



Minnesota Regional Transit
Board: Records.

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REGIONAL TRANSIT BOARD

Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101
612/292-8789

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, August 15, 1988
Mears Park Centre Chambers
4:00 p.m.

AGENDA

1. Call to Order and Roll Call
- amend. - 2. Approval of Agenda
- OK 3. Approval of Minutes of Board Meetings of July 18 and July 21, 1988
- OK 4. Appointment to Metropolitan Transit Commission
- OK 5. Taxicab Drivers Training Project
6. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE
 - A. City of Roseville New Transit Services Test Marketing Program
 - B. Approval of the 1989-1991 Transportation Improvement Program
 - C. March and April 1988 Financial Statements
 - D. Request for Proposal for Compensation Study
 - E. Receipt of Urban Mass Transportation Administration Entrepreneurial Services Program Grant
 - F. Maintenance Performance Evaluation of Metro Mobility Providers
 - G. Contract Authorization for Transit Assistance Audits
 - H. Public Information Plan
7. REPORT OF THE AD HOC COMMITTEE ON LIGHT RAIL TRANSIT
 - A. LRT Information Sheet
8. REPORT OF THE POLICY COMMITTEE
9. OTHER BUSINESS
 - A. Chairman's Report
 - B. Members' Reports
 - C. Advisory Committee Reports
 - D. Staff Reports
10. PUBLIC COMMENT

Ruth Franklin
Chair

George Isaacs
Chair

Doris Caranicas
Chair

Elliott Perovich
Chairman

An Equal Opportunity Employer

Weaver
Nichols
Bertrand
de Vries
Barton
K. Stone
Ding

Matt Patern

EK
Jan
LE
DJ
LO
CA
KC
LC
RE
HB
MK
RD
KT
TB
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REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 8/15/88

BOARD OR COMMITTEE: RTB

MEMBER NAME	PRESENT	VOTE	VOTE	VOTE	VOTE	VOTE
Chairman	✓					

Doris Caranicas	✓					

Ruth Franklin	✓					

Carole Faricy	X					

Alison Fuhr	✓					

Rochelle Graves	X					

George Isaacs	✓					

Paul Joyce	X					

Edward Kranz	X					



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Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
July 18, 1988

BOARD MEMBERS PRESENT: Ruth Franklin, Acting Chair; Doris Caranicas; Carole Faricy; George Isaacs; Paul Joyce; Ed Kranz

MEMBERS ABSENT: Rochelle Graves, Alison Fuhr, Elliott Perovich

OTHERS PRESENT: Gregory Andrews, Tom Beaver, Kathy Christopherson, Mary Fitzgerald, Ed Kouneski, Judy Hollander, Regional Transit Board Staff; Charles Weaver, legal counsel; John Capell and Tom Vida, Metropolitan Transit Commission (MTC); Bob Rossman, Amalgamated Transit Union; Dirk deVries, Emil Brandt and Karen Lyons, Metropolitan Council; Steve Bertrand; Kurt Strom, State Council on Disabilities; Leroy Marshall; Mary O'Hara Anderson and Mary Jo Nichols, Metropolitan Center for Independent Living; Greg Failor, Metropolitan Transit Commission; Matt Peterson, Morley Bus Company

The meeting was called to order by Acting Chair Ruth Franklin at 4:00 p.m. and roll was called.

Caranicas moved and Joyce seconded that the agenda be approved; the motion carried unanimously.

Caranicas moved approval of the minutes of the May 31, 1988 meeting; Faricy seconded the motion. The motion carried (Joyce abstained).

METRO MOBILITY ADMINISTRATIVE CENTER (MMAC) COMPUTER STATUS REPORT

Tom Vida reviewed the July 18 report distributed prior to the start of the meeting and said MMAC will continue to do trip verification manually until the software is developed. The intention is to print vouchers at the providers' locations. If the volume is very great, vouchers can be also be printed at the on a high speed printer at the Mobility Administrative Center office and delivered to the providers. Last week there were two days of training for providers' staffs and this week there will be a status report meeting with providers. There will be continuous effort to make everything work all the time. In eight to ten weeks the last remaining functions listed in the memo should be operational. They will continue to make software modifications and update the system. Joyce asked what caused the problems: staffing or funding? Vida said the memorandum discusses some of the problems. There was a time lag getting the old system returned and the new one in. They were very fortunate in finding this system; however, the Chicago system did not fit perfectly and the Unisys people had to make more changes than expected. In early May there were mysterious line problems between MMAC and the providers. The modems were part of the problem and some chips had to be replaced. Increasing staff or funding would not necessarily solve the problems.

In response to Kranz' question, Vida said he has been involved in Metro Mobility on and off since October 1986. Kranz said when he first joined the board there was a lot of discussion of selecting a consultant to take care of the information systems portion of the Metro Mobility service. With the restructuring there was a lot of planning activity involved and one of the major areas of concern was operation of the computer system. Vida said he was not involved in that study. Kranz asked if the major problems now being experienced are a reflection of the mistakes made then? Vida said the system that was recommended was a mistake.

Peterson said the issue is not software development, but rather how things were communicated. Most items are designed but now they have to be implemented, and it will be difficult to mesh the providers' systems with the MMAC system. This will continue to delay the system. Franklin said, depending on the system, downloading can work very well and she asked Vida to comment. He said downloading has been discussed from the beginning. The system is programmed to download, but there may be some programming to be done by the providers. The consultant has met with two providers to show them what they will be getting and to give them as much information as possible. They are now interactive. Peterson said that unless the providers have some incentive to use the system it will be a struggle. Presently they do not perceive that they get anything back.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Vice Chair Joyce reviewed the committee's report of its July 5 meeting.

REQUEST BY THE CITY OF MAPLE GROVE FOR A ONE-YEAR EXTENSION IN THE "OPT-OUT" APPLICATION DEADLINE

Joyce moved and Isaacs seconded:

That the Regional Transit Board approve a one-year extension of the July 1, 1988 deadline for submitting an application to "opt-out" of the Metropolitan Transit Commission service area for the City of Maple Grove, and that the RTB direct staff to work with the city in their assessment of transit needs.

The motion carried unanimously.

CONSULTANT CONTRACT FOR METRO MOBILITY CUSTOMER SERVICE ENHANCEMENT PROJECT

Joyce moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to enter into contract, in an amount not to exceed \$10,000, with Pine & Associates to conduct the Metro Mobility Service Enhancement Project.

Faricy said she still opposes this action because the project ought to be handled by people in the area who are on the job now.

The motion carried with Kranz and Faricy voting "no."

HANDICAPPED TRANSPORT SYSTEM METRO MOBILITY CONTRACT AMENDMENT

Joyce moved and Isaacs seconded:

That the Regional Transit Board authorize the executive director to amend the Metro Mobility contract of Handicapped Transport System (Contract No. 88/04/04-13) to designate three vehicles to be used to provide weekend service to the following communities:

Crystal	Maplewood	Roseville
Edina	Mendota	St. Anthony
Falcon Heights	Mendota Heights	St. Louis Park
Golden Valley	Minneapolis	Saint Paul
Hopkins	Newport	South Saint Paul
Lauderdale	North St. Paul	West Saint Paul
Lilydale	Richfield	
Little Canada	Robbinsdale	

REPORT OF THE POLICYT COMMITTEE

Committee Chair Caranicas said the committee has not meet since the last board meeting but will meet immediately following this board meeting.

OTHER BUSINESS

Andrews distributed a letter from Jim Nobles, the Legislative Auditor, regarding the July 21 meeting.

O'Hara Anderson responded to the discussion of the MMAC computer. Recently there was review of some of the Metro Mobility contracts provisions. There is no contractual requirement to hook up with the MMAC computer and there should be some proactive discussion, particularly since it is only 22 weeks until the start of the next legislative session.

There being no further business, Isaacs moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting was duly adjourned at 4:45 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board: _____, 1988.



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Minutes of the Special Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
July 21, 1988

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Doris Caranicas; Ruth Franklin; George Isaacs; Ed Kranz

MEMBERS ABSENT: Carole Faricy, Rochelle Graves, Alison Fuhr and Paul Joyce

OTHERS PRESENT: Gregory Andrews, Mary Fitzgerald, Judy Hollander, Ed Kouneski, Regional Transit Board Staff; Dirk deVries, Metropolitan Council Liaison to RTB; Mary O'Hara Anderson and Mary Jo Nichols, Metropolitan Center for Independent Living (MCIL); Tom Vida, Metro Mobility Administrative Center

The meeting was called to order at 4:30 p.m. and roll taken. Isaacs moved and Franklin seconded that the agenda be approved. The motion carried unanimously.

METROPOLITAN CENTER FOR INDEPENDENT LIVING PROPOSAL FOR RIDER CERTIFICATION

The chairman said staff had been directed to pursue proposals presented by people interested in improving Metro Mobility service and this proposed contract is the result. Kouneski reviewed his July 19 staff report, which proposes that the board enter into a contract with MCIL. As a result of communications between RTB and MCIL in recent months, MCIL submitted this proposal, which will be reviewed by the Transportation Handicapped Advisory Committee (THAC). THAC unanimously supported the MCIL proposal to develop a new set of eligibility criteria and a plan for recertification.

Kranz asked, regarding the Metro Mobility Administrative Center information system, if the types of trips can now be drawn from the computer system. Kouneski said totals of the various categories are available, but detailed breakdowns cannot be produced until all the providers are entering their daily trip records into the system. The system should be ready by the time the study is at midpoint.

The chairman said these issues have been very frustrating for everyone. It is critical that we get the system in operation as soon as possible because the question about whether people are using the system who should not keeps coming up. This is an important first step and RTB must work with other groups to be sure we are getting what we need. Vida said the volume of certifications has been overwhelming: last month 640 were received and the rate does not seem to be slowing down.

Isaacs said he was taken aback at the dollar figure and is concerned about the recertification plan. There is a need for analysis of what we have and, if this is adopted, where we are going, but the proposal does not address this issue. Kouneski said benchmarks have been established in the staff work. We

have baseline information that must be pulled together. The budget does not show some of the non-labor expenses such as printing costs. This is a cost-reimbursement contract. Franklin said the contract will be audited eventually and she asked if staff has received a breakdown of cost per hour and fringe benefits. In response to her questions, Kouneski said today's item deals only the certification portion of the MCIL proposal. The Legislature expects the RTB to deal with the issue of delivering service to the people the program is intended to serve.

Mary O'Hara Anderson said, in response to Isaacs' concerns, that one of the issues to be studied is whether the certification process meets the intent of the Legislature. Carancias moved and Kranz seconded:

That the Regional Transit Board authorize the executive director to enter into contract with the Metropolitan Center for Independent Living in an amount not to exceed \$62,050 to conduct a study of Metro Mobility certification issues as outlined in the work plan.

The motion carried unanimously. There being no further business, Carancias moved and Isaacs seconded that the meeting be adjourned. The motion carried unanimously. The meeting was adjourned at 4:56 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board: _____, 1988.



Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
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DATE: August 3, 1988
TO: Members of the Regional Transit Board
FROM: Mike Kuehn, Assistant to the Chair
SUBJECT: Appointment to the Metropolitan Transit Commission

ACTION REQUESTED

The Regional Transit Board is asked to nominate and vote on appointing a person to the Metropolitan Transit Commission.

BACKGROUND

The term for the position on the Metropolitan Transit Commission for a member who resides in the City of St. Paul expires on August 27. The notice of vacancy was filed with the Secretary of State's Office and all other appropriate actions were fulfilled in advertising for this position. A public hearing was held on August 1 to receive any public comments on this appointment. Only one application was received for appointment, that being from Carolyn Cochrane, the incumbent.

RECOMMENDATION

That the Regional Transit Board appoint a person to fill the expiring term on the Metropolitan Transit Commission. This term will expire on August 27, 1991.

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REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of August 1, 1988, the Administration and Finance Committee reviewed and approved the following recommendations:

ROSEVILLE NEW TRANSIT SERVICES TEST MARKETING PROGRAM

That the Regional Transit Board authorize the executive director to issue a Request for Proposal for weekday and weekend local circulation services as outlined in the staff report of July 20, 1988.

That the Regional Transit Board direct staff to work with the Metropolitan Transit Commission and North Suburban Lines on examining the feasibility of incorporating the service enhancements outlined in the July 20, 1988 staff report into their 1989 budgets.

That the Regional Transit Board direct staff to work with business and community representatives on other elements of the service plan and improvements to the Rosedale transit hub.

APPROVAL OF THE 1989-1991 TRANSPORTATION IMPROVEMENT PROGRAM

That the Regional Transit Board approve the transit section of the 1989-1991 Transportation Improvement Program for submittal to the Metropolitan Council.

MARCH AND APRIL 1988 FINANCIAL STATEMENTS

That the Regional Transit Board receive the March and April 1988 financial statements and direct that they be placed on file.

REQUEST FOR PROPOSAL FOR COMPENSATION STUDY

Staff will report at the board meeting on the availability of assistance from the State Department of Administration.

That the Regional Transit Board authorize the executive director to issue an Request for Proposal (RFP) for a compensation study at the Regional Transit Board in an amount not to exceed \$10,000.

RECEIPT OF URBAN MASS TRANSPORTATION ADMINISTRATION ENTREPRENEURIAL SERVICES PROGRAM GRANT

That the Regional Transit Board amend its 1988 budget and its inter-agency agreement with the Metropolitan Council for the purposes of accepting a \$56,000 Section 8 grant under the Urban Mass Transportation Administration's Entrepreneurial Services Program.

MAINTENANCE PERFORMANCE EVALUATION OF METRO MOBILITY PROVIDERS

That the Regional Transit Board authorize the executive director to enter into contract with LTK Management Services, Inc., to conduct a Metro Mobility maintenance performance evaluation project in an amount not to exceed \$19,400.

CONTRACT AUTHORIZATION FOR TRANSIT AUDITS

That the Regional Transit Board authorize the executive director to enter into contract with Deloitte Haskins & Sells to audit the Regional Transit Board's 1986 and 1987 transit assistance contracts with Medicine Lake Lines and North Suburban Lines in an amount not to exceed \$20,000.

PUBLIC INFORMATION PLAN

accept in concept stat.
That the Regional Transit Board ~~approve~~ the "Regional Transit Board's Public Information Plan."

Ruth Franklin
Chair

CONFERENCE, SPECIAL EVENTS, FORUMS, WORKSHOPS & PUBLIC MEETINGS

RTB Anual Transit Conference	\$5,500.
RTB Budget Public Hearing	1,500.
Senior Options Exposition-Display & Handout	1,000.
MN. Public Transit Assoc.-Assist with planning & implementation of 4 special events	6,000.
Special events to announce new transit service	6,000.
Forums or public hearings on new transit service	1,500.
News conference & media kit-new transit service	1,500.
Workshop on how to improve responses to new proposals. for new transit service	2,500.
Public Hearings-Implementation Plan	2,000.
Forum for opinion leaders-feedback on plan	1,000.
Sponsor meeting for status report on competitive service	600.
1 day seminar on ridesharing	1,500.
Hold workshop or forum at county fairs explaining RTB's role transit in particular area	5,000.
	<u>5,000.</u>
	\$34,350.

MISC.

Information Cards-RTB activities & LRT activities	350.
Letters to audience on new transit services	200.
Notify new service audience by letter for RFP	200.
Write letters to MET Council-Legislators-County & City Govts. on process & review of Implementation Plan	350.
Notify above audience about public hearings	200.
Prepare Report Summary for Govt. & Provider media to encourage coverage of Competitive Transit	500.
Report Summary for community media for Competitive Transit	500.
Letters-results of rideshare evaluation	100.
Bulletins-Produce & release changes to Metro Mo riders	1,000.
Bulletins on Metro Mo availablility at special times(holidays)	1,000.
Metro Mo. complaint cards for riders	1,500.

Metro Mo complaint cards - collect & analyze ongoing basis	\$5,000.
Bulletin-Metro Mo-finance issues	3,000.
Provide "clip art" & Metro Mo articles to agencies advocacy groups	200.
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	\$14,100.

TOTAL:

\$255,050.

Consultant:

120,300.

RTB Information Office:

134,750.



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REPORT OF THE AD HOC COMMITTEE ON LIGHT RAIL TRANSIT

At its meeting of August 4, 1988, the Ad Hoc Committee on Light Rail Transit reviewed and approved the following recommendation:

LRT INFORMATION SHEET

That the Regional Transit Board authorize the executive director to prepare and distribute request for proposals to develop a light rail transit information sheet.

George Isaacs
Chair

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DJDE END;



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DATE: August 2, 1988
TO: Regional Transit Board
SUBJECT: Report from the Providers' Advisory Committee

At the July 28, 1988, Providers' Advisory Committee meeting, Regional Transit Board staff presented the following agenda topics for information and discussion:

- the proposed 1989-1991 Transportation Improvement Program (TIP);
- the proposed 1989 RTB Capital Budget;
- proposed new transit services identified by the RTB for late 1988-1989; and
- the status of proposed Entrepreneurial Grant projects.

No action was taken by the committee.

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