



Minnesota Regional Transit  
Board: Records.

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**REGIONAL TRANSIT BOARD**

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

## **MEETING OF THE REGIONAL TRANSIT BOARD**

Monday, November 20, 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. Administration and Finance Committee, October 30, 1989
  - B. Policy Committee, October 30, 1989
  - C. Regional Transit Board, November 6, 1989
4. **CHAIR'S REPORT**
  - A. Appointment of Members to Advisory Committees
5. **EXECUTIVE DIRECTOR'S REPORT**
  - A. Appointment of Manager of Light Rail Development
6. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**  
Elwyn Tinklenberg, Chair
  - A. 1991 International Special Olympic Games Funding Request
  - B. Minnesota Department of Transportation Light Rail Transit Grants
  - C. Minnesota Rideshare 1990 Contract
  - D. CARTS 1989 Contract Amendment
7. **REPORT OF THE JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE**  
John Derus, Chair
8. **OTHER BUSINESS**
  - A. Public Comment

Michael J. Ehrlichmann  
Chair

*An Equal Opportunity Employer*

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 11/20

BOARD OR COMMITTEE: Bd

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

Visitors

Staff

ac d wald

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McLoughlin

m, com.

Brimmer / John Dams / the stream



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 30, 1989

**MEMBERS PRESENT:** Elwyn Tinklenberg, Chair; John T. Finley; Ruth Franklin; Ed Kranz; Richard Wedell

**OTHERS PRESENT:** Bob Rossman, Amalgamated Transit Union; Greg Failor, Metropolitan Transit Commission (MTC); Doug Ewald, Ewald Consulting Group, Inc., Charles Weaver, Legal Counsel, Jim Johnson, Medicine Lake Lines; Michael Ehrlichmann, Gregory Andrews, Dale Ulrich, Clete Luberts, Ed Kouneski, Howard Blin, Len Simich, Dave Jacobsen and Suzanne Hanson, Regional Transit Board Staff

The meeting was called to order at 2:00 p.m. and roll taken. Franklin moved and Kranz seconded approval of the agenda. In response to Kranz' question, Tinklenberg said there will be a discussion of Opt-Out at the November 13 meeting. The motion carried unanimously.

**Financial Statements**

Luperts reviewed the financial statements, noting that on Page 5, the last figure on the last line should be 71.45% rather than 61.56%. Finley moved and Kranz seconded:

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

The motion was unanimously approved.

**Audit Advisory Committee**

Ehrlichmann reviewed his memorandum dated October 23, 1989. Because of a number of upcoming issues for the board, he feels it is in the best interests of the board to establish an Audit Advisory Committee to explore audit issues; the committee would report to the Administration and Finance Committee and be supported by the same staff. He has identified several people who would be valuable assets to the committee, but has been unable to obtain a confirmation that they are willing to serve. He asked that the members approve the recommendation with the condition that the names will be provided to the full board meeting of November 6. The intent is to use the resources of the private sector in examining those issues. Franklin moved and Kranz seconded:

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

- \* The Chair
- \* The Chair of the Administration and Finance Committee
- \* The Treasurer of the RTB
- \* The Executive Director of the RTB
- \* 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 of the private sector as designated by the Chair of the RTB

The chair noted that this is approval of the concept only and the names will be provided at the full board meeting. Ehrlichmann said he is hoping to obtain acceptance of membership of Gerald Splinter, representing the Metropolitan Area Manager's Association (MAMA); Thomas Novak from Dakota County, representing the Government Finance Officers Association (GOFA) has agreed to serve; and the private sector representative has been out of town and has not responded.

Kranz asked if it is normal for a staff person on serve on such a committee. He would assume that any staff person is available to the committee, but would not necessarily be a member. Ehrlichmann said the composition is arbitrary, the intent was to have the chief of staff who is in a position to respond to all the issues that might surface during an audit. He would not object to having a board member sit on the committee. Tinklenberg said this is modeled on similar committees of the Metro Council and Metropolitan Waste Control Commission. Andrews said the executive director and the chief administrator serve on the committees of those agencies. In terms of authority, Ehrlichmann said very few staff people have responsibility for all aspects of the board's issues. Franklin said she would prefer the executive director, who is a certified public accountant. Kranz asked that the matter be held over for further study. After discussion with the chair he now supports the concept. Regarding the memo regarding the 1987 board action to perform initial audits for 1986 and 1987 on Medicine Lake Lines, there is a misunderstanding of the board's action in 1988 when Deloitte, Haskins and Sells (DHS) was retained and directed to complete the audit. That was done instead by internal staff. Andrews said DHS was hired to do a contract compliance audit of Medicine Lake Lines. DHS has issued an audit report as a result of their work and a copy has been provided to staff. DHS found that additional work was required and Andrews decided the internal auditor would perform the additional field work required to reach conclusions. The report is complete and it will be reviewed with the audit committee. Ehrlichmann said he is concerned about some of the procedures and audit issues in the past, which is one reason for establishing a committee. Board members are invited to participate. He underscored his concern about the way some of those matters were handled and wants to clear the boards so we can proceed with a clear understanding of the relationship between the board and its vendors and answer questions to the satisfaction of the board. One vendor has not completed audits since 1980 and he would like to conclude them within three months.

In response to Kranz' question, Andrews said Jerry Brechlin is the staff internal auditor, but he works primarily on contract compliance audits in the field. DHS prepares the management letter, tests controls and makes recommendations. Their audit report and management letter would be presented to the committee.

Finley said Ramsey County has an internal audit committee that is independent from the rest of Administration. The auditor has a free hand and does not report to the executive director. He suggested that this can be a way of tightening controls.

Ehrlichmann said the intention is to involve people from outside who are not involved in the system to ensure that we are spending public funds in the best possible manner.

One issue on the committee's agenda, Ehrlichmann said, is the internal and external audit function. Some of the issues have been delayed far too long; he is uncomfortable issuing contracts to people who may have outstanding audits. The issues must be resolved. He also wants the committee to deal with the overall audit function, which was an issue in the Legislative Audit Commission report on the RTB.

Kranz said there is RTB exposure on the 1986 and 1987 audits since the board was established in 1984. Someone should investigate that. Ehrlichmann said he has asked the Minnesota Department of Transportation (Mn/DOT) to report to the advisory committee and later to the Administration and Finance Committee regarding the situation surrounding the audits.

The chair noted that implicit in the motion are the issues raised by Finley regarding internal and external audit and the Mn/DOT audits. The motion was unanimously approved.

#### Community Transit Planning Grant Program

This matter had earlier been presented to the board at its October 18 meeting and was referred back to committee for more information. Hollander reviewed the October 23 staff memorandum, adding that staff has clearly heard the board's direction on how information must be presented. Franklin moved:

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.
- \* 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.

There was no second. Finley said that after asking some general questions he would be ready to support the staff's recommendation. Responding to Hollander's remarks about board direction, he said there is nothing wrong with the process; it is a matter of getting to know each other. With regard to the six-week timeline, Finley said it is too short in view of the governmental approval processes. In St. Paul a minimum of ten weeks is required to complete the approval process. Hollander said the process was short because the funds are in the 1989 budget. At the beginning of the year the communities became excited about the program and then, when RTB's future became uncertain, people asked what would be done. The timeline was self-imposed. Finley said the smaller communities that lack staff should be aided in preparing applications and informed on what kinds of projects are likely to be approved. Wedell agreed that

some proposals are not approved because there are other studies being conducted in the same areas. This is an opportunity to discuss other options with those communities. Blin said that is an excellent point and staff has scheduled a series of meetings to talk about the role they can play. Simich said this is the first time staff has done this kind of process and agreed that the timeline is too short. On the second phase in the spring there will be more time allotted and communities are being urged to resubmit applications. Wedell said timing is crucial. Three or four months would be helpful, and people should be notified about what kinds of proposals were approved. Simich said staff has agreed to help some of the smaller communities assemble their proposals. Tinklenberg said the Legislature wants the new RTB to explore transit options in the suburban areas and he commended staff for working on that program.

Regarding the White Bear Lake proposal, Finley said one point that weighed against the proposal was that it did not have the requisite government support. Is this a board appointed by the five municipalities? Simich said the chair is an elected official and some members are private citizens. Finley said that if there had been more time they may have been able to take it through the city councils; Tinklenberg added that the board does not wish to discourage joint efforts. Franklin moved and Tinklenberg seconded:

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 of the Uptown area.
- \* 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.

Responding to Kranz' question, Simich said the program will come back to the board in early spring 1990 with additional funding. The 1989 unexpended funds will be carried over into 1990 as well. The motion was unanimously approved.

#### RTB 1990 Draft Budget - Review of Program Expenditures

The chair noted that most members were new to the board when the budget had to be adopted in September so this review will clarify the current budget and provide an opportunity to make specific recommendations for next year's budget. MTC funding and allocations will be reviewed at a subsequent meeting. Andrews, Ulrich and Hollander reviewed the sections of the document that pertain to their areas of responsibility.

The chair asked for more detail on the Metropolitan Council's plans for projects funded by RTB. Finley asked for a breakdown on the professional and technical categories. The document should show on one page how many people there are in each department, how many the preceding year, how many are needed and what the cost

would be. Ehrlichmann agreed and directed staff to provide the members with a detailed organization chart and information on staffing to help the board in its responsibility for administering the agency. He directed that the information be provided for the November 6th meeting.

Finley asked that information be provided on how the Metro Council determines chargebacks. Hollander said the Council decides what the chargebacks will be and RTB staff tries to relate them to programs. Members expressed concern that RTB cannot budget or manage the amount of chargebacks. The chair said questions should be saved for a meeting to deal specifically with programs issues.

In reviewing the communications budget, Tinklenberg said he is interested in how RTB can do more to help communities promote and market new service and assist them in making the services more successful.

In order to allow the Policy Committee meeting to start, the chair said this meeting should be adjourned and that at the next meeting the budget review will continue at Page 30.

Ehrlichmann said that RTB has had problems in using the building facilities. We are a parallel government structure.

There being no other business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

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



REGIONAL TRANSIT BOARD

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

Minutes of the meeting of the  
**POLICY COMMITTEE**  
Mears Park Centre, Room A  
October 30, 1989

**MEMBERS PRESENT:** Jeff Spartz, Chair Sandra Hilary; Doris Caranicas, Terrance O'Toole, Norbert Theis

**OTHERS PRESENT:** Michael J. Ehrlichmann, RTB Chair; Tom Vida and Christopher Gran, Metropolitan Transit Commission (MTC); Bob Rossman, Amalgamated Transit Union; James Barton, Metropolitan Council; Donna Allen, State Planning Agency; Natalie Haas-Steffen and Diane Harberts, Anoka County; Gregory Andrews, Cyndie Mayer, Ed Kouneski, Randy Rosvold, Judy Hollander, Cyndie Curry, Dale Ulrich, Judy Hollander and Mary Fitzgerald, RTB staff

The meeting was called to order at 4:00 p.m. and roll called. Theis moved and O'Toole seconded approval of the agenda. The motion was unanimously approved.

**Metropolitan Council Right-of-Way Preservation Policy**

Barton reviewed the council's report dated October 18, 1989, noting that one reoccurring question is which functional use takes precedence once a right-of-way is secured. The current emphasis is to acquire it and the decision on ultimate use of the land to be made at a later time. The Land Use Advisory Committee deals with disputes on local or regional use. The committee's deadline is February 15, 1990 in order to allow time to introduce new legislation if necessary. In response to Theis' question, Barton said that as a matter of public policy the rights-of-way should be preserved. Members discussed funding sources and acquisition of light rail corridor rights-of-way. No action was taken.

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

Mayer and Rosvold reviewed the October 23 staff report. Ehrlichmann said that as a Metro Mobility user, he strongly endorses this concept because of the extreme difficulty in getting a provider in the outlying areas. In response to Spartz' question, Harberts said the cost is expected to be \$3.60 per person. They are trying to provide same day service and charge \$2.00 per ride. There is seldom an opportunity to accomplish so much. Anoka has never had much public transit service. The RTB's study showed that the majority of riders go east and west to their jobs or attend the junior college. The goal is to get cars off the roads by developing transit programs. A weekend program failed, in part due to the fact that there was no logo on the buses to identify them as providing local service and people did not realize they could use Medicine Lake Lines buses in their community. This program will also help identify the best fixed routes. Hollander said the project is the best of both worlds from everyone's standpoint

because it increases service to Anoka County and saves RTB money. It is a good example of working with the communities and may have implications throughout the Metro Area. The RTB's Administration and Finance Committee will review a funding request in November. O'Toole moved and Caranicas seconded:

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.

The motion was unanimously approved.

#### State Planning Agency--Background Paper on Metro Mobility

Hollander said this is the most difficult issue that has ever faced the board. She reviewed the history of the program. Donna Allen is writing recommendations on how agency trips should be dealt with. Allen said she and Hollander have worked with Metro Mobility for more than ten years. Today it is provided throughout the transit taxing district. In part, these problems are the result of the success of the program. Ridership has gone from 45,000 trips per month in 1986 to 115,000 in 1989. She reviewed the factors that have affected use of the service. The Governor and the Legislature have expressed concern that people who use the service without standing orders are finding it increasingly difficult to get rides.

During the next month meetings will be held with people in the communities to discuss issues and develop recommendations for the Legislature. Caranicas commended Allen on an excellent background paper and asked how much the agencies paid to transport their clients before the Metro Mobility program began to provide those rides, and what are the current costs? Allen said those agencies used agency vehicles or contracted out the service. Their per diem would not have been as much as the Metro Mobility subsidy but was greater than they currently pay. Caranicas said it all comes out of the tax base. There is money available from federal sources that RTB cannot apply for and the Department of Human Services can. Allen said as much as one million dollars per year is available through Medicaid funds. She added that the report is a collaborative effort with Hollander and the Department of Human Services.

O'Toole cited an instance of a person who owned a house for developmentally disabled clients who used MTC transportation. Allen said a preliminary survey indicates half of those clients can use MTC to go to employment centers and she would certainly encourage that since the centers' goal is to integrate people into the community. Hilary commented it will be difficult to convince the agencies to release the funds.

Spartz said we must move toward agencies using these services on a standing order basis paying the full cost out of their pockets. If they can make more economical private arrangements they should do so. Further, we need to tap federal funds for the Region and provide incentives for the agencies to provide travel training. O'Toole moved:

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.

Spartz said this is input to State Planning, but staff should be working on policies for adoption by the board. The policies must be sensitive to funding cycles and it may take two or three years to fully implement the recommendations. Caranicas seconded the motion. The motion was unanimously approved.

#### Light Rail Transit Development and Financial Plan Update

Hollander distributed Briefing Paper No. 3, Evaluation Criteria and Methodology. Spartz said Representative Charles Weaver suggested that RTB attempt to capture part of the fiscal disparities pool. In 1989, \$46 million is payable to the other six units and there is no reason some of those funds could not be used for regional improvements. He directed staff to bring the issue to the committee. Hollander said there will be another briefing at the Policy Committee's November 27 meeting.

#### Other Business

There being no other business, O'Toole moved and Hilary seconded that the meeting be adjourned. The motion carried unanimously and the meeting was adjourned.

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  
November 6, 1989

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

**MEMBERS EXCUSED:** Ruth Franklin

**OTHERS PRESENT:** Natalio Diaz and Emil Brandt, Metropolitan Council; Arnie Entzel, Amalgamated Transit Union; Greg Failor, Metropolitan Transit Commission (MTC); Donna Allen, State Planning Department; Charles Weaver, Legal Counsel; Gregory Andrews, Judith Hollander, Suzanne Hanson, Howard Blin and Mary Fitzgerald, Regional Transit Board staff

The meeting was called to order at 4:00 p.m. and roll taken. The chair noted that Ruth Franklin was out of town at a memorial service. Charles Weaver, RTB Legal Counsel, will join the members at the table at all future meetings and be available to respond to questions on legal issues before the board.

O'Toole moved and Tinklenberg seconded approval of the agenda. The motion was unanimously approved.

Caranicas moved and Hilary seconded approval of the minutes of the Policy Committee meeting of September 29, 1989; the motion was unanimously approved.

Kranz moved and Theis seconded approval of the Administration and Finance Committee meeting of October 9, 1989. The motion was unanimously approved.

Caranicas moved and Finley seconded that the minutes of the meeting of October 18, 1989 be approved. The motion was unanimously approved. The chair noted that the additions to the meeting minutes of October 2, 1989 have been made and placed in the members' mailboxes and the minute book.

Theis moved and Kranz seconded approval of the minutes of the October 23, 1989 board meeting. The motion was unanimously approved.

**CHAIR'S REPORT**

The chair said all but one of the chair's breakfasts have been held and were very successful. Over 200 local officials attended the six meetings. He thanked members who were able to attend and acknowledged the efforts of Mike Kuehn, the new Community Relations Coordinator. The last meeting will be November 9 at the

Seasons restaurant. They complimented the chair on his articulation of the RTB's positions during the KQRS radio interview at 6 a.m., November 5.

Ehrlichmann said there will be a meeting on November 7 with Metro Mobility vendors and social service agencies to begin discussions of the directions indicated by some of the data being received by RTB. He invited members to attend. There was a Dispute Resolution Advisory Committee meeting this morning regarding marginal versus fully allocated costs used in the bidding process. The committee is advisory to the Policy Committee and the RTB representative is Committee Chair Spartz.

Very shortly the appointments to the RTB's three advisory committees will come before the board. Each member has an appointment to make to that committee. Kranz said the applicant for the Transportation Access Advisory Committee (TAAC) from his area has a problem with traveling and asked that transportation for that person be arranged. The chair directed staff to do so.

### REPORT OF THE POLICY COMMITTEE

Committee Chair Spartz reviewed the report of the committee meeting of October 30, 1989.

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

Committee Chair Spartz said this appears to be an opportunity to reduce costs for services. He moved and Caranicas seconded:

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

The motion was unanimously approved.

### State Planning Agency--Background Paper on Metro Mobility

Spartz said this was an examination of the State Planning Agency's paper on Metro Mobility. The costs have been rising exponentially. Regarding Item 1, Spartz said in the past the social services agencies paid the cost of providing transportation and it has shifted to RTB, driving up the costs of the Metro Mobility services. Regarding Item 2, he said if this is implemented it may be 1991 or 1992 before it takes effect. He moved and Hilary seconded:

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.

Ehrlichmann said these ideas will be discussed at the meeting on November 7.

Kranz asked if the Metro Mobility providers have been audited. Andrews said the MTC internal auditor and RTB's field auditor did a review about a year and a half ago to verify that trips charged were actually taken. The chair said the entire issue of an inventory of internal and external audits will come before the Audit Advisory Committee and the board. The motion was unanimously approved.

### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Tinklenberg reviewed the report of the committee meeting of October 30, 1989.

#### Financial Statements

Tinklenberg moved and Carancias seconded:

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

The motion was unanimously approved.

#### Audit Advisory Committee

Ehrlichmann said Thomas Novak, Treasurer of Dakota county will be the representative from the Government Finance Officers Association; Gerald Sprinter, Chair of the Metropolitan Area Manager's Association (MAMA) and City Manager of Brooklyn Center, will be the MAMA representative; and Mary DesRoche, the Financial Officer of Hemar, Inc., and Former Controller-Treasurer of the City of Minneapolis, will represent the private sector. Spartz added that in order to make the committee more independent, the chair should be a non-RTB affiliated member. In response to Kranz' question, Ehrlichmann said the committee will review internal and external audits. Kranz asked that the activity be expedited so other matters are not delayed. Ehrlichmann said issues surrounding the Medicine Lake Lines' audits will be the first item on the agenda of the advisory committee because of the difficulty in dealing with a vendor that has outstanding audits. Responding to Theis, he said the RTB has not had such a committee in the past and it is important to reach out for outside advice. Caranicas questioned whether RTB has jurisdiction over Mn/DOT audits. The chair said there is an impact on RTB audits since questions must be resolved before public resources are committed to providers. Tinklenberg moved and Kranz seconded:

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

- \* The Chair of the Regional Transit Board;
- \* The Chair of the Administration and Finance Committee;
- \* The Treasurer of the Regional Transit Board;
- \* The Executive Director of the RTB;

- \* Gerald Splinter, representing the Metropolitan Area Manager's Association;
- \* Thomas Novak, representing the Government Finance Officers Association; and
- \* Mary DesRoche, representing the private sector

The chair of the advisory committee shall not be affiliated with the Regional Transit Board.

The motion was unanimously approved.

### Community Transit Planning Grant Program

Tinklenberg said that after review of the program, staff was directed to work with the communities whose applications were not approved to find other ways to accomplish their goals. O'Toole said staff was asked to answer certain questions, but he did not receive information. Tinklenberg said the committee reviewed the detailed list of criteria and analysis and an explanation for the cut-off point. More importantly, in discussion of the applications not recommended for approval, the committee was concerned that for the cities that do not have enough staff, alternatives should be found to accomplish their goals. RTB staff was directed to work closely to assist them.

In response to O'Toole's question, Hollander said the staff recommendation, adopted by the committee, was to fund four proposals and in early 1990 the program will be reopened and applications can be resubmitted. Staff has contacted the communities to explain the action and plans to work with them beforehand so they may resubmit the applications. Finley said he had also had concerns at the October 18 meeting, but after staff provided all the documentation, starting with the first letter, he was satisfied insofar that these were the best proposals. The committee members felt the timeframe was a disadvantage. It was explained that the money had to be committed this year or roll over to 1990. There is additional funding for the program in the 1990 budget. The staff will continue to work with the communities. The committee added a caveat that staff aid those communities and review the criteria with them. Tinklenberg moved and Finley seconded:

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.
- \* 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.

Staff is directed to work with the communities whose applications were not approved and assist them in preparing applications for the 1990 program.

The motion was unanimously approved.

Tinklenberg said that at the next meeting the committee will discuss the Opt-Out process.

#### REPORT OF THE JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE

Hollander reviewed the meeting of November 1. The committee will meet on November 15 and November 29. On December 6 they will act on the draft light rail plan. The last two meetings have focused on the evaluation criteria. Springsted has been looking at financing options. The one corridor that continues to come to the top of the ranking is between Downtown St. Paul and Downtown Minneapolis. St. Paul East and St. Paul West corridors were dropped. The remaining corridors are being analyzed further.

The legislation recommends five- and ten-year plans; however, the committee has decided it should be consistent with the counties' regional rail authorities and will work on a 20-year plan. The chair recommended that members attend as many meetings of the committee as possible.

#### OTHER BUSINESS

There being no other business brought before the board and no public comment, O'Toole moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

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

Regional Transit Board  
**Transit Accessibility Advisory Committee** Appointments

District A:  
Finley Diane Krogstad

District B:  
Wedell Sarah Lenz

District C:  
Spartz LeRoy Marshall

District D:  
Hilary Morgan Grant

District E:  
Tinklenberg Jesse Ellingsworth

District F:  
Franklin Jerry Hayes

District G:  
Theis Chuck Dustrud

District H:  
Kranz Tom Keene

Disabled:  
Caranicas Mary Jo Nichols

Elderly:  
O'Toole Corbin Kidder

Ehrlichmann:  
Mary O'Hare Anderson- CHAIR

2 others:

Regional Transit Board  
**Rideshare Advisory Committee** Appointments

District A: Finley	Lisa Raduenz
District B: Wedell	Richard Ellis
District C: Spartz	Brenda Knapper
District D: Hilary	Theresa Robinson
District E: Tinklenberg	Chuck LeRoux
District F: Franklin	Peter Liupakka
District G: Theis	Wade Lau
District H: Kranz	Dean Johnson
Disabled: Caranicas	Bob Owens
Elderly: O'Toole	Virginia Carroll
Ehrlichmann:	CHAIR of Committee

Regional Transit Board  
**Provider Advisory Committee** Appointments

District A:  
Finley

Greg Delno

District B:  
Wedell

John Morley

District C:  
Spartz

Bill Dolan

District D:  
Hilary

James Johnson

District E:  
Tinklenberg

Diane Harborts

District F:  
Franklin

Frank Boyles

District G:  
Theis

Kathy McGraw

District H:  
Kranz

Beverly Miller

Disabled:  
Caranicas

Dorothea Burns

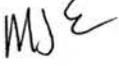
Elderly:  
O'Toole

George Nelson

Ehrlichmann: CHAIR of Committee

## REGIONAL TRANSIT BOARD

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

DATE: November 20, 1989  
TO: Members of the Regional Transit Board  
FROM: Michael J. Ehrlichmann, Chair   
SUBJECT: Hiring of Assistant to the Chair

### SUMMARY

The Board is requested to approve the appointment of the Assistant to the Chair to the unclassified service.

### BACKGROUND

I authorized the staff to advertise for the position of Assistant to the Chair and received over 200 responses to the advertisement. I have just completed interviews with 8 of the applicants and I am recommending that Sherry Munyon be approved for the unclassified position of Assistant to the Chair pursuant to Article 5.2 of the Personnel Code of the RTB. Ms. Munyon will receive the standard RTB benefits package and will be placed in salary classification 9.

Sherry Munyon is currently in the position of Legislative Assistant to Senator Steve Novak and has been with Sen. Novak since 1983. Sherry has participated in all the joint House/Senate Commission meetings which created the concept of the Regional Transit Board and during the 1989 session worked closely with Senator Novak on restructuring and preserving the RTB. During her tenure as Senator Novak's Legislative Assistant, Ms. Munyon has developed working relationships with a variety of transit users.

Sherry brings excellent legislative and analytical skills to the RTB along with many legislative and transit contacts. I have received numerous letters of recommendation for her appointment and I request that the Board approve this appointment.

### RECOMMENDATION

That the Regional Transit Board approve the appointment of Sherry Munyon to the unclassified position of Assistant to the Chair at salary class 9 with the standard RTB benefits package.

## REGIONAL TRANSIT BOARD

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

**DATE:** November 16, 1989  
**TO:** Chairman and Members of the Regional Transit Board  
**FROM:** Gregory L. Andrews, Executive Director  
**SUBJECT:** Hiring of Manager of Light Rail Transit Development

### SUMMARY

The Board is requested to approve the appointment of the Manager of Light Rail Development to the unclassified service.

### BACKGROUND

On September 5, 1989 the Board authorized a contract with Sathe and Associates to recruit a Manager of Light Rail Development. The recruitment of an individual with proven light rail experience is necessitated by the restructured responsibilities given the Regional Transit Board by the 1989 Legislature. The recruitment resulted in excellent candidates of which we interviewed three. As a result of the interviews and positive reference checks, I am recommending that David Minister be approved for the unclassified position of Manager of Light Rail Development pursuant to Article 5.2 of the Personnel Code of the RTB.

Mr. Minister comes with 20 years of experience in all aspects of transportation planning and engineering. As Program Manager at the Santa Clara County Transportation Agency, San Jose, California, David was responsible for overseeing the final design of the Santa Clara light rail system, including contract document preparation, the bid award process, and working with the Urban Mass Transportation Administration throughout the process. David was also responsible for major corridor transportation improvement studies and community and political consensus building activities. Prior to his responsibilities at Santa Clara County, he was employed by Deleuw, Cather as a project manager on major transportation planning and design projects in San Francisco, New York City, Denver, Los Angeles, Tucson and Sacramento. David holds a B.S. in Civil Engineering from the University of Santa Clara and a M.S. in Transportation Engineering from the University of California at Berkeley.

The employment agreement negotiated by Sathe and Associates on behalf of the RTB will be a three year contract with the RTB's option to extend for additional one year periods. The unclassified position of Manager of Light Rail Development will be in the highest classification -- Class 14 at the RTB. David will receive the same benefits as other unclassified employees including relocation and temporary living expenses with the exception of vacation accrual (contract calls for 15 days the first year and 17 days in the second and third years in recognition of his years of governmental experience.). Finally, the agreement provides that the contract may be terminated for "good cause" as defined as substantial failure to perform the duties of his office in the contract. Mr. Minister will commence employment at the RTB on December 11, 1989.

**RECOMMENDATION**

- That the Regional Transit Board approve the appointment of David Minister to the unclassified position of Manager of Light Rail Development at salary class 14 and vacation accrual to be 15 days in the first year of the contract and two additional days in the second and third years.
- Further, that the Executive Director is authorized to execute a three year employment contract with Mr. Minister on behalf of the Regional Transit Board, consistent with the terms as described in this memorandum.

# REGIONAL TRANSIT BOARD

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

## ADVISORY COMMITTEE REPORT

### JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE

At its November 15, 1989, meeting, the Joint Light Rail Transit (LRT) Advisory Committee reviewed and approved an outline that was presented for the proposed policy statement and transit service goals to be included in the LRT Development and Financial Plan.

After receiving an update on corridor evaluation activities and reviewing financing approaches being used in the cities of Portland, San Diego, San Francisco, and Tampa, the committee began discussing possible funding scenarios to be used in the Twin Cities metropolitan area. Along with reaffirming its previous commitment "that federal funding should continue to be pursued, where appropriate, while proceeding to pursue state and local funding to avoid possible delays by the federal government," the committee approved the following recommendations:

That 90 percent of the new growth in fiscal disparities revenue be dedicated for LRT use with distribution through the RTB.

That we need to look to alternate local, regional, statewide, federal combinations that will fund this system.

That, if feasible, funding through a gasoline sales tax be included, exclusive of agricultural purposes, to be levied in the seven-county metropolitan area.

That the regional railroad authorities retain the authorized property tax levy for use as determined by each railroad authority.

That consideration be given to include funding through a regional sales tax, distributed through the RTB, with feathering as per paragraph IV.B. of Briefing Paper 12, which reads: Geographic areas not currently receiving direct benefit from initial LRT systems will receive indirect benefits and should contribute some funding initially because of that indirect benefit and because those areas will expect future state and regional support for system expansions that do directly benefit the areas.

**Report to the Board  
November 15, 1989**

That consideration be given to include funding through use of a regional payroll tax to be collected and distributed by the RTB.

That a portion of the Motor Vehicle Excise Tax (MVET) be dedicated to funding LRT, with collection and distribution through the RTB.

The committee further ranked potential funding sources for LRT in the following order:

- Fiscal Disparities
- Gasoline Sales Tax
- Regional Sales Tax (with feathering as indicated)
- Regional Railroad Authority Property Tax Levy
- Regional Payroll Tax

A preliminary evaluation of staging alternatives was presented to the committee, with the committee approving the following recommendation:

That the Joint LRT Advisory Committee adopt the proposed Maximum Ten-Year Plan, without corridor ranking, as presented.

The next meeting of the committee is scheduled to be held November 29, 1989, at 2:00 p.m.

jmo



REGIONAL TRANSIT BOARD

Mears Park Center, 230 East Fifth Street, St. Paul, Minnesota 55101

DATE: November 20, 1989  
TO: Members of the Regional Transit Board  
FROM: Dale W. Ulrich, <sup>ADM</sup> Comptroller  
SUBJECT: Standards for Per Diem Payments

Minnesota Statutes 473.141, subd. 7 provides for the payment of a \$50 per diem payment for "each meeting" and "for such other services as authorized by the commission." (Statute and attorney's analysis attached as Attachment A.)

The Board's bylaws specify that member attendance at Board meetings, committee meetings, Board approved seminars and other meetings specifically authorized by the Chair qualify for per diem compensation. In December 1987, the Board discussed the definition of "other services" and accepted guidelines (see Attachment B) to provide guidance to the Chair in approving per diem requests.

With a new Board and Chair, it is appropriate to revisit the per diem standards issue.

To facilitate that process, I have reviewed the standards of the Metropolitan Council, the Metropolitan Waste Control Commission and the Metropolitan Transit Commission (see Attachment C) and offer the following as a starting point for discussion and amendment.

Eligible Per Diem Activities

Attendance at:

- Meetings and public hearings of the Board and meetings of committees to which the member has been appointed.
- Meetings as an official RTB representative designated by the Chair or the Board.
- Meetings of local government or community organizations at which the member is specifically requested to participate by the organization or the Chair of the RTB to a max. of three. *per month.*
- Conferences, seminars and workshops if authorized by the Chair; necessary travel days are also included.
- MTC public hearings relating to member's district.
- Other meetings or services related to RTB business which are authorized by the Chair. *3*

Per diems shall be limited to one per day regardless of the number of meetings attended.

Members shall not be paid a per diem for informal meetings of individual members with representatives of private or public organizations or members of the state legislature, or for appearances on radio or television programs, except as otherwise provided; but members may be reimbursed for actual and necessary expenses incurred in conjunction with those meetings and activities.

**HOLMES & GRAVEN**

CHARTERED

470 Pillsbury Center, Minneapolis, Minnesota 55402

(612) 337-9300

**LARRY M. WERTHEIM**

Attorney at Law

Direct Dial (612) 337-9216

October 16, 1986

**HAND DELIVERED**

Gregg Andrews  
Director of Administration  
Regional Transit Board  
280 Metro Square Building  
Saint Paul, Minnesota 55101

RE: Regional Transit Board  
Our File No. RE165-1  
Legal Opinion No. 12  
Compensation and Expenses of Board Members

Dear Gregg:

Recently you asked our office to delineate the legal boundaries of the RTB's compensation and reimbursement plan for board members. Your concerns center on three issues. First, may the RTB pay members both per diem compensation and expense reimbursement for attendance at a single event? Second, to what extent may the RTB exercise its discretion in determining which events merit per diem compensation? Third, who must authorize per diem payments? It is our opinion that these issues are resolved in the following manner.

First, the RTB may pay members both per diem compensation and expense reimbursement for attendance at a single event. Compensation of commission members is regulated by Minnesota Statutes section 473.141, Subd. 7 (1984), which states:

Each commission member shall be paid a per diem compensation of \$50 for each meeting and for such other services as authorized by the commission, and shall be reimbursed for all actual and necessary expenses incurred in the performance of his duties in the same manner and amount as state employees. The chairman shall receive a salary in the amount fixed by section 15A.081 and shall be reimbursed for reasonable expenses to the same extent as a member. . . .

The statute refers both to per diem compensation and to reimbursement of expenses, adding the proviso that payments made to commission members for expenses must conform to similar payments authorized for state employees. The question raised is

whether the statute permits the concurrent payment of both forms of compensation for attendance at a single event, or whether, instead, it implies that board members are entitled to one form of compensation or the other, but not to both. To answer this question, we must look both at the language of the statute itself and regulations pertaining to compensation of state employees.

The language of the statute strongly suggests that concurrent payment of both per diem and expense reimbursement is permitted. Subdivision 7 states that "Each commission member shall be paid a per diem compensation of \$50 for each added meeting. . .and shall be reimbursed. . . ." (Emphasis added.) If payment were to be restricted to one form or the other, one could expect this sentence to read: "Each commission member shall be paid a per diem compensation. . . or shall be reimbursed. . . ." Furthermore, the dual use of the word "each" in connection with the conjunctive "and" substantiates the conclusion that concurrent payment of both forms of compensation is appropriately made to any given board member for any given meeting or service.

Policy considerations lend additional support to this reading of the statute. It appears that the legislature intended to compensate board members for their time and services as well as to reimburse them for expenses. The second sentence of Subdivision 7 establishes that the chairman "shall receive a salary. . . and shall be reimbursed for reasonable expenses. . . ." It flows logically that other commission members similarly merit some financial compensation above and beyond reimbursement for out-of-pocket expenses. Certainly, per diem and reimbursement serve two distinct functions. Per diem is a form of compensation, comparable to the salary regularly received by the RTB chairman, whereas reimbursement is strictly a means of maintaining a person at the status quo by replacing out-of-pocket expenditures. Commission members do not receive any salary other than the \$50 per diem compensation. Apparently the legislature thus intended per diem to be a form of "salary" payable in addition to expense reimbursement.

This conclusion does not conflict with regulations affecting the compensation of state employees. There is no general Minnesota statute regulating compensation of state employees. Rather, the Commissioner of Employee Relations establishes Guidelines for Expense Reimbursement of unclassified state employees and a legislative committee gives the Guidelines a final stamp of approval. The Guidelines currently in effect do not address the payment of per diem in connection with reimbursement. State employees receive salaries which compensate them for the time they spend at off-site work-related activities and thus they do not require additional per diem compensation. What is significant for our purposes is the fact that the Guidelines do not specifically prohibit payment of both per diem and expense reimbursement for attendance at a single event. Therefore, state practice does not alter or restrain the statutory authorization to make concurrent payments of per diem and reimbursement to board members.

In summary, Minn. Stat. § 473.141, Subd. 7 permits the concurrent payment of per diem compensation and expense reimbursement. The RTB thus may provide both forms of payment to a member who participates in an authorized event.

Second, the RTB has authority to grant or to withhold per diem compensation for all services other than RTB meetings. Minn. Stat. § 473.141, Subd. 7 specifies that commission members are entitled to "\$50 for each meeting and for such other services as authorized by the commissioner". The payment of \$50 for each RTB meeting appears to be an absolute directive, beyond the scope of the commission's discretion. Had the statute omitted the word "for" before the phrase "such other services," one possibly could assert that the commission's authorization reaches payment for "each meeting." However, as the statute is constructed, "for each meeting" appears to be a separate and absolute mandate, distinct from "for such other services." Authorization by the commission thus modifies only services other than RTB meetings. Therefore, payment for RTB meetings is mandatory; however, per diem payment for all other services, such as workshops, seminars and other public meetings, is discretionary. Moreover, since the statute does not further limit the commission's authorization powers, it appears that decisions to pay per diem can be made both prospectively and retrospectively.

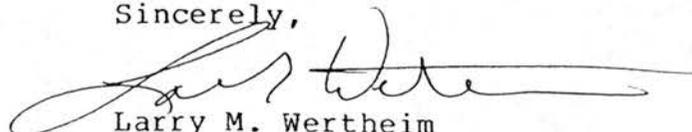
Third, per diem payments must be authorized by the commission, not by the Chair. Minn. Stat. § 473.141, Subd. 7 is explicit in this mandate, stating that members shall be paid per diem compensation for services "as authorized by the commission." There might be some conflict between the statute and Article VII-B.2 of the RTB bylaws, which provides that per diem authorizations are to be made by the Chair. In that case the statute, of course, controls. Since the bylaws refer to the statute, it probably is not necessary to amend this provision. In practice, however, the RTB should conform to the statutory requirement by having the commission and not the Chair authorize per diem payments.

Please note, also, that Minnesota Statutes require commissions to budget for per diem compensation and reimbursement. The last sentence of § 473.141, Subd. 7 requires that:

The annual budget of each commission shall provide as a separate account anticipated expenditures for per diem, travel and associated expenses for the chairman and members, and compensation or reimbursement shall be made to the chairman and members only when budgeted.

If you have further questions on these or related matters, we will be happy to provide additional assistance.

Sincerely,



Larry M. Wertheim

BYLAWS:

B. BOARD MEMBERS

1. Board members, other than the chair, shall be reimbursed a per diem pursuant to Minn. Stat. 473.141, subd. 7, as amended, for attendance at board meetings, committee meetings, board-approved seminars, and other meetings specifically authorized by the chair.

DEC. 1987 GUIDELINES:

REGIONAL TRANSIT BOARD

ALLOWABLE PER DIEMS

- o All regular and special meetings of the Regional Transit Board and its committees.
- o Regional Transit Board public hearings.
- o Public hearings for MTC routes - only in board member's district.
- o Meetings with state legislators and local officials as required by Minnesota statutes, not to exceed two per month (board members are encouraged to communicate more frequently with the above-mentioned officials).
- o National, state or regional transit conferences and workshops (one per year per member--additional conferences with the prior approval of the chairman). Note: Per diems can be claimed for the conference days plus any travel days necessitated by the conference schedule.
- o Approved meetings or assignments to gather information when board member is representing the RTB and is asked to participate.

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.

## SUMMARY OF OTHER AGENCIES PER DIEM STANDARDS

### Metropolitan Council

#### Eligible per diem expenses:

- 1 ) Attendance at full Council and Council committee meetings;
- 2 ) Attendance at meetings as an official Council representative designated by the Chair or the Council (liaison to metro boards and commissions);
- 3 ) Participation in any public hearing or meeting held by the Council, metro boards or commissions;
- 4 ) Attendance at meetings of local government or community organizations in which the council member is specifically requested to participate by that organization or by the Chair of the Metropolitan Council;
- 5 ) Appearances at public hearings or public meetings of federal, state, county, city or special purpose district agencies when approved by the Chair of the Council to do so;
- 6 ) Attendance at local conferences and seminars when the Council is formally invited to participate;
- 7 ) Attendance at out-of-town conferences on Council business;
- 8 ) Attendance at regularly-scheduled meetings of a unit of local government or special district where the Council member formally participates in the meetings, either to make a presentation or to act as a resource for the local unit of government.

### Metropolitan Waste Control Commission

#### Commissioner's Per Diem and Authorized Expenditures

- a) Per Diem Compensation. Each Commission member shall be paid a per diem compensation of \$50.00 for each authorized service for the Commission (Minnesota Statutes 473.141, subd. 7). However, total per diem compensation is limited to \$50.00 for each 24-hour day, regardless of the number of authorized services rendered in each day.
- b) Authorized Services. Authorized service for per diem compensation shall include:
  - 1 ) Attendance by Commission members at regular, special or emergency Commission meetings;
  - 2 ) Attendance by Commission members at standing, special or ad hoc committee meetings;
  - 3 ) Other services or attendance at meetings or hearings related to Commission business which are authorized by the Commission Chair.

**SUMMARY** (continued)

**Metropolitan Transit Commission**

VI. COMPENSATION AND EXPENSES OF COMMISSION MEMBERS.

2. Commissioners

Each commissioner, other than the chairman, shall be paid a per diem compensation of \$50 for each day or part thereof spent in attending the following types of meetings and other services:

- a. All meetings of the commission;
- b. All meetings of standing committees;
- c. All public hearings called by the commission;
- d. Meetings of a special purpose committee or agency to which the commissioner is appointed by the commission chairman or by the commission;
- e. Conferences, seminars, workshops and other similar meetings, if attendance is authorized and approved by the chairman;
- f. Scheduled and advertised public meetings where transit matters are part of the agenda and a copy of the agenda is filed with the per diem claim;
- g. Other services authorized by the chairman or commission from time to time.

Per diems shall be limited to one per diem payment per day regardless of the number of meetings attended by a commissioner in any one day.

Members shall not be paid a per diem for informal meetings of individual members with representatives of private or public organizations or members of the state legislature or for appearances on radio or television programs, except as provided for above; but members may be reimbursed for actual and necessary expenses incurred in connection with those meetings under the MTC travel and expense policy.

## REGIONAL TRANSIT BOARD

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

DATE: November 21, 1989

TO: Policy Committee 

FROM: Suzanne Hanson, Public Information Office, Michael J. Ehrlichmann, Chair 

SUBJECT: Cablecasting Regional Transit Board Meetings on Regional Cable TV ch.6

### SUMMARY

This memorandum presents information on the costs and benefits of putting Regional Transit Board meetings on cable television.

### BACKGROUND

A number of Board members have expressed an interest in broadcasting Board meetings on regional cable television in order to increase public awareness of transit and encourage participation in the decision making process.

### DISCUSSION

Cablecasting government meetings has become popular as cable television is becoming a fixture in more metro area homes and television use in general is increasing. Regional Channel 6 boasts 330,000 viewers on the average in the metropolitan area.

#### BENEFITS:

1. Increase citizen knowledge of transit issues
2. Educate people about the RTB
4. Educate people about the RTB process
5. Increase the RTB's credibility
6. Demonstrate a commitment to communication
7. Garner support for RTB programs
8. Invite the public and local officials to contact their RTB representative
9. Expose 330,000 people to the RTB and its agenda
10. Increase awareness of metropolitan government agencies.

#### OTHER GOVERNMENT ORGANIZATIONS CABLECASTING ON REGIONAL CABLE:

1. Hennepin County Board of Commissioners
2. Senate Media Services ( when in session - live 8:00a.m. to 4:00p.m.)

3. Metropolitan Council (special issue meetings)
4. Metropolitan Waste Commission (special issue meetings)

Other government entities have been cablecasting meetings on a more localized basis. Example: St. Paul City Council - in St. Paul area only.

#### CABLECASTING TIMES AVAILABLE FOR 1990

- Monday 5:30 - 6:30 p.m.
- Tuesday 6:00 - 7:00 p.m.

Tuesday evening would be good for our purposes as we must get the finished tape to Regional Channel 6 a few hours before they can play it.

#### COST:

By "joining" Regional Channel 6 for \$5,000.00 per year we receive one hour of play per week. The production cost for the meetings is in addition to this "on the air" time. Although there are quite a few different cable companies in the Twin Cities area, only a couple of them have the equipment and the time needed to provide quality room the board meeting is in, how long it runs, etc the cost per meeting would vary. However, the average production cost per meeting is estimated at \$675.00.

Assuming only meetings of the full Board (26 meetings a year) are put on cable:  
**\$17,500.00 + \$5,000.00 = \$22,550.00**

Assuming full Board and Committee meetings (to fill all 52 weeks per year) are put on cable: **\$35,100.00 + \$5,000.00 = \$40,100.00**

One way to cut part of the production cost is to persuade one of the other metro agencies in the building to share in the cost of installing some standard equipment. The cable company estimates that if this is done the average production cost per show would be \$595.00.

Assuming 26 meetings: **\$14,430.00 + \$5,000.00 = \$19,430.00**

Assuming 52 meetings: **\$30,940.00 + \$5,000.00 = \$35,940.00**

To put this project in context with the RTB's overall communication plan it is important to know that \$160,000.00 has been budgeted for professional and technical projects in 1990. Other projects that also fall under this professional and technical area include the Messenger, RTB and transit brochures, press kits, LRT video, image enhancement program, displays, and special events. When the budget was prepared we budgeted \$24,000.00 of the \$160,000.00 for cablecasting RTB meetings or special transit programs.

## **ACTION REQUESTED**

As this issue is presented for discussion purposes only, we have developed several questions that should be discussed.

1. Do we want to put the RTB Board meetings on cable regional television?
2. Should we televise both Board and committee meetings or just certain meetings?
3. When would we like the meetings to be on the air?
4. Should we pursue the participation of the Metropolitan Council and the Waste Control Commission in order to reduce costs?