



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, October 10, 1988
Mears Park Centre, Room A
4:00 p.m.

AMENDED AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes of the September 19, and September 26, 1988 Board Meetings
4. Clarification of Authority and Proposed Conditions for Financial Support for Hennepin County Light Rail Transit Patronage Forecasting and Surface Option Analysis
5. Amendment to the Regional Transit Board Bylaws Resolution No. 88-07
6. REPORT OF THE POLICY COMMITTEE Doris Caranicas,
Chair
 - A. Highway 96 Task Force Draft Study Report
 - B. Rideshare Evaluation Final Report
7. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
8. REPORT OF THE AD HOC COMMITTEE ON LIGHT RAIL TRANSIT George Isaacs,
Chair
 - A. Light Rail Vehicle Demonstration
9. OTHER BUSINESS
 - A. Chairman's Report
 - B. Members' Reports
 - C. Advisory Committee Reports
 - D. Staff Reports
10. PUBLIC COMMENTS

Elliott Perovich
Chairman

An Equal Opportunity Employer



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Doris Caranicas,
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Weaver Steve Crane
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REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 10/10/88

BOARD OR COMMITTEE: Board

MEMBER NAME	PRESENT	^{Bylaws} _{Rev.} VOTE	VOTE	VOTE	VOTE	VOTE
Chairman	✓		ye			
Doris Caranicas	✓		ye			
Ruth Franklin	✓		ye			
Carole Faricy	✓		ye			
Alison Fuhr		✓	no			
Rochelle Graves		✓	no			
George Isaacs	—					
Paul Joyce		✓	ye			
Edward Kranz		✓	no			



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Doris Caranicas,
Chair

 - A. Proposed Approach for the Development of the Regional Transit Board Implementation Plan
 - B. Rideshare Evaluation Final Report
6. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Ruth Franklin,
Chair
7. REPORT OF THE AD HOC COMMITTEE ON LIGHT RAIL TRANSIT

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Chairman



REGIONAL TRANSIT BOARD

Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
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Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
September 19, 1988

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

MEMBERS ABSENT: Paul Joyce and Ed Kranz

OTHERS PRESENT: Gregory Andrews, Judy Hollander, Edward Kouneski, Howard Blin, Randy Rosvold, Kathy Christopherson, Mary Fitzgerald, Regional Transit Board Staff; Gregory Korstad, legal counsel; Arnie Entzel, Karen Lyons and Dirk deVries, Metropolitan Council; Bob Benke, Minnesota Department of Transportation

The meeting was called to order at 4:00 p.m. and roll taken. An amended agenda had been distributed before the meeting. Caranicas moved and Fuhr seconded that the amended agenda be approved; the motion carried unanimously.

Franklin moved approval of the minutes of the September 6 meeting; Caranicas seconded the motion. The motion carried unanimously.

AMENDMENT TO THE REGIONAL TRANSIT BOARD BYLAWS

Andrews said that since the amendment was proposed to the board at the last meeting the Metropolitan Council's director of administration has informed him that it will not be possible to use the chambers on Tuesday afternoons because the Metropolitan Waste Control Commission has changed its meeting day to Tuesday. Several board members would have scheduling conflicts if the meeting day was changed to Wednesday. In discussions with Waste Control today, it appears that it may be possible to work out a schedule for Tuesdays, but no change to the Bylaws is requested at this time. At Andrews' request, Fuhr moved and Caranicas seconded:

That the regular meetings of the board be rescheduled in October as follows:

Monday, October 10, 1988
Monday, October 24, 1988

The motion carried unanimously.

Since Bob Benke had not yet arrived, discussion moved to the committee reports.

REPORT OF THE POLICY COMMITTEE

The committee had no report. Committee Chair Caranicas said the committee will meet immediately after the board meeting.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Franklin reviewed the September 6, 1988 report.

FINANCIAL STATEMENTS - MAY AND JUNE 1988

Franklin moved and Fuhr seconded:

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

The motion carried unanimously.

CONTRACT FOR TRANSIT AUDITING PROCEDURES

Franklin moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to enter into a contract with Deloitte Haskins & Sells for the development of audit procedures for Regional Transit Board transit assistance contracts in an amount not to exceed \$12,800.

The motion carried unanimously.

PROVIDER CONTRACT POLICIES

Franklin said several letters have been received from providers asking for more time to discuss the issue and she suggested that it be discussed at the next committee meeting. Franklin moved and Fuhr seconded:

That the approval of the provider contract policies dated August 31, 1988 be tabled until the Administration and Finance Committee meeting scheduled for October 10, 1988.

The motion carried unanimously.

STUDY OF REGIONAL COORDINATION AND PUBLIC INFORMATION SERVICES

Franklin moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to solicit proposals for the purpose of studying the coordination of public transit services and establishment of a transit information program in the Metropolitan Area.

The motion carried unanimously.

APPROVAL OF HASTINGS TRAC 1988 BUDGET AMENDMENT

Franklin moved and Isaacs seconded:

That the Regional Transit Board amend the Hastings TRAC 1988 contract amount from \$46,657 to \$52,523.

The motion carried unanimously.

CITY OF MAPLE GROVE REQUEST FOR CONSULTANT SERVICES TO CONDUCT A TRANSIT NEEDS ASSESSMENT

Franklin moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to enter into an agreement with the City of Maple Grove to fund consultant services to conduct a transit needs assessment in an amount not to exceed \$10,000. The RTB also directs staff to provide technical assistance to the city on this study. Both the consultant funding and staff time will be allocated from work program activity 88-13, Transit System Planning and Implementation.

Hollander explained that this is the next level of analysis and begins to study system planning and specific generators of transit needs. The motion carried unanimously.

AUTHORIZATION FOR RIDERSHIP TASK FORCE

Franklin moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to utilize \$15,000 from work activity 88-13, Transit Planning and Implementation, for a national panel of experts on the Ridership Task Force.

The motion carried unanimously.

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL ON THE I-35W TRAVEL DEMAND MANAGEMENT PLAN

Franklin moved and Fuhr seconded:

That the Regional Transit Board authorize the executive director to issue a Request for Proposal for consultant assistance on the development of an I-35W Corridor Travel Demand Management Plan in an amount not to exceed \$50,000.

The motion carried unanimously.

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL ON THE I-394 TRANSIT STATION MANAGEMENT PLAN

Franklin moved and Fuhr seconded:

That the Regional Transit Board authorize the executive director to issue a Request for Proposal for consultant assistance to develop management plans for the I-394 timed-transfer stations and transit areas of the Third Avenue Distributor garages in an amount not to exceed \$40,000. Funding for this project will come from work activity number 88-12, I-394 Planning and Implementation.

The motion carried unanimously.

RADIUS DESIGN CONTRACT AMENDMENT

Franklin moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to amend the contract with Radius Design for an additional \$5,000 and a total amount not to exceed \$16,150.

The motion carried unanimously. Fuhr said staff should prepare a recap of all the consultant contracts that are currently active. Franklin said the members have discussed this and encouraged use of consultants because the staff is so small. Caranicas added that using consultants enables the board to complete work in a timely fashion. Perovich said some of the work is very specialized and the RTB does not wish to employ the necessary specialists.

Having completed the committee report, Franklin said the next committee meeting will be October 10.

OTHER BUSINESS

REVIEW OF HENNEPIN COUNTY REGIONAL RAILROAD AUTHORITY ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) AND DRAFT SCOPING DECISION DOCUMENT

Blin said the staff report, dated September 15, had been delivered to board members because the documents were received last week and the comment period closes on September 21. Caranicas moved and Isaacs seconded:

That the Regional Transit Board transmit to the Hennepin County Regional Railroad Authority that it supports the inclusion of the four issues outlined in the September 15 staff report, which were previously addressed in the RTB's review of the Hennepin County Regional Railroad Authority Comprehensive Light Rail Transit System Plan in the Environmental Impact Statement.

The motion carried unanimously.

MEMBERS REPORTS

Isaacs said the first draft proposal for a light rail vehicle demonstration is in placed in the members' mailboxes. It is not yet known whether this is possible. A representative from UTDC has reviewed it and the issue may come before the Ad Hoc Committee on LRT on September 29.

Franklin said that on Saturday, September 17, there was a very successful opening event for the new ABC transit system in Anoka. There was a booth at Northtown Shopping Center and some vehicles were displayed. Natalie Haas Steffen was very complimentary about the RTB's staff. Franklin, in turn, said she wants to praise the Anoka County Commissioners for their enthusiastic support of transit. The week of September 18 was designated "Anoka County Transit Week" by Anoka County.

ADVISORY COMMITTEE REPORTS

Perovich said he had lunch today with Bill Hopkins, Chairman of the Transportation Handicapped Advisory Committee, which met this afternoon. He has received complaints that some committee members are not attending the meetings. The advisory committee bylaws state those members can be replaced.

SECOND LEASE AMENDMENT FOR MEARS PARK CENTRE - PROPOSED ALTERNATIVE PARKING ARRANGEMENTS

Andrews reviewed his September 19 memorandum and asked the board to authorize execution of the second amendment to the lease, incorporating the proposal framed in late August by John McDonald and the three agencies. The agencies' attorneys have drafted the amendment and McDonald has indicated agreement. In response to Faricy's question, Andrews said the Heritage Commission approved the first parking ramp design and he will check on whether the alternate design also had their approval, as well as on whether there is legal action pending against the developer. There is a Non-Disturbance Clause in the lease that requires any subsequent landlord to abide by the original terms of the contract as amended. Faricy said if the parking structure issue is not resolved soon there may be difficulty securing nearby space. Andrews said a separate interim parking agreement for space in Block L for the members' use. Fuhr moved and Isaacs seconded:

That the Regional Transit Board authorize the chairman and executive director to execute a second lease amendment with Ameritas, Inc. that is in accord with the provisions outlined in the September 14, 1988 report by David Renz.

The motion carried (Faricy abstained due to possible conflict of interest).

Andrews said he has been meeting with the state's Department of Finance, State Planning Agency and the Minnesota Department of Transportation to discuss an issues analysis paper to assist in developing the state's 1990-1991 budget. They are concerned about how transit is funded, what the funds are used for, and where additional funds would be used in the event additional funding would be available. Hollander will brief them on Planning and Programs' activities on September 19. (Graves arrived.)

Andrews and Perovich will discuss the RTB approach to the 1989 budget with the commissioners at this week's Metropolitan Transit Commission meeting.

PRESENTATION ON I-94 RECONSTRUCTION PLANS BY ROBERT BENKE, MINNESOTA DEPARTMENT OF TRANSPORTATION

Rosvold said staff will present its review of the I-94 reconstruction plans to the board in October. Benke distributed information on the reconstruction and explained the plan using aerial views of the particularly troublesome areas. Perovich said he regrets that this did not start many years ago with LRT operating on University Avenue before construction started.

There being no other business, Fuhr moved and Franklin seconded that the meeting be adjourned. The motion carried unanimously and the meeting adjourned at 5:20 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board: _____, 1988.



Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
612/292-8789

Minutes of the Special Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre, Room A
September 26, 1988

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

OTHERS PRESENT: Gregory Andrews, Tom Beaver, Mary Fitzgerald, Judy Hollander, Mike Kuehn, Ed Kouneski, Regional Transit Board Staff; Charles Weaver, legal counsel; Gary Pagel and Karen Lyons, Metropolitan Council; Steve Bertrand, Transportation Handicapped Advisory Committee; Greg Failor, Metropolitan Transit Commission; Joel Alter, Legislative Audit Commission

The meeting was called to order at 4:00 p.m. and roll taken. Kranz moved that the agenda be amended to state that the board may taken action and adding two items: 4.A., Advisory Committee for Legislative Affairs; and 4.B., Relationship with Legal Counsel and Reporting to Board. Isaacs moved approval of the agenda as amended, Faricy seconded the motion; the motion carried unanimously.

BOARD DISCUSSION OF LEGISLATIVE PROGRAM FOR 1989 SESSION

The chairman reviewed his September 20, 1988 memorandum. Kuehn distributed copies of last year's legislation and referred to Page 3, Subd. 1b., Temporary Borrowing. Representative Peter McLaughlin feels that restrictions should be added because the language is too favorable to bonding people and that three years is too long. Tom Todd has agreed to work with us to draft language similar to that used by the counties. Andrews said the authority currently rests with MTC and RTB has to pledge current revenues to support the temporary borrowing. The change would help the bonding agencies understand who is responsible. Perovich said long-term planning would not be hampered by shortening the term to 18 months. Isaacs moved:

That the Regional Transit Board direct staff to work with the House Research staff to draft satisfactory legislation to allow short-term borrowing by the Regional Transit Board.

Graves seconded the motion; the motion carried unanimously.

Andrews distributed copies of the draft 1990-1991 Biennial Budget, which must be submitted this week. RTB's capital request is \$42.5 million for the next two years. That figure includes \$8.5 million for RTB capital funds for projects such as the transit hubs. The Governor's Executive Team will make its recommendation to the governor in December. Members discussed the specific requests and asked for clarification. Joyce said the board must take a position on the acceleration of the MVET transfer. Caranicas said we must get back to the original purpose, which was use of those monies for transit. Isaacs moved:

That the RTB support, as part of its legislative program, the restoration of the Motor Vehicle Excise Tax funds to the original purpose and on the original schedule.

Franklin seconded the motion. Andrews said in last year's program the Policy Committee supported transferring a larger portion of the MVET. This action would go beyond that position. The motion carried unanimously.

The chairman said he has received a Mailgram from American Public Transit Association calling a special meeting of the Legislative Committee in Chicago on September 28 to discuss how to approach the federal cuts in transit funds. The bill is in conference committee. Failor said Congressman Sabo's office said the reduction will be 7.4 percent, or \$1.2 million in capital funds lost to MTC. President Reagan has threatened to veto the bill because of other provisions.

Joyce suggested that board members talk to Metropolitan Council members and explain the operational issues involved in the request for bus-turnarounds.

In discussing the role of RTB in light rail transit, Caranicas said that the passenger forecast study that failed last week at the Policy Committee meeting is an RTB responsibility. The provision that money is earmarked for one corridor must be changed if the issue is ridership of light rail. The study should be done now if the law allows it. Franklin said staff should determine if it would be legal to proceed. Perovich said it will be put back on an agenda. He received word that Steve Cramer meant to be a co-signer of the request to participate in the study, but it is a bigger issue than legal restriction.

Joyce said legislators are indicating that it was a mistake to take RTB and the Metro Council out of the process. Our role has to be regained this year. Isaacs said part of the package should be repeal of the Schreiber amendment and RTB should be the channel for all regional funds; it makes no sense to channel it through the Minnesota Department of Transportation. Isaacs moved:

That the Regional Transit Board approve, as part of its 1989 legislative package, a request to the Minnesota Legislature to repeal the Schreiber amendment.

Fuhr seconded the motion; the motion carried unanimously.

Isaacs moved:

That the Regional Transit Board, acting as the transit planning arm of the Metropolitan Council, be the channel for regional funds to be used for light rail transit planning, preliminary engineering and construction.

Graves seconded the motion. Speaking to the motions, Isaacs said these actions would afford the Legislature an opportunity to correct the situation since Hennepin County cannot build the system with only county tax funds. It has to be a regional project and RTB is the transit planner for the Region. An application will be made for federal funds and those requests have to go through the Metropolitan Council and the Regional Transit Board. Lyons said any federal funding requests have to go through the designated Metropolitan Planning Organization. The motion carried unanimously.

The chairman said the Metro Mobility item was suggested to us as a follow-up on what had been done on disabled parking permits, imposing a \$500 fine for falsifying information to obtain a permit. A similar fine might be imposed on medical doctors, chiropractors and special counselors who falsify information for Metro Mobility rider certification. The number of parking permits has dropped considerably since the legislation passed. Caranicas said there will be a rush on permits in December because the people who have them were not notified to renew except in the newspaper.

In response to Faricy's question, Kuehn said he would do the research with legislative people and with Weaver to discover whether a penalty would be legal. It is an administrative issue and would have a deterrent effect. Faricy said the Metro Mobility Administrative Center should be contacted and asked how much time this would take. Graves said this may not be enforceable. The court dockets are full and it may be more trouble than it is worth. Caranicas said the board should find out whether or not this is worth pursuing. Bertrand said the Metro Mobility Administrative Center is in a process of setting up new criteria and these questions may be answered in the course of it. The chairman said Representative McLaughlin wants to hold hearings on the legislative intent of the Metro Mobility program.

ADVISORY COMMITTEE FOR LEGISLATIVE AFFAIRS

Kranz said his topics are not new; each year the board passes a legislative program and some parts pass and some do not. He is suggesting that the board create an advisory committee on legislative affairs to identify and support common transit legislation. It should be made up of representatives from MTC, the Opt-Out communities, MCIL, MPTA, our board, the Metropolitan Council and ATU. The committee should represent most of the transportation issues except light rail in the Metropolitan Area and make recommendations to the board on a legislative program. The RTB could establish additional support for its lobbying efforts and identify efforts with which it disagrees in order to eliminate some of those things before session. He asked the members to comment. Regarding light rail, he would like George Isaacs to meet with rail authorities to identify items this organization can agree with going into the session. His recommendation does not include light rail.

Isaacs asked if the committee would come together and look at their own legislative roles, what we have on paper, and see what common thread runs through it, or would they generate their own legislative program and ask RTB to adopt it in whole or in part? Kranz said it could be put together. For instance, on short-term borrowing authority, someone did not like it, but if it is good for the Region, it would be well to have the group speaking together. If common goals can be identified, everyone can support them. If a proposal would create animosity, the board may not want to pursue it. Faricy said the other groups could be contacted and asked to submit their requests to the advisory committee and determine what we all have in common.

Franklin asked who would staff the committee. Kranz said the executive director could attend the meeting and a secretary would take notes. Caranicas said the logistics may be complicated. Perovich said there is a group of representatives from all these organizations and from Minnesota Public Transit Association that meets throughout the session to talk about legislative issues and how to support each other. Closer to the session it meets weekly.

Kranz said every year the board establishes a program for the session and the members are the last to know that a number of other groups are opposed to these actions. The issue of short-term borrowing keeps coming up. If the board created this group it would be better informed. Perovich asked if the group should put together a program for RTB or react to the board's program. Kranz said the advisory committee would identify common transit issues for which they would support legislation and report back to our board. The board can then take the recommendations under advisement and support or not support them. Approximately seven people would decide on issues they can support for the betterment of transit. If there are issues that trouble them, we will know that as well. The primary goal is to identify common transportation issues.

Isaacs said the idea bears looking into. It would be an ad hoc committee with a chair from the board and a staff person assigned. The committee would send a letter out asking other groups to participate. There has to be a format to make it work. Franklin said she likes the concept because there can never be enough communication; logistics is a problem. The board member on the committee would have to call the other board members to keep them informed. The staffs should already be communicating. The board must be better informed, which was why it wanted more communication with the Larkin firm. Kranz said the board representative would not call the members. The goal would be to come up with common legislation all the groups represented could support. This would be in written form and go to all the members of all the groups. Members discussed the Minnesota Good Roads coalition. There are a great many affected groups that would be left out of the advisory committee. Faricy asked if there is any kind of clearinghouse. Perovich said MPTA does a great deal in that area and the committee, of which he is a member, has been meeting throughout the summer. Anything proposed by RTB must be submitted to Minnesota State Planning Agency. When the legislation is drafted the problem areas are identified. Kuehn described the interaction between the various groups.

Graves asked if the legislative focus will be discussed at the MPTA conference and suggested it be a permanent agenda item to update everyone. Franklin said that could be part of RTB's conference in December. Perovich said this is the first year MPTA will not have a legislative panel.

Franklin said the chair of the Transportation Advisory Board created a committee of chairs of committees and Dirk deVries, the Metropolitan Council liaison, to review this issue. It has not yet held a meeting, but the idea probably originated with the Association of Metropolitan Municipalities, which was concerned that there is no one making a determination on where the money should be going. AMM feels there should be better coordination between transportation and transit issues and some recommendations might become part of the legislative package.

Isaacs said RTB's annual conference might be an opportunity to call these groups together to talk about things we have in common in a workshop. Kranz said the positive aspect of forming the advisory committee would be in developing a package; it would not be the only legislative effort. However, any number of these groups have gone to the Legislature on the opposite sides of important issues unnecessarily, for instance, on light rail topics have been confusing and personalities have played a large role. If the board does not agree, he respects their opinion.

Franklin said she is not prepared to act, but supports the concept. There should be a conference to hear what people have to say. If an ad hoc committee is formed it needs a charge and mission. Joyce said it is a good idea because the problem is communication. This gets at the things that have to be done before the session. Once session starts we are committed and then hear that others are unhappy.

Caranicas said many of these activities are already taking place and there is a danger in putting something like this together and omitting someone. The idea has merit but duplicates other activities.

Faricy said she concurs with the idea and one group session is not enough. The committee will need staffing. If the group is too big it would not work. We need to make as many preparations as possible for the session.

Perovich said it is a good idea but he does not know if an ad hoc committee is needed. There are a lot of efforts going on and somewhere groups should be pulled together that affect any transit effort and work through the process to find out what they will or will not support. It could be done but has to be done now. We need to know now whether we will have the administration against us and may need to take the leadership in finding out where others are and use that as a basis for the next few weeks. Not everyone will agree on all these issues. The scope should be broader than Kranz suggested.

Graves said the board may want to raise this at the MPTA conference and our December conference and make people aware that we will implement this next year and give them a time-certain for next fall. Faricy said it is essential to do something immediately. We may already be out of time.

Kranz said this was brought up for discussion. It is not a new topic and has been brought before the board countless times. He asked if there are any points of agreement with the regional railroad authorities. There have to be some common concerns and we have not attempted to solicit that. Isaacs said Steve Keefe has a coordinating board of rail authorities and some members are not bothering to attend. There does not seem to be a way at this point to bring them together.

REGIONAL TRANSIT BOARD RELATIONSHIP WITH LEGAL COUNSEL AND REPORTING TO BOARD

Kranz said members made it clear that the law firm would report back to the board on a regular basis on legislative activity. That did not occur. Kranz asked the board to take some action on what it expects of the law firm representing the board. It is his feeling that once the board develops a program the lawyer should report regularly. It is not in the board's interest to send members to represent the board on its legislative package. Joyce said no additional action is necessary because the board took a position last year. Kranz said he would like to know what RTB did last year; many things get bargained away during the last week of the session. Perovich said the attorney is present and should be given specific direction.

Faricy said she feels strongly that the board hired the law firm and expected to get reports. The most important ingredient is the chairman and the arrangement cannot work unless they work closely together. The chairman said he and Weaver have always worked very closely and Weaver drafted our legislation.

Last year Perovich told the board it was unwise to say publicly that a lobbyist would be hired and it angered some legislators. Board members received inaccurate information on the legislators' reaction. Graves said legislators should be reminded that the chairman acts on behalf of the board. The chairman said the board has to tell Weaver what it wants. He and Weaver will work together as they did last year when Weaver was asked to lobby for RTB.

Weaver said it is obvious that the firm's effectiveness depends on working with the chairman. He suggested that he meet with Perovich and Kuehn to develop a format on how to work together and report back to the board. Isaacs said there was supposed to be a recap session and that is one of the board members' concerns. The chairman said there was a report made at every board meeting. Weaver said they all tried to meet on Monday mornings, but sometimes people had other commitments. It is essential that they do that.

Franklin said the board wanted Weaver to lobby some people and the chairman to lobby others. Weaver said those decisions should be made now, long before the session. Kranz said he was led to believe that the RTB's lobbying effort is not always in the same direction as MTC and the board should be aware of that. The chairman said the board knew two years ago that MTC opposed our having short-term borrowing authority.

Weaver said having everyone on the same track is vital. It is a waste of time, money and effort to work so hard when another agency is going another direction. Isaacs said that if a method of operating is developed it might become part of RTB's legislative program. In response to Graves' question, the chairman said the formal motion can be made at the Policy Committee meeting.

Isaacs moved to adjourn; Faricy seconded the motion.

The chairman asked if the board would be receptive if he felt there was help available for some issues outside of the law firm. Kranz said the situation is wide open. Franklin said the board should be notified if more money must be spent. Joyce said the chairman should have flexibility. Kranz said he wishes to establish a program that would assist transportation and the chairman in achieving the goals of the board. If the chairman feels it would be better to do it alone, he would support that.

Andrews suggested that the meetings of the board be rescheduled to the second and fourth Tuesdays of each month and that the appropriate amendment be made to the Bylaws. There was general agreement with the revised schedule, which could not go into effect until November.

Vote was taken on the motion to adjourn. The motion carried unanimously and the meeting was adjourned at 6:26 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board: _____, 1988.



REGIONAL TRANSIT BOARD

Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
612/292-8789

DATE: September 29, 1988
TO: Regional Transit Board
FROM: Gregory L. Andrews, Executive Director
SUBJECT: Amendment to the Bylaws

As required, the attached resolution was presented to the board at its meeting of September 6, 1988. Notice of a proposed change to the bylaws must be presented at two meetings of the board before it can be approved by a vote of two-thirds of the members. The effect of the proposed amendment to the Regional Transit Board Bylaws is to change the regular meetings of the board to the second and fourth Tuesdays of each month.

It should be noted that meetings will have to be rescheduled when the regular date falls on an Election Day since no public meetings are held on those days.

RECOMMENDATION

That the Regional Transit Board approve Resolution No. 88-07, amending the Bylaws of the board to change the regular meeting day of the board to the second and fourth Tuesday of each month, *off 4th Tue.*

A revised set of Bylaws reflecting the amendment is attached.

GA/mff
Att.



Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
612/292-8789

RESOLUTION NO. 88-07

RESOLUTION

AMENDING THE BYLAWS
OF THE
REGIONAL TRANSIT BOARD

Paul

WHEREAS, the Regional Transit Board has adopted Bylaws dated August 6, 1984;

WHEREAS, Article VIII provides that the Bylaws may be amended upon a two-thirds vote of the members present at a regular meeting provided that notice of the proposed amendment is given to board members at the previous regular meeting of the board; and

WHEREAS, such notice has been given.

NOW, THEREFORE, BE IT RESOLVED:

That the Bylaws of the Regional Transit Board are amended so that Article II (A) reads as follows:

Article II - MEETINGS

A. DATE, PLACE AND TIME

Regular meetings of the board shall be held on the second and fourth Tuesdays of each month, except that if such meeting date is a national or state holiday, the board shall designate another date for its regular meeting. The time and place of regular board meetings shall be determined by the board chair.

Adopted this _____ day of _____, 1987.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary



Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
612/292-8789

BYLAWS

ARTICLE I - OFFICERS

A. DESIGNATION

Officers of the Regional Transit Board (hereinafter "board") shall include the chair, vice-chair, secretary, treasurer, and may include a deputy secretary and deputy treasurer.

B. DUTIES AND RESPONSIBILITIES

1. Chair

The chair is appointed by the governor and shall be governed by the provisions of applicable Minnesota law, and these Bylaws. The chair's duties include, but are not limited to, the following:

- a. Presiding at meetings of the board.
- b. Appointing all committee chairs and committee members subject to board approval.
- c. Appointing special committees subject to board approval.
- d. Organizing the work of the Board to carry out its policy decisions.
- e. Representing the Board and acting as official spokesperson where appropriate.
- f. Exercising all powers and responsibilities as provided in Minn. Stat. 473.371 to 473.394, as amended, and other applicable law.

2. Vice-Chair

The vice-chair shall be elected annually from among the board membership at the first regular meeting in January by a majority vote of the board members and shall act as chair in the chair's absence.

3. Secretary

The secretary shall be elected annually at the first regular meeting in January by a majority vote of board members. The qualifications and duties of the secretary shall be as provided in Minn. Stat. 473.141, subd. 10, as amended. The board may at any time, by resolution, appoint a deputy secretary pursuant to the provisions of Minn. Stat. 473.141, subd. 10, to serve at the pleasure of the board.

A handwritten signature in cursive script, appearing to read "Foley", is located in the upper right quadrant of the page.

4. Treasurer

The treasurer shall be elected annually from among the board membership at the first regular meeting in January by a majority of the board members. The treasurer's duties shall include those specified in Minn. Stat. 473.141, subd. 10, and the treasurer shall be responsible for cosigning preaudited disbursements of the board and for reporting various fiscal matters to the board, such as investments, bond fund status, external audits and budget status. The board may at any time, by resolution, appoint a deputy treasurer pursuant to the provisions of Minn. Stat. 473.141, subd. 10, as amended to serve at the pleasure of the board.

C. ELECTION OF OFFICERS

1. Nominating Committee

Prior to the annual election of officers, the chair shall appoint a three-member nominating committee from among the membership of the board to serve one year. The nominating committee shall prepare a written report recommending a slate of candidates for submission to board members at least seven days prior to the election meeting.

2. Election Meeting

The election of officers shall take place annually at the first meeting in January or as soon thereafter as possible following the receipt of the nominating committee's report. The terms of officers shall be effective upon election. Officers shall serve until their successors are elected.

3. Vacancies

A vacancy in the office of vice-chair, secretary or treasurer shall be filled at the earliest opportunity in accordance with the above-described procedures.

ARTICLE II - MEETINGS

A. DATE, PLACE AND TIME

Regular meetings of the board shall be held on the second and fourth Tuesdays of each month, except that if such meeting date is a national or state holiday, the board shall designate another date for its regular meeting. The time and place of regular board meetings shall be determined by the board chair.

B. CANCELLATION

Regular meetings of the board may be cancelled by a majority of the members or by the chair upon agreement by a majority of the members. Written public notice of such cancellation shall be provided at least three days in advance of the previously scheduled meeting.

C. QUORUM

A majority of board members shall constitute a quorum for the conduct of all official business, except that a quorum shall not be necessary for conducting public hearings. If a vacancy occurs, a majority of existing board members shall constitute a quorum.

D. ORDER OF BUSINESS

The business of the board shall be conducted in the following order subject to amendment by the chair or the board.

1. Approval of the agenda.
2. Approval of the minutes of previous meeting(s).
3. Petitions and communications to the board.
4. Consent list.
5. Agenda items as recommended by board committees, the chair or the executive director.
6. Other matters which may properly come before the board.
7. Reports of board officers and board members serving as board representatives to any other agency, committee or entity.
8. Invitation to interested persons in the meeting wishing to be heard on board matters not included on the agenda (optional).
9. Adjournment.

E. CONDUCT OF BUSINESS

1. Robert's Rules of Order

Board meetings and committee meetings shall be governed by Robert's Rules of Order Newly Revised to the extent such rules are not inconsistent with law or these Bylaws.

2. Suspension of Rules

Board rules may be suspended by a two-thirds vote of the members present.

3. Voting, Motions, Recording

Immediately preceding any board or committee vote and upon the request of any member, the chair or the secretary shall repeat the motion, the name of the mover, and the name of the seconder (if a second was required). The secretary shall record in a journal the vote of each member on all motions and resolutions. A voice vote is sufficient for all motions and resolutions so long as the secretary is able to accurately record the votes. If the secretary is in doubt, the chair shall request a show of hands. A roll call vote shall be taken at the

request of one or more members. There shall be no voting by secret ballot. When a roll call vote is taken, the vote of the chair shall be first called and the remaining members called in alphabetical order.

4. Committee Reports

The adoption of a committee report by the board shall have the same effect as the adoption of a motion.

5. Consent List

Routine matters over which there is no dispute may be placed by the chair on a consent list to be acted upon by the board without debate. Placement of a matter on the consent list shall be at the discretion of the chair. Any board member may request that a consent list item be removed from the consent list and referred to the appropriate committee to be considered in accordance with the provisions for normal agenda items. Upon such a request, the item(s) shall be so referred without vote or debate by the board. Any board member may abstain as to any specific item on the consent list.

F. SPECIAL MEETINGS

1. Call

Special meetings of the board may be called by the chair or any other two members of the board pursuant to Minn. Stat. 473,141, subd. 8, as amended.

2. Notice, Waiver of Notice

Except in an emergency, members shall receive written notice of special meetings. The notice shall include the date, time, place and agenda. The notice shall be sent to board members by first class mail at least three days prior to the meeting. There shall be adequate public notice of such meetings. In the event of an emergency, written notice may be waived by two-thirds of all notified board members, provided however, that reasonable attempts were made to notify all members of the board.

3. Agenda

Business at special meeting shall be limited to the subjects stated in the notice.

ARTICLE III - COMMITTEES

A. STANDING COMMITTEES

1. Designation, Membership and General Responsibilities

There shall be established the following standing committees: (1) the Administrative and Finance Committee; and (2) the Policy Committee. The board chair shall, at the first meeting in January of each year, or at such other time as the chair may deem necessary, appoint the chairs and members of standing committees, subject to board confirmation.

It shall be the purpose of the standing committees to: (1) give preliminary, but thorough, consideration to all matters coming before the board except consent list matters, (2) provide an opportunity for full public discussion of these matters, and (3) make recommendations to the full board as to the disposition of these matters. All matters referred to committee by the board shall automatically be placed on the next meeting agenda of the committee.

2. Specific Responsibilities

- a. Administrative and Finance Committee. This committee shall be responsible to the board for the management of the board's financial, physical, and staff resources, including development of an annual budget and the financial and staffing plans required by law.
- b. Policy Committee. This committee shall be responsible to the board for development of the board's interim implementation plan, legislative program, and formulation of transit policies, unless specific policy questions are referred to a special committee by the chair.
- c. Matters other than those noted in Sections a and b above may be referred to committees by motion of the board.

3. Regular and Special Meetings of Committees

The procedures as to notice, cancellation and conduct of business at regular and special committee meetings shall be the same as those for meetings of the full board. A majority of committee members shall constitute a quorum for the conduct of committee business. Board members other than those serving on the committee may attend and participate in committee debate but may not vote or be counted for purposes of making quorum, except if no quorum exists, the board chair may attend and participate as a full voting member if the chair's presence will make a quorum.

B. SPECIAL COMMITTEES OF THE BOARD

Special committees of the board may, from time to time, be appointed by the chair subject to board approval.

C. ADVISORY COMMITTEES

1. Establishment

Upon recommendation of the chair, the board may establish and appoint persons to advisory committees to assist the board in performance of its duties. To the extent not specified otherwise by law or regulation, advisory committees shall be established as follows:

- a. The chair shall recommend and the board shall review and adopt, with or without amendment, a resolution establishing the size, composition, terms and limitations on terms of office, and a

committee charge. Members of advisory committees shall be appointed by the board. Advisory committee members may be removed by the board for cause.

- b. Advisory committee members shall be selected as appropriate from interested citizens, affected individuals and interest groups, experts in appropriate fields, and public officials whose jurisdictions are affected by the subject area of such committees. The board shall publicly solicit applications for membership on all such committees.

2. Delegation of Responsibilities and Assistance

On establishing an advisory committee, the chair shall recommend and the board shall review and adopt, with or without amendment, a committee charge that shall define and govern each committee's authority, responsibilities and functions; the staff assistance to be provided by the board to such committee; and other matters appropriate for the adequate and efficient functioning of such committee. The board may thereafter from time to time by amendment revise said charge, delegate additional functions to such committees and provide additional assistance as may be needed.

Unless otherwise specifically authorized by the board, advisory committee shall operate and function pursuant to and in accordance with policies and procedures adopted by the board, including but not limited to those relating to public hearings and travel expense reimbursement. Members of advisory committees shall serve without compensation but shall be reimbursed for their reasonable expenses in accordance with board policy and Minn. Stat. 473.375, subd. 9.

ARTICLE IV - PUBLIC PARTICIPATION IN BOARD MEETINGS

A. OPEN MEETINGS

All board and committee meetings shall be open to the public, except as otherwise provided by law. Notice of meetings to be held shall be posted appropriately and distributed to the news media.

B. STANDING COMMITTEES

A major role of the standing committees is to provide for full and open public discussion of matters coming before the board. The chairs of the standing committees shall, to the extent possible, give interested parties and concerned citizens every opportunity to be heard and have questions answered about matters before the committee.

C. MEETINGS OF THE BOARD

Public participation at Board meetings relative to specific agenda items already considered by the committee should, to the extent possible, present new information not previously made available to the committee. The order of business for meeting of the full board shall include an item for general comments or questions from the public not related to specific agenda items.

ARTICLE V - STAFF

A. PERSONNEL POLICY

The board shall adopt a personnel code in conformance with the provisions of Minn. Stat. 473.141, subd. 9, as amended.

B. EXECUTIVE DIRECTOR

Upon the recommendation of the chair, the board may appoint an executive director, in accordance with such terms as it may prescribe, to serve under the supervision of the chair as the principal operating administrator for the board.

C. EXECUTIVE DUTIES

The executive director shall be responsible for the following unless the office of executive director is vacant, in which case they shall be the responsibility of the chair: the administration of the affairs and programs of the board pursuant to policies adopted by the board; supervision of the board's staff, subject to budgets, personnel policies, and administrative procedures adopted by the board and such other duties specified by law.

ARTICLE VI - FISCAL MANAGEMENT

A. FISCAL YEAR

The board's fiscal year for purposes of budgeting, accounting, auditing and fiscal reporting shall be the calendar year.

B. DESIGNATION OF DEPOSITORIES

The board shall designate one or more depositories for board funds. All monies received by the board from time to time shall be deposited in an official depository of board funds or invested in a manner authorized by law.

C. DISBURSEMENT, CHECK SIGNING PROCEDURES

All disbursements shall be by check drawn on the board depository or depositories. Prior to signing any check, the disbursement voucher shall be preaudited and certified in writing by a staff person designated by the chair as responsible to vouch for the correctness and propriety of the disbursement.

Each check shall be signed by the executive director and countersigned by the chair. If the position of executive director is, for any reason, vacant, the board shall authorize a staff person or persons to sign in the place of the executive director. If the executive director (or authorized staff person in the event of vacancy) and/or the chair is absent or otherwise unable to sign a check, checks may be signed or countersigned by the treasurer or such other staff person(s) as may be authorized by resolution to sign or countersign checks. Facsimile signatures may be used to sign and countersign checks subject to policies approved by the board.

D. PETTY CASH FUND

To facilitate prompt payment of small petty claims, there is established a petty cash fund of \$200. An advance of this principal sum is authorized to be placed in the custody of the executive director or a staff member designed by the chair, which fund when it nears depletion shall be replenished through the regular disbursement procedure. The executive director or chair may direct that the petty cash fund be maintained in the form of a demand deposit (checking) account rather than cash.

E. CONTRACT POLICY

The board shall adopt a contract policy providing procedures for review and authorization of contracts. Contracts authorized by the board shall be executed by the executive director or by the chair. If the position of executive director is vacant, the chair's designee may sign. In the event of absence or inability of the chair or executive director (or the chair's designee if the position of executive director is vacant), contracts may be executed by the treasurer or by such other person authorized by resolution to execute contracts.

F. TRAVEL POLICY

The board shall adopt a travel policy for board members and staff covering reimbursable expenses.

G. PROCUREMENT POLICY

The board shall adopt a procurement policy providing procedures for necessary purchases to carry out the board's adopted work program.

ARTICLE VII - COMPENSATION AND EXPENSES OF BOARD MEMBERS

A. CHAIR

The expense allowance and benefits of the chair shall be established by the board, not to exceed the expense allowance or benefits received by the chair of the Metropolitan Council.

B. BOARD MEMBERS

1. Board members, other than the chair, shall be reimbursed a per diem pursuant to Minn. Stat. 473.141, subd. 7, as amended, for attendance at board meetings, committee meetings, board-approved seminars, and other meetings specifically authorized by the chair.
2. Board members shall be reimbursed by reasonable expenses in connection with the performance of their duties.

ARTICLE VIII - AMENDMENT

These Bylaws may be amended by a two-thirds vote of the members present at a regular meeting of the full board, provided that written notice setting forth in detail the contents of the proposed amendment(s) was given to board members at the previous regular meeting of the full board. At least five (5) votes are necessary to amend the Bylaws.

Adopted 8/6/84
Amended 8/19/85
Amended 9/29/86



REGIONAL TRANSIT BOARD

Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
612/292-8789

REPORT OF THE POLICY COMMITTEE

At its meeting of September 19, 1988, the committee reviewed and approved the following recommendations. The Regional Transit Board is expected to take formal action on these recommendations at its meeting of October 10, 1988.

HIGHWAY 96 TASK FORCE DRAFT STUDY REPORT

That the Regional Transit Board endorse the transit strategies contained in the Draft T.H. 96 Study and direct staff to pursue follow-up activities with the communities.

RIDESHARE EVALUATION FINAL REPORT

That the Regional Transit Board accept the Rideshare Evaluation Study for the Twin Cities Metropolitan Area, and direct staff to prepare an implementation plan.

The committee discussed the following reports, but no action was needed.

- o Light Rail Transit Funding Applications Submitted to the Minnesota Department of Transportation
- o RTB Financial Support for Hennepin County Light Rail Transit Patronage Forecasting Effort and Preliminary Engineering for Light Rail Transit Surface Option in Downtown Minneapolis

The next meeting of the committee will be October 24, 1988.

Doris Caranicas
Chair

PCtoBD
RTBTX1
9/20/88



Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
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REPORT OF THE POLICY COMMITTEE

At its meeting of September 19, 1988, the committee reviewed and approved the following recommendations. The Regional Transit Board is expected to take formal action on these recommendations at its meeting of October 10, 1988.

PROPOSED APPROACH FOR THE DEVELOPMENT OF THE RTB'S IMPLEMENTATION PLAN

That the Regional Transit Board endorse the transit strategies contained in the Draft T.H. 96 Study and direct staff to pursue follow-up activities with the communities.

RIDESHARE EVALUATION FINAL REPORT

That the Regional Transit Board accept the Rideshare Evaluation Study for the Twin Cities Metropolitan Area, and direct staff to prepare an implementation plan.

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REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, Saint Paul, Minnesota 55101
292-8789

DATE: October 10, 1988

TO: Members of the Regional Transit Board

FROM: Judith G. Hollander
Director of Planning and Programs

SUBJECT: Clarification of Authority and Proposed Conditions for Financial Support for Hennepin County Light Rail Transit Patronage Forecasting and Surface Option Analysis

SUMMARY

At the September 19, 1988, Policy Committee meeting, staff recommended that the RTB provide \$413,000 in financial support to the Hennepin County Regional Railroad Authority (HCRRA) for its patronage forecasting effort and analysis of an LRT surface option in downtown Minneapolis. The board took no action on this recommendation, but did request that the authority of the board to participate in these efforts be clarified. Legal counsel will be present at today's board meeting to discuss the issue of authority. Furthermore, in this memorandum in response to concerns expressed at the Policy Committee, staff proposes specific conditions that may be appropriate for the board to consider if it chooses to participate in these two efforts.

DISCUSSION

Legal counsel will be present at today's board meeting to discuss whether the RTB has the legal authority to consider the September 7, 1988 funding request of Hennepin County Regional Railroad Authority for funding patronage forecasting studies and preliminary engineering for the surface option in downtown Minneapolis. Generally, it is the understanding of staff that the RTB is able to participate in these efforts if it is determined by the board that by doing so is consistent with its general transit planning responsibilities and necessary to carry out its review and comment responsibilities related to light rail transit. Previously, the board has indicated a need to improve patronage estimates and its support for a surface option analysis in its review of the Hennepin County Comprehensive LRT System Plan. Based on the expected legal opinion, the staff recommendation is the same as that presented at the Policy Committee meeting (see attached memorandum dated September 16, 1988).

Should the board determine that its financial participation in the patronage forecasting studies and the surface option analysis is beneficial to the RTB, it is appropriate that the board authorize the executive director to negotiate an interagency agreement with the Hennepin County Regional Railroad Authority. This interagency agreement should accomplish the following:

- o RTB staff has recommended that modifications be made to the patronage forecasting studies proposed by HCRRA that will yield information for RTB planning and program management activities and that would be useful to other county regional railroad authorities. The RTB would fully fund the cost of these modifications. The specific nature of these modifications should be clearly spelled out in the interagency agreement proposed by Hennepin County.
- o A project management team should oversee both the patronage forecasting studies and the surface option analysis. RTB should be a participant on both management teams to ensure that RTB staff has the opportunity to participate in major decisions relating to these efforts.
- o RTB staff should have the opportunity to review and comment on draft work products associated with the patronage forecasting studies and the surface option analysis. Consultant presentations should be scheduled, as appropriate, for the RTB board members.

FINDINGS AND CONCLUSIONS

- o HCRRA has requested the RTB to provide financial support for its patronage forecasting effort and analysis of an LRT surface option in downtown Minneapolis. RTB staff has recommended that the board participate in these two efforts.
- o RTB board members have expressed concern about the RTB's legislative authority to participate in these two studies and also with regard to the nature of the interagency agreement that would be prepared in conjunction with providing financial assistance.
- o Legal counsel will be present at today's meeting to clarify RTB's legislative authority to participate in these two studies.
- o Staff has outlined some conditions that would become part of the interagency agreement that would be prepared in conjunction with providing financial assistance.

ACTION REQUESTED

- (1) That the Regional Transit Board authorize the executive director to enter into an interagency agreement, consistent with the conditions identified in this memorandum, with Hennepin County Regional Railroad Authority to contribute financial support in an amount not to exceed \$361,500 for its LRT patronage forecasting/bus service planning efforts; and
- (2) That the Regional Transit Board authorize the executive director to enter into an interagency agreement, consistent with the conditions identified in this memorandum, with Hennepin County Regional Railroad Authority to contribute financial support in an amount not to exceed \$51,500 for its surface option analysis for downtown Minneapolis.

JH:jmo

REGIONAL TRANSIT BOARD

Mears Park Centre, 230 East Fifth Street, Saint Paul, Minnesota 55101
292-8789

DATE: September 16, 1988

TO: Members of the Policy Committee

FROM: Judith G. Hollan 
Director of Planning and Programs

SUBJECT: Request for RTB Financial Support for Hennepin County LRT
Patronage Forecasting Effort and Preliminary Engineering
for LRT Surface Option in Downtown Minneapolis

Summary

In a letter addressed to Elliott Perovich from Jeff Spartz dated September 7, 1988, the Hennepin County Regional Railroad Authority (HCRRA) requests the RTB to provide financial support for its LRT patronage forecasting effort and analysis of an LRT surface option in downtown Minneapolis. Staff has reviewed this request and recommends that the RTB provide \$413,000 in support of these efforts. A specific description of the HCRRA efforts, a justification for RTB involvement, and staff recommendations, including suggestions for modifications to the tasks identified by Hennepin County, are presented in this memorandum.

Background

In August, the Regional Transit Board conducted its review of the Hennepin County Comprehensive LRT System Plan. The RTB transmitted its comments to the HCRRA and the State Legislature. In a letter dated September 7, 1988, HCRRA Chairman Jeff Spartz acknowledged the RTB's review and comments, and, furthermore, requested that the RTB provide financial support for HCRRA's LRT patronage forecasting effort and preliminary engineering for an LRT surface option in downtown Minneapolis (see Attachment 1). A discussion of each of these efforts follows along with staff comments.

Discussion

LRT Patronage Forecasting and Bus Service Planning

HCRRA has included LRT patronage forecasting as a key part of its preliminary engineering work program. This task is an important activity because, as been indicated in the HCRRA work program, there has been "...growing concern that the travel demand estimating models of Minneapolis-St. Paul are not adequately tracking the transit ridership trends of the past several years." In order to improve the accuracy of these forecasts, the HCRRA proposes to use one of two demand estimation techniques. In either case, the HCRRA feels that it is necessary to conduct an on-board origin-destination survey of existing Hennepin County bus ridership, and also to develop computer network representations of both the present and future area transit networks.

Other key elements of this proposed task are:

- o to prepare ridership forecasting methodology
- o to develop feeder bus network
- o to estimate LRT ridership and design volumes
- o develop and administer non-user survey

As a result of conducting these subtasks, HCRRA and other interested parties will have a better understanding of existing ridership patterns and who would benefit from the introduction of LRT into the transit system. They will also be able to determine the extent of the shift of auto drivers to transit users and design a feeder bus network that maximizes both bus and LRT ridership. The origin-destination information collected from this effort will also be useful in conducting the downtown surface and tunnel analysis.

The proposed effort is substantial. Because the information generated from this effort will have benefits not only for LRT patronage forecasting but also for other regional transit planning and program management efforts, the HCRRA has requested that the RTB fund the total patronage forecasting effort with RTB funds. It is estimated that the cost of five of the six elements of this task would be \$493,000 (Figure A). The non-user survey is estimated to cost an additional \$80,000.

RTB staff has discussed the proposed approach and possible funding with HCRRA staff and consultants. After this discussion and based on our experience with patronage forecasting in the Midway Corridor Analysis, we concur that the work elements, as proposed by Hennepin County, are essential for producing more accurate LRT patronage forecasts and for answering many questions that have been posed by the public and the regional agencies.

Additionally, RTB staff feels that the information generated from this effort can be extremely useful to the RTB in several of its ongoing projects and continuing planning and program management efforts including the Ridership Task Force and identifying opportunities for new services or service enhancements. Another important factor is that the regional agencies are anticipating conducting an on-board survey as part of the Travel Behavior Inventory (TBI) to be done in conjunction with the 1990 census. Expanding the on-board survey proposed by Hennepin County to a regional level would mean that a survey would not have to be done in 1990.

RTB staff recommends that the RTB participate in HCRRA patronage forecasting effort, but suggests that the effort be modified to include the entire metropolitan area, rather than just Hennepin County, and that the RTB pay for the incremental cost of expanding the forecasting effort to a metro-wide level. This would mean that the origin-destination survey would be administered regionwide and that the transit computer networks would be developed for the entire region.

There are two basic approaches to consider for its participation, should the RTB elect to do so. First of all, the RTB could elect to contribute 50% (or some other share) of the proposed effort plus the incremental cost of expanding the effort regionwide and/or modifying the survey slightly to also address other information needs. This would likely mean that the RTB would develop some form of interagency agreement with Hennepin County that would establish the scope of our financial and technical participation. HCRRA would continue to lead the effort but it would be understood that the RTB would be actively involved. Alternatively, the RTB could offer to fund 100% of HCRRA'S request and any additional costs associated with RTB modifications. In this case, the RTB could directly contract with the team of consultants who have begun this work (Barton-Aschmann, R.H. Pratt and COMSIS).

Some of the advantages and disadvantages of these two approaches are as follows: (1) If the RTB contributes funds via an interagency agreement, it is able to influence the data collection and planning efforts, expending only a moderate level of staff work. If the RTB leads the effort, additional project management, administration and coordination responsibilities would be required of the staff; (2) Leading the effort would give RTB greater ability to ensure that its information and analytical needs would be met; (3) Funding this and the surface option analysis sets a precedent for RTB financial involvement which needs to be considered as other county regional railroad authorities become involved in planning and preliminary engineering.

Given these considerations, staff recommends that the RTB contribute 50% of the cost of the proposed forecasting effort plus the incremental costs associated with expanding the sample size and extending the effort regionwide. This would be done through an interagency agreement that establishes the RTB as a participant.

Surface Option Analysis in Downtown Minneapolis

In its Comprehensive LRT System Plan, Hennepin County has recommended that LRT facilities be built underground in downtown Minneapolis rather than to allow LRT to travel on surface streets. The City of Minneapolis and the Metropolitan Council have indicated a preference for the surface alternative. As indicated in the Spartz letter, HCRRA has, "consequently... decided to carry both options into preliminary engineering," although, "...the HCRRA resolution approving the preliminary engineering contract carries the provision that the City of Minneapolis pay for 50 percent of the cost to study the surface option."

The City of Minneapolis is having discussions with the county to determine if it will share in the cost of the surface option study. Additional information concerning the city's financial participation will be presented at the Policy Committee meeting. The total at-grade design study is estimated to cost \$612,000. However, HCRRA has presumed that the surface-tunnel question would be decided upon completion of Part A of Preliminary Engineering, and, therefore, the cost proposed to be shared at this point is \$206,00 (Figure B).

The RTB has an interest in ensuring that the surface option is funded and conducted as part of HCRRA's preliminary engineering since it is an option which has been supported by other public agencies and which has major implications for funding of light rail transit. In its comments to HCRRA on its LRT Comprehensive Plan, the RTB supported carrying the surface option into preliminary engineering. Staff, therefore, recommends that the RTB provide \$51,500 (25% of Part A Costs) toward this analysis. The total of RTB financial participation included in this recommendation is \$413,000 as summarized in Figure C.

Findings and Conclusions

- Hennepin County Regional Railroad Authority has requested the RTB to provide financial support for its patronage forecasting effort and analysis of an LRT surface option in downtown Minneapolis.
- RTB staff concurs that the proposed tasks associated with the forecasting and bus service planning efforts are essential for producing more accurate LRT patronage forecasts and for answering many questions that have been posed by the public and the regional agencies.
- RTB staff has further determined that relatively minor modifications to the HCRRA efforts would yield important information for RTB planning and program management activities, especially if conducted on a regionwide basis.
- There are two basic approaches to consider for RTB participation: (1) the RTB could provide for some share of the costs and an incremental amount for its suggested modifications via an interagency agreement; or (2) the RTB could fund 100% of the forecasting and bus service planning effort and directly enter into contract for this work.
- The City of Minneapolis is having discussions with the county about its financial participation in the surface option analysis. Additional information about this will be presented at the Policy Committee meeting.

Action Requested

- 1) That the Regional Transit Board enter into an appropriate interagency agreement with the Hennepin County Regional Railroad Authority to contribute financial support in an amount not to exceed \$298,000 for its LRT patronage forecasting/bus service planning efforts and surface option analysis for downtown Minneapolis; and
- 2) That also as part of this agreement, Hennepin County Regional Railroad Authority expand its forecasting efforts regionwide and increase the sample size of its survey in order to generate information that would be helpful to the RTB in its other activities. The RTB will contribute \$115,000 for these additional efforts.



REGIONAL TRANSIT BOARD

Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
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REPORT OF THE AD HOC COMMITTEE ON

LIGHT RAIL TRANSIT

At its meeting of September 29, 1988, the committee reviewed and approved the following recommendations. The Regional Transit Board is expected to take formal action on these recommendations at its meeting of October 10, 1988.

LIGHT RAIL VEHICLE DEMONSTRATION

That the Regional Transit Board approve in principle having a light rail vehicle at Lake Harriet in March 1989 as a demonstration.

The committee discussed the following reports, but no action was needed.

- o LRT Expert Panel's Comments on the Midway Corridor Analysis
- o Minnesota Department of Transportation LRT Grant Applications
- o LRT Information Pamphlet

George Isaacs,
Chair

ADtoBD
RTBTX1
9/30/88

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, Saint Paul, Minnesota 55101
292-8789

DATE: October 10, 1988
TO: Regional Transit Board
FROM: Tom Beaver, Public Information Officer 
SUBJECT: Transportation Handicapped Advisory Committee Recommendation

SUMMARY

This memorandum recommends approval for a candidate to be appointed to the Transportation Handicapped Advisory Committee (THAC) .

DISCUSSION

THAC members are appointed by the members of the RTB. THAC members serve two year terms. To be considered for membership on the committee, applicants must live or work in the RTB district from which they are appointed.

In June, Public Information Assistant, Janice Hennings, wrote and distributed media releases announcing a vacancy on THAC and to solicit interested people. From that process, no applications were received. One application was retrieved from the files. Ms. Hennings called the applicant and verified that she was still interested in a position on THAC.

Ms. Hennings then notified Board Member Isaacs about the applicant.

Board Member Isaacs is submitting the name of Rebecca Smith as a District B representative on THAC. Ms. Smith is currently working for the Northeast Day Activity Center and is a member on the Metropolitan Council's Developmental Disabilities Advisory Committee. Her application is attached to the memorandum.

The full membership of the RTB can either approve the nomination of Rebecca Smith for membership on THAC or seek a new applicant for committee membership.

RECOMMENDATION

That the Regional Transit Board approve the appointment of Rebecca Smith as a District B representative on the Transportation Handicapped Advisory Committee.



FEB 15 1987

Date 2/23/87

APPLICATION FOR REGIONAL TRANSIT BOARD ADVISORY COMMITTEE APPOINTMENT

Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101
612 292-8789

NAME: Smith Rebecca S.
last first middle
ADDRESS: 1202 Blair Ave. St. Paul 55104
street number municipality or township zip code
MAILING ADDRESS (if different from home address)

PHONE: Home 645-4622 Business 488-6844 488-0801
street number city state zip code

REGIONAL TRANSIT BOARD DISTRICT (if known) District A Works in B

APPOINTMENT PREFERENCE FOR ADVISORY COMMITTEE, TASK FORCE:
(please check)

RIDESHARE TRANSPORTATION HANDICAPPED TAXICAB

EMPLOYMENT:

Please be specific in providing beginning and ending dates for employment and membership in civic and similar organizations.

Employing firm, agency Northeast DAC Address 255 E. Roselawn Ave.
Suite 45 Maplewood, mn
Position Adult Services Director Beginning date 3/87 55117
Years with agency 1

Other work experience (optional):

Employing firm, agency Custom Contracts DAC Beginning, ending dates 4/85-3/86
St. Paul, mn
Employing firm, agency Development Wksp Beginning, ending dates 11/80-3/85
Idaho Falls, ID
Employing firm, agency Menomonie Public Sch. Beginning, ending dates 8/78-10/80
Menomonie, WI

CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES:

Organization Metro Council-Developmental Beginning, ending dates Present
Position Disabilities Advisory Committee
Organization _____ Beginning, ending dates _____
Position _____
Organization _____ Beginning, ending dates _____
Position _____

OTHER INFORMATION (Please give beginning, ending dates, if applicable.)

ADDITIONAL INFORMATION:

The following information is optional and is sought solely for the purpose of broadening citizen participation in the Regional Transit Board's decision-making process.

Sex	Political Party Preference	Race/National Origin
<input checked="" type="checkbox"/> Female	<input type="checkbox"/> Democratic-Farmer-Labor Party	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Male	<input type="checkbox"/> Independent-Republican Party of Minnesota	<input type="checkbox"/> Asian or Pacific Islander
	Other: _____ name of party	<input type="checkbox"/> Black
	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Hispanic
		<input checked="" type="checkbox"/> Caucasian
		<input type="checkbox"/> Other (specify): _____

Check if the following applies to you:

<input type="checkbox"/> 60 years of age or over	<input type="checkbox"/> Metro Mobility Rider
<input type="checkbox"/> Disabled	<input type="checkbox"/> Metro Mobility Provider

REFERENCES (optional):

A. <u>Marian Dean</u> full name	<u>Employer</u> relationship
<u>2410 Holloway Maplewood MN</u> mailing address 55109	<u>779-6261</u> phone number
B. <u>Bita Bakerzak</u> full name	<u>Professional</u> relationship
<u>950 Bremer Tower St. Paul, MN</u> mailing address 55101	<u>227-8880</u> phone number

If you have any questions, call the Regional Transit Board at 612 292-8789

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