



Minnesota Regional Transit
Board: Records.

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MEETING OF THE REGIONAL TRANSIT BOARD

Monday, November 6, 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. Policy Committee, September 29, 1989
 - B. Administration and Finance Committee, October 9, 1989
 - C. Regional Transit Board, October 18, 1989
 - D. Regional Transit Board, October 23, 1989
- 4. Chair's Report
- 5. **REPORT OF THE POLICY COMMITTEE**
 Jeff Spartz, Chair
 - A. County-Wide Accessible Dial-A-Ride Service in Anoka County
 - B. State Planning Agency--Background Paper on Metro Mobility
- 6. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**
 Elwyn Tinklenberg, Chair
 - A. Financial Statements - September 1989
 - B. Audit Advisory Committee
 - C. Community Transit Planning Grant Program
- 7. **REPORT OF THE JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE.**
- 8. **OTHER BUSINESS**
 - A. Public Comment

Michael J. Ehrlichmann
Chair

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: Nov 6, 1989

BOARD OR COMMITTEE: Board

<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	no				
Ed Kranz	✓				
Sandra Hilary	✓				
Terry O'Toole	✓				
Jeff Spartz	✓				
Norbert Theis	✓				
Elwyn Tinklenberg	✓				
Richard Wedell	✓				

Visitors

Putzel, Diaz
Weaver, Sailer
Doranne Allen Brant

Staff

jh ga sh
hb



REGIONAL TRANSIT BOARD

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

Minutes of the Meeting of the
POLICY COMMITTEE
Metropolitan Council Offices, Room A
September 29, 1989

BOARD MEMBERS PRESENT: Jeff Spartz, Sandra Hilary, Doris Caranicas, Terrance O'Toole, Norbert Theis, and Michael Ehrlichmann

OTHERS PRESENT: Judith Hollander, Howard Blin, Natalio Diaz, Steve Wilson

The meeting was called to order at 2:10 p.m. O'Toole moved and Hilary seconded that the agenda be approved; motion carried unanimously.

OVERVIEW OF LRT DEVELOPMENT AND FINANCIAL PLAN PROCESS AND TIMETABLE

Hollander provided the committee with an overview of the process and timetable proposed to complete the LRT Development and Financial Plan. She explained that the plan must be submitted to the Metropolitan Council by January, 1990. Blin handed out copies of the work plan and schedule, dated September 28, 1989. The plan will include staging plans for 5-year, 10-year, and 20-year time periods. In response to a question regarding how the plan would be updated, Hollander said that the Development and Financial plan would eventually become part of the RTB's Five-Year Transit Plan and, therefore, would be updated every other year as part of that plan. There was a question regarding how the plan would be received by the board. Hollander explained that the Joint LRT Advisory Committee was reviewing and approving specific elements of the plan. The plan will go before the Policy Committee and the RTB will be taking final action on the plan. Staff will bring the draft final plan to the Policy Committee in December, and provide periodic updates throughout the process.

There was discussion about the timetable and how it might be modified to provide the RTB with more time to make changes recommended by the Metropolitan Council in order to make its February 15, 1990, deadline for submittal of the plan to Legislature. Ehrlichmann suggested that the Metropolitan Council appoint liaisons to both the Joint LRT Advisory Committee and the staff group so they are able to stay up-to-date on the preparation of the plan and provide input during the next few months of preparation.

**METROPOLITAN COUNCIL TRANSPORTATION POLICY PLAN AMENDMENT ON LIGHT RAIL
TRANSIT**

Wilson explained that the Metropolitan Council is required to revise the LRT element of its transportation policy plan to take into consideration the plans and studies of the regional railroad authorities.

OTHER BUSINESS

Spartz suggested that a trip to Calgary and/or Portland would be a wise idea for board members who have not seen light rail transit in operation. Hilary moved; Caranicas seconded that staff bring a proposal for such a trip to the board. Motion carried.

There being no further business, Hilary moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 3:06 p.m.

Respectfully Submitted
Susan Fedorchak
Acting Secretary

Approved by Board _____



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

Minutes of the Meeting of the
ADMINISTRATION AND FINANCE COMMITTEE
Mears Park Centre Room A
Monday, October 9, 1989

MEMBERS PRESENT: Elwyn Tinklenberg, Chair; Ruth Franklin; Ed Kranz; Richard Wedell

MEMBERS EXCUSED: John T. Finley

OTHERS PRESENT: Arnie Entzel, Amalgamated Transit Union; Dirk deVries and Michael McLaughlin, Metropolitan Council; Greg Failor, Metropolitan Transit Commission (MTC); Jack Kelly and Mike Robertson, Olympic Sports Festival Committee; Frank Boyles, City of Plymouth; Geoffrey Bergquist, Ewald Consulting Group, Inc.; Greg Korstad, Legal Counsel, Jim Johnson, Medicine Lake Lines; Gregory Andrews, Dale Ulrich, Bob Dietrick, Clete Luberts, Ed Kouneski, Howard Blin, Mike Opatz, Randy Rosvold, Len Simich, Dave Jacobsen and Suzanne Hanson, Regional Transit Board Staff

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

FINANCIAL STATEMENTS - AUGUST 1989

Luberts reviewed the financial statements, pointing out that page 5 is a program status report and that more information has been added to respond to the request of members. Franklin moved and Wedell seconded:

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

The motion was unanimously approved.

REGIONAL TRANSIT BOARD INSURANCE RENEWALS

Dietrick presented the September 29 staff report. Wedell moved and Franklin seconded:

That the Regional Transit Board approve the renewal of the board's insurance policies for liability, business auto, fidelity bond, property, and workers compensation for a premium cost of \$16,118.38.

The motion was unanimously approved.

FINAL PAYMENT ON TELEPHONE SYSTEM

Ulrich reviewed his October 3 memorandum. Franklin asked if he is satisfied with the phone system. Ulrich said there is a lot of discussion about it; the system that was contracted was delivered by the vendor so the contract should be honored. Franklin moved and Wedell seconded:

That the Regional Transit Board authorize payment to Fujitsu Business Communications in the amount of \$6,007.82.

The motion was unanimously approved.

1990-1992 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Blin discussed the RTB role in the TIP program. It was felt that it would be premature to include the regional rail authorities applications at this point. The amendment to the TIP will include some form of joint application. Jacobsen reviewed the September 19 staff report. After discussion, Franklin moved and Kranz seconded:

That the Regional Transit Board approve the Transit Section of the 1990-92 Transportation Improvement Program for submittal to the Metropolitan Council.

The motion carried unanimously.

1990 OLYMPIC SPORT FESTIVAL FUNDING REQUEST

Blin reviewed the staff report of September 20. The request was made by the 1990 Olympic Sport Festival committee and a similar request is expected for the 1991 International Special Olympics Games within the next month. Wedell moved and Tinklenberg seconded:

That the Regional Transit Board provide the Twin Cities Festival Organizing Committee, Inc., (TCFOC) an amount not to exceed \$50,000 for the purpose of transportation planning for the 1990 U. S. Olympic Festival and that the 1989 RTB budget be amended to accommodate this request. Funding is contingent upon RTB participation on the steering committee that will oversee transportation planning and upon the TCFOC making the plans and other material developed for the festival available to the RTB for potential use in the planning of future special events.

The motion was unanimously approved.

AMENDMENT TO 1989 METROPOLITAN TRANSIT COMMISSION (MTC) CAPITAL BUDGET, RESOLUTION NO. 89-18

Blin reviewed the staff report of September 21, 1989. There followed discussion of the cost of acquiring land and whether the project is consistent with light rail plans. Blin said it is unlikely the site would be effected by either of the proposed light rail routes. It would continue to serve express bus passengers on those routes. Franklin moved and Tinklenberg seconded:

That the Regional Transit Board approve Resolution No. 89-18, amending the 1989 MTC Capital Budget, adding a park-and-ride site in Brooklyn Park to Project 3450, increasing the project cost from \$288,361 to \$836,600, increasing local capital funding for the project by \$420,368, and increasing total capital authorizations to \$121,326,440.

It is further recommended that this amendment be submitted to the Metropolitan Council for review and approval.

The motion carried unanimously.

Andrews said the following three items all deal with Opt-Out Programs and begin the 1990-91 funding process.

CITY OF MAPLE GROVE REPLACEMENT SERVICE APPLICATION

Kouneski reviewed the September 27 staff report. Wedell asked if the remaining ten percent of the tax levy is used by the RTB to fund the transit system? Andrews said the funds go into the Opt-Out fund, not the regular route system. After a year the unspent funds revert to the regular route fund.. Kranz asked that the entire topic be revisited at a later date to review the policy and how it affects fragmentation of MTC service. For example, the Six Cities and Maple Grove chose to opt-out and may use 90-percent of the property tax. The previous board had lengthy discussions on how to control the bidding process and he would like this board to consider whether service must be bid or whether there are other options. The issues are very complex. The board's policy is that communities must bid out the service. Franklin asked for clarification. Andrews said as part of the guidelines developed by the board, replacement service must be competitively bid. He suggested that the issue be referred to the Policy Committee and asked if Kranz wishes to postpone action until the issue is dealt with. Kranz said his intent is not to delay, but he would like the Administration and Finance Committee to revisit the policy. His concern is the fragmentation of regular route service. Franklin moved and Wedell seconded:

That the Regional Transit Board authorize the executive director to enter into contract with the City of Maple Grove in an amount not to exceed \$412,000 for calendar year 1990 for operation of a replacement service program.

The motion carried unanimously. The chair directed that the issue be placed on the next agenda of the Administration and Finance Committee, subject to review by the board's chair.

SIX CITIES REPLACEMENT SERVICE APPLICATION

Kouneski reviewed the September 27, 1989 staff report. Kranz moved and Franklin seconded:

That the Regional Transit Board authorize the executive director to enter into contract with the six cities (Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage) in an amount not to exceed \$729,333 for calendar year 1990 for operation of a replacement service program.

Kranz said the board could take action to have MTC provide the service, with Dial-A-Ride and other service within the community bid out. Franklin said the board should also revisit the policy that when MTC has to subsidize service at higher than \$2.45 per passenger the service can be put up for competitive bidding. The motion was unanimously approved.

CITY OF PLYMOUTH 1989 CONTRACT AMENDMENT

A staff report dated October 5 was distributed. Jim Johnson said the service provided for the past six years has gone through a number of adjustments as productivity increased while the amount of assistance has continually gone down. It is unfair to ask the company to take a 31 percent discount on the audit that has not been begun. It would be a burden to expect them to operate the service with no relief. No funds have been received this year from RTB and they had to finance the service through a bank. This is the first notification that there is a problem. In response to Kranz' question, Kouneski said the audit is of Medicine Lake Lines regular route service. In negotiating a rate with Plymouth, the same allocation rates were used that RTB is questioning in the audit. Kranz asked what audit citations are referred to in Page 3, Paragraph 5. Kouneski said they are for part of 1986 and 1987. Kranz asked about the Minnesota Department of Transportation audits for 1981, 1982, 1983 and part of 1984. Kouneski said RTB's audits are at the point where a written report will be released. The staff report cites expenses claimed by Medicine Lake that need more justification.

Andrews said he discussed a process with the chair to create an Audit Committee appointed by the chair and others to create confidence on the board that the contracts are being properly administered.

Tinklenberg asked about the timing and what the impact of this reduction would be on the service provided to the City of Plymouth. Andrews said the questions should be settled as quickly as possible and before we get into the 1990 contracts. Kouneski said staff's recommendation is to fund expenses for Medicine Lake that are four percent higher than 1988. He cannot predict what will happen in terms of service, but expects it can be provided at this level of funding until the issues are resolved. If Medicine Lake abandons the service, RTB will assist the city.

Frank Boyles said ridership has increased 15 percent every year and the city wants to ensure that it does not ruin the trust established with the passengers, causing a loss of riders. Kranz asked if there will be a gap in service if the staff recommendation is supported. Johnson said right now the company is carrying several thousand dollars that had to be financed. It is a hardship on the company. In response to Tinklenberg's question, Kouneski said RTB received eight payment requests several weeks ago and they are being processed. The procedure would be to reduce the rate by the appropriate amount. RTB has committed to the city to make the money available this week so the city can pay Medicine Lake Lines. Regarding the Mn/DOT citations, Kranz asked if they have been resolved. Kouneski said meetings are being held to get a financial settlement.

Kranz suggested that the Administration and Finance Committee is the appropriate place to resolve audit issues. Andrews said the Bylaws are silent on the topic. The purpose of this committee is to deal with administration and financial issues. An auditor's position was created with work with Deloitte, Haskins & Sells to do performance audits. In the past the reports were submitted to the executive director, but not to the board. In view of their importance, the board should be involved. Tinklenberg recommended that the members discuss the issue with the chair.

Wedell said the city does not want service disrupted. This can be postponed two weeks and more information obtained. Kouneski said the existing contract is for fixed route service only. Morley Bus Company provides Dial-A-Ride service for the city. Tinklenberg said if the staff recommendation is approved, the payments can be made, review can take place and adjustments made. He is concerned because the board has a public trust. Staff is expected to make careful review and the wrong message is sent in authorizing additional expenditures above figures that are in question. He is certain Medicine Lake Lines wishes to ensure the integrity of the system and wants the reviews concluded as quickly as possible. Franklin moved and Wedell seconded:

That the Regional Transit Board approve a contract amendment with the City of Plymouth (Contract No. 88/11/07-44) for the implementation of new dial-a-ride service that raises the total subsidy from \$433,910 to \$483,088; and within this total amount, sets the fixed route service subsidy at \$313,088 for calendar year 1989.

Kranz agreed to separate the discussion and suggested that the committee take further action to accelerate the review of the entire area regarding audits and place it on the agenda so that the board does not lose sight of its financial responsibilities. Tinklenberg said he will discuss it with the chair and asked Boyles to contact RTB immediately if there appears to be any disruption of service so staff can work with the city. Metrolink is used as a model of what Anoka is doing. The motion carried unanimously.

AMENDMENT TO FUNDING AGREEMENT WITH HENNEPIN COUNTY REGIONAL RAILROAD AUTHORITY

Blin reviewed the September 21 staff report. Franklin moved and Kranz seconded:

That the Regional Transit Board approve an amendment to the 1989 budget and that the executive director be authorized to amend the existing funding agreement with the Hennepin County Regional Railroad Authority to provide an additional \$11,000 in RTB funding for the patronage forecasting study.

The motion was unanimously approved.

OTHER BUSINESS

Andrews noted that a memorandum was distributed regarding the board's advisory committees. Members were asked to urge people in their precincts to apply for appointment to these committees. The appointments are expected on November 6, 1989 and an appreciation luncheon is scheduled for October 24.

Tinklenberg said the next regular meeting would be October 23, which would conflict with the board meeting that day. He suggested that the next meeting be held on October 30, the same day as the Policy Committee meeting.

There being no further business, Wedell moved and Kranz seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the 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
Bishop Room, St. Paul Hotel
October 18, 1989

MEMBERS PRESENT: Michael Ehrlichmann, Chair; Doris Caranicas; John T. Finley; Ruth Franklin; Sandra Hilary; Ed Kranz; Terrance O'Toole; Norbert Theis; Richard Wedell

MEMBERS EXCUSED: Jeff Spartz and Elwyn Tinklenberg

OTHERS PRESENT:, Charles Weaver, Legal Counsel; Gregory L. Andrews, Judy Hollander, Howard Blin, Len Simich, Suzanne Hanson, Regional Transit Board staff; Arnie Entzel, Amalgamated Transit Union

The meeting was called to order at 8:30 a.m. and roll taken. Caranicas moved and Hilary seconded approval of the agenda. The motion carried unanimously.

COMMUNITY TRANSIT PLANNING GRANT AWARDS

Referring to the staff report dated October 12, 1989, O'Toole moved that the matter be laid over until the board has time to consider it since the board does not know what process was used. Kranz seconded the motion.

Simich said the process was presented to the board in August 1989. He described the makeup of the task force, which is similar to the process for evaluating consultants' proposals. Hollander added that \$150,000 was set aside in the 1989 budget for these grants, but because the future of the RTB was unsettled, no action was taken until August 1989 when the process for selecting the programs for funding was presented to the new board.

Finley said in Ramsey County's process the reasons are stated and rationale for the selections are explained, along with the reasons for rejecting some of the applications. Those communities whose applications are not approved should know where they are lacking.

Hollander said that in 1990 the board also has budgeted \$150,000 for grants. In general, the rejected applications were not well defined and need some work. One of the recommendations is that RTB staff work with the communities and ask them to resubmit their applications for funding in 1990. The chair asked if that was communicated to the applicants. Hollander said it was, although at this point, because there is only a staff recommendation, there has been no formal communication. O'Toole asked if staff communicated in writing. Hollander said the applicants were advised only by phone of the staff recommendations. Simich said the applications recommended for disapproval were from White Bear Lake, Mendota, Centerville and St. Louis Park. White Bear Lake asked for funds to study whether there is a need for improved transit. The scope of work was not defined and the chair of the White Bear Area Transit Commission did not take the application to the local unit of government. Kranz asked if the process includes approval by the city or county and if a transit district is considered to be a local unit of government. Hollander said there must be a local commitment to provide ongoing funding and the city would have to budget funds. O'Toole asked that the board be given a copy of the invitation for proposal, adding that the board should not adopt this program without having the information before it. There is no paper trail.

Wedell said the letter to the communities was sent under the chair's signature. When he inquired, he found that in his city (Shoreview) it was thrown away. Any community under budget constraints does not solicit this kind of program. Franklin said in her community the request was directed to her by the Coon Rapids city manager. RTB staff informed her that Anoka is working on some projects. Kranz said in these suburban issues, most cities do not have a history of levying for transit and have little interest in doing so; although that situation is changing. Some of these cities have their own transit authorities. Wedell said a number of cities are up against levy limits and have no provision for increasing the levy for transit. The difficulty here is the requirement that the community make an ongoing financial commitment.

The chair expressed his regret over this unanticipated situation and asked the executive director for the staff recommendation. It might be possible to fund the other four programs when their applications are brought up to speed. Hilary spoke against rejecting the staff recommendations since the board approved a process. Some applications are simply flyers and the RTB should help the local staff people prepare better applications, but the board cannot necessarily guarantee the other four applications will be funded because other applications may be received and the projects will be re-ranked. The board must provide direction to its staff. The members could be provided with more information before the next board meeting and then discuss it again. Caranicas agreed, the other applications were not ruled out and staff has offered its assistance.

The chair said he is uncomfortable with proceeding when some board members feel uncomfortable with the process. The staff was provided with a directive when the process was approved by the board. Franklin added that this unfortunate situation is a result of the board changes. The old members were aware of this program. She spoke against the motion to lay over for those reasons stated earlier and because the community grant award ceremony was announced in the conference program and would have to be cancelled. O'Toole said this information was not presented a week ago. Theis said since it is a new board, this is not enough information. The board should have had an explanation of the reasons for approving or disapproving the applications for funds.

In response to Finley's question on whether there is any urgency to taking action, Andrews said staff had wanted to get the program running in 1989. The communities whose applications were recommended for approval have the resources to move ahead. He does not think having it scheduled on the conference program is the number one criteria. Hollander said staff had wanted to generate some excitement by not making a prior announcement; hindsight suggests that was not a good idea.

Caranicas said this should be moved ahead since the old board was criticized for not moving fast enough. This is an opportunity to illustrate that the RTB is working with the cities to improve transit service.

O'Toole said postponing until Monday for a complete presentation is not a problem. The board did not see the proposal that was sent out or the criteria that was applied. The people who were turned down were not contacted or offered suggestions.

Franklin said the four applications should be moved forward and on October 23 the board can decide where to spend the remaining funds. Kranz asked if the board approved the process and established the selection committee. Hollander said they did. Kranz said the process did not include the board and he asked that the board receive copies of the information developed. Further, he asked if there is a committee process for these issues. The chair said that will be the process in the future; he was under the impression that people would not be rejected.

Kranz asked what the legal requirements are when special meetings are called. Andrews said a notice must be sent out five days in advance and that was done. He had it hand-delivered on Friday, October 13, by messenger. O'Toole said he did not receive it. The chair said there had obviously been a breakdown and it will not be repeated.

Wedell said this is an embarrassment and there is a lot of doubt, but the board has a public commitment. This is a tremendous opportunity to learn what brings communities into a process and we need to know how to improve on that. We need to have applications that the communities will back up. Hilary agreed that there seems to be a problem in educating communities to write grant proposals. It is the work of the board to educate those communities and find some way to get more proposals that meet the criteria; however, she thinks the process should move forward. Finley said the issue is the information members receive when called upon to vote grants up or down. Members do not have information on why communities were turned down. Laying it over is not a "no" vote; it is an affirmation that board members should have information on the pros and cons. If it is left up to staff to make these decisions, the board should not vote. He supported the motion to lay it over.

The chair restated to motion to lay the issue over to an upcoming meeting. The motion carried (Caranicas, Franklin, Hilary and Wedell voted nay).

There being no other business, the meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the 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
October 23, 1989

MEMBERS PRESENT: Michael Ehrlichmann, Chair; Doris Caranicas; John T. Finley; Ruth Franklin; Sandra Hilary; Ed Kranz; Terrance O'Toole; Norbert Theis; Elwyn Tinklenberg; Richard Wedell

MEMBERS EXCUSED: Jeff Spartz

OTHERS PRESENT: Dirk deVries, Emil Brandt, and Natalio Diaz, Metropolitan Council; Arnie Entzel, Amalgamated Transit Union; Doug Ewald, Ewald Consulting Group, Inc. and Alliance for Progressive Transit; Greg Failor, Metropolitan Transit Commission (MTC); Charles Weaver, Legal Counsel; Gregory Andrews, Judith Hollander, Ed Kouneski, Dave Jacobson, Len Simich, Randy Rosvold, Becky Scudder and Mary Fitzgerald, Regional Transit Board staff

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

Franklin moved and Caranicas seconded approval of the minutes of the public meeting of September 28, 1989 and the board meeting of October 2, 1989. Finley recommended that the minutes of October 2 be amended to record the votes on those motions that were not conclusive in the balloting on the MTC appointments. The chair said that unless there is any objection, in the future those changes will be made to minutes without calling for a second or a vote on the amendment. The minutes, as amended, were approved.

CHAIR'S REPORT:

The chair said issues have arisen regarding Medicine Lake Lines and the Opt-Out Program. He referred the opt-out questions to Committee Chair Tinklenberg to place on an Administration and Finance Committee agenda for the members' review of the impact of the program on transportation, plans for the future, and peripheral issues. As always, the full board will be notified and receive the material for that meeting.

Sometime ago the Urban Mass Transit Administration (UMTA) encouraged local authorities to institute a grievance procedure, which will be used in the Southwest Metro Transit Commission contract dispute regarding and bidding marginal versus fully allocated costs. The Metropolitan Council has established a Dispute Resolution Committee and a representative of the Regional Transit Board will be part of that group. Since the issues will come to the Policy Committee, Committee Chair Spartz has been asked to serve as the RTB representative.

The audit of Medicine Lake Lines is integral to discussion of future business items; therefore, the chair recommends that the board establish a permanent audit committee. A memorandum, dated October 23, was distributed to the members. Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board create an Audit Committee consisting of seven members:

- * The Chair
- * Chair of the Administration and Finance Committee
- * The Treasurer
- * Executive Director
- * Three Members of the General Public with expertise in auditing, finance or management from the Metropolitan Area Manager's Association, Government Finance Officers Association,
- * A representative from the private sector as designated by the chair of the Regional Transit Board.

Kranz suggested that the issue be referred to the Administration and Finance Committee. The chair noted that the committee meets next on October 30 and deferring until that time would not pose a problem. The committee, which would include people outside the agency, would lend credibility to the process and will be advisory to the board.

Advisory Committee Structure and Appointments

Andrews reviewed the October 16 memorandum. Kranz asked Andrews to cite any accomplishments of the Providers Advisory Committee (PAC) with respect to suburban service. Andrews said the committee reviewed most of the board's work programs and spent a great deal of time on the Five Year Plan. Rosvold added that since its inception in 1988, the committee worked on the ABC Weekender Service, NEST and the Roseville Circulator as well. Ehrlichmann said there is potentially an important role for this committee, but it is incumbent on the board to make sure that happens. The purpose of this request is to reconsider all the committees. Theis asked if enough people had been found to serve on these bodies. Andrews said there was some difficulty in some districts. The chair said the members should not feel confined by the deadline, there is a desire to develop legitimate advisory committees that can offer new directions. The members will receive a list of applicants from their districts along with a list of previous members of the committees. In response to Hilary's question, Hollander said there was excellent response on the Rideshare Advisory Committee and the Transportation Accessibility Advisory Committee, but not on PAC. Recruiting will have to be done. Scudder explained where the announcements of openings on the committees were published. Caranicas moved and Hilary seconded:

That the Regional Transit Board approve the changes in advisory committees as outlined in the October 16, 1989 memorandum.

The motion was unanimously approved.

REPORT OF THE POLICY COMMITTEE

The committee has not met since the last meeting of the board. The next meeting will be October 30, 1989.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Tinklenberg reviewed the report of the committee's October 9, 1989 meeting.

Financial Statements - August 1989

Tinklenberg moved and Caranicas seconded:

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

The motion was unanimously approved.

Regional Transit Board Insurance Renewals

Tinklenberg noted that the final figures on insurance costs have been received (staff memorandum of October 16) and the annual premium total is \$13,083.38, as opposed to \$16,118.38 approved by committee.

That the Regional Transit Board approve the renewal of the board's insurance policies for liability, business auto, fidelity bond, property, and workers compensation for a premium cost of \$13,083.38

Franklin seconded the motion. Finley questioned how the insurance agent was selected. Andrews said that in the past the board used the same agent as the Metropolitan Council and that relationship has continued. Finley asked how the selection was made by the council. Andrews said the agent is Youngdahl and Associates. Theis said he has reservations about the reliability of the Chubb Group. Andrews said in the past there has been a problem in obtaining any company to write the insurance. The motion was unanimously approved.

Final Payment on Telephone System

Tinklenberg moved and Theis seconded:

That the Regional Transit Board authorize payment to Fujitsu Business Communications in the amount of \$6,007.82.

O'Toole questioned why the costs were increased by a third. Andrews said the system was purchased jointly with the other agencies. When the final billing was received staff discovered that the board action authorizing the contract was for approximately \$6,000 less than the final billing. Ulrich said that after the board authorized the contract in January 1988 the contract was changed and the RTB's share was somewhat less than the number of phones installed. The motion was unanimously approved.

1990-1992 Transportation Improvement Program (TIP)

Tinklenberg moved and Finley seconded:

That the Regional Transit Board approve the Transit Section of the 1990-92 Transportation Improvement Program for submittal to the Metropolitan Council.

The motion was unanimously approved.

1990 Olympic Sports Festival Funding Request

Tinklenberg moved and Franklin seconded:

That the Regional Transit Board provide the Twin Cities Festival Organizing Committee, Inc., (TCFOC) an amount not to exceed \$50,000 for the purpose of transportation planning for the 1990 U. S. Olympic Festival and that the 1989 RTB budget be amended to accommodate this request. Funding is contingent upon RTB participation on the steering committee that will oversee transportation planning and upon the TCFOC making the plans and other material developed for the festival available to the RTB for potential use in the planning of future special events.

Finley questioned whether RTB will make some type of "in-kind" contribution in order to make sure we are involved in planning on the staff level. The chair said he has met on a number of occasions with the staff of the festival. Howard Blin and Len Simich will be working with their committee and expect to be in constant contact. The board will be continuously informed. The motion was unanimously approved.

Amendment to 1989 Metropolitan Transit Commission (MTC) Capital Budget, Resolution No. 89-18

Tinklenberg moved and Franklin seconded:

That the Regional Transit Board approve Resolution No. 89-18, amending the 1989 MTC Capital Budget, adding a park-and-ride site in Brooklyn Park to Project 3450, increasing the project cost from \$288,361 to \$836,600, increasing local capital funding for the project by \$420,368, and increasing total capital authorizations to \$121,326,440.

It is further recommended that this amendment be submitted to the Metropolitan Council for review and approval.

On a roll call vote, the motion and resolution were unanimously approved.

City of Maple Grove Replacement Service Application

Tinklenberg moved and Franklin seconded:

That the Regional Transit Board authorize the executive director to enter into contract with the City of Maple Grove in an amount not to exceed \$412,000 for calendar year 1990 for operation of a replacement service program.

Kranz asked if the contract is for a 12-month period. Andrews said the management plan of the city anticipates start-up of service on April 1, 1990, but the city has asked for start-up funds for January 1, 1990. In response to Kranz' question, Andrews said Requests for Proposals from providers have been put out, but no selection has been made.

Theis asked how the dollar figures were developed. Andrews said an estimate of property tax collections in the City of Maple Grove was made. The 1990 estimate is \$680,000 and the city can then apply for up to 90-percent of the tax funds, which is \$610,000, provided it has a management plan for the proposed service. Hilary said this is the first time the board has dealt with this activity and should have some background.

Andrews said the city is requesting funding under the Opt-Out Program established in statutes. They have sent RTB a letter of intent to opt-out and are now going to the next step. The chair added that RTB cannot refuse to allow a community to opt-out, but can reject a particular bid. The deadline to opt-out is past so no other community can take advantage of that option. Kranz said the term "opt-out" does not connote divisive action against the regional system. The chair agreed; those communities chose not to avail themselves of the MTC service and looked for transit alternatives. The Legislature provided a process for that with strict criteria for the communities. At this point the board is merely judging the technical elements of the request. New legislation would be needed if a community decides to opt-out since the deadline has passed. The topic is expected to be discussed again at the Legislature. Hilary said there should be community involvement in the process. Kranz asked that an attorney versed in the topic be present at the Administration and Finance Committee meeting to make a presentation. The motion was unanimously approved.

Six Cities Replacement Service Application

Tinklenberg moved and Kranz seconded:

That the Regional Transit Board authorize the executive director to enter into contract with the six cities (Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage) in an amount not to exceed \$729,333 for calendar year 1990 for operation of a replacement service program.

The motion was unanimously approved.

City of Plymouth 1989 Contract Amendment

Tinklenberg moved and Franklin seconded:

That the Regional Transit Board approve a contract amendment with the City of Plymouth (Contract No. 88/11/07-44) for the implementation of new dial-a-ride service that raises the total subsidy from \$433,910 to \$483,088; and within this total amount, sets the fixed route service subsidy at \$313,088 for calendar year 1989.

The motion was unanimously approved.

Amendment to Funding Agreement with Hennepin County Regional Railroad Authority

Tinklenberg moved and Theis seconded:

That the Regional Transit Board approve an amendment to the 1989 budget and that the executive director be authorized to amend the existing funding agreement with the Hennepin County Regional Railroad Authority to provide an additional \$11,000 in RTB funding for the patronage forecasting study.

Finley said it appears those ridership forecasts will be extended metro-wide, which is the reason for RTB's interest. He has not seen any forecasts for the area on this side of the river. Hollander said there has been enormous difficulty on both sides of the river--the work is not complete. Blin added there are no preliminary numbers because obstacles were encountered in the coding of the data for the computer modeling program. Finley asked if the additional \$11,000 will purchase what we could not get for \$361,000. Blin assured the board that the consultant will bear most of the increase in cost. The on-board survey has been done, but the computer modeling system is new and a lot of unexpected problems were encountered. In response to Hilary's question, he said the scope of the project did not allow use of the existing models. An additional check on the data has now been included in the work plan to verify the results. The motion was unanimously approved.

REPORT OF THE JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE

Hollander reviewed the report of the October 4 and October 11, 1989 meetings. Ehrlichmann added that the advisory committee will begin discussion of the financial issues surrounding light rail and encouraged members to attend as many meetings as possible to familiarize themselves with the report and to take part in the discussions of the committee.

Finley asked, since the board decided to include the committee's evaluation criteria item, if it has been determined how the criteria will be developed. Ehrlichmann said the committee will report by December 6.

OTHER BUSINESS

The chair noted that there will be an appreciation dinner on October 24 for the former members of all the RTB advisory committees. Certificates of Appreciation will be distributed and he invited members to attend if possible.

There being no other business, Hilary moved and Wedell 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 board on: _____, 1989



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of October 30, 1989, the committee discussed and approved the following recommendations:

Financial Statements - September 1989

The Administration and Finance Committee moves:

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

Audit Advisory Committee

The Administration and Finance Committee moves:

That the Regional Transit Board create an Audit Advisory Committee consisting of seven members:

- * The chair *of the RTB*
- * The chair of the Administration and Finance Committee
- * The Treasurer of the RTB
- * The Executive Director of the RTB *-ga*
- * Three members of the general public with expertise in auditing, finance or management from the Metropolitan Area Manager's Association, Government Finance Officers Association *and Green Tom Noah*
- * A representative from the private sector as designated by the Chair of the RTB

Chair to be non-RTB related - Dan Bond
 It was understood that, in addition to the permanent agenda of the Audit Advisory Committee as indicated in the communication from the chair, the committee will review both internal and external audit procedures.

Community Transit Planning Grant Program

The Administration and Finance Committee moves:

That the Regional Transit Board award Community Transit Grants to:

- * The City of Bloomington for a total not to exceed \$15,800 to assist in the development of a city-wide computer transportation model.
- * The City of Minneapolis for a total not to exceed \$40,000 to conduct a detailed transit study in the Uptown area.

(continued)

*add language
 9/15/89*

Community Transit Planning Grant Program (Continued)

- * The "Improve 494" transportation management organization in conjunction with the I-494 Corridor Commission for a total not to exceed \$13,500, to aid in the development of Travel Demand Management strategies.
- * The Cities of Brooklyn Park, Maple Grove, Crystal, and Osseo for a total not to exceed \$35,000 to conduct a feasibility study to operate a suburb-to-suburb circulator transit service between those four cities.

Other Business

The committee also reviewed the RTB 1990 Draft Budget and Program Expenditures. Due to the press of time, the discussion will be carried over to the next meeting of the committee.

The next scheduled meeting of the committee is November 13, 1989.

Elwyn Tinklenberg
Chair

ET/mff



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

REPORT OF THE POLICY COMMITTEE

At its meeting of October 30, 1989, the committee discussed and approved the following recommendations:

Proposal for County-Wide Accessible Dial-A-Ride Service in Anoka County

The Policy Committee moves:

That the Regional Transit Board approve in concept the proposed County-Wide Accessible Dial-A-Rides Service in Anoka County and directs staff to develop a proposal which will be presented to the Administration and Finance Committee.

State Planning Agency--Background Paper on Metro Mobility

The Policy Committee moves:

That the Regional Transit Board recommend to the State Planning Agency:

- 1) That it search for a method of reimbursement for Metro Mobility service for those clients transported to sheltered workshops and day activity centers and the contribution which those agencies receive for those services.
- 2) That the State Planning Agency ensure that policies are consistent with maximizing federal funds and sensitive to the funding cycles;
- 3) That the State Planning Agency research opportunities for expanding mobility training and incentives to encourage Metro Mobility clients to utilize regular route transit services.

Other Business

The committee also discussed the Metropolitan Council's Right-of-Way Preservation Policy and the Light Rail Transit Development and Financial Plan.

The next scheduled meeting of the committee is November 27, 1989.

Jeff Spartz
Chair

REGIONAL TRANSIT BOARD

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

DATE: October 23, 1989

TO: Policy Committee

FROM: Cyndie Mayer, Senior Project Manager *CM*
Randy Rosvold, Planner *RR* *EK*

SUBJECT: Proposal for County-Wide Accessible Dial-a-Ride Service in Anoka County

SUMMARY

This memorandum presents information on a proposed 18-month pilot program of new county-wide accessible dial-a-ride service in Anoka County to be implemented April 1, 1990. Approval of the service plan and budget will be requested at the November Administration and Finance Committee meeting.

BACKGROUND

The Regional Transit Board's Five-Year Transit Plan calls for an innovation: the implementation of a countywide accessible dial-a-ride service available to all residents. Anoka County staff have developed this concept into a service plan that builds on past planning efforts

In 1985 the Anoka County Board of Commissioners created the Anoka County Transportation Advisory Committee and charged it with assisting the Regional Transit Board (RTB) in recommending transit improvements within the county.

A study, completed in 1987, documented the travel demand characteristics generated by the growth and development in the county. It recognized the demand for peak hour commuter trips to downtown areas, but also highlighted the significant demand for shorter local trips during offpeak hours.

Existing Service

Anoka County is currently served by five types of paratransit service for which RTB funding is provided:

1. Metro Mobility provides service to communities in southern Anoka County that are within the transit taxing district. Service hours extend until 11 p.m. seven days a week.

2. County Traveler is an advance reservation dial-a-ride program for the general public. It provides alternate weekday service in the northwestern section of the county outside of the transit taxing district.
3. Quad Cities is an advance reservation dial-a-ride programs serving elderly persons in the eastern section of the county outside of the transit taxing district.
4. Linwood Traveler is a variable route service provided to elderly residents, primarily for congregate dining trips, in the northeastern part of the county outside of the transit taxing district.
5. County sponsored volunteer driver programs serve seniors and transit disadvantaged persons in the southern section of the county for trips into the metropolitan area.

There are three types of fixed route service provided in Anoka County:

1. Five express routes are operated by the Metropolitan Transit Commission (MTC) to downtown Minneapolis and two express routes are operated by North Suburban Lines to downtown St. Paul.
2. Six MTC local routes serve portions of southern Anoka County within the transit taxing district and are destined for downtown Minneapolis.
3. Four circulator routes serving the Northtown transit hub on weekends are operated by Medicine Lake Lines. This service, called the Anoka County Weekender, was implemented in August 1988 as a demonstration project. After a year, it has failed to meet performance goals.

Service Objectives

In summary, objectives of the proposed service plan are to:

1. Consolidate most existing paratransit services
2. Replace underutilized fixed route service.
3. Integrate accessible and general public transit programs.
4. Expand coverage throughout the county.
5. Create a single identity for marketing transit service countywide.

The proposed countywide dial-a-ride program would replace the County Traveler and the Quad Cities dial-a-ride programs. It would also replace the Metro Mobility service provided for local trips within the county; however, Metro Mobility service would continue to be provided for regional trips destined to points outside of the county. In addition, the weekend circulator routes operated by Medicine Lake Lines would be replaced. According to MTC planning staff, schedules may be adjusted on the local routes operating in Blaine and Coon Rapids during the midday and on the weekend.

Local Support

The new dial-a-ride service plan has received strong local support and commitment. It is endorsed by the newly constituted Anoka County Public Transit Advisory Committee, which is comprised of community representatives, local citizens, businesses, and advocacy groups. Furthermore, the Anoka County Board of Commissioners on October 10, 1989 voted to approve the service plan and funding arrangement and transmit an application to the RTB. Detailed descriptions of the proposed service plan and funding arrangement follow.

Service Plan

The Anoka dial-a-ride service plan will provide varying levels of service within the county depending upon the population and employment density in the area served. This service would only be provided north of Osborne Road. (map attached)

- | | |
|----------|---|
| Sector A | Monday - Friday 7:00 a.m. - 7:00 p.m.
Weekends & Holidays 10:00 a.m. - 6:00 p.m. |
| Sector B | Monday, Wednesday & Friday 7:00 a.m. - 7:00 p.m. |
| Sector C | Tuesday & Thursday 7:00 a.m. 7:00 p.m. |

The exact configuration of these service areas could be adjusted depending upon demand. The service could operate as a local circulator and feeder system to existing express fixed-route transit.

Currently Metro Mobility serves only the cities within the transit taxing district of Anoka, Blaine, Coon Rapids, Centerville, Lino Lakes, Lexington and Circle Pines, however, service is provided until 11:00 p.m. While the new service would be completely accessible and provided throughout the entire county, service hours within the transit taxing district communities listed above would end at 7:00 p.m. on weekdays and 6:00 p.m. on weekends and holidays. Upon evaluation, Anoka County may desire to extend evening hours at a later date.

Funding Arrangement

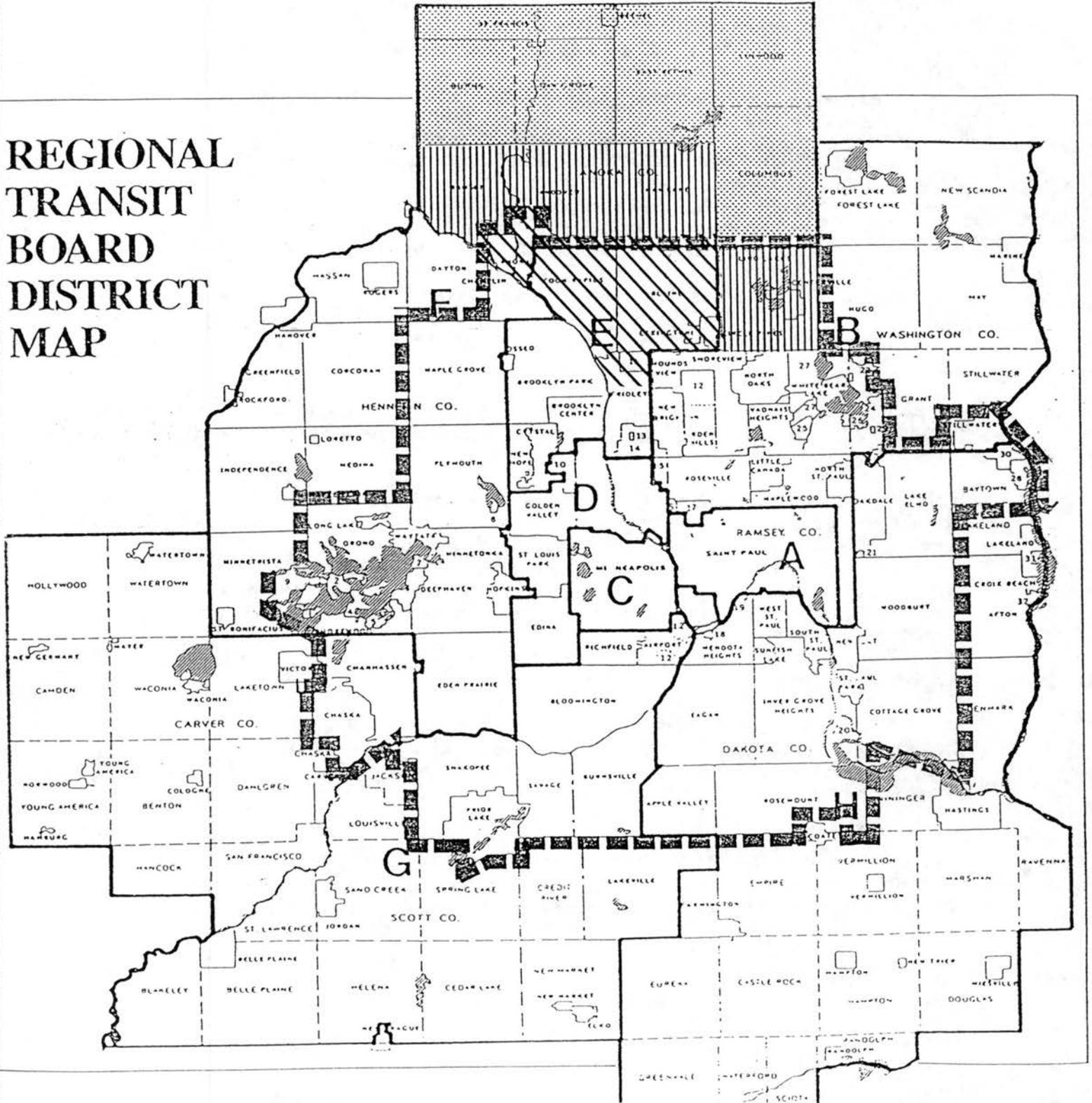
The proposed funding sources are an innovative arrangement of RTB and county funds. The proposed 18 month pilot program budget is projected to cost \$795,000. The RTB would incur 100 percent of the direct operating costs totaling \$600,000 for 18 months and Anoka County would incur 100 percent of the administrative and marketing costs of \$195,000.

Cost savings, to some degree, will be incurred by providing a more efficient level of service county-wide. The new accessible dial-a-ride service will replace the Anoka County Weekender fixed route service as well as Metro Mobility service for trips within Anoka County. These savings can be reinvested into this new program.

ANOKA COUNTY 1990 NEW TRANSIT SERVICE PLAN

- 
SECTOR A MONDAY - FRIDAY 7:00 AM - 7:00 PM
 WEEKENDS & HOLIDAYS 10:00 AM - 6:00 PM
- 
SECTOR B MONDAY, WEDNESDAY & FRIDAY 7:00 AM - 7:00 PM
- 
SECTOR C TUESDAY & THURSDAY 7:00 AM - 7:00 PM
- 
METROPOLITAN AREA TRANSIT TAXING DISTRICT

REGIONAL TRANSIT BOARD DISTRICT MAP



REGIONAL TRANSIT BOARD

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

DATE: October 23, 1989
TO: Policy Committee
FROM: Edward Kouneski, Manager of Programs
SUBJECT: State Planning Agency--Background Paper on Metro Mobility

SUMMARY

This memorandum describes the State Planning Agency's Metro Mobility study in progress. Donna Allan, who is coordinating the work, will be present at the Policy Committee meeting on October 30, 1989 to discuss a background paper (see attachment) prepared by the agency.

BACKGROUND

The 1989 legislature directed the State Planning Agency to prepare a report on Metro Mobility standing order service that is provided to developmentally disabled persons who travel to human service or jobs and training agencies. The attached background paper represents the initial phase of the State Planning Agency's study. Its purpose, stated in the paper, is highlighted here:

Transportation to agency settings is a critical piece in the range of transportation needs experienced by people with disabilities. The purpose of the study is not to recommend the exclusion of any group from access to Metro Mobility service, but rather, to gain a clear understanding of the issues, investigate alternative service approaches, and recommend appropriate methods for delivery of the transportation service.

The State Planning Agency is currently receiving input on the background paper from interested parties and expects to have a draft final report issued in early December. The final report will include recommendations on: (1) methods of providing the standing order service and estimates of costs; (2) appropriate responsibility for planning, arranging, providing, and financing the services; (3) sources of funding available and methods for subsidizing the service; and (4) a program to train persons to use regular route transit service.

DISCUSSION

In recent months, RTB staff has been collecting and analyzing data from various sources to assist the State Planning Agency in determining facts about Metro Mobility

standing order service. Three major efforts have been undertaken:

1. Human service agency transportation survey to determine client travel characteristics and needs.
2. Service planning analysis to consider implementing new subscription routes for trips to and from human service agencies. This analysis includes estimates of cost and travel time savings compared with the existing method of providing Metro Mobility standing order service.
3. Vehicle deployment analysis to evaluate whether the number and types of vehicles in Metro Mobility service are appropriately designated.

RTB staff will be submitting the results of these efforts to the State Planning Agency in the coming weeks.

ACTION REQUESTED

This item is presented for information purposes only. No action is required.



STATE OF MINNESOTA
State Planning Agency
300 Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-3985

October 18, 1989

TO: Interested Parties

FROM: Donna Allan *Donna Allan*
Public Investments Division

RE: Report on Metro Mobility Standing Orders

The enclosed background paper on Metro Mobility standing order trips is for your review and comment.

During the 1989 legislative session, the State Planning Agency was directed to prepare and submit a report on providing special transportation in the metropolitan area to persons using standing orders to travel to human services agencies or jobs and training agencies that generate a large number of such trip requests. The report is to include recommendations on: methods of providing the service and estimates of the costs; appropriate responsibility for planning, arranging, providing, and financing the services; sources of funding available and methods for subsidizing the services; and a program to train persons to use regular route transit.

The draft background paper is an initial step in the reporting process. It is intended to describe the current situation and serve as a starting point for discussions of how best to provide effective transportation service in the most cost efficient manner. Over the next few weeks, the Planning Agency in cooperation with the Regional Transit Board, the Department of Human Services, and the Department of Jobs and Training, will continue to research and analyze the issues associated with these trips. A draft report is expected to be completed by early December.

Because it is important to consider as many alternatives as possible, we are asking that others interested in this issue lend their expertise and participate in development of the recommendations. I encourage you to contact me by phone at 296-3926 with any questions, ideas or suggestions you may have. I, along with other agency staff, will be available to meet with individuals or groups during the next four to five weeks. Your involvement in this process will help to ensure that the best possible options are presented to the Legislature.



DRAFT

METRO MOBILITY STANDING ORDERS

BACKGROUND PAPER

Minnesota State Planning Agency

October, 1989

METRO MOBILITY BACKGROUND PAPER

Introduction

Metro Mobility is the Twin Cities metro area public transit service for people with disabilities. The program has grown over the past ten years from a small demonstration project in south Minneapolis to a fourteen-provider system serving the entire transit taxing district. Much of the growth has occurred within the last three years.

Metro Area citizens with disabilities have come to rely heavily upon Metro Mobility for their daily transportation needs. Expanded transit service has positively affected the lives of many, and has created the potential for access to work, school, training, and other opportunities--some of which were previously beyond the reach of persons who had few or no transportation alternatives.

In 1986, when the system underwent a major restructuring, Metro Mobility provided 45,000 rides per month; in 1989 the average has increased to 115,000 rides per month. The bulk of the ridership increase is attributable to "standing orders", i.e., trips that are pre-scheduled on a regular basis, often for work, school, or training. A very large proportion of those trips are made in conjunction with social service agency activities. In fact, trips to and from the largest trip generators account for up to 80% of total peak hour rides.

The agencies with which a majority of this travel is associated are day training and habilitation centers, extended employment sites, or a combination of the two. Persons who use the services of day training and habilitation agencies are adults with mental retardation and related conditions, some of whom may also have physical disabilities. More than half the persons receiving these services require 24 hour supervision and active treatment as defined in federal regulations. Their transportation typically includes some provision for supervision and sometimes requires special vehicle equipment such as a lift.

Day training and habilitation services agencies are responsible by statute for assuring that appropriate transportation is provided to and from the facility and during program hours, so that participants may benefit fully from the programs. Public funding--federal, state, and local--supports agency activities, including necessary transportation. Regulations governing the expenditure of these funds require, among other things, that public transportation be utilized whenever possible. Funding arrangements are complicated by rules and regulations which restrict use of the funds to closely defined purposes and certain identified persons.

Extended employment services, formerly known as long-term sheltered employment, are provided by private nonprofit rehabilitation facilities. Persons using extended employment services have severe disabilities, and require supportive work settings to achieve their full employment potential. Their transportation requirements are similar to those of persons who use day training and habilitation services. Rehabilitation facilities receive funding from the state, business community, United Way, and local governments. Extended employment services are not required to provide transportation as part of their programming.

Prior to Metro Mobility, most day training and habilitation centers contracted with transportation carriers and used their own vehicles to transport persons unable to independently or semi-independently arrange for and use public transportation. The transportation carriers used were sometimes the same carriers now under contract to the Regional Transit Board to provide services through Metro Mobility. While Metro Mobility has always served the clients of health and human service agencies, the largest increase in these trips has occurred since the system was restructured in 1986. At that time, service delivery was decentralized and the service area substantially expanded, both of which contributed to growth in trip-making opportunities. Increased service availability made it possible for agencies to transfer clients to Metro Mobility, and thereby significantly reduce agency transportation costs.

It should not be inferred that Metro Mobility costs are less than those for other carriers. Social service agencies, however, pay only the certification fees, standing order fees, and daily fares for their clients, rather than the full cost of the trip as they did under other arrangements. Like the majority of public transit services, particularly those providing for special transportation needs, Metro Mobility requires a substantial subsidy. In 1988, fares accounted for approximately 12% of the total trip cost.

The agency shift from direct provision of transportation to the use of Metro Mobility has resulted, as might be expected, in expanded funding requirements for Metro Mobility and decreased transportation per diems for the agencies. In calendar year 1989, the Regional Transit Board subsidy for Metro Mobility is expected to reach \$11 million, of which approximately \$3 million will be spent for travel to and from day training and extended employment centers. Agencies whose clients use Metro Mobility may actually pay less today for client transportation than they did three to four years ago. In most cases, funds that were once needed for transportation purposes have been used to enhance other elements of the day training programs.

Metro Mobility funding, provided entirely by the state, is the subject of serious concern. In 1986, the total subsidy was \$5.2 million; by 1988, it had more than doubled. The 1989 Legislature appropriated \$23 million for the next two fiscal years, \$5 million short of the RTB estimate of \$28 million required to operate the growing system.

Legislators have expressed concern because of rapidly escalating Metro Mobility costs, and also because they want to understand for what purposes funding formerly used for agency related transportation is now being used, and if it is possible to recapture these funds to defray Metro Mobility costs. Legislation passed during the 1989 session specifies that the Regional Transit Board is not required to provide funding for transportation services used by individuals in conjunction with participation in developmental achievement center programs where transportation is a required and funded component of the program.

Another issue of importance is the perception that standing orders significantly reduce, and in some cases eliminate, the trip-making potential of the occasional or demand rider. Approximately 14% of recorded complaints about Metro Mobility service are related to trip denials. It should be noted that while the number of complaints in this category is relatively small, it has tripled in the last two years.

Accurate numbers for persons actually denied transportation have not been available, and the data is difficult to gather due to the way in which the system is structured. Ridership statistics clearly show, however, that individual demand responsive trips have declined in number. In 1986, they comprised the largest segment of ridership, but in 1988, they represented the smallest segment. It is possible that some potential demand riders may have been denied trips so many times that they no longer try to access the service, especially during peak periods.

Related to this issue is the contention that Metro Mobility is intended to be a system for use by individuals and that trips provided on a group basis are in conflict with the original intent. Directing major amounts of Metro Mobility resources to trip-making arranged by social service agencies is considered by some an inappropriate use of the program.

These issues and others have combined to make it increasingly important to address the matter of Metro Mobility standing orders associated with agencies, and determine ways in which those trips can be most efficiently provided for the user while minimizing the public subsidy. The Legislature has directed the State Planning Agency to submit a report by January 1, 1990, on providing standing order service for persons traveling to human service agencies or jobs and training agencies that generate a large number of such trip requests. This paper is the initial step in the study required by MN Laws, Chap. 269, Sec. 35.

Transportation to agency settings is a critical piece in the range of transportation needs experienced by people with disabilities. The purpose of the study is not to recommend the exclusion of any group from access to Metro Mobility service, but rather, to gain a clear understanding of the issues, investigate alternative service approaches, and recommend appropriate methods for delivery of the transportation service.

How Metro Mobility Works

Metro Mobility is an advance reservation, door-through door transportation service for persons who, because of a disability, are unable to use regular route bus service.

To use Metro Mobility, a person must first be certified by a medical professional as having a disability which prevents the use of regular route public transit for all the persons' travel needs. People with functional physical or mental limitations, for example, unable to walk to a bus stop or board a vehicle, may qualify to use the service. For purposes of determining eligibility, the Regional Transit Board has developed a set of six criteria, at least one of which must be met for certification. Currently, there are more than 16,000 certified riders in the metropolitan area.

The Regional Transit Board (RTB) is the agency responsible for planning and oversight of public transit in the Twin Cities metropolitan area. The RTB holds contracts with fourteen vendors, including lift van and taxi companies, to deliver Metro Mobility trips. These vendors are assigned to provide service in specified parts of the 92-community service area. Administrative functions, such as rider certification and data collection, are the responsibility of the Metro Mobility Administrative Center (MMAC) which is operated by the Metropolitan Transit Commission (MTC), also under contract to the Regional Transit Board.

When a rider wants to request a trip using Metro Mobility, a call is made directly to one of the transit providers in his or her community. Most areas, except for sparsely populated communities, are served by three or more vendors, and the rider may choose among them.

The standard fare for Metro Mobility is \$1.00 per one-way trip, which entitles the rider to a trip of up to eight miles. After eight miles, the rider may have to pay an additional charge directly to the driver. Extra mileage charges vary with providers, but total the total fare cannot exceed \$3.75.

Metro Mobility offers two basic types of service: (1) rides provided on a demand-responsive basis, and (2) rides provided on a standing order or subscription basis. Demand-responsive requests for service must be made with the transit provider between 6:00 a.m. and 2:30 p.m., the day before the service is required. These trips are arranged and provided as capacity permits.

If a rider travels between the same address and the same destination three or more days per week, he or she may request a standing order for Metro Mobility service. Standing orders must meet the criteria of same individual from same location to same destination on the same days, on a regular basis. There is a \$10 fee to place the standing order. Individuals with standing orders have guaranteed service. Their trips are accommodated on a regular basis, and they need not call the day before to request a ride.

Standing orders are a convenience not only for the rider, but for the transit provider as well. Standing orders can be prearranged into tours, similar to subscription routes, requiring less employee time and other resources than demand-response requests. Metro Mobility providers have clearly shown a preference for providing these trips, a large proportion of which are for ambulatory persons. In most cases, standing orders are the core around which the demand trips are scheduled.

Although Metro Mobility incorporated the concept of standing orders from inception of the service, during the last two to three years the number of standing orders has grown dramatically, creating a strain on the system. A review of the holders of standing orders shows that they are overwhelmingly persons who use Metro Mobility to access the services of agencies providing day training and habilitation services and extended employment services. The largest segment of this group is traveling to and from day training and habilitation centers. At present, while fewer than ten percent of the Metro Mobility certified riders participate in these programs, they account for a full 50 percent of the trips on a typical weekday.

Day Training Services Agency Use of Metro Mobility

Day training and habilitation centers are facilities that provide training, supervision, habilitation, and/or developmental guidance to people with developmental disabilities. More than half of the over 5,000 adults who receive services from these agencies, statewide, have a severe or profound level of mental retardation and/or other secondary disabilities including epilepsy, sensory deficits, physical disabilities, mental illness or challenging behaviors. The supervisory needs of most persons are also very high, as evidenced by the fact that more than half of all clients of day training and habilitation centers live in Intermediate Care Facilities for the Mentally Retarded (ICFs/MR), which are required to provide 24-hour supervision and active treatment. Agencies involved in providing day training and habilitation services are under the direction of the counties in which they operate, and vary in size, location, and clientele. Services are authorized on an individual client basis by the county case manager. Each client's need for training and supervision are handled by the agency staff and residential caregivers in accordance with the client's goals and objectives and resources of the providers. Each person receiving services should receive

an assessment of their skills including their mobility and community living skills. These assessments, coupled with the desired service plan and location of community service sites, determine the kind and amount of transportation service needed.

Day training and habilitation service agencies are responsible for arranging and providing transportation from residence to service site and home again, as well as during client programming hours. Transportation is usually needed for community integration activities and community vocational and prevocational activities. Trips may be provided by an independent transportation carrier under contract to the agency, public transportation (Metro Mobility or regular route bus), walking, staff vehicles, and/or agency vehicles. Typically, a day services agency will utilize several transportation carriers in combination with public transportation, agency vehicles and special arrangements made under contract to and at the expense of the day services vendor.

As Metro Mobility availability has increased, day service agencies have relied to a greater and greater extent on its services for transporting their clients. Agencies assist in the preparation of Metro Mobility applications, submit them for certification, and pay the certification fees. The agency, rather than the individual rider, often arranges the standing order with the Metro Mobility provider. The transportation provider may be the same private carrier who provided contract service to the agency before Metro Mobility was available. The difference in the arrangement is that the agency now pays only the client fare for the trip, rather than its full cost. The Regional Transit Board provides the subsidy, approximately ninety percent of the total trip cost.

Metro Mobility Costs and Funding

Except for certification fees, standing order fees, and fares, Metro Mobility is supported exclusively by an appropriation from the state legislature. The Regional Transit Board seeks funding for the program as part of its operating budget request, and receives funds, identified for Metro Mobility use, as an element of the total RTB biennial appropriation. Over the years, Metro Mobility has experienced steady ridership growth, requiring increasing amounts of funding at the state level. The Legislature currently commits more state funds to Metro Mobility than to regular route transit service in the metropolitan area.

For the 1986/1987 biennium, Metro Mobility received an appropriation of \$11 million; the appropriation was increased to \$12.5 for 1988/1989. Even the substantial increase was determined to be insufficient to meet expanding service needs, and the Regional Transit Board returned to the Legislature with a supplemental funding request of \$7.2 million in 1988. An additional appropriation of \$4 million was granted on the condition that the RTB seek financial participation from organizations benefiting from Metro Mobility service.

In 1989, the Regional Transit Board assessed current ridership, estimated potential demand, and submitted a Metro Mobility request to the Legislature for \$28 million for the biennium. Again, legislators expressed serious concern about the dramatic growth of program costs, particularly those related to trips associated with social service agencies. Legislation was adopted which relieves the Regional Transit Board of providing funding for those social service oriented rides for which other public funding is available. To date, no action has been taken by the RTB to exclude these trips from coverage by Metro Mobility.

Program funding, including that for agency-related travel, promises to be a continuing problem for Metro Mobility. Initially, it appeared that the matter could be resolved, at least in part, by direct agency participation in the cost of Metro Mobility rides associated with travel to and from social service agencies. Investigation of funding sources and applicable regulations, however, has led the RTB to consider additional options including some that have potential for reducing costs and maximizing available state and federal funds. Some of these options are discussed in more detail below. The effort to identify available funds and facilitate their use in providing a cost effective alternative to the current arrangement, continues.

Transportation Funding for Day Training Centers

The Department of Human Services administers Medical Assistance (MA) dollars used to fund transportation to and from day training and habilitation centers for approximately 60 percent of the persons who receive services from those agencies. Medical Assistance pays for this transportation for MA recipients who live in an Intermediate Care Facility for the Mentally Retarded or Related Conditions (ICF/MR), or who live in the community and are covered by a special Medicaid waiver. Transportation is one component of the day training and habilitation service, which is actually a component of ICF/MR care.

The federal government funds approximately 53% of the cost of day training and habilitation services for MA recipients who live in ICF/MR facilities or who are covered under the waiver. The state pays 42% of the cost of this program, and the counties pay 5%. (The state will assume the county portion of MA costs over the next several years.) Day training and habilitation services vendors bill the Department of Human Services for transportation as part of their overall bill for services. A partial or full day program rate and a rate for transportation is billed for each recipient.

All costs of contracting and arranging for transportation to and from the service site are projected in advance and an individual trip rate is established. When the agency under-spends budgeted transportation revenue, the county may allow the agency to shift those dollars to program areas. Over the years in which Metro Mobility has been a transportation option for the day training centers, transportation per diems have, on average, declined, while program per diems have risen sharply.

The Department of Human services also administers other programs that assure that MA recipients have access to medical services. The administrative rules under which the day training program operates, however, do not allow reimbursement under these programs if transportation expenses are included in the per diem payment to the ICF/MR or if the transportation rate has been established under the rules governing day training and habilitation services. This rule was intended to keep the cost of transportation to and from the center a part of the day training and habilitation services package.

Approximately 40 percent of the participants at day training centers are funded through Community Social Services Act (CSSA) funds provided by the counties. The transportation and partial and full day rates are billed directly to the county, and must be identical to those paid for Medicaid eligible recipients. Any increase in MA rates for the program or transportation components of day training services will require a corresponding increase in the rates counties pay for participants funded through CSSA. Medical Assistance cannot be used to fund services for persons who are not MA recipients, as in the case of recipients whose day training services are funded through CSSA. In addition, Medical Assistance cannot be used to fund transportation to non-Medicaid programs such as extended employment services. Transportation to those sites must be funded through other sources even if the recipient has MA coverage for trips to medical visits.

Medical Assistance funds which are applicable to transportation to and from day training centers, then, are limited. In the Twin Cities metropolitan area many day training service vendors have lowered their transportation per diems by switching clients to Metro Mobility. Because allowable per diems are based on the previous year's approved amount plus inflation, it will take some action on the part of the Department of Human Services, and possibly the Legislature, to restore funds to the transportation budgets of the agencies. This would allow the Department to request additional federal medicaid assistance (the federal share of the additional transportation costs), which has been estimated at approximately \$1 million annually. It should be noted that any increase in the cost of transportation for MA recipients will signal the same increase in costs for participants in the CSSA program, and those additional funds would be the responsibility of the counties.

Regional Transit Board Action

The Regional Transit Board has recognized the significance of issues surrounding standing order trips, and has committed staff and other resources to finding more effective and cost efficient methods for providing this type of service. The basic premise of this work is that the continuing use of Metro Mobility by persons traveling to and from social service agencies, is not appropriate unless more funds are generated and/or there is a change in the way the service is delivered. In order to place some control on the growth of the program, in October, 1988, the RTB adopted a policy restricting new standing orders oriented to agencies from being processed by the MMAC without prior RTB approval. In two instances, day training and habilitation service agencies have been denied standing orders for their clients because to grant them would replace privately contracted services.

A wide range of activities undertaken by the Regional Transit Board has included public meetings, extensive data gathering, review of operating alternatives, investigation of mobility training opportunities, and ongoing communication with affected agencies and the Department of Human Services.

In December, 1988, the RTB chairman appointed an ad hoc committee made up of interested parties, to examine the current methods of operating and funding agency-related trips, and evaluate alternatives. The committee findings emphasized two basic policy recommendations: 1) that the RTB should be the lead agency in arranging transportation service for persons with disabilities, and 2) that Metro Mobility should serve individuals with transportation needs regardless of disability type or trip purpose. More specific recommendations of the committee are included in the following section related to delivery alternatives.

The Regional Transit Board is currently in the process of collecting standing order data that will allow a more thorough analysis of the existing situation and provide additional information on which to base potential solutions. A survey of day training and extended employment centers is also in progress. The results of the survey are expected to lead to a more comprehensive understanding of the transportation requirements of those agencies.

Alternatives

The issues brought on by budget constraints, the increase in standing orders, and the lack of capacity for demand responsive trips, has elicited significant concern. Numerous policy options have been developed and discussed. Brief descriptions of possible options or alternatives to the delivery system as it currently exists, are listed below. These approaches, and variations on each, have been suggested by the Regional Transit Board, the Ad Hoc Committee on Agency Transportation, the Department of Human Services, or others.

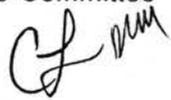
- o Social service agencies would provide for client trips as they did before Metro Mobility. The Department of Human Services would seek funds from the Legislature for the purpose of adjusting agency budgets to meet additional costs. The RTB could provide technical assistance in arranging the transportation. Metro Mobility would no longer accept standing orders to day training and habilitation facilities; however, agency clients certified to use Metro Mobility could do so for purposes other than travel to and from the agency.
- o Standing order service for persons traveling to and from social service agencies would be redesigned to more closely resemble subscription delivery, with the provider reimbursement mechanism changed accordingly. This service could become a separate component of Metro Mobility, and could require agencies to participate more fully in actual costs. The Department of Human Services would seek legislative authority to make adjustments in allowable agency rates.
- o The Department of Human Services would expand a plan to develop volume purchase agreements through competitive bid to include transportation service to social service agencies. Approval by the federal Health Care Finance Agency would be required.
- o Metro Mobility would reissue standing orders on a first come, first served basis accepting only a limited number. This would effectively set a cap on standing orders. A DHS adjustment to agency transportation rates might be required.

Other suggestions which could be used in combination with some of the options listed above include:

- o Implement a travel skills training program for persons with disabilities who are able or can learn to use mainline bus service.
- o Expand the capital funding program in the metropolitan area to subsidize vehicle procurement by day training agencies and others for the purpose of establishing separate transportation programs.
- o Develop a program to offer free or discounted MTC bus passes to persons who complete travel skills training.
- o Limit demand by any of a variety of methods such as modifying eligibility criteria, raising fares, or establishing daily trip maximums.

The alternatives listed above have been developed in response to past efforts to determine how to most appropriately and cost-effectively provide transportation to agency-related activities. The list is not all-inclusive, representing only those options which may have the greatest impact. It is anticipated that the current study will build upon existing alternatives and that additional possibilities will surface as the work progresses.

REGIONAL TRANSIT BOARD
MEARS PARK CENTRE, 230 EAST FIFTH STREET
SAINT PAUL, MINNESOTA 55101
612/292-8789

DATE: October 24, 1989
TO: Administration and Finance Committee
FROM: Clete Luberts, Accountant 
SUBJECT: Financial Statements - September 1989

SUMMARY

The Administration and Finance Committee is asked to review the September 1989 financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles. They are:

- balance sheet
- statement of revenues, expenditures and changes in all funds
- schedule of revenues, expenditures and changes in general fund
- statement of revenues, expenditures and changes in special revenue funds
- program status report and comments
- transit provider status report
- investment summary by fund

RECOMMENDATION

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

Attachment
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REGIONAL TRANSIT BOARD
FINANCIAL STATEMENTS
Ending September 30, 1989

Balance Sheet.....	Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....	Page 2
General Funds.....	Page 3
Special Revenue Funds.....	Page 4
Program Status Report and Comments.....	Pages 5
Transit Provider Status Report.....	Pages 6 & 7
Investment Summary by Fund.....	Pages 8 & 9

REGIONAL TRANSIT BOARD
BALANCE SHEET - ALL FUNDS
FOR NINE MONTHS ENDED SEPTEMBER 30, 1989

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	TOTAL SEPTEMBER 1988 ALL FUNDS	CHANGE
ASSETS:							
CASH	\$0	\$255,769	\$0		\$255,769	\$341,512	(\$85,743)
INVESTMENTS	\$1,399,481	\$14,192,600			\$15,592,081	\$10,507,078	\$5,085,003
TAXES RECEIVABLE		\$30,041,721	\$3,681,601		\$33,723,322	\$29,846,771	\$3,876,551
ACCRUED INTEREST REC. DUE FROM OTHER FUNDS	\$18,143	\$110,046			\$128,189	\$136,804	(\$8,614)
DUE FROM OTHER GOVT. UNITS	\$3,542	\$11,884	\$0		\$15,427	\$1,242	\$14,184
DUE FROM STATE OF MINNESOTA	\$0	\$0			\$0	\$63,202	(\$63,202)
DUE FROM FEDERAL GOVT.	\$675,000	\$11,786,500	\$0		\$12,461,500	\$14,609,000	(\$2,147,500)
OTHER ASSETS	\$196,866	\$227,215			\$424,081	\$457,955	(\$33,874)
	\$53,940	\$491,008	\$98,461	\$538,561	\$1,181,970	\$884,472	\$297,498
TOTAL ASSETS	\$2,346,972	\$57,116,745	\$3,780,062	\$538,561	\$63,782,340	\$56,848,036	\$6,934,304
LIABILITIES:							
ACCOUNTS PAYABLE	\$30,099	\$0	\$0		\$30,099	\$32,036	(\$1,937)
ACCRUED PAYROLL LIABILITIES	\$104,242	\$0	\$0		\$104,242	\$108,232	(\$3,990)
DUE TO OTHER GOVT. UNITS	\$128,357	\$0	\$2,633,778		\$2,762,135	\$145,039	\$2,617,095
DUE TO MTC	\$0	\$19,117,228	\$1,047,824		\$20,165,052	\$21,264,678	(\$1,099,626)
DUE TO OTHER PROVIDERS	\$0	\$2,352,418	\$0		\$2,352,418	\$2,455,455	(\$103,036)
DUE TO OTHER FUNDS	\$11,884	\$3,542	\$0		\$15,427	\$1,242	\$14,184
DEFERRED REVENUE	\$306,250	\$21,585,131	\$0		\$21,891,381	\$20,409,130	\$1,482,251
LONGTERM LIABILITY	\$0	\$0	\$0	\$0	\$0	\$70,719	(\$70,719)
DEFERRED COMP HELD	\$0	\$0	\$98,461		\$98,461	\$57,375	\$41,087
TOTAL LIABILITIES	\$580,833	\$43,058,320	\$3,780,062	\$0	\$47,419,215	\$44,543,906	\$2,875,309
FUND EQUITY:							
INVESTMENT IN GEN FIXED ASSET FUND BALANCE	\$0	\$0		\$538,561	\$538,561	\$364,099	\$174,462
RESERVE FOR ENCUMBRANCES UNRESERVED	\$0	\$0			\$0	\$0	\$0
DESIGNATED	\$0	\$0			\$0	\$0	\$0
UNDESIGNATED	\$1,766,139	\$14,058,425			\$15,824,564	\$11,940,031	\$3,884,532
TOTAL FUND EQUITY	\$1,766,139	\$14,058,425	\$0	\$538,561	\$16,363,125	\$12,304,130	\$4,058,995
TOTAL LIABILITIES & FUND EQUITY	\$2,346,972	\$57,116,745	\$3,780,062	\$538,561	\$63,782,340	\$56,848,036	\$6,934,304

REGIONAL TRANSIT BOARD
STATEMENT OF REVENUES, EXPENDITURES & CHANGES
IN ALL FUNDS FOR NINE MONTHS ENDING SEPTEMBER 30, 1989

	GENERAL FUND	SPECIAL FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL/BUDGET VARIANCE FAVORABLE/(UNFAVORABLE)
BEGINNING FUND BALANCE	\$2,123,153	\$11,170,421	\$13,293,574	\$13,293,574	\$0
REVENUES:					
PROPERTY TAXES	\$0	\$41,833,757	\$41,833,757	\$41,809,909	\$23,848
FEDERAL GRANTS	\$299,852	\$181,000	\$470,852	\$640,350	(\$169,498)
STATE APPROPRIATIONS	\$918,750	\$18,921,131	\$19,839,881	\$19,374,375	\$465,506
INTEREST INCOME	\$153,955	\$1,173,791	\$1,327,746	\$450,000	\$877,746
MISCELLANEOUS/BONDS	\$228	\$0	\$15,226	\$150,000	(\$134,774)
TOTAL REVENUE	\$1,362,785	\$62,109,679	\$63,487,462	\$62,424,634	\$1,062,828
EXPENDITURES:					
SALARIES AND BENEFITS	\$793,498	\$16,319	\$809,816	\$1,052,550	\$242,734
PROFESSIONAL AND TECHNICAL	\$379,812	\$14,998	\$394,811	\$977,850	\$583,039
MET COUNCIL CHARGEBACKS	\$177,750	\$0	\$177,750	\$177,750	\$0
MATERIALS SUPPLIES	\$12,145	\$0	\$12,145	\$23,250	\$11,105
OCCUPANCY	\$59,515	\$0	\$59,515	\$116,250	\$56,735
EQUIPMENT RENTAL AND MAINT	\$28,041	\$0	\$28,041	\$34,500	\$6,459
MEMBER PER DIEMS	\$20,350	\$0	\$20,350	\$37,500	\$17,150
TRAVEL EXPENSE	\$62,942	\$0	\$62,942	\$107,775	\$44,833
CASUALTY AND LIABILITY	\$60,703	\$0	\$60,703	\$75,000	\$14,297
PRINTING AND PUBLISHING	\$43,553	\$0	\$43,553	\$93,975	\$50,422
CAPITAL EXPENDITURES/OTHER	\$58,493	\$0	\$58,493	\$348,059	\$289,565
TRANSIT GRANTS/PROVIDERS	\$22,996	\$59,205,357	\$59,228,352	\$60,976,013	\$1,747,660
TOTAL EXPENDITURES	\$1,719,798	\$59,236,674	\$60,956,472	\$64,020,471	\$3,063,999
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(\$357,014)	\$2,873,006	\$2,530,990	(\$1,595,837)	\$4,126,827
TRANSFERS:					
BUDGET AUTHORIZATION			\$0	\$0	\$0
STATUTORY AUTHORIZATION					
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$1,766,139	\$14,043,426	\$15,824,564	\$11,697,737	\$4,126,827
RESERVE FOR ENCUMBRANCE DESIGNATED			\$0		\$0
UNRESERVED/UNDESIGNATED	\$1,766,139	\$14,043,426	\$15,824,564	\$11,697,737	\$4,126,827

REGIONAL TRANSIT BOARD
 SCHEDULE OF REVENUES, EXPENDITURES & CHANGES
 IN THE GENERAL FUND
 FOR NINE MONTHS ENDED SEPTEMBER 30, 1989

	GENERAL 010	PLANNING PROGRAMS 011	TOTAL GENERAL FUND	TOTAL BUDGET GENERAL FUND	ACTUAL/BUDGET VARIANCE FAVORABLE(UNFAVORABLE)
BEGINNING FUND BALANCE	\$2,005,037	\$118,116	\$2,123,153	\$2,123,153	\$0
REVENUES:					
PROPERTY TAXES			\$0	\$0	\$0
FEDERAL GRANTS		\$289,852	\$289,852	\$295,350	(\$5,498)
STATE APPROPRIATIONS	\$356,250	\$562,500	\$918,750	\$918,750	\$0
INTEREST INCOME	\$36,747	\$117,208	\$153,955	\$82,500	\$71,455
MISCELLANEOUS	\$228	\$0	\$228	\$0	\$228
TOTAL REVENUE	\$393,225	\$969,559	\$1,362,785	\$1,296,600	\$66,184
EXPENDITURES:					
SALARIES AND BENEFITS	\$421,971	\$371,527	\$793,498	\$964,379	\$170,881
PROFESSIONAL AND TECHNICAL	\$130,131	\$249,682	\$379,812	\$811,350	\$431,538
MET COUNCIL CHARGEBACKS	\$12,750	\$165,001	\$177,750	\$177,750	\$0
MATERIALS SUPPLIES	\$12,145	\$0	\$12,145	\$23,250	\$11,105
OCCUPANCY	\$59,515	\$0	\$59,515	\$116,250	\$56,735
EQUIPMENT RENTAL AND MAINT	\$27,996	\$45	\$28,041	\$34,500	\$6,459
MEMBER PER DIEMS	\$20,350	\$0	\$20,350	\$37,500	\$17,150
TRAVEL EXPENSE	\$38,636	\$24,306	\$62,942	\$103,275	\$40,333
CASUALTY AND LIABILITY	\$60,703	\$0	\$60,703	\$75,000	\$14,297
PRINTING AND PUBLISHING	\$35,170	\$8,383	\$43,553	\$93,975	\$50,422
CAPITAL EXPENDITURES/OTHER	\$58,493	\$0	\$58,493	\$77,925	\$19,432
TRANSIT PROGRAMS/GRANTS	\$0	\$22,996	\$22,996	\$22,996	\$0
TOTAL EXPENDITURES	\$877,859	\$841,939	\$1,719,798	\$2,538,150	\$818,352
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(\$484,634)	\$127,620	(\$357,014)	(\$1,241,550)	\$884,536
TRANSFERS:					
BUDGET AUTHORIZATION STATUTORY AUTHORIZATION			\$0	\$0	\$0
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$1,520,403	\$245,737	\$1,766,139	\$881,603	\$884,536
RESERVE FOR ENCUMBRANCES DESIGNATED			\$0		\$0
UNRESERVED/UNDESIGNATED	\$1,520,403	\$245,737	\$1,766,139	\$881,603	\$884,536

REGIONAL TRANSIT BOARD
 SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN SPECIAL REVENUE FUNDS
 FOR NINE MONTHS ENDED SEPTEMBER 30, 1989

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SMALL URBAN 015	LRT ENGINEERING 016	NEW SERVICE TEST MARKETING 017	TOTAL SPECIAL FUNDS	TOTAL BUDGET SPECIAL REVENUE FUND	ACTUAL/BUDGET VARIANCE FAVOR/(UNFAVOR)
BEGINNING FUND BALANCE	\$5,670,398	\$447,021	\$59,597	\$505,021	\$1,551,750	\$2,936,635	\$11,170,421	\$11,170,421	\$0
REVENUES:									
PROPERTY TAXES	\$39,316,205	\$0	\$2,062,500	\$455,052		\$0	\$41,833,757	\$41,809,909	\$23,848
FEDERAL GRANTS	\$181,000	\$0		\$0	\$0	\$0	\$181,000	\$345,000	(\$164,000)
STATE APPROPRIATIONS	\$9,022,256	\$8,156,250	\$0	\$618,375	\$100,000	\$1,024,250	\$18,921,131	\$18,455,625	\$465,506
INTEREST INCOME	\$664,405	\$164,954	\$22,132	\$40,619	\$122,030	\$159,649	\$1,173,791	\$367,500	\$806,291
MISCELLANEOUS							\$0	\$150,000	(\$150,000)
TOTAL REVENUE	\$49,183,867	\$8,321,204	\$2,084,632	\$1,114,046	\$222,030	\$1,183,899	\$62,109,679	\$61,128,034	\$981,645
EXPENDITURES:									
MTC OPERATING SUBSIDY	\$45,800,537						\$45,800,537	\$46,413,450	\$612,913
MTC RIDESHARE	\$465,318						\$465,318	\$508,380	\$43,062
MTC JOBSEEKERS	\$336,508						\$336,508	\$303,750	(\$32,758)
MTC METRO MOBILITY ADMIN		\$551,856					\$551,856	\$486,673	(\$65,183)
NON-MTC FIXED ROUTE	\$1,261,814						\$1,261,814	\$1,185,480	(\$76,334)
OPT - OUT			\$1,030,327				\$1,030,327	\$1,285,478	\$255,151
RURAL SYSTEM				\$750,821			\$750,821	\$791,055	\$40,234
SMALL URBAN				\$241,901			\$241,901	\$250,920	\$9,019
METRO MOBILITY		\$8,389,106					\$8,389,106	\$9,000,827	\$611,722
LIGHT RAIL TRANSIT					\$16,319		\$16,319	\$254,925	\$238,606
TEST MARKETING						\$377,169	\$377,169	\$693,225	\$316,056
TOTAL EXPENDITURES	\$47,864,177	\$8,940,962	\$1,030,327	\$992,723	\$16,319	\$377,169	\$59,221,675	\$61,174,163	\$1,952,487
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$1,319,690	(\$619,758)	\$1,054,306	\$121,324	\$205,712	\$806,730	\$2,888,004	(\$46,129)	\$2,934,132
TRANSFERS:									
BUDGET AUTHORIZATION							\$0		\$0
STATUTORY AUTHORIZATION									
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$6,990,088	(\$172,737)	\$1,113,902	\$626,345	\$1,757,461	\$3,743,365	\$14,058,425	\$11,124,292	\$2,934,132
RESERVE FOR ENCUMBRANCES									
DESIGNATED									
UNRESERVED/UNDESIGNATED							\$0		\$0
RESERVE FOR ENCUMBRANCE DESIGNATED							\$0		\$0
UNRESERVED/UNDESIGNATED	\$6,990,088	(\$172,737)	\$1,113,902	\$626,345	\$1,757,461	\$3,743,365	\$14,058,425	\$11,124,292	\$2,934,132

RTB PROGRAM STATUS REPORT SEPTEMBER 30, 1989
75.00% of Fiscal Year

Work Prog #	Program name	Original Budget	Expenses thru Period end date	Unexpended Budget	Expenses as % of Budget
89-01	RTB Policy Management	\$276,200	\$204,338	\$71,862	73.98%
89-02	Executive Director's Office	\$202,450	\$110,515	\$91,935	54.59%
89-03	Programs/Planning Admin	\$175,850	\$195,272	(\$19,422)	111.04%
89-04	Transportation Planning Process	\$245,400	\$154,937	\$90,463	63.14%
89-10	Elderly and Disabled	\$91,300	\$49,818	\$41,482	54.57%
89-11	Regional Rideshare Prog. Coord.	\$102,200	\$12,079	\$90,121	11.82%
89-12	I-394 Planning & Implementation	\$52,900	\$4,418	\$48,482	8.35%
89-13	Transit System Planning & Impl.	\$274,800	\$211,933	\$62,867	77.12%
89-14	Transit Programs and Admin.	\$80,827,750	\$58,899,392	\$21,928,358	72.87%
89-15	Administrative Services	\$488,600	\$272,450	\$216,150	55.76%
89-16	Financial Management	\$262,100	\$128,004	\$134,096	48.84%
89-17	Personnel Administration	\$46,200	\$70,137	(\$23,937)	151.81%
89-19	Public Information	\$383,200	\$89,535	\$293,665	23.37%
89-22	Competitive Transit Services	\$93,800	\$78,527	\$15,274	83.72%
89-23	Light Rail Transit	\$339,900	\$24,542	\$315,358	7.22%
89-26	Transit Test Mktg of New Serv.	\$924,300	\$389,473	\$534,827	42.14%
89-27	Community Demo. Grant Prg	\$168,500	\$26,904	\$141,596	15.97%
Sub-Total		\$84,955,450	\$60,922,274	\$24,033,176	71.71%
89-20	Capital Expenditure Program	\$335,178	\$19,199	\$315,979	5.73%
Total Programs and Capital Expenditures		\$85,290,628	\$60,941,474	\$24,349,154	71.45%
025	AGENCY-HOV CONTRACT	N/A	\$14,998	N/A	
		\$85,290,628	\$60,956,472	\$24,349,154	61.56%

**REGIONAL TRANSIT BOARD TRANSIT
PROVIDER STATUS REPORT**
as of September 30, 1989
75.00% of Fiscal Year

	1989 Contract	9 months Contract	9 months Accr. Exp	*Variance Dollars
Regular Route				
Airport Express	18,181	13,636	14,241	605
Medicine Lake	748,900	561,675	616,108	54,433
(1) North Suburban	816,510	612,383	631,435	19,053
Total	1,583,591	1,187,693	1,261,784	74,091
Medicine Lake- Adj	0	0	30	30
Adj Total	1,583,591	1,187,693	1,261,814	74,121
Opt Out				
Plymouth	433,910	325,433	325,433	1
Shakopee	217,661	163,246	140,100	-23,146
Southwest Metro	910,830	683,123	564,794	-118,329
Total	1,562,401	1,171,801	1,030,327	-141,474
Rural Systems				
Anoka County	85,646	64,235	60,922	-3,313
Carver County	104,650	78,488	79,308	821
Dakota Volunteer	10,800	8,100	10,881	2,781
DARTS	376,008	282,006	295,131	13,125
HSI (Washington Co.)	224,960	168,720	164,303	-4,417
Scott County	81,241	60,931	63,108	2,177
Senior Community	57,035	42,776	46,134	3,357
Senior Transp. Prog	15,600	11,700	11,965	265
Westonka	15,559	11,669	12,812	1,143
Total	971,499	728,624	744,564	15,939
Scott Co- 1988 Adj	0	0	6,258	6,258
Sr Comm- sp exurban	0	0	5,213	5,213
Adj Total	971,499	728,624	756,034	27,410
Small Urban Systems				
Columbia Heights	21,420	16,065	16,811	746
Hastings - TRAC	61,775	46,331	44,730	-1,602
Hopkins	39,000	29,250	27,439	-1,811
NEST	109,342	82,007	68,508	-13,499
STEP	8,205	6,154	6,155	1
White Bear	102,508	76,881	78,259	1,378
Total	342,250	256,688	241,901	-14,786

**REGIONAL TRANSIT BOARD TRANSIT
PROVIDER STATUS REPORT**
as of September 30, 1989
75.00% of Fiscal Year

	1989 Contract	9 months Contract	9 months Accr. Exp	*Variance Dollars
Metro Mobility				
City Wide Cab			218,338	
DARTS			277,738	
Diamond Cab			319,539	
Ebenezer Society			539,555	
H.T.S.			149,241	
Handicabs			1,338,619	
Human Services, Inc.			56,742	
Med Kab (Health East)			537,776	
Metro Ride			745,850	
Morley Bus			1,705,686	
Suburban Paratransit			808,602	
Twin City Mobility			363,645	
Wilder Transp.			231,890	
Yellow Taxi			1,095,888	
Total	12,001,103	9,000,827	8,389,106	-611,722
Total other than MTC	16,460,844	12,345,633	11,679,182	-666,451
MTC				
Regular Route	61,884,600	46,413,450	45,800,567	-612,883
Jobseekers	405,000	303,750	336,478	32,728
Over 8 Mile Coupons	125,000	93,750	51,271	-42,479
MMAC	648,897	486,673	500,585	13,913
Minnesota Rideshare	695,966	521,975	465,318	-56,657
Total	63,759,463	47,819,597	47,154,219	-665,379
Test Mktg & New Serv				
ABC Weekender	105,416	79,062	73,292	-5,770
(2) * Roseville Circulator	737,180	263,393	303,877	40,484
Grand Total	81,062,903	60,507,685	59,210,570	-1,297,116

*+ = over budget

*- = under budget

- (1) Incl amendment
(2) 18 month contract
ytd exp s/b 268,303

Investment Summary by Fund - September 1989

Date Purch.	Date Due	Description	Purchase Price	Broker	Yield
General Fund					
7/31/89	9/25/89	BA-Security Pacific	20,484	American Bank	8.491
	9/25/89	sold	(20,484)		
8/07/89	10/16/89	CP-Cons. Power	<u>1,399,481</u>	Dain Bosworth	8.643
			1,399,481		
Regular Route Fund					
7/11/89	9/18/89	CP-News America	2,999,287	Dain Bosworth	8.822
	9/18/89	sold	(2,999,287)		
7/17/89	9/18/89	CP-BFCE US Finance	1,962,375	Dain Bosworth	8.731
	9/18/89	sold	(1,962,375)		
7/25/89	9/28/89	CP-Honeywell Bull	2,263,871	Marquette Bank	8.839
	9/28/89	sold	(2,263,871)		
7/25/89	9/11/89	CP-Merrill Lynch	2,273,259	Merrill Lynch	8.823
	9/11/89	sold	(2,273,259)		
7/31/89	9/25/89	BA-Security Pacific	100,000	American Bank	8.491
	9/25/89	sold	(100,000)		
8/17/89	9/05/89	CP-Ford	199,092	American Bank	8.639
	9/05/89	sold	(199,092)		
8/21/89	10/16/89	CP-GE Credit	888,072	Piper Jaffray	8.634
9/05/89	11/06/89	CP-GMAC	1,379,313	American Bank	8.709
9/18/89	11/20/89	CP- News America	2,265,184	Dain Bosworth	8.783
9/25/89	10/10/89	CP-GMAC	672,553	American Bank	8.732
9/28/89	10/02/89	CP-Amer. Express	<u>2,299,826</u>	Marquette Bank	8.508
			7,504,948		
Metro Mobility Fund					
7/11/89	10/02/89	CP-Merrill Lynch	1,550,719	Merrill Lynch	8.722
7/17/89	9/18/89	CP-BFCE US Finance	500,000	Dain Bosworth	8.731
	9/18/89	sold	(500,000)		
7/31/89	9/25/89	BA- Security Pacific	100,000	American Bank	8.491
	9/25/89	sold	<u>(100,000)</u>		
			1,550,719		
Opt-Out Fund					
7/11/89	10/02/89	CP-Merrill Lynch	300,000	Merrill Lynch	8.722
7/31/89	9/25/89	BA- Security Pacific	200,000	American Bank	8.491
	9/25/89	sold	<u>(200,000)</u>		
			300,000		

Rural-Small Urban Fund

7/11/89	10/02/89	CP-Merrill Lynch	600,000	Merrill Lynch	8.722
7/31/89	9/25/89	BA- Security Pacific	100,000	American Bank	8.491
	9/25/89	sold	<u>(100,000)</u>		
			600,000		

LRT Fund

8/07/89	10/16/89	CP - Merrill Lynch	475,792	Merrill Lynch	8.436
9/11/89	10/26/89	CP- Honeywell Bull	<u>989,062</u>	Piper Jaffray	8.847
			1,464,854		

New Test Marketing Fund

7/31/89	9/25/89	BA- Security Pacific	200,000	American Bank	8.491
	9/25/89	sold	<u>(200,000)</u>		
8/07/89	10/16/89	CP- Merrill Lynch	1,000,000	Merrill Lynch	8.436
8/21/89	11/06/89	CP- Dreyfuss	981,498	Dain Bosworth	8.813
8/24/89	9/05/89	CP- Ford Motor Cr.	997,100	Marquette Bank	8.725
	9/05/89	sold	<u>(997,100)</u>		
8/29/89	9/05/89	CP- GE Credit	3,499,105	Marquette Bank	8.665
	9/05/89	sold	<u>(3,499,105)</u>		
9/11/89	10/30/89	CP- GMAC	<u>790,581</u>	Piper Jaffray	8.753
			2,772,079		

Total outstanding end of September: 15,592,081

REGIONAL TRANSIT BOARD

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

DATE: October 23, 1989
TO: Regional Transit Board
FROM: Michael J. Ehrlichmann, Chair 
SUBJECT: Audit Advisory Committee

BACKGROUND

The RTB currently administers provider contracts of approximately \$85,000,000, and agency related expenditures of an additional \$4 - 5,000,000 annually. The goal of the Audit Advisory Committee will be to assist the RTB in meeting its responsibility to insure that the proper stewardship of these public funds is exercised.

A short history of audit activity by the Agency would note that the RTB, in 1986, assumed provider contracts previously managed by Mn/DOT. In 1987, the Board established an in-house audit function, reassigning a finance employee to provider contract auditing. In an effort to expedite specific major provider audits and to strengthen the in-house auditing capability, the Board employed Deloitte, Haskins & Sells in August, 1988 to work with RTB staff on two private provider audits and to prepare a report on contract auditing procedures as a training tool. The RTB's own agency financial activities are audited annually by a public accounting firm.

The creation of the Audit Advisory Committee at this time will serve to provide expanded Board oversight of the audit process. The duties of the Audit Advisory Committee (AAC) will include the following:

- Review and approve an overall RTB audit program.
- Receive and review the annual external audit of the RTB, and recommend appropriate action.
- Receive and review audits of RTB provider contracts. These audits will be forwarded from RTB audit staff, outside auditors contracted by the RTB and outside auditors contracted by the providers. The AAC will review audits for contract compliance and adequate cost justification, and recommend appropriate action to the A&F Committee of the RTB. At its discretion, the AAC may meet with auditors and providers.
- Review the quality of the RTB's systems of internal control.
- Review quality and staffing levels of the RTB's auditing and accounting/financial personnel.

RECOMMENDATION

The RTB create an Audit Advisory Committee consisting of seven members: The Chairman, the Chair of the Administration and Finance Committee and the Treasurer of the RTB, the Executive Director of the RTB and three members of the general public with expertise in auditing, finance or management from the Metropolitan Area Manager's Association, Government Finance Officers Association, and a representative from the private sector, as designated by the Chair of the RTB.

REGIONAL TRANSIT BOARD

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

DATE: October 23, 1989

TO: Administration and Finance Committee

FROM: Howard Blin, Planning Manager *HB*
Len Simich, Planner *LS*
Assata Brown, Project Administrator *AB*

SUBJECT: Community Transit Planning Grant Program

SUMMARY

This memorandum provides additional information on applications received for funding from the Community Transit Grant Program.

BACKGROUND

A recommendation for the award of Community Transit Planning Grants was presented at the October 18, 1989, meeting of the Regional Transit Board. The item was referred to committee and staff was directed to present additional information on the applications received. Attached are the following materials:

- Board minutes, Committee of the Whole report and staff report regarding the authorization of a process for soliciting and reviewing funding applications;
- August 22, 1989, letter to local units of government inviting applications for the program;
- copies of the eight grant applications received;
- an October 6, 1989, memorandum to the evaluation committee that describes the evaluation process; and
- the October 12, 1989, staff report that presents recommendations on grant awards.

DISCUSSION

Eight applications were received by the October 5 deadline for submittal. Each of the applications is described below. Included is a summary evaluation of each application and the number of points awarded by the staff evaluation committee.

Applications Recommended for Funding

Cities of Brooklyn Park, Maple Grove, Crystal and Osseo (184 points)

Brooklyn Park, Maple Grove, Crystal, and Osseo request \$35,000 to conduct a feasibility study to operate a suburb-to-suburb circulator transit service.

The evaluation committee found this proposal ranked strong to very strong in each evaluation criterion and had a good probability for implementation. Some of the stronger points of the proposal were:

- A strong need for additional services in this area was identified by both the community and the RTB in its Transit Service Needs Assessment.
- Project shows good coordination and support among the four cities. The cities identified an in-kind match that will be applied to the project.
- The type of service proposed would provide additional options for transit dependent people in the area.

City of Minneapolis (174 points)

Minneapolis requests \$40,000 to conduct a detailed transit study in the Uptown area. The study will look at reconfiguring existing transit service; providing a safe, environmentally-controlled transit hub facility; implementing timed-transfer services; possible LRT connections (LRT station or feeder bus system); a remote shuttle bus system; along with other physical improvements that would enable transit to operate more effectively and efficiently.

The evaluation committee found this proposal ranked strong to very strong in each evaluation criterion and had a good probability for implementation. Some of the stronger points of the proposal were:

- The RTB's Transit Service Needs Assessment identified the need for improved transit services in the area. This is due to the increases in both traffic and air pollution brought on by the popularity of the area for shopping, recreation, and development.
- The overall goal of the study was sharply defined with very capable measures identified to carry out the program objectives.
- The proposal was complete and demonstrated grasp of the work required.
- The project has the support of the city council, area businesses, community groups and the MTC and also shows a high level of coordination.

City of Eden Prairie/Improve I-494 (174 points)

City of Eden Prairie/Improve-494 requests \$13,000 to develop effective travel demand management (TDM) strategies to reduce the number of single-occupant autos in the peak hour along the I-494 corridor.

Overall, the evaluation committee found this proposal ranked fairly strong in each evaluation criterion and had a good probability for implementation. Some of the stronger points of the proposal were:

- Strong need due to the severe congestion that is already a problem along some segments of I-494, and the realization that it will be at least ten years before any large scale improvements and expansion will occur along I-494.
- Demonstration could become a model for other travel demand management activities taking place around the Twin Cities.
- Project shows good coordination and support from the cities located adjacent to I-494. Improve-494 has also shown strong commitment by matching almost 50 percent (\$12,500) of the requested grant.
- Project supports a larger effort in the corridor which involves the RTB, Metropolitan Council and Mn/DOT. Travel Demand Management is a priority of both the Metropolitan Council as demonstrated in their Policy Plan, and the RTB as demonstrated in the Five-Year Plan.
- Implementation of the study recommendations could take place in a relatively short time for minimal costs.

City of Bloomington (156 points)

Bloomington requests \$15,800 to assist in the development of a city-wide computer transportation model. The model will help the City and the RTB identify peak period travel desires and the magnitude of daily and peak hour trips.

Overall, the evaluation committee found this proposal ranked strong in each evaluation criterion and had a good probability for implementation. Some of the stronger points of the proposal were:

- The project will provide information useful in developing new transit services and Travel Demand Management (TDM) measures currently under consideration in the area.

- By utilizing the transportation model, not only the City of Bloomington but other communities along the I-494 and I-35W corridors would derive benefits from the information generated. Also, other communities throughout the region would benefit by learning and understanding how this relatively new modeling process works.
- There is a strong local commitment shown by the fact that 75 percent (\$62,860) of the costs incurred to undertake this project will be funded by the City.

Applications Not Recommended for Funding

City of Centerville (111 points)

Centerville requests \$40,000-\$50,000 to study potential transit improvements in southern Anoka County, particularly the feasibility of east-west regular route service linking Centerville and the Northtown Shopping Center in Blaine.

The evaluation committee found that the proposed study would duplicate an analysis of transit service improvements recently completed by Anoka County. The County is proposing to implement an expanded dial-a-ride service in this area in 1990.

City of St. Louis Park (77 points)

St. Louis Park requests \$40,000 to study possible restructuring of regular route transit service within the city. The study would focus on developing feeder bus routes that would serve the Southwest Corridor light rail transit (LRT) line proposed by the Hennepin County Regional Railroad Authority.

The evaluation committee found that the proposed study would duplicate existing and proposed transit studies in the area. These include:

- A feeder bus plan completed by the Metropolitan Transit Commission (MTC) in 1987 for the Southwest Corridor LRT line. It is expected that this plan will be further refined as the Southwest Corridor moves closer to implementation.
- A joint RTB/City of St. Louis Park transit needs study prepared in 1988. This study recommended establishment of a dial-a-ride service within the city to serve internal trips. Due to the inability of the City to share in the costs of the service, it was not implemented.
- Ongoing transit service planning conducted by the RTB and other agencies as part of the I-394 project.

It was determined that through participation in the planning efforts cited above, the City could accomplish the objectives identified in the funding application.

White Bear Transit Commission (75 points)

The White Bear Area Transit Commission requests \$30,000 to conduct a study of transit service needs in the White Bear Lake area. In order to determine needs, the project would include an on-board survey of White Bear Area Transit passengers as well as a survey of area residents. The application was submitted by the Commission, which is made up of representatives from the Cities of White Bear Lake and Birchwood and White Bear Township.

The evaluation committee found that the application was lacking in detail. In particular, a work program describing the various elements of the proposed study was not presented. It was also determined that service strategies to be explored in the study, including expanded service on White Bear Area Transit and improved coordination between the various transit providers in the area, would be more appropriately addressed in discussions between the RTB and service providers.

In addition, program guidelines call for grants to be awarded to local units of government. In this case, the application would first have to be submitted by one or more of the communities comprising White Bear Area Transit.

City of Mendota (68 points)

Mendota requests \$40,000 to perform a feasibility study of commuter rail service linking Mendota and St. Paul.

The evaluation committee found that the proposed study would duplicate recent rail transit studies in the area. This area has been studied by both the Ramsey County Regional Railroad Authority and the Dakota County Regional Railroad Authority in their LRT comprehensive planning efforts. None of the rail authority studies have found rail transit to be a feasible option in this corridor.

Support for the project from the appropriate units of government was not included. The evaluation committee found that a project of this type would need to be supported and coordinated by the two regional railroad authorities, as well as the communities along the proposed service line.