



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'S
COMMITTEE OF THE WHOLE
Monday, April 25, 1988
Metropolitan Council Offices, Room E
4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Response to Legislative Audit Commission Report
4. Continued Discussion of Transportation Development Guide/Policy Plan

Elliott Perovich
Chairman

de Vrie Brant
Allen
Bertrand
Korstad
Fischer

REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

KC
TB
GA
CM
MK
RR
JH

DATE: 4/25/88
BOARD OR COMMITTEE: RTB / CW

MEMBER NAME	PRESENT	VOTE	VOTE	VOTE	VOTE	VOTE
Chairman	✓					
Doris Caranicas	✓					
Ruth Franklin	✓					
Carole Faricy	✓					
Alison Fuhr	✓					
Rochelle Graves						
George Isaacs	✓					
Paul Joyce	✓					
Edward Kranz	✓					

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

DATE: April 12, 1988
TO: Regional Transit Board
FROM: Gregory L. Andrews 
Executive Director
SUBJECT: RTB Draft Plan of Action to Respond to Legislative Audit
Commission Recommendations

SUMMARY

This memorandum outlines the draft plan of action developed by the RTB staff in response to recommendations included in the January, 1988 report entitled, "Metropolitan Transit Planning" prepared by the Program Evaluation Division, Office of the Legislative Auditor, State of Minnesota. The RTB has discussed the report and its recommendations at two Committee of the Whole meetings in February, 1988. It was decided at the final meeting that a formal response would be prepared and forwarded to the Legislative Audit Commission (LAC) by June 1, 1988.

The information in the memorandum is based on staff review and board member comments on the report. Each of the topics raised in the report is reviewed and suggested action is discussed. Board review and input is requested on the suggested actions. Following board review and input on these suggested actions, a recommended response to the LAC will be presented for board approval at the May 16 Board meeting and, if necessary, a special Board meeting on May 31, 1988.

BACKGROUND

In May 1987, the LAC directed the Program Evaluation Division to study metropolitan transit planning in the Twin Cities area. As reported by the Legislative Auditor, "there was legislative concern about the Regional Transit Board's process for restructuring transit services for the disabled and about the RTB's overall performance since the Legislature created it in 1984."

This memorandum sets forth a draft plan of action regarding the recommendations contained in the LAC report, including suggestions made by board members during their discussions. The memorandum is organized by the chapter headings used by the LAC in their report. The recommendations are presented first by category and then followed by the recommended action plan.

INTRODUCTION

It is an important time for major transportation decisions in the Twin Cities metropolitan area. Major trends point to a period of stress for the region's transportation system and increasing travel needs of transit dependents. Transit is considered an essential part of the solution to deal with the difficult transportation issues facing the region. The RTB, thus, has many challenges:

- o ensuring that transit and travel demand management strategies are integrated as important elements of the transportation system;
- o advancing new and improved transit services to meet the needs of suburban areas;
- o optimizing the capacity and performance of transit services to meet the travel needs of the elderly and disabled; and
- o ensuring that existing services are operated cost-effectively and responsive to changing travel needs.

210 S. W. - 1st St. Co. Co.
Because of the urgency and wide range of transportation issues, the RTB's work program has been very full over the past three years. As a result, priorities have sometimes been difficult to establish. The RTB has been successful in many areas and become an active participant in regional transportation projects. During the next year, the RTB needs to determine how it can continue to ensure that transit is adequately considered in transportation projects being carried out throughout the region and that transit services are being implemented to meet the changing needs of area residents.

Staff and board are currently discussing how to maximize our current resources in order to ensure that these objectives are met. Additional staff and consultant assistance may be necessary. We are also considering the establishment of a grant program whereby communities with cost-effective transit planning and implementation proposals would qualify for RTB funding. Clearer agency and program priorities also need to be established as part of the new Implementation Plan. Staff has discussed the possibility of introducing a recommendation to conduct a formal agency strategic planning process involving both board and staff members.

// Maximizing influence throughout the transportation community and maximizing our internal resources are the two major themes that establish the basis for many of the proposed actions to respond to the LAC recommendations.

I. REGIONAL TRANSIT BOARD (Chapter Two)

LAC RECOMMENDATIONS

1. The board should discuss fundamental transit issues at regular board meetings, not at retreats.
2. The board and chair should improve their working relationship by striving for more openness and consensus-building.
3. To supplement its two existing committees, the board should consider establishing ad hoc committees to work with staff on special projects.
4. The board should more closely scrutinize the current year's staff expenditures before finalizing the succeeding year's budget and workplan.
5. Periodically, the board should list information that they would like from staff during the following three or six months.

ACTION PLAN

The LAC recommendations in Chapter Two deal primarily with the internal operations of the RTB. The RTB has addressed many of these recommendations over the past four months and will continue to address these recommendations as part of our future activities.

The operation of the board is an important matter. The board intends to utilize a variety of meeting formats as appropriate. Policy discussion will occur during board and committee meetings. The RTB will utilize Committee of the Whole meetings more in the future for discussion of major issues. Board retreats will focus on internal issues, strategic planning and organizational concerns. The RTB will also utilize joint meetings such as those recently held with the Ramsey County Regional Railroad Authority, the Metropolitan Transit Commission and the Metropolitan Council as another mechanism for discussion of key issues.

The RTB has established two ad hoc committees in 1988 on the topics of Metro Mobility and competitive bidding guidelines. These committees made recommendations to the Board which were subsequently approved. The board will continue to use ad hoc committees on other special topics in the future.

The RTB views its role as a consensus builder on transit solutions. The RTB will continue to strive to improve its working relationships with organizations, jurisdictions, and individuals to ensure that transit issues are discussed and addressed in an open fashion, with adequate input from all interested parties.

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Review of current year expenditures and analysis of actual budget variances by work program will be incorporated into the 1989 budget process. A quarterly program budget variance analysis will be implemented in 1988. As part of this quarterly review, the board will be requested to indicate future information needs.

A formal strategic planning process has been discussed as a way to focus board and staff activities.

II. RTB WORK PRODUCTS AND ACTIVITIES (Chapter 3)

LAC RECOMMENDATIONS

1. The RTB's future Implementation and Financial Plan should more clearly outline: (1) the expected decision-making process on major issues, (2) justifications for recommended services and capital facilities, and (3) priorities among recommended services and facilities
2. The Metropolitan Council's Systems Committee should review the RTB's major documents, such as the Transit Service Needs Assessment and the fare policies report, even in cases where the reviews are not legislatively mandated.
3. The RTB's financial plan or future fare studies should discuss the impact that fare changes might have on transit system revenues.

ACTION PLAN

The RTB will be developing a new Implementation Plan in 1988 and 1989 based on the Metropolitan Council's new Transportation Policy Plan. The new Transportation Policy Plan will provide clearer direction to the RTB in terms of policies, strategies and performance criteria. In addition to the new Transportation Policy Plan, the RTB has also completed or will soon be complete a number of important activities such as the Capital Plan and the development of performance measures for transit services under contract with the RTB.

The new Implementation Plan will establish priorities, provide the background and justification for the recommended services and capital facilities and outline the decision-making process for major issues. With the experience gained in completing and using the current Implementation Plan, the more specific direction provided by the Transportation Policy Plan, and the completion of additional activities, mentioned above, the next Implementation Plan will provide better focused identification of the future direction for transit in the metropolitan area.

The RTB also plans to request review of its major products and documents by the Metropolitan Council's Metro Systems Committee in the future. This will be initiated through the Metro Council staff and the Metro Council's RTB liaison. This review process will be used to insure open discussion of issues, consensus building, communication and coordination between the agencies. It will also insure that the RTB is following Metro Council policies and guidelines. The most recent example of this is the Metro Systems Committee review of the Midway Corridor LRT Planning Analysis.

af When is next IFP due?

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When the RTB initiates a major planning effort, a work program is established that outlines the steps to be taken in conducting the effort, the specific responsibilities of individual staff members, and the timetable for completing major steps and obtaining board input. In the future, the work plan and timetable will also include appropriate public information tasks to identify the "stakeholders," (i.e. interested parties), the process which will be used to seek input from these individuals and groups, and the strategies that would be employed to inform the general public about the specific work effort. The addition of these public information tasks will help insure participation by all affected or interested groups and will facilitate the RTB's role in consensus building. This process is discussed further in the response to Chapter Four recommendations.

III. LOCAL INVOLVEMENT IN TRANSIT PLANNING (Chapter 4)

LAC RECOMMENDATIONS

1. The RTB should make better use of the Metropolitan Council's Transportation Advisory Board to obtain more local input into plans and work products. The TAB does not contain city staff representatives, so the RTB should solicit city staff to serve on ad hoc advisory committees.
2. The RTB should devote additional staff time to technical assistance to local governments and the encouragement of local transit planning.
3. The Metropolitan Council should require local comprehensive plans to address transit issues, and it should work with communities to make these plans detailed and practical.
4. The RTB should consider developing a local government newsletter that could provide a forum both for board members and local officials.
5. The RTB should encourage cities to develop formal proposals for local transit improvements and it should establish criteria for selecting proposals. Periodically, the RTB should publicly acknowledge local governments or officials that exhibit creativity or skill in transit planning.
6. The RTB should decide whether to subject suburban service improvements to route performance standards that are different than those in more densely-populated areas.
7. The Legislature should consider offering cities continued opportunity to "opt-out," perhaps beginning in 1991.

ACTION PLAN

Working closely with local communities to implement transit services that respond to unmet needs is a high priority of the RTB. The RTB has established strong working relationships with many communities over the past three years on specific projects. Now that the RTB has completed the Transit Service Needs Assessment and the Implementation and Financial Plan and has identified areas for service improvements and new services it will expand and build on its past work with those same communities and establish new links with other metropolitan communities.

The RTB will continue to establish strong working relationships with local communities by (a) providing technical assistance on transportation projects; (b) providing financial assistance to plan and/or implement transit services; (c) serving on special project management boards and committees and (d) obtaining input on RTB activities by appointing community representatives to

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serve on RTB advisory and special committees. The RTB will also expand the involvement of the Transportation Advisory Board (TAB) and Technical Advisory Committee (TAC) to ensure coordination and communication on projects. The extent of RTB involvement in each of these areas is discussed below.

Technical Assistance --Increasingly, the RTB has been asked to provide technical assistance to local communities as well as other agencies involved in transportation projects. The RTB has been actively involved in a wide variety of projects ranging from highway corridor improvement projects (I-35W, I-94, I-394, I-494) to community focused transportation studies (Anoka County, NEST, Forest Lake, Dakota and Scott County communities, St. Louis Park and the Highway 96/northern Ramsey County area). The RTB has an important role to play in major transportation projects to ensure that transit is adequately considered in future plans and programs. Approximately 50% of the RTB's planning and programs staff time is spent on local transit efforts. Currently, projects in the implementation planning stage include include Anoka County transit service, St. Louis Park, Dakota County, Northeast Suburban Transit Services (NEST), Roseville, I-494 corridor and Forest Lake. Presently, we are defining the appropriate balance of providing RTB staff and/or consultant technical assistance versus providing grants to local communities to purchase consultant services for this purpose. Recently, for example, the RTB chose to award communities in Dakota and Scott Counties \$50,000 for the purpose of conducting a transit needs assessment in order to determine whether or not they should "opt-out" of the MTC system.

The RTB is assessing its staffing needs in light of our desire to continue to provide the necessary technical assistance needed to forward transit planning and implement efforts. The current work program includes an ambitious, but realistic, work plan devoted to implement new services. We will continue to evaluate our resources to ensure that these activities are accomplished under reasonable timelines.

Establishing a Grant Program for Local Communities -- As indicated above and as recommended by the Legislative Auditor, one of the ways that the RTB can promote transit planning and implementation of transit services is to establish a grant program by which local communities could develop formal proposals for local transit improvements. The RTB is currently considering this approach and will determine as part of its 1989 budget and financial plan development if this is an effective way of pursuing transit improvements, and, if so, the level of funding necessary to make such a grant program meaningful to local communities. It is expected that if such a program is established, criteria for selecting proposals would need to be developed.

The RTB recently solicited and evaluated proposals to support funding through the Urban Mass Transportation Administration's Entrepreneurial Grant Program. This is a discretionary grant program that is intended to encourage small and minority business persons to identify promising

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transportation markets within their communities and to design innovative, self-sustaining services that can operate without ongoing public subsidy. At its April 18, 1988, meeting, the board endorsed five proposals to be submitted to UMTA for funding under the Entrepreneurial Services program.

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The RTB finds the LAC recommendation to recognize governments or officials that exhibit creativity or skill in transit planning a particularly excellent suggestion. As a result of staff discussions on this matter, we propose to develop awards to be given at our 1988 annual RTB conference.

Obtaining Input Through Local Community Committee Participation --

The Transportation Advisory Board is an excellent forum through which to obtain both technical and community input on different projects. The Technical Advisory Committee is a committee comprised of staff representatives from the counties, cities and agencies involved in transportation planning and implementation. This committee advises the TAB on technical transportation matters which, in turn, advises the Metropolitan Council.

RTB representatives sit on both the TAC and TAB and their various subcommittees. RTB's TAC and TAB representatives also chair two of these subcommittees. In the past, TAC and TAB agendas have often focused on highway topics, reflecting the interests of their members. RTB agrees that it is important to bring transit matters in front of these committees as well. Recently, for example, the RTB, jointly with Ramsey County, made presentations to TAC and TAB committees on the draft Midway Corridor Report. The subcommittee members asked many questions and it is expected that their comments on the report will be presented to the Metropolitan Council. The Transit Service Needs Assessment and the Implementation and Financial Plan were also presented and reviewed by both groups.

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Additionally, the RTB chairman has sent out letters inviting local government officials to serve on a Chairman's Advisory Committee. This represents another way that the RTB will enhance its working relationships with local communities.

RTB board members also meet on an individual basis with local officials and state legislators within their districts. Several board members have prepared and distributed newsletters about RTB activities affecting their district communities.

For several RTB activities, including the Transit Service Needs Assessment and the Providers' Advisory Committee, the RTB has asked representatives of local governments to participate. This kind of participation has proven extremely valuable and the RTB will continue to request this kind of involvement from communities.

Establishing different performance standards for different types of services was an important element identified in the Transit Service Needs Assessment. Beginning in April, 1988, the RTB is planning to begin its process to revise and expand performance and financial standards for all types of transit services. In doing so, it is important to acknowledge the various functions that different types of regular route transit and paratransit provide. Local community representatives and transit providers will be invited to provide input to us on this matter.

The RTB also agrees with the Legislative Audit Commission recommendation to develop a local government newsletter that could provide a forum both for board members and local officials. Currently, the RTB is in the process of identifying the specific information needs of the RTB through the development of a public information program. Part of the project is to identify the specific audience for the RTB and each of its programs. Preliminary results have identified local government officials and elected state officials, among others, as a specific audience for the RTB. Another part of the program is to identify specific ways to reach the audience for the particular program or institutional message. One method to accomplish this is the production of a newsletter with articles of interest to the specific audience.

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IV. COMPETITIVE BIDDING FOR TRANSIT SERVICES (Chapter 6)

LAC RECOMMENDATIONS

1. The board should immediately establish a policy stating which transit services it will consider for competitive bidding.
2. The board should reconsider its policy statement on LRT operation after receiving staff input on the merits of this policy and possible alternatives.

ACTION PLAN

To date, the Regional Transit Board has not established a formal policy identifying the specific services to be competitively bid, as suggested by the Legislative Auditor. It has been the RTB's approach to thoroughly study this issue as part of its Competitive Transit Service Demonstration project. It is expected that as a product of this project, a detailed set of policies that would provide direction for competitively bidding transit services would be developed. Existing legislation regarding MTC impact assessment and RTB contracting activities, along with existing RTB and Metro Council policies gives the RTB clear direction on what types of services can be bid currently.

Additionally, in 1986, the RTB and the MTC jointly adopted an interim performance standard for regular route transit service. This interim standard, a ceiling subsidy per passenger of \$2.45, is used to evaluate MTC fixed route service. Any MTC route which exceeds the \$2.45 subsidy per passenger is subject to restructuring and/or contracting out to an alternate provider to deliver the service within the standards. At the same time, the MTC and RTB agreed that new regular route services will also be competitively bid. It was intended that this interim standard be revised and expanded upon in 1987. However, competing priorities resulted in this activity being delayed until April, 1988. Until such time that this standard is revised, the RTB considers the process described in the report, "Interim Report on Development of Financial and Performance Standards for MTC Regular Route Services," jointly prepared by the MTC and RTB, in addition to the legislation referenced above, as the compelling policy for competitively bidding out service.

The RTB's competitive transit study will be completed in March, 1989. At that time, we expect that we will begin to develop a set of policies that direct the circumstances and rules under which transit services are specifically bid. Until those policies are adopted, the board should clarify its existing policy, based on the RTB/MTC interim standards and legislation, either through development of a formal policy, i.e., amending the Implementation and Financial Plan, or simply through board resolution and/or correspondence with the MTC and other affected parties.

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The LAC report also recommends that the board reconsider its policy statement on LRT operation after receiving staff input on the merits of this policy and possible alternatives. At this point in time, the RTB's responsibilities in light rail transit are limited; it is not clear that the RTB has the authority to determine who operates the service. Therefore, to expend staff resources on this kind of analysis does not appear to be the best use of resources. The RTB agrees that perhaps this policy was developed via an inappropriate process and will reconsider such a policy, based on staff analysis, if and when it becomes appropriate for the agency to do so.

V. AGENCY COORDINATION, ACCOUNTABILITY, AND COMMUNICATION

LAC RECOMMENDATIONS

1. The Legislature should authorize the Metropolitan Council to approve or disapprove the plans of regional rail authorities, just as it now approves county and municipal plans that are consistent with council plans and policies.
2. The Legislature should authorize the RTB to (1) participate in LRT planning throughout the region by repealing that portion of Minn. Stat. 473.398 that limits the RTB's LRT planning to the corridor between downtown Minneapolis and St. Paul, and (2) set regional standards for light rail transit, with assistance from an advisory team of local and regional officials.
3. The Legislature ~~should clarify~~ whether the RTB has authority to (1) initiate fare changes, (2) enforce sanctions against transit operators, and (3) delegate certain transit contracting responsibilities to the MTC. The Legislature should give the RTB clear authority to set transit performance standards in opt-out cities.
4. The RTB should play the lead role in clarifying responsibility for emergency service planning, transit station site planning, and quality assurance monitoring. The RTB should also clarify the roles of its advisory committees.
5. The Metropolitan Council should clarify responsibility for regional ridesharing and transportation management organization planning in its 1988 Transportation Policy Plan. The Council should also help cities plan future land use development in ways that accomodate transit.
6. Every six months, the RTB should prepare for the council a brief written summary of progress in implementing council policies.
7. Each biennium, the Metropolitan Council should prepare for the Legislature a brief summary of trends in its transportation performance measures.
8. Within one week of adopting policies or policy statements, the RTB should formally notify the Metropolitan Council's transit liaison. If there is any question about the consistency of RTB policy with council policy, the liaison should bring the matter to the council for their consideration.

ACTION PLAN

The Regional Transit Board strongly endorses the LAC recommendations that the Metropolitan Council have the authority to approve or disapprove the plans of regional rail authorities and that the RTB be authorized to participate in LRT planning throughout the region including the development of regional standards for light rail transit.

In a position statement adopted June 1, 1987, the RTB stated that:

Light rail transit can offer an efficient and cost-effective transit option in certain transportation corridors in the Twin Cities metropolitan area. Light rail transit should become an integral component of the area's coordinated transportation system (emphasis added). The RTB will take a key role in conducting or coordinating planning, engineering and financial studies that will determine the optimal circumstances for deploying light rail transit in this metropolitan area and to promote a coordinated, balanced transportation system.

This position statement reflects the board's strong belief that LRT must be fully integrated with the existing transit system in order to maximize its benefits and minimize its cost. The RTB, as the agency responsible for planning and programming other types of transit in this region, can provide valuable contributions in ensuring that coordination and integration of LRT occurs.

As part of its 1988 legislative program, the Regional Transit Board supported the repeal of the Schreiber Amendment (Minn. Statute 473.398) to eliminate any doubt about the ability of the RTB to be involved with planning decisions and to work with regional rail authorities on other potential transit corridors.

The RTB has also shown its ability to provide technical assistance in the area of light rail transit planning through its joint efforts with the Ramsey County Regional Rail Authority in the conduct of the Midway Corridor Planning Analysis. In this case, RTB staff and consultants supplied technical data and analysis to present to the Ramsey County Regional Rail Authority for its consideration in making an alignment decision for LRT in the Midway Corridor between Minneapolis and St. Paul. Staff also actively participated and presented information on this subject to Ramsey County advisory committees and also business and civic groups located in the corridor.

The RTB fully agrees with the LAC recommendations that the Legislature should (1) clarify whether the RTB has authority to initiate fare changes, (2) enforce sanctions against transit operators, and (3) delegate certain transit contracting responsibilities to the MTC, and, furthermore, should give the RTB

clear authority to set transit performance standards in opt-out cities. Each of these subjects is briefly discussed below:

- (1) Does RTB have authority to initiate fare changes? --In response to Legislative mandate, the RTB has developed fare policies and procedures. These policies and procedures state that the RTB should review the existing fare structure on a biennial basis to determine if changes are needed. It is our belief that the RTB has the authority to initiate fare changes for providers that are 100% deficit funded. As the agency responsible for funding transit operators throughout the region, the RTB is in a unique position to be able to determine the overall revenue needs of all transit operators. There may be the occasion when funding is severely limited, and that revenue enhancement through fare increases is a necessity. If it is not clear that the RTB has the authority to initiate fare changes, the RTB would have to convince a transit operator to propose those changes on its behalf. With some providers, fares are a part of the local share--the local entity, therefore, has responsibility to offset fare/revenue changes with greater local general funds.
- (2) Does RTB have the authority to enforce sanctions against transit operators? --In current contracts with providers, the RTB has established clear standards by which to evaluate provider performance. It is important the RTB has the ability to enforce sanctions against transit operators in order that these standards are taken seriously. In revising our contracts with Metro Mobility providers this year, for example, we have established a rigorous set of performance standards designed to make the program work more effectively for users.
- (3) Should the RTB delegate certain transit contract responsibilities to the MTC? --Recently, the RTB authorized the MTC to subcontract with an alternate provider to operate regular route service that had been previously offered by the MTC at a cost that exceeded the established subsidy per passenger standard of \$2.45. At the time that this action was authorized, there was a great deal of discussion among board members regarding the appropriateness of delegating this contracting authority to the MTC. Concerns expressed included whether this was an improper delegation of responsibility to the MTC and the reaction of private operators to the MTC's bidding of service. In the final analysis, the majority of the board members felt that it was important to implement this effort as a demonstration project in order to determine the ability of the MTC to offer and manage service in this manner. Based on the results of this test case, the RTB will reexamine this issue and be prepared to make more detailed recommendations on the matter after an initial evaluation.

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- (4) Clarify RTB's authority to set transit performance standards in opt-out cities --The opt-out program offers communities the opportunity to develop transit services that are responsive to their local needs. However, it is the RTB position that these services should still meet the overall performance and financial standards that will be developed by the RTB in order to ensure that the services are being provided cost-effectively throughout the metropolitan area. It is also the RTB's view that these services are subject to the RTB's fare policies and procedures and dispute resolution process.

Current fare policies include farebox recovery standards for fixed route circulator and general purpose dial-a-ride services which are types of services offered in the opt-out communities. Regional transit performance standards are in the process of being developed and it is the RTB's intent to apply these standards to opt-out communities. Some of the opt-out communities have expressed concern that the application of these standards constitutes interference with their ability to determine how these dollars should be spent. The RTB views this as an important aspect in its role to insure that transit services are provided in a cost-effective manner throughout the region.

The RTB agrees with the recommendation that we play the lead role in clarifying responsibility for emergency service planning, transit station site planning and quality assurance monitoring. In this regard, we have assigned a planner to initiate work on emergency service planning that will be completed in late 1988, and have continued our efforts to work with MN/DOT in their construction of the highway and transit elements of I-394. We have also expanded the language in the 1989 provider contracts to include more detailed performance standards that will result in higher quality, more accountable service and, in 1988, plan, as part of a regional transit coordination study, to explore options for supplementing contract administration with street supervision, spot checks as part of quality assurance monitoring.

The RTB also endorses the recommendation to clarify the role of its advisory committees. This will be accomplished in a number of ways. Currently, advisory committee updates are provided at board meetings on a periodic basis. Board members also receive copies of the minutes and agendas for the different advisory committees. It is recommended in the future that:

- o annual goals and objectives be established for each advisory committee;
- o staff provide 1-page summary to board on any actions/major issues discussed at the advisory committees; - *Encourage Board liaison to do that. (af)*
- o periodic presentations by advisory committee chairs are scheduled to the board; and that
- o the RTB explore advisory committee training and orientation opportunities for committee members and staff.

The RTB staff has been working closely with the Metropolitan Council in determining appropriate roles and responsibilities for regional ridesharing and transportation management organization planning in its 1988 Transportation Policy Plan. This is being accomplished in the following ways:

- (1) The RTB is in the final stages of conducting its Rideshare Evaluation study. As part of this effort, the role of ridesharing and the roles of each of the metro agencies is discussed and recommendations for change will be presented. The need and interest to establish transportation management organizations has important implications for ridesharing and the RTB, MTC and the Metro Council are anxious to sort out how best to coordinate these activities and responsibilities. Metro Council and MTC staff participate on the Rideshare Evaluation Project Management Team and they have been solicited for their comments on early drafts of the recommendations from this study.
- (2) As part of its review of the Transportation Policy Plan, the RTB and Metro Council have set up small staff working groups to discuss the various elements of the proposed Transportation Policy Plan. Again, ridesharing, travel demand management strategies and transportation management organizations and the relationship of each is being actively discussed.
- (3) The RTB is working closely with the Metro Council to provide technical assistance relating to transit and travel demand management matters to the newly formed I-494 transportation management organization known as Improve494. As part of this effort, specific roles and responsibilities of each of the agencies has been drafted.

As indicated above, the staffs of the Metro Council and the RTB have met several times to discuss the relationship of ridesharing, transit demand management, the Transportation Policy Plan and to review work programs and priorities as well as appropriate involvement by each agency. These discussions have also focused on other issues such as how to keep each other best informed about our activities. Suggestions such as those made by the LAC have been extremely important in these discussions. Major issues being discussed include requesting Council review of major RTB work products and providing periodic reports to the Council as to the status of our activities and how they relate to the Policy Plan. We have discussed the possibility of formalizing this process in order to set forth the expectations of both parties in this regard. Immediately, we are taking a look at the requirements set forth by the Metro Council in the Transportation Policy Plan for data reporting and analysis. Once we have a clear understanding of the types of information required for this effort, we will be in a better position to determine the frequency and nature of formal communications. We have informally agreed, however, to make periodic presentations to the Metro Council on major products (e.g. Midway Corridor Planning Analysis) and to notify the Council about newly adopted RTB policies or policy statements.

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RECOMMENDATION

That the Regional Transit Board review and provide input to the staff on the proposed actions set forth in this memorandum to respond to Legislative Audit Commission recommendations so that a final action plan can be developed for board approval at the May 16, 1988, RTB meeting.

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