



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, December 5, 1988
Mears Park Centre Chambers
4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes of November 21, 1988 Board Meeting
4. Appointment of Nominating Committee

5. REPORT OF THE POLICY COMMITTEE

Doris Caranicas,
Chair

6. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Ruth Franklin,
Chair

- A. 1989 Regional Transit Board Work Plan, and 1989 RTB and MTC Operating and Capital Budgets, Resolution No. 88-08
- B. RTB 1989-91 Financial Plan and 1986-91 Metropolitan Agencies Financial Advisory Committee (MAFAC) Report
- C. Hennepin County Regional Railroad Authority Urban Mass Transportation Administration (UMTA) Grant Applications
- D. Amendment to 1988 RTB Budget/Personnel Complement

7. OTHER BUSINESS

- A. Chairman's Report
- B. Members' Reports
- C. Advisory Committee Reports
- D. Staff Reports

8. PUBLIC COMMENTS

Elliott Perovich
Chairman



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

DATE: November 17, 1988
TO: Members of the Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Nominating Committee

The Regional Transit Board Bylaws require that the chairman appoint a three-person Nominating Committee to recommend a slate of candidates for the board offices of vice-chair, treasurer and secretary. The board is required to elect its officers annually at the first meeting of the year. I am, therefore, asking the following people to serve on the committee:

Paul Joyce, Chair
Doris Caranicas
Carole Faricy

The Nominating Committee will confer and submit its written report to the members seven days prior to the first meeting of the new year.

EP/mff



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Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
November 21, 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, Judy Hollander, Mike Kuehn, Ed Kouneski, Liz Carpenter, Mark Ryan, Howard Blin, Dave Jacobsen, Cindy Fish, Regional Transit Board Staff; Charles Weaver, legal counsel; Arnie Entzel, Amalgamated Transit Union; Jim Barton, Karen Lyons, Emil Brandt, Natalio Diaz and Dirk deVries, Metropolitan Council; Steve Bertrand, Transportation Handicapped Advisory Committee; Tom Vida, Christopher Gran and Greg Failor, Metropolitan Transit Commission (MTC)

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

Franklin moved approval of the minutes of the November 1, 1988 meeting; Caranicas seconded the motion. The motion carried (Fuhr abstained).

Caranicas moved and Isaacs seconded that the minutes of the meeting of November 7, 1988 be approved. The motion carried (Fuhr abstained).

REPORT OF THE POLICY COMMITTEE

Committee Chair Caranicas said the committee will meet immediately after this board meeting.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Franklin reviewed the report of the committee's November 7, 1988 meeting.

FINANCIAL STATEMENTS: AUGUST AND SEPTEMBER 1988

Franklin moved and Isaacs seconded:

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

The motion carried unanimously.

I-35W TRAVEL DEMAND MANAGEMENT PROGRAM CONSULTANT ASSISTANCE

Franklin moved and Caranicas seconded:

1. That the Regional Transit Board approve the revised scope and use of consultants and public sector resource people in the development of the I-35W Travel Demand Management Program; and
2. That the \$50,000 previously approved for consultant assistance be used to support the consultant and public sector working group to be used in the development of the I-35W Travel Demand Management Program under this revised approach.

The motion carried unanimously.

ADDITIONAL ALLOCATION OF FUNDING FOR THE MAPLE GROVE TRANSIT NEEDS ASSESSMENT

Franklin moved and Joyce seconded:

That the Regional Transit Board approve the request from the City of Maple Grove for an additional \$3,000 for the transit service needs assessment and authorize the executive director to enter into an agreement with Maple Grove to fund consultant services to conduct the assessment in an amount not to exceed \$13,000.

The motion carried unanimously.

DARTS 1988 CONTRACT AMENDMENT

Franklin moved and Caranicas seconded:

That the Regional Transit Board approve amending the DARTS 1988 contract (87/11/16-38) from \$348,968 to \$361,598.

The motion carried unanimously.

CONTRACT AWARD TO OPERATE ROSEVILLE AREA SERVICE

Franklin moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to negotiate and enter into contract with Morley Bus Company for an amount not to exceed \$716,200 to operate weekday and weekend service in the Roseville area for the period March 11, 1989 through September 10, 1990 with options to extend the contract for two additional one-year periods.

In response to a question on service hours on weekdays and on Saturdays, Ryan said the service hours are scheduled to coincide with the hours of the Rosedale Shopping Center. The motion carried unanimously.

CONTRACT AWARD FOR REGIONAL COORDINATION STUDY

Franklin moved and Fuhr seconded:

That the Regional Transit Board authorize the executive director to negotiate and enter into contract with Wells and Miller for an amount not to exceed \$65,000 to study the coordination of public transit operations and the establishment of a transit information program.

The motion carried unanimously.

AMENDMENT TO 1989 REGIONAL TRANSIT BOARD CAPITAL BUDGET

Franklin moved and Joyce seconded:

That the 1989 Regional Transit Board Capital Budget be amended to increase the level of capital funding for Scott County, the City of Hastings and Carver County, not to exceed the following amounts:

| | <u>Exurban Funds</u> | <u>State Funds</u> | <u>Total</u> |
|------------------|----------------------|--------------------|---------------|
| Scott County | | | |
| 1st Vehicle | \$ 3,200 | \$17,600 | \$20,800 |
| 2nd Vehicle | 3,200 | 0 | 3,000 |
| City of Hastings | 20,000 | 4,000 | 24,000 |
| Carver County | <u>11,363</u> | <u>6,015</u> | <u>17,378</u> |
| TOTAL | \$37,763 | \$27,615 | \$65,378 |

OTHER BUSINESS

CHAIRMAN'S REPORT

Chairman Perovich reviewed his November 8 memorandum regarding the appointment of Mimi Joan Nachman and Kurt Strom to the Metro Mobility Certification Appeals Board.

Perovich also reviewed his November 21 memorandum regarding the appointment of an Ad Hoc Committee on Agency Transportation.

MEMBERS' REPORTS

Kranz asked Andrews to report on the status of the audit reports. Andrews said Jerry Brechlin and the Deloitte Haskins & Sells representative have been at the offices of Medicine Lake Lines for the last month performing an audit through 1987. DH&S will also develop an RTB audit program, which will be finalized after December 1, 1988. Kranz asked if Medicine Lake Lines will provide the information that was requested; Mn/DOT said they did not cooperate. Andrews said there is still some disagreement on some audit procedures. Brechlin was directed to request the necessary information and Medicine Lake Lines should indicate in writing whether or not they will comply with the request.

Regarding Routes 13 and 52, Kranz asked for an update. Andrews said copies of a letter from Roger Huss of the University of Minnesota Office of Transit have been placed in the members' boxes. Huss' letter, dated November 8, announces the University's intention to bid out Routes 13 and 52. They wish to have a provider under contract effective July 1, 1989. Kranz asked what the impact will be on MTC. Andrews said there will be no impact from changes to Route 13, but our legal counsel will have to write an opinion on Route 52. Since it is regular route service the RTB will have to make an assessment.

Kranz cited legislation regarding the requirement of an assessment. RTB subsidizes Route 52 on an equal basis with the University and would have to enter into agreement with them. There was discussion of the impact on the RTB's legislative obligation since the University of Minnesota makes the decision. The chairman said the issue can be researched if the University decides to give the contract to someone other than the MTC. Kranz said the board should give more consideration to this topic before proceeding.

STAFF REPORTS

At the special Administration and Finance Committee meeting of November 28 the members will review the 1989 budget. It incorporates modifications based on the members' discussions and new information relating to provider contracts and the MTC budget. Another item will be the MAFAC report and financial plan and the Hennepin County light rail transit applications.

Andrews asked the members to turn in their reports on communications with elected officials.

Kranz asked Andrews to report to the board in writing on the MTC impact assessment and asked when to expect the report. Andrews said he will discuss the issue with counsel.

Andrews noted that a letter from the Port Authority to the Metropolitan Council Management Committee was passed out before the meeting. The letter requests approval of a lease amendment that limits the rent abatement for Mears Park Centre and that the agencies commence payment of rent. The council decided it is premature to begin negotiating a third amendment to the lease.

Applications for the controller and public information officer positions are being reviewed. Interviews will be conducted early in December.

After discussion of scheduled meetings, Fuhr moved and Joyce seconded that the meeting be adjourned. The motion carried unanimously and the meeting was adjourned at 4:40 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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REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its special meeting of November 28, 1988, the Administration and Finance Committee took the following actions. The board is expected to act on the recommendations at its meeting of December 5, 1988.

1989 REGIONAL TRANSIT BOARD WORK PLAN, AND 1989 REGIONAL TRANSIT BOARD AND METROPOLITAN TRANSIT COMMISSION (MTC) OPERATING AND CAPITAL BUDGETS, RESOLUTION NO. 88-08

That the Regional Transit Board adopt Resolution No. 88-08:

- 1) Approving the Regional Transit Board 1989 Work Program and Budget consisting of operating expenses, \$85,671,150; and capital expenses, \$2,260,178; and
- 2) Approving the Metropolitan Transit Commission 1989 budget consisting of operating expenses, \$105,138,252; debt service, \$2,476,137; and capital expenditures, \$62,370,959.

REGIONAL TRANSIT BOARD 1989-1991 FINANCIAL PLAN AND 1986-1991 METROPOLITAN AGENCIES FINANCIAL ADVISORY COMMITTEE (MAFAC) REPORT

That the Regional Transit Board approve the Financial Plan and MAFAC report for submission to the Metropolitan Council.

HENNEPIN COUNTY REGIONAL RAILROAD AUTHORITY URBAN MASS TRANSPORTATION ADMINISTRATION (UMTA) GRANT APPLICATIONS

The committee discussed the staff recommendations to approve the Hennepin County Regional Railroad Authority's grant application to UMTA for Section 8 funding for planning activities in the amount of \$2.4 million; and Section 3 funding for purchase of light rail vehicles and development of yards and shops in the amount of \$99.3 million. Staff also recommended that the 1989-1991 Transportation Improvement Program (TIP) be amended to reflect the above applications and that the Hennepin County Regional Railroad Authority be encouraged to work with other regional rail authorities to ensure that federal resources are used according to regional priorities. The motion failed on a split vote; however, at the committee chair's request, the item was placed on the board's agenda for the December 5 meeting.

AMENDMENT TO 1988 REGIONAL TRANSIT BOARD BUDGET/PERSONNEL COMPLEMENT

That the Regional Transit Board amend the personnel complement of the 1988 budget to add the position of Elderly and Disabled Specialist.

OTHER BUSINESS

The next meeting of the committee will be December 5, 1988.

Ruth Franklin
Chair

RF/mff
AFtoBD
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REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East Fifth Street
Saint Paul, Minnesota 55101

RESOLUTION NO 88-08

RESOLUTION APPROVING THE
REGIONAL TRANSIT BOARD 1989 WORK PROGRAM AND BUDGET
AND THE 1989 METROPOLITAN TRANSIT COMMISSION BUDGET

- WHEREAS, the Regional Transit Board (RTB) is required by Minnesota Statute 473.163, to prepare annually a calendar year budget; hold a public hearing on the proposed budget, submit those parts of said budget relating to capital improvements to the Metropolitan Council for approval; and adopt by resolution by December 15 of each year, a final budget; and
- WHEREAS, in accordance with Minnesota Statute 473.435, the Metropolitan Transit Commission (MTC) is also required to prepare an annual budget as prescribed by the RTB and submit it to the RTB for review and approval or disapproval, to which approval the Board may attach conditions; and
- WHEREAS, the MTC prepared a 1989 Proposed Budget and submitted it to the RTB for review and approval, and the RTB prepared a 1989 Work Program and Budget; and
- WHEREAS, the RTB reviewed the MTC 1989 Proposed Budget and RTB 1989 Work Program and Budget approving a final budget document; and
- WHEREAS, the RTB held a public hearing on August 11, 1988; and
- WHEREAS, the Metropolitan Council reviewed and approved the capital budgets on September 22, 1988, subject to conditions stated in the Metropolitan Council's approving Resolution No. 88-56, subject to conditions listed below; and
- WHEREAS, the Administration and Finance Committee of the RTB has analyzed the MTC 1989 Proposed Budget and the RTB 1989 Work Program and Budget and recommended the documents be approved, subject to certain conditions and recommendations hereinafter detailed, and resubmitted together to the Metropolitan Council pursuant to Minnesota Statute 473.163, Subd. 2, as the final 1989 Regional Transit Budget;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Regional Transit Board finds the MTC 1989 Proposed Budget to be consistent with its Implementation and Financial Plan and, therefore, grants its approval of a document consisting of operations (\$105,138,252), debt service (\$2,476,137) and capital expenditures (\$62,370,959); totaling \$169,985,348, calendar year 1989, subject to the following conditions:

- a) That the Metropolitan Council requests the Regional Transit Board to submit an Implementation Plan amendment for the Mall of America Hub that:
- explores additional cost-sharing opportunities such as off-peak use of the hub by non-public transit users;
 - maximizes public transit use, such as for I-494 circulator services and transit services from Dakota County;
 - provides an option to scale down the transit hub if the final design for the Mall of America is smaller than that previously proposed;
- b) That the RTB directs the MTC to work with the City of St. Paul, RTB, MN/DOT, and other appropriate parties to ensure the most compatible and cost-effective uses of the Lowertown and west downtown layover sites;
- c) That the RTB directs the MTC to prioritize its six proposed bus turnarounds and delay implementation of non-essential turnarounds until excess federal funding becomes available in 1992.
2. That the RTB finds the RTB 1989 Work Program and Budget to be consistent with its Implementation and Financial Plan and, therefore, approved the document totaling \$100,091,500 in estimated revenues and fund reserves, and \$85,671,150 in operating expenses, and \$2,260,178 in capital expenses.
3. That the RTB directs its Executive Director to transmit as the final approved 1989 Regional Transit Budgets, this resolution, together with a copy of the "Regional Transit Board 1989 Work Program and Budget" and the "Metropolitan Transit Commission Budget," each reflective of the totals authorized herein, to the Metropolitan Council on or before December 20, 1988, in fulfillment of the Minnesota Statute 473.163, Subd. 2 requirement that the Regional Transit Board adopt, by resolution, a 1989 calendar year budget.

Adopted this 5th day of December, 1988.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

de Vries
 Brant
 Bertrand
 K Strom
 Capell
 J. Sparty
 Korstel

Ding
 Oenzinger
 Vidu
 Gran
 Ken Strom

Arnie Etzel

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

H B
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DATE: 12/5/88

BOARD OR COMMITTEE: Board mtg - Chamber

L O
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 D. J.

| MEMBER NAME | PRESENT | VOTE | VOTE | VOTE | VOTE | VOTE |
|-----------------|---------|------|------|------|------|------|
| Chairman | | | | Y | no | |
| Doris Caranicas | ✓ | | | ✓ | yes | |
| Ruth Franklin | ✓ | | | ✓ | yes | |
| Carole Faricy | ✓ | | | Y | no | |
| Alison Fuhr | ✓ | | | Y | yes | |
| Rochelle Graves | ✓ | | | Y | yes | |
| George Isaacs | ✓ | | | Y | no | |
| Paul Joyce | ✓ | | | Y | no | |
| Edward Kranz | | | | — | yes. | |

88-08
 herro



Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101
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Handouts
12/5

REPORT OF THE POLICY COMMITTEE

At its special meeting of November 29, 1988, the Policy Committee discussed its legislative program and initiatives for the 1989 legislative session. The final report, as amended, is attached.

1989 LEGISLATIVE PROGRAM

That the Regional Transit Board approve the 1989 Legislative Program dated December 5, 1988.

No other action was taken.

Doris Caranicas
Chair

pctobd
RTBTX1



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

REGIONAL TRANSIT BOARD

1989 LEGISLATIVE PROGRAM

December 5, 1988

BACKGROUND

On September 26, 1988 a special meeting of the Regional Transit Board was held to discuss potential issues that may become part of the RTB's 1989 legislative program. At that meeting several motions were passed to incorporate specific issues into the RTB's legislative program. These actions are included in this memorandum as specific legislative issues the RTB supports. In addition, this memorandum proposes specific levels of funding requests as developed under Department of Revenue guidelines. A bonding authorization is also included based on the dollar amounts outlined in the RTB's approved Capital Plan.

DISCUSSION

The RTB's 1989 Legislative Program includes the following items which will be discussed in detail in corresponding parts to this memorandum:

1. Increase in the Motor Vehicle Excise Tax Transfer
2. Light Rail Transit Issues:
 - a. Repeal of the Schreiber Amendment
 - b. RTB Approval of State and Federal Grant Requests and LRT Comprehensive Plans and Additions and Changes to Existing Plans.
3. Financial Issues:
 - a. 1990-1991 Biennial Budget Request
 - b. Capital Bonding Authorization
 - c. Short-Term Borrowing

1. Increase in the Motor Vehicle Excise Tax (MVET) Transfer:

The RTB supports an increase in the transfer of the MVET, preferably to its original schedule and for its original purpose. The original MVET transfer was scheduled for 75-percent transfer in the 1990-91 biennium and a 100-percent transfer in FY '92. A 75-percent transfer would realize approximately \$58 million in new metro area transit dollars for the 1990-91 biennium. A transfer of additional MVET dollars would continue to address transit needs with a stable source of funding.

2. Light Rail Transit:

a. Repeal of the Schreiber Amendment

The RTB supports the repeal of the "Schreiber amendment" currently in statute. The Schreiber amendment originally restricted any governmental unit from proceeding with any activities on light rail transit (LRT). The RTB could proceed with LRT activities only on the University Avenue corridor once the Transit Service Needs Assessment was completed and the Metropolitan Council had approved the RTB's

Implementation Plan. In 1987 the Schreiber amendment was amended to remove regional railroad authorities from the prohibition. Other legislation passed in 1987 and 1988 directs the RTB to "cooperate" and "review and comment" on various LRT activities of regional railroad authorities. Since more recent legislation allows the RTB to be involved in LRT activities outside the University Avenue (Midway) corridor, the Schreiber amendment is a moot issue and should be repealed.

b. RTB Approval of State and Federal Grant Requests and LRT Comprehensive Plans and Additions and Changes to Existing Plans

As the agency with the responsibilities to coordinate and plan transit systems for the Twin Cities area, the RTB supports legislation requiring that the RTB approve and channel all state and federal dollars for any LRT projects in the region. In conjunction with this, the RTB also supports legislation that further requires that any governmental agency involved with LRT projects should submit its comprehensive plans or additions and changes to existing plans for the RTB's review and approval.

It is imperative that the development of a multi-million dollar transit system be compatible and integrated with the existing transit service on a coordinated basis. Other metropolitan areas have proven that LRT systems are only successful when they are fully integrated with the entire "family of transit" programs that are available in a region. Since the RTB is charged with the legislative authority to coordinate transit services, administers funding for all other publicly subsidized transit programs, and is the regional short- to mid-range planning agency for developing a cost-effective, well-coordinated transit system in the Twin Cities area, the RTB supports restoring its legislative authority to provide that the newest member of our "family of transit" - LRT, whoever develops it, is compatible with existing transit services to ensure that a well-integrated LRT system will be realized for our region.

3. Financial Issues:

a. 1990-91 Biennial Budget Request:

The RTB supports the FY 90-91 biennial budget request as prepared under Department of Finance directives that requests a state appropriation of \$54.884 million. This dollar amount is derived at by following the baseline budget appropriated for FY 89. Any budget change above this amount would require a "change order" to be submitted to the budget. With the passage of a transportation funding bill in 1988, the RTB received a supplemental appropriation in 1988. Most of those dollars were appropriated in FY '89. As a result, even though our budget request is at the baseline for FY '89, it still is an increase of more than \$3 million over the appropriation received for the 1988-89 biennium.

At the same time the RTB must further examine and develop public policy should more budget dollars become available with an additional MVET transfer, as to how such additional dollars would be appropriated to various projects and programs.

b. Capital Bonding Authorization:

Based on needs outlined in the RTB's Capital Plan, the RTB supports a bonding authorization request to the legislature of \$42.5 million. This bonding authorization is as follows:

* \$33.0 million to MTC

- \$14.3 million (fleet replacement)
- \$ 5.2 million (facilities)
- \$ 2.2 million (computerization)
- \$11.3 million (other needs)

* \$9.5 million to RTB

- \$1 million (1-394 facilities)
- \$4 million (transit hubs)
- \$4.5 million (provider capital needs)

With the support of this bonding authorization request, the RTB, as outlined in its Capital Plan, pledges to the legislature that it will continue to examine other methods for funding regional capital needs for transit, especially of "rolling stock," as to equity and cost-effectiveness for making capital purchases.

c. Short-Term Borrowing:

The RTB supports legislation allowing the RTB to short-term borrow for cash flow needs. Currently legislative authority to short-term borrow rests with the Metropolitan Transit Commission (MTC) with RTB approval. Since property taxes now pay the cost of about 50-percent of transit operating costs and these property tax collections come largely in two lump payments each year, the RTB's cash balance can fluctuate and could cause temporary cash balance shortages that may necessitate the need to short-term borrow.

Bond consultants have suggested that the RTB be given authority to short-term borrow because bond brokers feel more comfortable in purchasing short-term bonds if the agency who collects the tax revenue (the RTB) is also the agency that would transact short-term borrowing.



METROPOLITAN COUNCIL Mears Park Centre, 230 East Fifth Street, St. Paul, MN. 55101 612 291-6359

TRANSPORTATION ADVISORY BOARD

November 21, 1988

Steve Keefe, Chair
Metropolitan Council
Mears Park Centre
230 E. Fifth Street
St. Paul, MN 55101

Re: 1989-91 Transportation Improvement Program (TIP) (88-14) and Hennepin County Regional Railroad Authority Section 3 Capital Grant Application (88-19)

Dear Mr. Keefe:

At the November 16, 1988 meeting of the Transportation Advisory Board, the Board adopted the 1989-91 Transportation Improvement Program (TIP). The TIP is a federal requirement that must be prepared annually by the Metropolitan Planning Organization. It must identify all those highway and transit projects in the region that are scheduled for implementation during the next three years and which will receive federal funding assistance.

In a related action, the Board also added to the TIP the Hennepin County Regional Railroad Authority's Section 3 Capital Grant application to the Urban Mass Transportation Administration for \$99.2 million for the purchase of Light Rail Transit vehicles and for the development of maintenance facilities for the regional system. The Board also approved the following related resolution:

"That the Hennepin County Regional Railroad Authority seek agreement with other regional railroad authorities and regional agencies to ensure that federal resources are used according to regional priorities."

These items are forwarded to the Metropolitan Council for review and approval.

Sincerely,

Emil Brandt
Transportation Coordinator

EB: jlm

Enclosures: 1989-91 TIP (88-14)
HCRRR Section 3 Material (88-19)

cc: Alton Gasper, Chair
Transportation Advisory Board
Nacho Diaz, Manager
Transportation Division
John Rutford,
Referral Coordinator

ep read at the meeting - 12/1