



Minnesota Regional Transit
Board: Records.

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REGIONAL TRANSIT BOARD

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

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, August 21, 1989
Mears Park Centre Chambers
4:00 p.m.

AMENDED AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Board Minutes of August 7, 1989
4. Approval of Request for Proposals for the Light Rail Transit Development and Financial *Plan*
5. **REPORT OF THE COMMITTEE OF THE WHOLE**
 - A. Community Transit Planning Grant
 - B. 1989 Special Exurban Grant Approval
 - C. Nicollet Mall Shuttle Grant Application
6. **OTHER BUSINESS**
 - A. Chair's Report *Com. appoint*
 - B. Members' Reports
 - C. Staff Reports
 - D. Public Comment

Michael J. Ehrlichmann
Chair

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 8/21

BOARD OR COMMITTEE: Board

Member Name	Present	Vote	Vote	Vote	Vote
Mike Ehrlichmann			✓		
Doris Caranicas	✓		✓		
John Finley	✓		✓		
Ruth Franklin	✓		✓		
Ed Kranz	✓		✓		
Sandra Hilary	✓		✓		
Terry O'Toole	✓		✓		
Jeff Spartz	✓		✓		
Norbert Theis	excused				
Elwyn Tinklenberg	✓		✓		
Richard Wedell	✓		✓		

Visitors
Korstad Lujan
Butzel Dun
Chir

Staff
du hb ga mf, sh,
mh ch sb



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Michael J. Ehrlichmann
Chair



REGIONAL TRANSIT BOARD
Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101

Minutes of the meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
August 7, 1989

MEMBERS PRESENT: Michael Ehrlichmann, Chair; Doris Caranicas; John Finley; Ruth Franklin; Ed Kranz; Sandra Hilary; Terrance O'Toole; Jeff Spartz; Norbert Theis; Elwyn Tinklenberg; Richard Wedell

The chair called the meeting to order at 2:00 p.m. and welcomed everyone to the first meeting of the new Regional Transit Board. Roll was taken.

OATH OF OFFICE FOR NEW BOARD MEMBERS

Secretary of State Joan Grove administered the Oath of Office to the members.

The chair said we have entered into a new era in transportation and the Regional Transit Board has been given a substantial charge that will require the disciplined attention of all the members, who have been appointed to the board as a result of strong competition.

Public transportation is tremendously important in the lives of citizens of the community and the board is about to take responsibility for it in terms of planning and providing transit.

Ehrlichmann thanked representatives from the Metropolitan Council, Metropolitan Waste Control Commission; Metropolitan Transit Commission, Amalgamated Transit Union, Center for Transportation Studies, RTB's Transportation Handicapped Advisory Committee, lawmakers and legislative staff for coming to mark the occasion. He gave special thanks to the past chair and members of the board, who committed a great deal of their lives to the Regional Transit Board and helped bring this board to this point.

As the new chair, Ehrlichman said the new members have expressed their strong interest in transit and he hopes they will be willing to participate in long meetings and diligently pursue adequate transportation in this community. The challenge will demand compromise and conciliation, but ultimately the board will meet that challenge. As a person formerly dependent on public transportation, the chair said he was introduced to the special needs of the disabled. Further, he looks forward to providing some form of light rail transit to the community. Whatever the board does will have to be drawn from a consensus of many individuals and interests.

Ehrlichman noted that a memorandum had been handed out regarding committee membership, meeting schedules and election of officers. He asked that members express their preferences.

There being no other business, people were invited to tour the offices and introduce themselves to members and staff. Caranicas moved and Tinklenberg seconded that the meeting be adjourned. The motion carried unanimously and the meeting adjourned at 2:20 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board on _____, 1989.

REGIONAL TRANSIT BOARD

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

DATE: August 15, 1989
TO: Regional Transit Board
FROM: Howard Blin, RTB Planning Manager *HB*
SUBJECT: Development and Financial Plan RFP

BACKGROUND

Attached is a draft Request for Proposal (RFP) for consultant assistance in preparing an LRT Development and Financial Plan. The RFP has been developed with assistance from the Staff Committee to the Joint LRT Advisory Committee.

The proposed schedule for consultant selection is as follows:

August 21	-	RTB approves issuance of RFP
August 22	-	RFP issued
August 30	-	Proposals due
August 31 - September 4	-	Staff Committee reviews proposals
(Week of) September 4	-	Joint LRT Advisory Committee reviews staff recommendation for consultant selection
September 11 (tentative)	-	RTB approves award of contract
September 12	-	Work begins

As can be seen, the schedule for issuing the RFP and selecting a consultant is very tight. Given, however, legislatively mandated deadlines for completion of the Development and Financial Plan, it is necessary to begin work as soon as possible.

To provide consulting firms the opportunity to begin preparation of proposals prior to issuance of the RFP, the attached Notice of Upcoming RFP has been distributed.

Consultant selection will involve review of proposals by members of the Staff Committee, which will forward a recommendation to the Joint LRT Advisory Committee. The committee will recommend a consultant to the RTB.

Regional Transit Board
August 15, 1989
Page 2

RECOMMENDATION

That the Regional Transit Board authorize the executive director to issue a Request for Proposal for consultant services for completion of the Light Rail Transit Development and Financial Plan.

HB:jmo

DRAFT
REQUEST FOR PROPOSAL

for Consultant Services
on
Light Rail Transit
Development and Financial Plan

I. INTRODUCTION

A. Request for Proposal Invitation

The Regional Transit Board (RTB) invites qualified professional consulting firms with experience in light rail transit (LRT) planning and public works financing to submit proposals for consultant assistance on preparing a LRT Development and Financial Plan for the Twin Cities Metropolitan Area. This request for proposal (RFP) describes the activities requiring consultant assistance.

B. Background

In recent years, the county regional railroad authorities have conducted LRT planning and engineering studies for their respective counties. These studies are described in a following section. To ensure coordination in development of a regional LRT system, the 1989 Minnesota Legislature required the RTB to prepare a Regional LRT Plan. The legislation requires that:

The RTB shall adopt a regional LRT plan... to ensure that LRT facilities in the metropolitan area will be acquired, developed, owned, and capable of operation in an efficient, cost-effective and coordinated manner as an integrated and unified system on a multi-county basis in coordination with buses and other transportation modes and facilities. To the extent practicable, the RTB shall incorporate into its plan appropriate elements of the plans of regional railroad authorities in order to avoid duplication. (Minnesota Statutes 743.399, Subd. 1)

To assist in RTB in development of the plan, the legislation establishes a Joint LRT Advisory Committee comprised of representatives from the county regional railroad authorities, the Metropolitan Transit Commission (MTC) and the Minnesota Department of Transportation (Mn/DOT).

The Regional LRT Plan is to include two components: a Development and Financial Plan, and a Coordination Plan. These are described below:

Development and Financial Plan

To be prepared by the RTB in consultation with the Joint LRT Advisory Committee by January 1, 1990, after which the Metropolitan Council will have 45 days to review

the plan. The RTB is required to report on the Plan to the legislature by February 15, 1990. Legislative mandated elements include:

- Staging Plan
- 10-Year Development Plan, including:
 - statement of needs, objectives and priorities for LRT development
 - ridership projections
 - long term capital funding policies
- 5-Year Development Plan, including
 - policies regarding funding capital and operating costs (use of property tax for operating funds capped at 35 percent)
 - additional costs for tunnel construction
 - policies regarding facility ownership

Coordination Plan

To be prepared by the Joint LRT Advisory Committee and submitted to the RTB for approval by July 1, 1990. Legislatively mandated elements include:

- Plan for Coordination of Construction, Ownership and Operation, including:
 - coordination of vehicle specifications
 - provisions for single operator
 - coordination method if turnkey implementation used
- Development of System Standards and Specifications
- Operating and performance Standards and Specifications
- Feeder Bus and Park-and-Ride Policies, Standards and Plans
- Method for Ensuring Ongoing Coordination
- Provision for Operation by MTC

Consultant assistance identified in this RFP pertains only to those activities necessary to complete the Development and Financial Plan.

C. Status of LRT Planning and Engineering

The county regional rail authorities have completed, or are in the process of conducting, a number of LRT planning and engineering studies. As called for in the legislation, to the extent practicable, the Development and Financial Plan will incorporate appropriate elements of these studies in order to avoid duplication of effort.

The following summarizes the status of the railroad authority studies:

Hennepin County Regional Railroad Authority

- Comprehensive LRT System Plan -- completed in 1988
- Preliminary Engineering on the Phase I System -- ongoing

I-35W EIS

- The Minnesota Department of Transportation and Metropolitan Council are jointly preparing an Environmental Impact Statement (EIS) for reconstruction of I-35W which lies within the South Corridor identified for LRT implementation in the Hennepin County Comprehensive Plan. The EIS process includes investigation of LRT alternatives.

Ramsey County Regional Railroad Authority

- Draft LRT Comprehensive Plan -- completed July 1989
- Preliminary Engineering on Midway Corridor -- initiated July 1989

Anoka County Regional Railroad Authority

- Comprehensive LRT System Plan -- completed in 1989
- Preliminary engineering on Northeast Corridor -- ongoing

Dakota County Regional Railroad Authority

- LRT Comprehensive Plan -- ongoing

Washington County Regional Railroad Authority

- LRT Comprehensive Plan -- ongoing

Carver and Scott County Regional Railroad Authorities

- Propose to include LRT elements in county transportation plans

D. Roles and Responsibilities

The LRT Development and Financial Plan will involve a cooperative effort of the RTB, county regional rail authorities and other appropriate agencies. The RTB will be responsible for overall management of the Development and Financial Plan and will be the contractor for consultant services. This includes developing and issuing the RFP, overseeing the consultant selection process and managing the selected consultant's work.

The Joint LRT Advisory Committee will meet on a regular basis during the course of the study to review and provide recommendations on LRT policy and implementation alternatives. This committee will also provide a recommendation on the Development and Financial Plan prior to final RTB action on the plan.

A Staff Committee, comprised of staff members from agencies represented on the Joint LRT Advisory Committee, will meet on a regular basis during the study. This committee will review work products and advise their respective policy makers.

II. SERVICES AND PRODUCTS TO BE PROVIDED BY THE CONSULTANT

A. Scope of Work

The work tasks and anticipated products are outlined below. In preparing proposals, consultants should not limit themselves to these tasks when completing their work plan if experience suggests that elements have been overlooked, could be better defined, or are inappropriately placed in the work program.

Task 1 -- Review of LRT Plans

1.1: Previous LRT studies conducted in the region will be reviewed, with emphasis on planning and engineering studies conducted by the county regional railroad authorities. This task will involve evaluation of existing information to determine what information is currently available and identify additional information needed to complete the Development and Financial Plan. The objective will be to achieve, to the maximum extent possible, consistency in methodology and uniformity in the information used to evaluate potential corridors. It is assumed that in some corridors, it will be necessary to collect additional information. Items to be addressed include:

- Identified LRT Corridors and Preferred Alignments
- Capital Cost Estimates
- Operating Cost Estimates
- Feeder Bus Plans
- Ridership Estimates
- Identified Funding Sources

Products: Memorandum on Existing Information/Evaluation of Previous Studies

Responsibility:

Consultant:

- research previous studies and prepare memorandum
- make presentations to Staff Committee, Joint LRT Advisory Committee and RTB

RTB:

- Assist with research of previous studies and review memorandum

Staff Committee:

- Review memorandum

Timing: Draft memorandum completed by September 28, 1989.

Task 2 -- Policies and Criteria for LRT Implementation

This task will involve development of policies and criteria relating to implementation of a regional LRT System.

2.1: Policy Development

Goals and Policies for implementation of a regional LRT system will be developed. These policies will be used to guide discussions on the Development and Financial Plan. To the maximum extent possible, policies adopted by the county regional railroad authorities will form the basis for policy development. Included will be policies regarding:

- Objectives and Priorities--This will include policies on objectives for LRT implementation in relation to regional transportation policies and needs and priorities for LRT investments within the region.
- Transit Service Needs--Policies relating to integration of LRT into the regional transit system will be developed, including guidelines for feeder bus planning and LRT operations.
- Funding Capital and Operating Costs--General policies relating to sources of funding will be developed. To the maximum extent possible, these policies will attempt to integrate policies developed by the county regional railroad authorities, RTB and Metropolitan Council.
- Ownership of Facilities--Issues relating to LRT facility ownership during development and upon initiation of operations will be examined, leading to development of policy options.

Products: Memorandum on Policy Options

2.2: Corridor Evaluation Criteria

Criteria will be developed for evaluating and prioritizing corridors identified in county regional rail authority plans, leading to an implementation schedule for a regional LRT system. These criteria will consider factors such as:

- Capital Costs
- Operating costs
- Ridership
- Availability of Right-of-Way

add • Transit Passenger Miles
Products: Memorandum on Corridor Evaluation Criteria

Responsibilities:

Consultant:

- Prepare memorandum on Policy Options
- Prepare memorandum on Corridor Evaluation Criteria
- Make presentations to the Staff Committee, Joint LRT Advisory Committee and RTB

RTB:

- Assist in preparation and review of memorandum on Policy Options
- Assist in preparation and review of memorandum on Corridor Evaluation Criteria

Staff Committee:

- Review memoranda

add - Transit
Timing: Draft memoranda completed by October 12, 1989.

Task 3 -- Development Plan

A LRT development plan for a five and ten year period will be completed. Based on the corridor evaluation criteria which are developed, this will include a staging plan for LRT implementation in the various corridors.

3.1: Five-Year Staging Plan

This will include an LRT implementation schedule covering the period 1990 - 1994. Corridors will be selected for implementation during this period on the basis of the evaluation criteria developed earlier. For the selected corridors, the following information will be included:

- Corridor Definition--This will define the extent of development in the various corridors, including the general terminus for each. It is expected that detailed alignment decisions will be made during preliminary engineering activities conducted by the county railroad authorities.
- Capital Costs--Capital costs will be identified for each corridor.

- Operating Costs--Estimates of operating costs within each corridor will be prepared, both for LRT and bus system operations.
- Ridership--Estimates of ridership for each corridor will be prepared.

If an alignment below the surface elevation is selected in any corridor, the additional costs of a tunnel alignment over a surface alignment will be documented.

Products: Memorandum on Five-Year LRT Staging Plan

3.2: Ten-Year Staging Plan

This will include an LRT implementation schedule for the period 1995-1999. Information identical to that presented in the five-year staging plan will be included for each corridor.

Products: Memorandum on Ten-Year Staging Plan

3.3: Twenty-Year Staging Plan

A sketch level analysis will be performed which identifies possible LRT implementation for the period 2000 - 2010. This will describe potential corridor extensions and implementation in new corridors. Included will be estimates of capital and operating costs as well as ridership forecasts.

Products: Memorandum on Twenty-Year Staging Plan

Responsibilities:

Consultant:

- Prepare memoranda on Five, Ten and Twenty-Year Staging Plans
- Make presentations to Staff Committee, Joint LRT Advisory Committee and RTB

RTB:

- Assist in preparation and review of memoranda on staging plans

Staff Committee:

- Review memoranda on staging plans

Timing: Draft Memoranda completed by November 16, 1989

Task 4 -- Financial Plan

Based on the funding policies developed earlier, financing options and recommendations will be provided for capital and operating costs associated with the Five and Ten-Year Staging Plans.

4.1: Examination of Funding Sources

Local, regional, state and federal funding sources will be examined to finance the capital and operating costs identified in the staging plans. Financing options will be presented and a recommended financial plan developed. It is expected that multiple funding options will be prepared by the consultant, each utilizing various combinations of funding sources. These will be presented to the Joint LRT Advisory Committee and RTB.

Products: Memorandum on Financing Option
 Memorandum on Recommended Financial Plan

Responsibilities:

Consultant:

- Prepare memorandum on Financing Options
- Prepare memorandum on Recommended Financial Plan
- Make presentations to Staff Committee, Joint LRT Advisory Committee and RTB

RTB:

- Assist in preparation and review of memoranda

Staff Committee:

- Review memoranda

Timing: Draft memoranda completed by November 9, 1989

Task 5-- Public Review

Upon completion of the draft plan, the RTB will conduct a public review period during the month of December 1989. It is expected that a minimum of two public hearings will be held during this period.

Responsibilities:

Consultant:

- Make presentations at public hearings

III. PROPOSAL GUIDELINES AND SCHEDULE

A. Time Schedule

The anticipated starting date for consultant work on the LRT Development and Financial Plan is September 12, 1989. The timeline for completion of the various work elements is outlined in the RFP, with completion of the final reports by December 29, 1989.

B. Maintenance of Records and Reports

The selected consultant will be required to maintain records necessary to complete monthly reports on the contract activity which shall include the kind of service delivered, the period of time involved and the products provided.

C. Requested Proposal Content and Format

The consultant proposal is limited to ten (10) one-sided pages. Ten copies are to be submitted. Supporting documentation may be provided. The proposal should include the following information:

- Cover Letter. This should include the name and address of the lead consultant and the names of other firms or individuals participating in the proposal.
- Introduction
- Project Organization
- Work Plan and Approach
- Project Staffing.
- Experience and Qualifications. This should include experience in LRT planning and alternative analysis.
- Project Budget. Included should be person-hours per task, hourly rates, classifications, equipment and expenses.
- Project Timeline. The consultant should provide a timeline for completion of each of the work tasks and the total project.
- The proposer must demonstrate utilization of affirmative action employment policies by supplying the current composition of employees by race, ethnic group and gender. The successful firm will be required to obtain a Certificate of Compliance issued by Minnesota Department of Human Rights as required under the Minnesota Human Rights Act, Section 363.073.

D. Proposal Submission and Consultant Selection Process

1. Schedule

Requests for Proposals for the LRT Development and Financial Plan will be issued by the RTB on August 22. Proposals must be received by 4:00 p.m. on August 30. If interviews are necessary, they will be held on September 5. The selection process will be completed by September 11.

2. A maximum of \$200,000 has been budgeted for consultant assistance on this project.

3. Submission of Proposals

All proposals must be sent to:

Howard Blin, Planning Manager
Regional Transit Board
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101

Proposals must be received by no later than 4:00 p.m., August 30. Late proposals will not be accepted. Please provide ten copies of the proposal. All must contain an original signature of an authorized member of the lead firm.

4. Selection Process

The RTB will utilize a Consultant Selection Committee to review the proposals, interview the finalists and select the consultant.

5. Evaluation

The consultant will be selected based on the following evaluation criteria.

- a. Project cost detail, including person-hour commitment, billing rates, and commitment to complete the project within the proposed budget and timeline.
- b. Expressed understanding of project objectives, including issues, problems, approach and team concept.
- c. Qualifications of firm and personnel, including relevant firm experience, project team composition, management structure, qualifications and experience of key personnel and commitment of time to project.
- d. Project work plan, including comprehensive approach to proposed elements, innovative approaches, understanding of the key components and overall structure.

E. Cancellation of Solicitation

This request for proposal does not obligate the RTB to complete this project. The RTB reserves the right to cancel the solicitation if it is considered to be in its best interest and may reject any and all proposals.

The RTB also reserves the right to consider merging or combining consultants to obtain the best mix of professional services and expertise.



REGIONAL TRANSIT BOARD
Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101

REPORT OF THE COMMITTEE OF THE WHOLE

At its meeting of August 14, 1989 the committee approved the following action:

COMMUNITY TRANSIT PLANNING GRANT PROGRAM

That the Regional Transit Board authorize staff to solicit proposals from communities within the transit taxing district for the purpose of planning transit services responsive to their needs.

1989 SPECIAL EXURBAN GRANT APPROVAL

That the Regional Transit Board authorize the executive director to distribute 1989 special exurban fund grants to the following programs in an amount not to exceed:

Carver County Transportation	\$1,245
Dakota County Volunteer Transportation Program	\$527
Hastings TRAC	\$2,496
Human Services, Inc.	\$5,200
Westonka RIDES	\$1,593

CITY OF MINNEAPOLIS SECTION 3 GRANT APPLICATION FOR NICOLLET MALL SHUTTLE AND AMENDMENT TO THE 1989-1991 TRANSPORTATION IMPROVEMENT PROGRAM

That the Regional Transit Board approve the City of Minneapolis application for Urban Mass Transportation Section 3 funding for Phase I of the Nicollet Mall Shuttle project, which includes construction of the South Terminal parking ramp/bus layover facility, and Nicollet Mall improvements. and that the 1989-1991 Transportation Improvement Plan be amended accordingly.

The next meeting of the committee will be August 21, 1989.

Michael J. Ehrlichmann
Chair

Hanlon

473.404 METROPOLITAN TRANSIT COMMISSION.

Subdivision 1. Establishment. There is created a metropolitan transit commission.

Subd. 2. MEMBERSHIP. The transit commission consists of three five members appointed by the transit board. One member must be a resident of the city of Minneapolis, one must be a resident of the city of St. Paul, and one two must reside in the service area of the commission outside of Minneapolis and St. Paul, and one may reside anywhere in the metropolitan area. At least one of the members from outside of Minneapolis and St. Paul must reside in the commission's full-peak and off-peak service area, as defined for tax purposes in section 473.446. Appointments are not subject to the advice and consent of the senate.

Subd. 3. TERMS. The term of each member of the commission is three years and until a successor is appointed and qualified. The initial terms of members commence on the first day after August 1, 1984, that all three members have been appointed and qualified of the first year of a term. One member must be appointed to an initial term of one year; one to an initial term of two years; and one to an initial term of three years. The terms of members of the transit commission appointed and serving on August 1, 1984, pursuant to Minnesota Statutes 1982, section 473.141, expire on the day that the terms of members appointed pursuant to this section commence.

Subd. 4. Chair. The commission shall annually elect a member to serve as the chair of the commission for a term of one year. The chair shall preside at all meetings of the commission, if present, and shall perform all other duties assigned by the commission or by law. The chair may call special meetings of the commission.

Subd. 5. QUALIFICATION. Each member of the commission must have transit, governmental, or management experience. A member shall not during a term of office be a member of the metropolitan council, the regional transit board, the metropolitan waste control commission, the metropolitan airports commission, the metropolitan sports facilities commission, or any other independent regional commission, board, or agency, or hold any judicial office. Each member shall qualify by taking and subscribing to the oath of office prescribed by the Minnesota Constitution, article 5, section 5. The oath, duly certified by the official administering it, must be filed with the metropolitan council.

Subd. 6. Removal; vacancies. Members may be removed by the transit board only for cause in the manner specified in chapter 351. If the office of a member becomes vacant, under the conditions specified in chapter 351, the vacancy must be filled in the same manner in which the appointment to that office was made.

Subd. 7. Compensation. Each member, including the chair, must be compensated as provided for commission members in section 473.141, subdivision 7.

Subd. 8. Organization. The commission shall be organized into an operations division and an administration and operations planning division. The head of each division shall report to the chief administrator.

Subd. 9. Administration. The commission must be administered as provided in section 473.141, subdivisions 8, 9, 10, 11, 12, 13, and 14, except as otherwise provided in sections 473.404 to 473.449.

History: 1975 c 13 s 55; 1984 c 654 art 3 s 126; 1984 c 655 art 2 s 21 subd 1; 1Sp1985 c 10 s 106; 1986 c 444

8/21/89

Thank you
to Gov. Frazier (PERSONAL)
Lynn Anderson
DAN Society

August 21, 1989

Today Thomas E. Ehrlichmann announced the he was withdrawing his name for consideration as Executive Assistant to the Chair of the Regional Transit Board.

"The agenda of the Regional Transit Board is too important to allow any questions to be raised regarding the propriety of my selection as the Assistant to the Chair. Nothing should remain to cloud the important mission of developing solutions to this community's transit needs."

In response, RTB Chair Michael Ehrlichmann offered "I have every confidence that Tom would have made a remarkable contribution to the Regional Transit Board. He is a dedicated public servant. However, I understand and accept his reasons for declining this position. I wish to offer my appreciation to the Regional Transit Board members for their complete support of my choice for this position."

At present no other names have been offered in substitution for Tom Ehrlichmann.