



Minnesota Regional Transit  
Board: Records.

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## MEETING OF THE REGIONAL TRANSIT BOARD

Tuesday, September 5, 1989  
Mears Park Centre Chambers  
4:00 p.m.

### AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes:
  - A. Regional Transit Board, August 14, 1989
  - B. Committee of the Whole, August 14, 1989
  - C. Regional Transit Board, August 21, 1989
  - D. Committee of the Whole, 1989
4. A. Chair's Report
  - 1) Appointment of Liaisons to the RTBs Advisory Committees
  - 2) Special Regional Transit Board Meeting
5. Executive Director's Report
6. **REPORT OF THE COMMITTEE OF THE WHOLE**
  - A. Financial Statements - June 1989
  - B. Federal Funds for Minnesota Rideshare, Resolution No. 89-15
  - C. Review of the City of Centerville Comprehensive Plan
  - D. Environmental Assessment Worksheet (EAW) for AT&T Project in the City of Minneapolis
7. **REPORT OF THE JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE**
8. Approval of Contract for Recruitment of Light Rail Engineer
9. **OTHER BUSINESS**
  - A. Public Comment

Michael J. Ehrlichmann  
Chair

mff



**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 14, 1989

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

**MEMBERS EXCUSED:** Ed Kranz and Jeff Spartz

**OTHERS PRESENT:** Gregory L. Andrews; Ed Kouneski, Howard Blin, Len Simich, Dave Jacobson, Mike Kuehn, Randy Rosvold, Regional Transit Board Staff; Richard Chin, St. Paul Pioneer Press Dispatch; and Jeff Berquist; Natalio Diaz and Karen Lyons, Metropolitan Council

**PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE DRAFT REGIONAL TRANSIT BOARD 1990 WORK PROGRAM AND BUDGET**

The chair called the meeting to order at 4:00 p.m. and explained the procedure for conduct of the public meeting and comment. No one asked to testify and the public meeting was adjourned.

The board meeting was called to order at 4:10 p.m. Caranicas moved and Finley seconded approval of the agenda; the motion was unanimously approved.

There was concern about approving minutes for meetings not attended. Andrews said legal counsel advised that it would not be a problem. Ehrlichmann said approval does not imply any liability and it is simply a matter of getting the minutes on file.

Franklin moved and Tinklenberg seconded approval of the minutes of the meeting of July 24, 1989. Caranicas noted that the names of members attending should be corrected. With that change, the minutes were unanimously approved.

Caranicas moved and Franklin seconded approval of the minutes of the July 24, 1989 meeting of the Policy Committee. With the corrected name, the minutes were unanimously approved.

**ADOPTION OF REGIONAL TRANSIT BOARD'S FIVE-YEAR TRANSIT PLAN**

Andrews said the RTB is required by law to prepare a five-year implementation plan. This document is the result of a year-long process that involved a large number of people. It must be submitted to the Metropolitan Council by August 15. If the board prefers, staff will request that the Metropolitan Council approve a delay in submitting the plan. The chair said he and Jeff Spartz had been concerned because this board had not been involved in the development of the plan; however, there is a need to move the plan through the process. It will be transmitted with the understanding that it is subject to reevaluation or change as the board may decide in the future.

After discussion, Franklin moved and Caranicas seconded:

That the Regional Transit Board approve the RTB Five-Year Transit Plan for submittal to the Metropolitan Council for review and approval.

Finley said Ramsey County received the plan for comment from the railroad authority and responded in writing. He asked that those comments also be forwarded to the council. Blin said that will be done. The process will start again in approximately six months. State statute requires that RTB prepare a plan revision a year after the Metropolitan Council's plan is adopted and also in 1990. The chair said all comments received will be forwarded to the council.

## **OTHER BUSINESS**

### **Chair's Report**

The chair said the members' responses to the recent poll clearly indicated that the present schedule of board meetings is most convenient for the members; therefore, the meetings should continue to be held on the first and third Mondays of the month.

The annual convention of the American Public Transportation Association (APTA) will be held September 24 to September 28 in Atlanta and the chair urged all the members to attend if their schedules permit.

The board will meet on August 21. Until the chairs and members of the standing committees can be appointed, the board will operate as a committee of the whole.

### **Members' Reports**

Tinklenberg distributed the report of the Nominating Committee, dated August 14, 1989. He moved and O'Toole seconded:

That the Regional Transit Board approve the following appointments:

John T. Finley, Vice Chair  
Ruth Franklin, Treasurer  
Mary Fitzgerald, Secretary

The appointments are effective immediately.

The chair explained the tradition of recognizing the role of the staff secretary as secretary of the board. The motion was unanimously approved.

### **Staff Reports**

Andrews discussed the orientation retreat scheduled for all day on August 17.

He distributed a memorandum dated August 14 regarding the Governor's Property Tax and Local Aids Reform Plan. In response to Wedell's question, Andrews said the date of the "Truth in Taxation" hearing will be forwarded to the board when it is known.

There is a room on the seventh floor for the members' use. Mail boxes are kept there.

There being no other business, Wedell moved and Caranicas seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the board on \_\_\_\_\_, 1989.



**REGIONAL TRANSIT BOARD**

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

Minutes of the meeting of the  
**COMMITTEE OF THE WHOLE**  
Mears Park Centre Chambers  
August 14, 1989

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

**MEMBERS EXCUSED:** Ed Kranz, and Jeff Spartz

**OTHERS PRESENT:** Gregory L. Andrews, Ed Kouneski, Howard Blin, Len Simich, Dave Jacobson, Mike Kuehn, Randy Rosvold, Mary Fitzgerald, Regional Transit Board Staff; Mike Monahan and Jim Orange, City of Minneapolis; Natalio Diaz and Karen Lyons, Metropolitan Council

The chair called the meeting to order at 4:00 p.m. and roll was taken. Caranicas moved and Hilary seconded that the agenda be approved. The motion was unanimously approved.

**COMMUNITY TRANSIT PLANNING GRANT**

Andrews said this and Item 4, 1989 Special Exurban Grant Approval, are funds for various communities. Simich reviewed his staff report dated August 14, 1989. Tinklenberg moved and Hilary seconded:

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.

Wedell asked if Requests for Proposals (RFPs) will be sent out; Simich said a letter is being sent explaining the program. Wedell asked that members receive a copy of that letter. Vote was taken and the motion was unanimously approved.

**1989 SPECIAL EXURBAN GRANT APPROVAL**

Andrews said this is a request to fund special projects in exurban areas. Mayer reviewed the staff report dated August 8, 1989 and distributed a fact sheet on exurban transit services (Exhibit 1) Franklin moved and Tinklenberg seconded:

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

In response to Finley's question, Mayer said "exurban" is defined as that area outside the Transit Taxing District, but within the Seven-County Metropolitan Area. The taxing district is established by legislation.

In response to Theis' question, Andrews said the RTB levies about \$56 million in the taxing district. The 10-percent levied in the exurban area amounts to approximately \$600,000, which must be spent in that area. The motion was unanimously approved.

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

Blin reviewed his memorandum dated August 8, 1989. According to statute, the board approves all federal grant applications in the Seven-County Metropolitan Area and all the transit programs included in the Transportation Improvement Plan. Caranicas moved and Hilary seconded:

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.

Wedell asked if there is information available on fuel costs and the effect of this project on ridership. Blin said the impact on ridership has been of immediate concern since passengers will be required to transfer. The city researched it and very little negative impact is anticipated and that would be offset by positive features. Over the next few months staff will study the fuel costs; all operations and maintenance costs must be identified. Discussion ensued on the demand for downtown parking and what can be done to alleviate it. Staff will also explore the question of who should operate the service. Initially the city proposed that MTC be the operator, but that decision most properly should be made by the Regional Transit Board.

Responding to Finley's question, Ehrlichmann said this action constitutes approval of Phase I only and the project can stand on its own. This project will not compete with Hennepin County's application or any application to the Urban Mass Transportation Administration (UMTA) made by other rail authorities. Finley asked if the funding would be jeopardized if the board includes a caveat that it is not endorsing Phase II. Andrews said these are discretionary funds and the second phase must be able to stand alone as well. Given these concerns, Hilary urged RTB and MTC staff to work closely with the city's staff.

Andrews noted that the recommendation also authorizes amendment to the Transportation Improvement Program. Vote was taken; the motion was unanimously approved.

**OTHER BUSINESS**

There being no other business, Hilary moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 5:15 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Regional Transit Board: \_\_\_\_\_, 1989.



REGIONAL TRANSIT BOARD  
Mears Park Centre, 230 East 5th Street  
St. Paul, Minnesota 55101  
612/229-2700

Minutes of the meeting of the  
**REGIONAL TRANSIT BOARD**  
Mears Park Centre Chambers  
August 21, 1989

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

**MEMBERS EXCUSED:** Norbert Theis

**OTHERS PRESENT:** Gregory L. Korstad, Legal Counsel; Richard Chin, St. Paul Pioneer Press Dispatch; Arnie Entzel, Amalgamated Transit Union; Natalio Diaz and Karen Lyons, Metropolitan Council; Gregory L. Andrews; Ed Kouneski, Howard Blin, Suzanne Hanson, Mike Kuehn, Mary Fitzgerald, Regional Transit Board Staff

The meeting was called to order at 4:05 p.m. and roll was called. The chair noted that Member Theis had been excused due to earlier commitments.

Caranicas moved and Finley seconded approval of the amended agenda, which added Item 4, Approval of Request for Proposals for the Light Rail Transit Development and Financial Plan. The amended agenda was unanimously approved.

Caranicas moved and Tinklenberg seconded approval of the minutes of the August 7, 1989 meeting of the board. The motion was unanimously approved.

**APPROVAL OF REQUEST FOR PROPOSALS (RFP) FOR THE LIGHT RAIL TRANSIT DEVELOPMENT AND FINANCIAL PLAN.**

The chair noted that this item has been forwarded directly to the full board in order to start the process. The first meeting of the Joint Light Rail Advisory Committee will be on August 23. Blin reviewed his August 15 staff report, describing the RFP process. The RTB must submit its LRT development and financial plan to the Metropolitan Council on January 1, 1990 and to the Legislature on February 15, 1990. Approximately 40 to 50 engineering and planning firms throughout the United States were notified of the upcoming issuance of this RFP.

Few financial firms have expressed interest in developing the financial plan. Staff expects that the engineering firms that submit proposals will team up with a financial firm. The consultant selection committee will consist of staffs of members of the Joint Light Rail Transit Advisory Committee. Wedell moved and Tinklenberg seconded:

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.

The motion carried unanimously.

Referring to Page 6, Section 2.2, Tinklenberg moved to amend the motion adding another criteria, "Transit Passenger Miles." A passenger on the train riding a long distance would consume a greater amount of service and knowing that would be important in evaluating a corridor. There is an advantage in evaluating the effect on highways. Franklin seconded the motion.

The chair said any number of criteria can be added. It is assumed the consultant will share any information with the board and the Joint LRT Advisory Committee. Blin said origin and destination of trips is taken into account and will be part of the analysis in a general sense. After discussion, Tinklenberg said the board should ensure the information is available because it relates to one of the goals, providing a mechanism to provide an alternative to commuting on the roads. Spartz suggested that the criteria on ridership be expanded to ridership characteristics that would encompass Tinklenberg's concerns. Tinklenberg said he would be satisfied if that information is a subset. The mover and seconder withdrew their motion. Vote was taken and the motion carried unanimously.

#### **REPORT OF THE COMMITTEE OF THE WHOLE**

##### **COMMUNITY TRANSIT PLANNING GRANT PROGRAM**

On behalf of the committee, Ehrlichmann moved and Caranicas seconded:

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.

The motion was unanimously approved.

##### **1989 SPECIAL EXURBAN GRANT APPROVAL**

On behalf of the committee, Ehrlichmann moved and Franklin seconded:

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

The motion was unanimously approved.

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

On behalf of the committee, Ehrlichmann moved and Tinklenberg seconded:

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.

Spartz asked for a brief explanation of the financial parameters in Phase I and the extent of the board's commitment. Blin said approximately \$31.8 million in Urban Mass Transportation Administration funding is involved. There is no commitment for funding on the part of the Regional Transit Board. The city is applying for a grant of \$24.8 million. The chair described the discussion at the committee meeting, adding that he contacted congressional offices and there is confusion about how much money is available, but he was assured that no grants in process or contemplated would be jeopardized. The motion was unanimously approved.

### OTHER BUSINESS

#### CHAIR'S REPORT

##### Committee Chairs and Members

Ehrlichmann said that, based on a poll taken of the board, he is recommending to the board members that the following chairs and membership of the standing committees be approved. It was possible to place everyone on the committee of choice, and he thanked those who expressed no preference and permitted him to use his discretion in making the assignments. The committee chairs will contact staff to identify a time and location for the first committee meetings. At the next meeting he will announce the selection of liaisons to the board's advisory committees. Hilary moved and Caranicas seconded:

That the Regional Transit approve the following committee chairs and membership:

<u>Administration and Finance Committee</u>	<u>Policy Committee</u>
Elwyn Tinklenberg, Chair	Jeff Spartz, Chair
John T. Finley	Doris Caranicas
Ruth Franklin	Sandra Hilary
Ed Kranz	Terrance O'Toole
Richard Wedell	Norbert Theis

These appointments are effective immediately.

##### Special Assistant to the Chair

Ehrlichmann said he had been forced to bring the recommendation for the appointment of the Special Assistant to the Chair to the board precipitously; however, Thomas Ehrlichmann has withdrawn his name from consideration to avoid raising questions that might jeopardize the work of the board. The chair felt this had been a reasonable opportunity to accomplish a number of goals and he thanked the board members, including Member Theis, for their support of this selection.

### Board Members' Orientation Retreat

In light of the untimely death of Judy Hollander's father, the chair said he cancelled the retreat since Ms. Hollander is a trusted employee and must participate in that session. He expressed the members' and staff's sympathy to her and her family. The members will be polled to find a new date. Some briefings can be done at the APTA conference in Atlanta.

### Committee Process

In response to Spartz' question, Andrews said business items in the past have resulted from work done on various projects with other agencies. When the staff work is completed, he reviews it with the chair and then refers the item to the appropriate committee. Members are encouraged to discuss these assignments with the chair. The chair said at this point he will rely heavily on the staff and in the future more specific guidelines can be developed.

### Appointments to the Metropolitan Transit Commission

Kranz asked about the timetable and process on the above appointments. The chair said that just before the start of this meeting he received Carolyn Cochrane's resignation. He would prefer that all four appointments be made at one time. The application period will close on September 19. The first possible date for appointment is after September 29. He recommended that the date of the public meeting to accept statements from the applicants be September 28 with board action taken at its October 2 meeting. The members will receive a list of applicants this week with an update every week thereafter.

### **STAFF REPORTS**

Andrews said the Bylaws require that the board meet on the first and third Mondays of the month. Since Labor Day is on the first Monday in September, the board will meet on Tuesday, September 5.

Notebooks containing RTB background information have been assembled.

There being no further business, Spartz moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Regional Transit Board: \_\_\_\_\_, 1989



REGIONAL TRANSIT BOARD  
Mears Park Centre, 230 East 5th Street  
St. Paul, Minnesota 55101  
612/229-2700

Minutes of the meeting of the  
**COMMITTEE OF THE WHOLE**  
Mears Park Centre Chambers  
August 21, 1989

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

**MEMBERS EXCUSED:** Norbert Theis

**OTHERS PRESENT:** Gregory L. Korstad, Legal Counsel; Arnie Entzel, Amalgamated Transit Union; Natalio Diaz and Karen Lyons, Metropolitan Council; Gregory L. Andrews; Dale Ulrich; Ed Kouneski, Howard Blin, Suzanne Hanson, Mike Kuehn, Mary Fitzgerald, Regional Transit Board Staff

The meeting was called to order at 5:00 p.m. and roll was called.

Caranicas moved and Finley seconded approval of the agenda, as amended to delete Approval of Request for Proposals for the Light Rail Transit Development and Financial Plan. The amended agenda was unanimously approved.

#### **FINANCIAL STATEMENTS - JUNE 1989**

Ulrich reviewed the financial statements. The investment policy and its statutory requirements were explained. Investment decisions are made by staff. In response to Hilary's question on the new arbitrage rulings, Ulrich said all new bonding is done for the RTB by the Metropolitan Council. Caranicas moved and Franklin seconded:

That the Regional Transit Board receive the June 1989 financial statements and direct that they be placed on file.

The motion was unanimously approved.

#### **FEDERAL FUNDS FOR MINNESOTA RIDESHARE, RESOLUTION NO. 89-15**

Kouneski reviewed Cyndie Mayer's August 14 staff report. Hilary moved and Caranicas seconded:

That the Regional Transit Board approve Resolution No. 89-15, authorizing the executive director to enter into agreement with the Minnesota Department of Transportation for federal funding participation in Minnesota Rideshare Program in an amount not to exceed \$362,000.

The chair commented that the members should also be briefed on the RTB Rideshare Program. the motion was unanimously approved.

**REVIEW OF THE CITY OF CENTERVILLE COMPREHENSIVE PLAN**

Simich reviewed his August 15, 1989 staff report. Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board transmit to the City of Centerville and the Metropolitan Council that after review of the Centerville Comprehensive Plan amendment, it finds that the amendment will have no significant impacts on transit.

The motion was unanimously approved.

**ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) FOR AT&T PROJECT IN THE CITY OF MINNEAPOLIS**

Blin reviewed Randy Rosvold's August 15 staff report. In response to Spartz' question, he said the comments of the Regional Transit Board and the Metropolitan Council are taken very seriously by the Environmental Quality Board. Spartz moved and Caranicas seconded

That the Regional Transit Board notify the City of Minneapolis that it has completed its review of the Environmental Assessment Worksheet (EAW) for the AT&T office tower. Furthermore, the Regional Transit Board transmits the comments contained in its August 15, 1989 staff report to the City of Minneapolis. The Regional Transit Boards review supports the need for an Environmental Impact Statement to further examine impacts on transportation and transit caused by the additional daily projected traffic volumes to be generated by this development.

The motion was unanimously approved.

Spartz commented that it is apparent that certain areas of the Metropolitan Area are developing at such a rate that they will place an intolerable strain on the transit system. We are losing ground in making improvements to the infrastructure. He asked if it is within the board's authority to discuss this issue. Ehrlichmann said it is certainly within the board's purview and the chair of the Policy Committee is responsible for issuing an invitation to the council members.

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

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Regional Transit Board: \_\_\_\_\_, 1989.

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 9/5

BOARD OR COMMITTEE: 89-15

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

Visitors

Staff

de Vries     John Evans

SH     GA

Weaver     Brantt

DC     JH

Estygel     Taylor

EK

Brimmer     Blein

S. Wilson



REGIONAL TRANSIT BOARD

Mears Park Centre,  
230 East 5th Street  
St. Paul, Minnesota 55101  
612/229-2700

**REPORT OF THE COMMITTEE OF THE WHOLE**

At its meeting of August 21, 1989 the committee approved the following action:

**FINANCIAL STATEMENTS - JUNE 1989 -**

That the Regional Transit Board receive the June 1989 financial statements and direct that they be placed on file.

**FEDERAL FUNDS FOR MINNESOTA RIDESHARE, RESOLUTION NO. 89-15**

That the Regional Transit Board approve Resolution No. 89-15, authorizing the executive director to enter into agreement with the Minnesota Department of Transportation for federal funding participation in Minnesota Rideshare Program in an amount not to exceed \$362,000.

**REVIEW OF THE CITY OF CENTERVILLE COMPREHENSIVE PLAN**

That the Regional Transit Board notify the Metropolitan Council that it has completed its review of the City of Centerville Comprehensive Plan Amendment and determined that the amendment would have no significant impact on transit services.

**ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) FOR AT&T PROJECT IN THE CITY OF MINNEAPOLIS**

That the Regional Transit Board notify the City of Minneapolis that it has completed its review of the Environmental Assessment Worksheet (EAW) for the AT&T office tower. Furthermore, the Regional Transit Board transmits the comments contained in its August 15, 1989 staff report to the City of Minneapolis. The Regional Transit Boards review supports the need for an Environmental Impact Statement to further examine impacts on transportation and transit caused by the additional daily projected traffic volumes to be generated by this development.

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

Michael J. Ehrlichmann  
Chair

mff

## REGIONAL TRANSIT BOARD

230 E. Fifth Street, St. Paul, Minnesota 55101  
(612) 292-8789

**DATE:** September 5, 1989  
**TO:** Chairman and Members of the Regional Transit Board  
**FROM:** Gregory L. Andrews, Executive Director  
**SUBJECT:** Recruitment of Manager of Light Rail Development

### SUMMARY

The Board is requested to authorize the Executive Director to contract with Sathe and Associates to recruit a Manager of Light Rail Development for a fixed fee of \$16,000.

### BACKGROUND

During the past two years, the Regional Transit Board (RTB) has included in the personnel budget a light rail engineer position. In order to fill that position, we have recruited nationally through trade publications as well as regional newspapers. The position description stressed demonstrated experience in engineering for a light rail system as well as skills in oral and written communications. On two occasions, we conducted interviews of the individuals responding to our advertisement. We convened an interagency interview panel to assist us in assessing the candidates. In both cases, we concluded that the candidates did not meet our expectations especially in light of our legislative mandate for light rail transit development.

In order to fill this position as soon as possible, I am requesting that we use an executive search firm to assist us in this recruitment. Sathe and Associates, a local recruitment firm, has been recognized as a leader for the past 15 years in personnel recruitment. While the firm has experience in over 2,000 successful placements in all sectors of executive recruitment, Sathe and Associates, and Jim Brimeyer in particular, have significant experience in government sector recruitment.

Sathe and Associates, with our staff assistance, will be developing a position profile and actively recruiting prospective candidates that will result in 4 or 5 qualified light rail experts. Because of the urgency of our need, Sathe and Associates has agreed to assign an additional recruiter to assist Jim Brimeyer. We expect to have a Manager of Light Rail Development on the staff by the end of October. In addition to the fee, the RTB will reimburse Sathe and Associates for expenses incurred in the recruitment estimated to be \$3,000 - \$4,000.

### RECOMMENDATION

The Board authorize the Executive Director to contract with Sathe and Associates to recruit a Manager of Light Rail Development for a fixed fee of \$16,000.

OK