit Board solicit proposals from financial audit firms for the purpose of engaging a CPA firm to perform financial audits of the Regional Transit Board commencing with the 1987 audit.

Attachment
AF105A/ch

REQUEST FOR PROPOSALS

Notice is hereby given that the Regional Transit Board (RTB) will receive proposals at its offices: 270 Metro Square Building, 121 East Seventh Street, St. Paul, Minnesota 55101, from firms interested in conducting annual audits of the RTB's financial statements. Proposals are due by November 15, 1987.

The contract will be awarded to that firm judged to be the most advantageous to the RTB.

Prospective proposers may obtain proposal packets by contacting Kathryn Christopherson, RTB Comptroller (612/292-8789).

The RTB reserves the right to reject all proposals.

The successful proposer shall be required to comply with all applicable Equal Employment Opportunity laws and regulations.

The RTB hereby notifies all proposers that, in regard to any contract entered into pursuant to this notice, minority business enterprises will be afforded full opportunity to submit proposals and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award.

LOCAL NEWSPAPERS RECEIVING RFP
1987 FINANCIAL AUDIT

St. Paul Pioneer Press Dispatch
55 East Fourth Street
St. Paul, Minnesota 55101

Star & Tribune
425 Portland Avenue
Minneapolis, Minnesota 55488

St. Paul Legal Ledger
640 Minnesota Building
St. Paul, Minnesota 55101

Minneapolis Spokesman
3744 Fourth Avenue South
Minneapolis, Minnesota 55409

Finance & Commerce
615 South Seventh Street
Minneapolis, Minnesota 55415

REQUEST FOR PROPOSAL
FINANCIAL AUDIT COMMENCING WITH 1987

Willard Patty
Taylor McGaskill
1200 Town Square
445 Minnesota Street
St. Paul, MN 55101

Carl Pohlman
Touche Ross & Company
900 Pillsbury Center
Minneapolis, MN 55402

Art Carlson
Schweitzer Ruben Gottlieb & Karon, Inc.
1420 TCF Tower
Minneapolis, MN 55402

Richard Arndt
Arthur Andersen & Company
45 South Seventh Street
Minneapolis, MN 55402

Peter Medchill or Steve Laible
Peat Marwick Main & Company
1700 IDS Center
Minneapolis, MN 55402

Tom Walters
Grant Thornton
500 Pillsbury Center
Minneapolis, MN 55402

Ed Robinson
Deloitte Haskins & Sells
625 Fourth Avenue South, Suite 1000
Minneapolis, MN 55415

Philip Pitsch
Laventhol & Horwath
100 Washington Square, Suite 1650
Minneapolis, MN 55401

Thomas Schneider
Coopers & Lybrand
1000 TCF Tower
Minneapolis, MN 55402

Rick McMaken
Larson Allen Weishair & Company
600 South County Road 18, Suite 1200
Minneapolis, MN 55426

Ernst & Whinney
Financial Audits Dept.
1400 Pillsbury Center
Minneapolis, MN 55402

Gary Kramer
1250 Highway 55 West, Suite 200
Hastings, MN 55033

Raymond Kosak
Price Waterhouse
3140 Multifoods Tower
33 South Sixth Street
Minneapolis, MN 55402

Mark Zeissman
Lurie Eiger Besikof & Company
2501 Wayzata Boulevard
Minneapolis, MN 55405

Howard Guthmann
Wilkerson Guthmann & Johnson
1300 Norwest Center
St. Paul, MN 55101

Gerald A. Hanggi, Jr.
McGladrey Hendrickson & Pullen
1800 Town Square
445 Minnesota Street
St. Paul, MN 55101

REQUEST FOR PROPOSALS

ON AUDITING SERVICES

FOR THE

REGIONAL TRANSIT BOARD

Proposals Due By: November 15, 1987

October 5, 1987

INDEX

<u>Section</u>	<u>Description</u>
I	General Information About Entity
II	Performance Specifications
III	Instructions on Submitting Proposals
IV	Selection Procedure

I. GENERAL INFORMATION ABOUT ENTITY

A. Operations:

The Regional Transit Board (RTB) operates under the authority of Minnesota Statutes 473.146.

The RTB directs, coordinates and prioritizes transit services in the Twin Cities Metropolitan Area through needs assessment, policy development, distribution of public funds, facilitation of the implementation of programs and research, and demonstration projects. This is accomplished within the direction of the Legislature and the long-range transportation policy planning role of the Metropolitan Council. The RTB facilitates the implementation of transit service programs, recognizing the transit operating role of the Metropolitan Transit Commission (MTC) and other transit service providers, and the need for continuous involvement of local units of government and the public.

The RTB's financial statements include all funds and account groups over which the RTB exercises oversight responsibility. In applying the entity definition criteria of the Governmental Accounting Board, it is the opinion of the RTB that it is neither a component unit of the Metropolitan Council nor is the Metropolitan Transit Commission a component unit of RTB.

B. Staff:

1. The number of full-time permanent employees by department is as follows:

general government	21
finance	4
other	
TOTAL	<u>25</u>

2. The Finance Department consists of the following full-time permanent employees:

Kathryn Christopherson, Comptroller
Gerald Brechlin, Program Auditor
Lori Olson, Accountant
Robert Dietrick, Administrative Assistant

3. Other

Maria Elba Zuniga, Contract & Grant Administrator

C. Accounting System:

1. Revenue and expenditure cycles are annual based on the calendar year January through December. Interim financial reports are prepared monthly. The Regional Transit Board (RTB) is funded thru property tax levies (68%), state biennial appropriations (30%), and federal grants, interest earnings and other miscellaneous revenues (2%).

The accounts of the RTB are organized on the basis of a general fund, special revenue funds, an agency fund and an account group, each of which is considered a separate accounting entity. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent. The general fund is the general operating fund of the RTB. Special revenue funds are used to account for property tax revenue and other revenues whose use is restricted by law.

The RTB uses the modified accrual basis of accounting. Revenues are recognized when they become measurable and available and expenditures are recognized when the related fund liability is incurred.

2. Data processing of the accounting systems of the RTB are provided through a combination of time-sharing with the Metropolitan Council and personal computers for summary reports.

The 1988 capital budget of the RTB has requested funds for the purchase of an in-house mini system.

3. The annual number of accounting transactions are approximately as follows:

receipts	300
accounts payable checks	3,000
payroll checks	750

4. Payroll checks are issued bi-weekly.

II. PERFORMANCE SPECIFICATIONS

A. Scope of Audit:

1. A financial and compliance audit of all funds and account groups is desired.
2. The first period to be covered by the audit is the calendar year 1987. A proposal is requested for a three-year contract.
3. The audit shall be made in accordance with generally accepted auditing standards and the minimum audit procedures prescribed by the Minnesota State Auditor, the Urban Mass Transit Administration, the Single Audit Act of 1984 and other applicable federal laws or agencies.

4. The firm shall express an opinion on the combined financial statements. Also, an opinion shall be expressed on the combining, individual fund and account group financial statements.
5. Audited financial statements to be typed and prepared by the audit firm.

B. Timetable:

1. Initial and interim work on the audit shall commence within thirty (30) days after the firm is selected.
2. The remaining fieldwork shall commence by February 15, 1988, at which time the majority of the staff-prepared workpapers will have been completed.
3. Fieldwork shall be completed by April 1, 1988.
4. The entity will complete pencil-draft copies of the financial statements, schedules and tables for the annual financial report by April 15, 1988.
5. Final copies of the annual financial reports, management letter and report on internal accounting control weaknesses (if any) shall be delivered no later than May 1, 1988.

C. Reports:

1. The following reports shall be provided:
 - o General Purpose Annual Financial Report
 - o Schedule of Federal Financial Assistance
 - o Management Report
 - o Auditor's Reports on Compliance with Laws and Regulations Related to Federal Financial Assistance Programs
 - o Auditor's Reports on Internal Controls

III. INSTRUCTIONS ON SUBMITTING PROPOSALS

- A. Proposals must be submitted by November 15, 1987 to:

Kathryn Christopherson, Comptroller
Regional Transit Board
270 Metro Square Building
121 East Seventh Street
Saint Paul, Minnesota 55101

- B. Three (3) copies of the proposal are required to be submitted.

C. The proposal should include the following information:

1. A statement of your understanding of the work, description of the audit approach, and explanation of the procedures to be used.
2. A listing of exceptions taken to the Performance Specifications in Section II.
3. Qualifications of the personnel proposed to supervise and perform the audit. This should include biographies including experience, of the individuals who will be assigned to the engagement and relevant experience of each in auditing similar entities.
4. A description of your firm's professional development program including the approximate number of days of continuing professional education provided to members of your firm annually. In addition, indicate the number of days of specialized training in governmental auditing and accounting received during the last three years by the personnel who will be assigned to the audit.
5. A description of the capability of your firm to provide management advisory services.
6. A description of your firm's quality control procedures that ensure compliance with firm and AICPA standards.
7. A listing of local governments that your firm has audited during the past three years. For each entity listed, indicate the years that they were audited.
8. The not-to-exceed fee for performing the 1987 audit, including out-of-pocket expenses.
9. For a three-year contract, indicate the annual not-to-exceed fee for 1987, 1988 and 1989.

IV. SELECTION PROCEDURE

A. The proposals will be evaluated based upon the following factors:

1. Relevant auditing experience of the firm.
2. Reputation of the firm based on references.
3. Qualifications of personnel to be assigned.
4. Agreement to meet or exceed the performance specifications.
5. Ability to communicate the audit plans in an organized, clear and convincing manner.
6. Estimated cost of the audit.

B. The attached audit firm evaluation rating (Attachment A) will be used as part of the evaluation process.

AUDIT FIRM EVALUATION RATING

	CRITERIA	CRITERIA RANKING	CONSULTANT RATING	PRODUCT
I.	Proposal			
	a. Completeness	2		
	b. Understanding of RFP	3		
II.	Personnel			
	a. Qualifications - General	3		
	b. Qual. of assigned indiv.	4		
	c. Availability of assigned	2		
III.	Experience Of The Firm			
	a. General	3		
	b. Audit Services			
	1. Federal Programs	3		
	2. Government	2		
	3. Transit	3		
	c. Advisory Services	1		
IV.	Fees And Other Costs			
	a. Total Estimate of Fees	2		
	b. Total Estimate of Hours	1		

Importance of
Criteria

4 Essential
3 Very Desirable
2 Desirable
1 May be of value

Consultant
Rating

5 Outstanding
4 Very Good
3 Good
2 Fair
1 Poor

PRODUCT TOTAL _____

Evaluator

Date

9/29/87

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: September 29, 1987
TO: Administration and Finance Committee
FROM: Kathryn Christopherson, Comptroller *KC*
SUBJECT: MTC Amended 1988 Capital Budget

SUMMARY

The Regional Transit Board (RTB) is asked to approve an increase of \$454,423 in Metropolitan Transit Commission (MTC) 1987 project authorization. In order to expedite and simplify the approval process, these changes have been incorporated into the 1988 capital budget under the category "1987 Budget Changes".

BACKGROUND

The revised capital budget requests an additional \$454,423 for Project 3610, Replacement of 107 Forty-Foot Buses and for Project 3730, Bus Turnarounds. Details of the request consist of the following:

Project 3610,
Bus Replacement + \$602,160

Low bid of \$139,974/bus versus
budgeted bid of \$136,000/bus.

Total project cost now of \$15,258,316 versus approved project total of \$14,656,156.

Funding for this increase is proposed as:

- originally earmarked for turnarounds (Proj. 3730)	\$233,000	Section 9
- uncommitted funds	114,000	Section 9
- from approval grants available as a result of MTC choosing not to capitalize certain spare parts	254,000	Section 9
	<u>\$601,000</u>	

Project 3730,
Bus Turnarounds (\$147,437)

This project was originally planned for two bus turnarounds:

- 1) Gary and Iowa Streets, St. Paul
- 2) Golden Valley Road

MTC proposes to drop the turnaround at Gary and Iowa Streets and fund Project 3610 with the entire Section 9 funds of \$233,000 that were originally allocated to Project 3730.

MTC BUDGET AMENDMENT
September 29, 1987
Page Two

MTC also proposes that the remaining bus turnaround in Golden Valley, with an estimated cost of \$85,850, be funded with local funds.

Approval of this budget amendment would be reflected in the following 1988 capital budget dollars:

MTC	<u>Category/Project No.</u>	<u>Description</u>	<u>1988 Adopted</u>	<u>Proposed</u>
	various	'87 budget changes	\$129,019	\$583,442
Total MTC			\$26,045,325	\$25,499,748
Total MTC/RTB			\$26,337,595	\$26,792,018

RECOMMENDATION

Staff recommends that the Regional Transit Board approve the Metropolitan Transit Commission capital budget increase of \$454,423 and that staff be directed to incorporate these changes within the 1988 capital budget and pass on these changes to the Metropolitan Council for their review and approval.



LTK Engineering Services

INTEROFFICE
MEMO

MEMORANDUM

TO: R. Wolsfeld, BRW

DATE: October 13, 1987

FROM: *SB for*
J. W. Schumann

FILE NO: 2011-4

SUBJECT: Draft Technical Memorandum; System Standards, Policies and Characteristics

This technical memorandum examines issues relating to development of a comprehensive Light Rail Transit (LRT) Plan for Hennepin County. It sets forth LRT system service standards and performance criteria, and outlines baseline LRT facility and equipment characteristics, and discusses basic operating and maintenance staffing requirements.

The material herein is based on the accumulated experience of successful new North American LRT projects which, in turn, are based on decades of LRT operations and development in Europe.

This information is presented at a level of detail appropriate for the analysis and comparison of the several alternative corridors being examined, and that will support feasibility engineering of facilities and preparation of cost estimates. In effect, we have prepared "conceptual design criteria", which may be expanded during Preliminary Engineering to provide the level of detail required for actual system design.

These data are dynamic in nature. They should be updated periodically to reflect the more detailed information that will become available as planning and design proceed.

JWS:s

Attchmnt.

cc: Gustafson (LTK)
Warner (BRW)
Venturato (Bechtel)
Byrne (CRSS)

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I. SYSTEM OPERATING STANDARDS

The Hennepin County light rail transit (LRT) system will use conventional LRT technology. It is planned to build several lines forming a regional rail transit system.

In addition to being responsive to the civil constraints of the proposed lines, LRT operating plans also must reflect realistic train running time estimates, policy levels of service and ridership projections. Individually, changes to any of these parameters may have a significant effect on operating statistics, fleet size, staffing, and overall operations and maintenance costs.

The operating assumptions presented below are recommended as a basis for analysis, which responsible authorities may wish to modify as the system plan develops.

A. Hours of Service

Normal weekday service will begin at approximately 5:00 AM and end at midnight. Commuting peaks are assumed to occur from 6:30-9:00 AM and 3:30-6:00 PM. Weekend service will begin at 7:00 AM and extend until midnight.

QUESTION: What are MTC hours on principal bus routes?

B. Service Frequencies

Base LRT headways will be 15-minutes during the day on weekdays, with 30-minute headways on week nights and all day on weekends and holidays. Shorter weekday peak period frequencies will be assumed only if estimated demand exceeds the capacity of maximum length trains running at the base 15-minute interval.

C. Maximum Train Length

The number of cars per train is a function of headways, platform lengths, vehicle limits, and street block lengths. Trains on the Hennepin County LRT system may not exceed a total length of 320 feet owing to the constraints of block faces in downtown Minneapolis (3 cars not exceeding 90 feet/car or 4 cars not exceeding 80 feet/car).

It is anticipated that trains of at least two-cars will be operated on peak period, peak direction trains, but that single-car trains may suffice for all or most off-peak services.

D. Seated and Standing Passengers

It is recommended, based on representative LRV's currently operating in North America, that the rolling stock provide 0.8 seats per linear foot of car, and a normal (not "crush") total load of at least 1.8 persons per linear foot of car (seated load plus standees at 4 persons/square meter).

E. Speeds, Station Dwell Times, Recovery and Layover Allowances

LRV travel should be swift and comfortable, so as to be competitive with the private automobile.

1. Speed Limits

Speed limits recommended for Hennepin County LRT lines by segment location are:

<u>Type R/W</u>	<u>Speed Limit (Mi/H)</u>
Private (e.g., ex-C&NW line) Street:	55
Reserved median	35
Reserved paved lane	Speed Limit \leq 35

These speeds generally are consistent with LRV performance capabilities, station spacing, adjacent development, and traffic interference. In some locations, local conditions such as sharp radius curves will reduce speeds for relatively short distances. Streetcar-type operation of LRVs in mixed traffic lanes is not contemplated.

2. Station Dwell Times

For system planning purposes, a uniform average dwell (stopped) time of 20 seconds per station should be assumed. Actual dwell times will be longer at more heavily patronized stops and shorter at lightly used stations; but 20 seconds has been found to be a reasonable standard for operations planning.

3. Recovery and Layover Allowances

End terminal layovers should be consistent with the requirements of any applicable labor agreements. Train operators will change ends and set the vehicle destination signs to the proper indications. Turnaround times must be allocated for these tasks, and to provide adequate operator rest periods.

For planning purposes, an allowance of 10% of running time will provide some schedule recovery time as part of the terminal layover. However, layovers should not be less than 3 minutes to provide enough time for train operators to "change ends" and make a safety check. If a short layover is unavoidable at one end of a line, a longer rest period should be scheduled at the opposite terminal.

Additional recovery allowances should be built into running time estimates equal to 10-to-15% (depending on R/W quality, which affects schedule reliability) of the "optimum" running times estimated by train performance simulation model plus dwell times. This will ensure that planned operating schedules are realistic.

F. Track Configuration

Track configuration will vary along the LRT line in relation to the degree of exclusivity from other traffic and speeds attainable by LRV's.

The main line will be designed to be fully double-tracked, with crossovers located every 1.0-to-1.5 miles or at every other station to provide operating flexibility under abnormal conditions. A pocket track or siding should be provided every five miles, at a station.

If initial headways remain sufficiently long - in the range of 15 minutes between trains - substantial amounts of single track may be considered under a "starter line" concept. Where used, single track should be designed to facilitate eventual full double tracking.

To conserve land, terminals will be stub-ended, with a tail or pocket track. This will require train operators to change ends before beginning each return trip.

G. Train Control

Trains on the LRT system will be operated manually. Mainline operations (whether normal or abnormal) will be directed, controlled, and monitored by a dispatcher at Central Control (located at the Shop & Yard), primarily via radio. Central Control will be the nerve center of the LRT system, controlling mainline and yard operations.

The dispatcher will control and direct LRT operations in accordance with established operating schedules, rules, and procedures, and will initiate any corrective actions that may be required to maintain service schedules and to minimize the adverse impacts of equipment failures or emergency situations.

LRT train movements will operate by line of sight. Train protection will be accomplished by the means indicated below:

- o Private R/W - automatic block signals using proven, railroad-type vital circuitry and components
- o Street R/W - line of sight subject to operating rules and procedures restricting the "closing up" of trains

H. LRT Connections - Feeder Buses and Automobiles

LRT lines in Hennepin County will be part of a regional transportation network. Buses operated by the Metropolitan Transportation Commission (MTC) and others should be integrated with LRT service using a revised route network providing interfaces with the LRT lines at selected stations.

Provisions will be included at selected LRT stations to accommodate all-day parking and automobile passenger drop-offs.

II. SYSTEM POLICIES

Key areas of concern in the development of any transit system are safety, security, and accessibility. With the introduction of rail service in a previously all-bus city, fare collection methods also must be addressed. Proposed policies to govern LRT system development in these areas of special concern are described below.

A. Safety

Subsequent phases of system design will address issues and concerns related to system safety, and desirable mitigation measures to be provided. The areas of concern re safety include:

- o Rider safety in stations and on LRVs
- o Employee safety on or about LRVs and fixed facilities
- o Pedestrian safety in areas adjacent to downtown surface alignments and at grade crossings
- o LRV safety vis-a-vis other traffic

With regard to grade crossing and intersection safety, it is recommended that LRT planning for Hennepin County proceed assuming that protection will be provided as follows:

- o LRT on private right-of-way (R/W) - railroad-style flashers and gates. Where necessary, crossing protection will be coordinated with adjacent street intersection traffic signals.
- o LRT in street R/W - traffic lights with LRT pre-emption or prioritization to be designed on an intersection by intersection basis

B. Security

Subsequent phases of system design will address issues, concerns, and recommendations regarding:

- o Station surveillance - patrols, closed circuit television (CCTV), public address (PA), emergency telephones, etc.
- o Revenue protection - ticket vendomat alarms, cash collection procedures
- o Durability of facilities - designs and materials specified to resist damage and graffiti
- o Shop and Yard - fencing, lighting, patrols

C. Vehicle and Platform Heights and Accessibility

It is desired that the system be accessible to all riders, consistent with the goals of cost efficiency and LRT compatibility with adjacent urban land uses.

There are three approaches to achieving full accessibility.

- o High platforms to match normal rail car floor heights (+40 inches above top of rail)
- o Low floor LRVs, just now coming into use in Geneva and Grenoble (car floors +14 and 19 inches above top of rail)
- o Low platforms and normal floor height LRVs with station-mounted ramps and/or lifts for the physically challenged

Each method has advantages and drawbacks. These factors will be explored further as design proceeds.

In the interim, it is recommended that LRT planning proceed assuming the use of normal floor height LRVs, platforms raised 8 inches above top of rail (TOR) as in Portland, and short sections of car floor level platform with ramps for wheelchair access as in Sacramento. It is also recommended that the option of low floor LRVs be explored as the LRT planning and design process moves forward.

D. LRT Fare Collection

North American surface transit systems traditionally have collected fares on the vehicles as passengers board. This limits boarding to the front door, or requires fare collection staff at each entry door. It is incompatible with efficient operation of trains of cars, each car having several doors.

Grade separated rapid transit systems overcome this limitation by collecting fares in stations using combinations of cashiers and/or ticket vendomats in concert with turnstiles. However, it has never really been possible to isolate "paid" and "free" areas in surface stations; therefore, this method is not suitable for LRT in Hennepin County (assuming low level platforms).

The feasible option is the "self-service, proof-of-payment" (POP) method of fare collection. Station platforms are "free"; and the trains are "paid" areas. Passengers use passes or purchase tickets from vendomats at stations. These serve as "proof" that a fare has been paid. Roving inspectors ride the trains and, if a passenger fails to produce a valid "proof" of payment, issue citations processed through the courts like traffic tickets. POP is used by North American LRT systems in Portland, Sacramento, San Diego, Calgary, and Edmonton, and on the Skytrain and Seabus in Vancouver. Fare evasion on these systems has been held to 3% or less.

It is recommended that LRT planning for Hennepin County proceed assuming use of POP fare collection. LRT fares should be integrated with the fares of the region's other transit systems.

III. CHARACTERISTICS OF LRT FACILITIES AND EQUIPMENT

The following sections present "conceptual design criteria" for planning LRT in Hennepin County. These criteria call for proven technology, previously used elsewhere, and thus offering a record of successful operating experience.

A. Vehicles

For purposes of preparing the Comprehensive LRT System Plan, it is recommended that passenger-carrying light rail vehicles be assumed as articulated and approximately 80 feet long, 8'-9" wide, and 12'-6" high (TOR to top of locked down pantograph).

Each car will be equipped for independent two-way operation, with an operator's cab at each end and four double-width doors on each side. A single pantograph will be located on the roof of each car for power collection from the overhead contact system. The weight of a "crush-loaded" LRV must not exceed 130,000 lbs. LRVs will be heated and air conditioned.

These vehicle performance parameters are recommended:

- o Maximum service speed..... 55 mi/h
- o Acceleration rates..... 3.0 mi/h/s
- o Braking rates..... 3.0 mi/h/s
- o Emergency braking - full application of service brakes plus track brakes and sand.

LRVs will have seated and standing passenger carrying capacity as outlined in Section I-D above. For the specimen 80-foot articulated car, this will be 64 seats and a total seated and standing load of 144.

These parameters should be evaluated further as design proceeds to ensure selection of a vehicle fleet of optimum type and size to meet both initial and future service requirements. Other vehicle options that should be considered include:

- o Large (90 foot) articulated LRV (Portland, San Jose; trains will be limited to three cars due 320 foot maximum train length)
- o Rigid (i.e., non-articulated) car not exceeding 62.5 feet

B. Track and Roadbed

Standard American Railroad Engineering Association (AREA) track designs should be assumed for current LRT planning. The following standards are recommended, subject to modifications for specific local conditions along the lines:

- o Subgrade - at least 12" depth; filter fabric between subgrade and ballast
- o Ballast - at least 8" below ties, crushed granite, #4 (open track) and #5 (track embedded in paving)
- o Rail - 115 lbs/yard (RE), continuously welded
- o Ties - mixed hardwoods, creosote treated
- o Other track materials - double shoulder tie plates, cut or screw spikes as appropriate, anchors as required
- o Special trackwork (turnouts) - #8 mainline and #4 yard; all track switches to be equipped with switch heaters.

As design proceeds, and if the LRT system will not have to accommodate railroad freight cars, the County may wish to evaluate "European style" track components which are tailored to the needs of LRT systems. However, they must be imported, which may increase procurement costs.

C. Traction Power

The traction power system will consist of three major subsystems: substations, a positive circuit (the overhead wire), and a negative return circuit (the track). The functional requirements of this system will be derived from the operating plans for the various LRT lines. Until such plans are prepared, it is recommended that conceptual design proceed under the following assumptions:

- o Nominal voltage in the LRT overhead: 750 volts DC

- o Substations (convert high voltage commercial AC power to 750 volt DC). Assume manufactured "unitized" substations of +750-to-1,000 kW spaced at intervals of +one mile. Remote control of substations will not be required.
- o Overhead Distribution System. Assume constant tension simple catenary on line segments in private R/W, and direct suspension trolley wire with parallel underground feeders on line segments in street R/W.

The first step in Preliminary Engineering will be to develop design analyses to determine more precisely the number and rating of substations, the specific characteristics of the overhead distribution system, and to specify track construction that will ensure the electrical integrity of the return circuit.

As an option, the County may wish to evaluate the use of a 1,500 volt DC system. This voltage is used on several European and Japanese regional light railways. It would require fewer substations, which could lead to cost savings.

D. Signals

Signaling and control subsystems will be basic and confined to those functions required for safety (i.e., train protection and at-grade street crossing protection on private R/W) and for the oversight and management of operations at terminals, turnbacks, and between the yard and main line (i.e., train supervision).

Wayside automatic block signals providing following movement protection and indicating track occupancy on single track sections will be installed throughout the line. In double track territory, normal operations will be to the right, and where provided, signaling will be for the normal direction of travel only. Abnormal operations will be governed by the operating rules and procedures (see Section I-G, above).

Track switches will be controlled in one of three ways, depending on their location and function:

- o At junctions where frequent through and diverging facing train movements are made - power-operated, with routes requested by operator-controlled devices
- o In low speed territory and used primarily for through facing movements and trailing movements from the diverging route - spring-operated
- o Infrequently used mainline switches and yard switches - hand thrown

Grade crossing protection requirements are addressed in Section II-A.

E. Communications

A two-way radio system will form the basis of LRT system communications. Separate channels should be provided for operations, maintenance, and supervision. In addition, it may be wise to provide a construction channel if LRT development in Hennepin County is to be phased more or less continuously over a period of +20 years.

LRVs and maintenance and supervisory vehicles should be equipped with radio transceivers. The control console will be located in Central Control. Additional fixed transceivers may be provided in key transportation and maintenance staff offices. Train operators and maintenance crew supervisors should carry portable transceivers so that communications will continue when they are not in LRV cabs or maintenance vehicles.

A standard office-type telephone system will be provided at the Shop & Yard, which will house transportation as well as maintenance activities.

Passenger communication will be through train operators using the public address (PA) systems on the LRVs. LRV PAs will have both interior and exterior speakers, the latter to make announcements to passengers at stations and to admonish intruders along the R/W. The new LRT systems generally have not provided PAs at stations, and their inclusion is not recommended.

F. Security

The principal methods of ensuring the security of the system's facilities, employees, and riders are to use designs that ensure open sight lines and high levels of light. These criteria will affect the design of LRVs, station shelters and other amenities, station and parking lot lighting, and landscaping.

An emergency telephone should be located on each station platform. CCTV surveillance of station platforms is a possibility, but has not been included in the most recent new LRT systems in Portland and Sacramento, and probably is not needed in Hennepin County. Pending further study, CCTV is not recommended.

Once in operation, security will be enhanced by the presence of employees on the system (train operators, fare inspectors, maintenance crews and supervisory personnel), supplemented as may be required by security patrols. The extent to which patrols are required should be determined through discussions with local law enforcement authorities and existing transit providers.

G. Fare Collection

To support the self-service proof-of-payment (POP) fare collection system (see Section II-D), equipment will be required at all stations to enable passengers to make change, purchase, and validate tickets. Until more detailed studies and cost comparisons can be performed, it is recommended that LRT planning proceed assuming that all functions will be integrated into one machine, called a "vendomat", and that two such machines will be provided at each station.

H. Stations

Use of POP fare collection will allow stations to be constructed to the simplest of design standards. Stations are to be at grade. They will not be fully enclosed, but one or more shelters will be located on each platform to protect waiting passengers from rain, snow, and wind.

1. Basic Station Types

All stations will provide the basic facilities necessary to use the system, including vendomats, information displays, and passenger amenities. Materials used in stations should be attractive, durable, graffiti-resistant, and require only minimal maintenance. There will be two basic types of stations: On-Street, where a modified sidewalk will serve as the station platform, and Private R/W, where a separate LRT platform(s) must be built.

2. Platforms

Platforms will be provided at each Private R/W station, adjacent to the rail line. Platforms (and sidewalk edges at On-Street stations) will be 8 inches above the top-of-rail. Private R/W platform dimensions should be 330' length, with widths of 10' for side platforms and 16' for center (island) platforms. Exceptions may be considered where local conditions dictate.

Platforms will be mainly finished concrete, architecturally treated to accommodate the handicapped.

3. Shelters

Shelters at On-Street stations must be kept relatively small (i.e., bus shelters) to minimize sidewalk clutter. Shelters at Private R/W stations may be larger (approximately 1/3 of the platform length in the peak boarding direction), but should be to a standard, simple design to provide an attractive, yet cost effective facility. Shelters will be radiantly heated, but not air-conditioned.

4. Bus Transfer and Park-Ride Facilities

Bus transfer facilities should provide across-the-platform bus-train transfers wherever possible. Long walks to LRT platforms should be avoided for both bus-train transfers and automobile passenger drop-offs. Automobile park-ride lots should be designed to local standards, maximizing the number of spaces available for a given site size and configuration.

I. Shop and Yard

A single shop and yard will be provided initially for the Hennepin County LRT system. It should be centrally located and sized to serve all proposed lines. As the system grows and matures, provision of additional overnight storage and light maintenance facilities at the outer ends of longer lines may be considered to reduce deadheading and avoid crowding at the central LRV storage yard.

Because the initial LRT system will be relatively modest in size, and to enhance the efficiency of management, the central Shop and Yard will house all operations and maintenance functions:

- o Administrative offices
- o Central Control
- o Operator dispatch and welfare facilities
- o LRV storage yard and maintenance shop
- o Facilities maintenance base and component repair shops
- o Parts stores

Based on other recent LRV shops, an allowance of 1,500-2,000 square feet per LRV (decreasing as fleet size grows) will be adequate for planning purposes.

The LRV storage yard should be sized to accommodate the initial fleet and, additionally, should contain sufficient acreage to house the LRVs of a "basic" system of magnitude to be defined (more than the starter line but probably less than the full "20-year" system).

J. Support Equipment

Support equipment in several different categories will be needed to supervise and maintain the LRT system:

- o Shop tools and equipment (major items include a wheel truing machine, wheel/axle press, wheel assembly press, car washing equipment, and various cranes, jacks, and machine tools)
- o Facilities maintenance machinery (e.g., track repair tools)
- o Maintenance and supervisory vehicles (various size trucks and automobiles)

IV. OPERATIONS AND MAINTENANCE STAFFING

LRT will require that an organization be established either within the structure of an existing transit agency or by a new operator.

A. Types and Availability of Skills

Personnel will be needed who possess specialized skills, some of which may be minimally available or unavailable in the Twin Cities area today.

Transportation supervisory staff and train operators may be hired from some combination of bus and/or railroad operating personnel. These individuals will require training in the unique aspects of LRT operations, rules and procedures, and equipment.

Vehicles maintenance personnel will require experience, or will have to be trained, in the servicing and repair of mechanical and electrical machinery. Railroad workers experienced in the maintenance of the electrical portions of diesel locomotives may find the LRT system an attractive job opportunity. Other types of electrical workers and, with re-training, bus mechanics also can make suitable LRV maintainers.

In the area of facilities maintenance, special skills not commonly available are required for the track, traction power, and signal systems. Track and signal systems will follow typical North American railroad practice; and it should be possible to recruit qualified staff from that source. Electric utilities may provide a source of employees experienced in the maintenance of high voltage power systems; but training is likely to be required in the care of the overhead distribution system.

Security staff may be drawn from experienced local law enforcement personnel.

Opportunities for using private contractors should be used where advantageous. Examples include heavy repairs on LRV components (traction motors, compressors, etc.) by electrical equipment service shops, and security personnel through private security firms.

B. Train Crew Size

Trains will be operated by one person. This is the standard for modern LRT systems. If larger crews are allowed, the economic justification for LRT is likely to be lost.

Swing shift operators may be needed to cover peak periods if headways shorter than the base 15-minute service must be operated during AM and PM peaks.

V. SUMMARY

The system policies and conceptual design criteria presented in the preceding sections are based on proven designs used successfully on other LRT projects and appropriate for application in Hennepin County. From this base, a cost effective LRT system can be planned and implemented.