



Minnesota Regional Transit  
Board: Records.

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**MEETING OF THE REGIONAL TRANSIT BOARD**  
Monday, May 21, 1990  
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. Audit Advisory Committee Meeting, April 26, 1990
  - B. Regional Transit Board Meeting, May 7, 1990
4. **Chair's Report**
5. **Administration and Finance Committee Report**
  - A. Financial Statements - First Quarter 1990
  - B. Deloitte & Touche Proposal to Develop Guidelines on the Use of Marginal Costs
  - C. Travel Behavior Inventory Funding Agreement
  - D. Approval of Funding for Center for Transportation Studies Research Proposals
  - E. 1990 Olympic Festival Free Rides
  - F. Resolution of Appreciation, Mary DesRoches, Resolution No. 90-02
  - G. Extension of Coordination Plan Deadline to October 1, 1990 for Joint Light Rail Transit Advisory Committee
  - H. **Audit Advisory Committee Report:**
    1. Hopkins Hop-A-Ride Contracts, 1986, 1987, 1988
    2. North Suburban Lines Contracts, 1986 and 1987
    3. Columbia Heights Shared Ride Paratransit Program Contracts, 1986 through 1989
    4. St. Louis Park Emergency Program Contracts, 1986 through 1988
6. **Other Business**
  - A. Public Comment

Michael J. Ehrlichmann  
Chair

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: May 21, 1990

BOARD OR COMMITTEE: Board

Member Name	Present	Vote	Vote	Vote	Vote	Vote	Vote	Vote	Vote
		90-02							
Mike Ehrlichmann	<del>gone</del>								
Doris Caranicas (P)	✓	✓							
John Finley (A&F)	✓	✓							
Ruth Franklin (A&F)	✓	✓							
Ed Kranz (A&F)	✓	✓							
Sandra Hilary (P)									
Terry O'Toole (P)	✓	✓							
Jeff Spartz (Chair-P)	✓	✓							
Norbert Theis (P)	✓	✓							
El Tinklenberg (Chair-A)	✓	✓							
Richard Wedell (A&F)	✓	✓							

Visitors

Wagner  
& Vriece  
R. Chi

Staff

jh



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

**AMENDED**

**ADMINISTRATION AND FINANCE COMMITTEE REPORT**

At its meeting of May 14, 1990, the committee discussed and approved the following recommendations:

**Financial Statements - First Quarter 1990**

The Administration and Finance Committee recommends:

That the Regional Transit Board receive the January, February and March 1990 financial statements and direct that they be placed on file.

**Deloitte & Touche Proposal to Develop Guidelines on the Use of Marginal Costs**

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to negotiate a contract amendment with Deloitte & Touche in an amount not to exceed \$24,500 to develop guidelines for the justification of the use of marginal costs in awarding contracts for transit services.

**Travel Behavior Inventory Funding Agreement**

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to enter into a funding agreement not to exceed \$74,000 with the Metropolitan Council for updating the 1988 transit on-board survey to reflect 1990 operations and updating the transit computer network as it relates to the 1990 Travel Behavior Inventory.

**Approval of Funding for Center for Transportation Studies Research Proposals**

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the following three research proposals at the funding levels identified for each below under its agreement with the Center for Transportation Studies:

1. **Ultra-Fine Atomization of Methanol for SI Engine Cold Weather applications**, David Kittelson and Megan Arnold, in an amount of \$34,372.
2. **Evaluation of Alternative Fuel Options for Diesel Powered Transit Vehicles**, Diana Brehob, in an amount of \$16,900;



**North Suburban Lines Contracts, 1986 and 1987**

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the audit reports on the North Suburban Lines provider contracts for the second half of 1986 and calendar year 1987, as revised with respect to Items 1 and 3 of the April 25 staff report, with audit citations totalling \$8,214.

The Regional Transit Board further directs staff to ensure that future North Suburban Lines contracts specifically address the allocation of insurance costs for transit vehicles used in occasional charter service.

**Columbia Heights Shared Ride Paratransit Program Contracts, 1986 through 1989**

The Administration and Finance Committee recommends:

That the Regional Transit Board accept the Columbia Heights Shared Ride Paratransit Program Contract audit reports for 1986 through 1989.

**St. Louis Park Emergency Program (STEP) Contracts, 1986 through 1988**

The Administration and Finance Committee recommends:

That the Regional Transit Board accept the St. Louis Park Emergency Program (STEP) Contract audit reports for 1986 through 1988.

**Other Business:**

The committee accepted the Medicine Lake Lines Bus Company audit reports for 1986 and 1987 and agreed to take no action until such time as the issues surrounding the bankruptcy have been resolved.

The committee also agreed to lay over action on the Public Official's Liability Insurance until its next meeting on June 11, 1990.

Elwyn Tinklenberg  
Chair

mff  
5/21/90



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

## ADMINISTRATION AND FINANCE COMMITTEE REPORT

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2. **Evaluation of Alternative Fuel Options for Diesel Powered Transit Vehicles**, Diana Brehob, in an amount of \$16,900; and

3. **Underground Station Design Issues for LRT in the Twin Cities Geology**, Raymond Sterling and John Carmody, in an amount of \$45,000

**1990 Olympic Festival Free Rides**

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the 1990 Olympic Festival Organizing Committee's request that free bus passes be provided to all credentialed participants in the festival.

**Resolution of Appreciation, Mary DesRoches, Resolution No. 90-02**

The Administration and Finance Committee recommends:

That the Regional Transit Board approve Resolution of Appreciation, Resolution 90-02, recognizing the contributions of Mary DesRoches.

**Extension of Coordination Plan Deadline for Joint Light Rail Transit Advisory Committee to October 1, 1990**

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the extension of the deadline for the submission of the Joint Light Rail Transit Advisory Committee's Light Rail Transit Regional Coordination Plan to the board from July 1 to October 1, 1990.

**REPORT OF THE AUDIT ADVISORY COMMITTEE**

The committee also reviewed and approved the following recommendations of the Audit Advisory Committee.

**Hopkins Hop-A-Ride Contracts, 1986, 1987, 1988**

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the audit reports on Hopkins Hop-A-Ride Service for 1986 through 1988.

**North Suburban Lines Contracts, 1986 and 1987**

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the audit reports on the North Suburban Lines provider contracts for the second half of 1986 and calendar year 1987, as revised with respect to Items 1 and 3 of the April 25 staff report, with audit citations totalling \$8,214.

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Other Business:

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The committee also agreed to lay over action on the Public Official's Liability Insurance until its next meeting on June 11, 1990.

Elwyn Tinklenberg  
Chair

mff  
5/15/90



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

**AMENDED**

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2. **Evaluation of Alternative Fuel Options for Diesel Powered Transit Vehicles**, Diana Brehob, in an amount of \$16,900;

3. **Underground Station Design Issues for LRT in the Twin Cities Geology**, Raymond Sterling and John Carmody, in an amount of \$45,000' and
4. That the Regional Transit Board amend its 1990 budget to reflect these expenditures and that \$40,000 be provided to the Center for Transportation Studies for the purposes of contract administration and support of program development activities.

Research projects (1) and (2) above would be funded under Project Number 90-26, Planning and Implementation of New Services; research project (3) would be funded under Project Number 90-23, Light Rail Transit Planning and Coordination; and administrative costs would be funded under Project 90-04, Planning and Programs Administration.

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The Administration and Finance Committee recommends:

That the Regional Transit Board approve the 1990 Olympic Festival Organizing Committee's request that free bus passes be provided to all credentialed participants in the festival.

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**Other Business:**

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The committee also agreed to lay over action on the Public Official's Liability Insurance until its next meeting on June 11, 1990.

Elwyn Tinklenberg  
Chair

mff  
5/21/90



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

Minutes of the Meeting of the  
**AUDIT ADVISORY COMMITTEE**  
Mears Park Centre, 7th Floor  
April 26, 1990

**MEMBERS PRESENT:** Elwyn Tinklenberg, Acting Chair; Gregory Andrews; Gerald Splinter; Ruth Franklin and Thomas Novak

**MEMBERS EXCUSED:** Michael Ehrlichmann

**OTHERS PRESENT:** Dale Ulrich, Gerald Brechlin, Clinton Vatsaas, Mary Fitzgerald

Acting Committee Chair Tinklenberg called the meeting to order at 4:00 p.m. and roll was taken. Tinklenberg said that Mary DesRoches has resigned from the committee because she has accepted a new position. Until a replacement can be named, he will serve as acting chair of the committee and the work of the committee will continue. Tinklenberg said the committee would like to express its appreciation to Mary DesRoche for her dedication and leadership as the chair of the committee and wish her well in her future endeavors. Franklin so moved and Splinter seconded; the motion was unanimously approved.

Ulrich introduced Clinton Vatsaas, who recently joined the RTB staff as an auditor.

**Medicine Lake Lines Contracts, 1986 and 1987**

Ulrich said that due to the uncertainty on the timelines resulting from the bankruptcy of Medicine Lake Lines Bus Company, RTB has not yet contracted with Deloitte & Touche to perform additional audit services. Tinklenberg suggested that this item be forwarded to the Administration and Finance Committee and held there as part of the Medicine Lake action. Splinter moved and Franklin seconded:

That the Audit Advisory Committee accept the Medicine Lake Lines Bus Company audit report and forward it to the Administration and Finance Committee for action, pending disposition of the company's bankruptcy proceedings.

The motion was unanimously approved.

**Anoka County Transit Contracts, 1986 and 1987,**

In reviewing the April 19, 1990 staff report, Tinklenberg said the county staff has asked for an opportunity to appear before the committee to respond to the letter they received yesterday. Splinter moved and Novak seconded:

That action on the Anoka County Transit Contracts for 1986 and 1987 be delayed until the county has had an adequate opportunity to respond.

The motion was unanimously approved.

North Suburban Lines Contracts, 1986 and 1987

The revised staff report, dated April 25, was distributed. Ulrich said information supports the company's position. Tinklenberg said the contracts should be corrected. Splinter moved and Novak seconded:

That the Audit Advisory Committee approve and forward to the Administration and Finance Committee the audit reports on the North Suburban Lines provider contracts for the second half of 1986 and calendar year 1987, as revised with respect to Items 1 and 3 of the April 25 staff report, with audit citations totalling \$8,214.

The committee further recommends that future North Suburban Lines contracts specifically address the allocation of insurance costs for transit vehicles used in occasional charter service.

The motion was unanimously approved.

Columbia Heights Shared Ride Paratransit Program Contracts, 1986 through 1989

Novak moved and Splinter seconded:

That the Audit Advisory Committee accept the Columbia Heights Shared Ride Paratransit Program Contract audit reports for 1986 through 1989 and direct that they be forwarded to the Administration and Finance Committee for action.

The motion was unanimously approved.

St. Louis Park Emergency Program Contracts, 1986 through 1988

Novak moved and Splinter seconded:

That the Audit Advisory Committee accept the St. Louis Park Emergency Program (STEP) Contract audit reports for 1986 through 1988 and direct that they be forwarded to the Administration and Finance Committee for action.

The motion was unanimously approved.

Other Business

The next meeting will be June 21. Splinter said the providers should be given at least two weeks notification when their items are on the agenda.

A status report, dated April 25, on the program audits was distributed.

Tinklenberg said he was questioned by a member of the Anoka County Board about using hourly contracts and he asked for some analysis of how that will be conducted. Andrews said the providers recommended this approach because it affords them some flexibility. The hourly rate should be arrived at on a competitive basis. The board and this committee should review the question.

Andrews said Ehrlichmann has asked for suggestions on a replacement for Mary DesRoche.

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

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Board on \_\_\_\_\_, 1990



**REGIONAL TRANSIT BOARD**

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

Minutes of the Meeting of the  
**REGIONAL TRANSIT BOARD**  
Mears Park Centre Chambers  
May 7, 1990

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

**MEMBERS EXCUSED:** John T. Finley

**OTHERS PRESENT:** Charles Weaver, Legal Counsel; Dirk deVries, Metropolitan Council liaison; Arnie Entzel, Amalgamated Transit Union; Christine Hoadley, DARTS; Gregory Andrews, Judy Hollander, Sherry Munyon, David Minister, Garneth Peterson, Randy Rosvold, 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 as amended to include a briefing on the results of the initiatives taken in the 1990 legislative session. The motion was unanimously approved.

**APPROVAL OF MINUTES**

Hilary moved and Caranicas seconded approval of the following minutes:

Regional Transit Board Meeting, April 23, 1990  
Policy Committee Meeting, April 23, 1990

The motion was unanimously approved. In response to Theis' question regarding the Policy Committee minutes, first paragraph, Page 2, the chair said he suggested holding Committee of the Whole meetings on the Five-Year Transit Plan to ensure that all members take part in developing the plan. RTB was required to adopt the current plan immediately after taking office in August 1989 so this is the first opportunity for the members to develop a plan. Committee meetings will be chaired by Jeff Spartz because the development of the plan would ordinarily be the responsibility of the Policy Committee. This is the single most significant document the board can present to the public and all members are urged to participate.

**METRO MOBILITY DRIVER OF THE MONTH AWARD**

Caranicas presented the Driver of the Month award to Christine Hoadley, DARTS.

**CHAIR'S REPORT**

The chair discussed his testimony at the Appropriations Committee in Washington two weeks ago. Copies of the testimony were placed in the members' mailboxes.

Munyon reported on the results of the RTB's legislative initiatives (Exhibit A).

## EXECUTIVE DIRECTOR'S REPORT

### Alternative Fuels Forum Update

Garneth Peterson described the focus of the Alternative Fuels Forum on May 15. The forum is a joint effort sponsored by the Center for Transportation Studies and the Regional Transit Board.

### Review of the Ritz Block Development Final Environmental Impact Statement

Rosvold the April 30, 1990 staff report. Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board approve the comments contained in the staff report of April 30, 1990 regarding the Final Environmental Impact Statement for the Ritz Block Development and transmit them to the City of Minneapolis.

Hilary said the city has accepted the comments in a constructive manner and recognizes that it is preferable to deal with these issues now. The new city engineer will be named this week and she expects that he or she will take an active role in developing new approaches to the problems.

### LRT Peer Review Panel

Minister distributed a draft agendas of the May 18 LRT/Land Use Coordination Panel and the June 15 Peer Review on LRT Implementation Methods and Organizational Alternatives.

## POLICY COMMITTEE REPORT

Committee Chair Spartz reviewed the action taken at the April 23, 1990 committee meeting; he moved and Hilary seconded:

That the Regional Transit Board approve the hiring of the firm of O'Brien, Kreitzberg, Inc. as a subconsultant for the Light Rail Transit Regional Coordination Plan and authorize Strgar-Roscoe-Fausch, Inc. to enter into a subcontract with them for an amount not to exceed \$78,000, to be completed by November 1, 1990.

The motion was unanimously approved.

## OTHER BUSINESS

Theis reported on his meetings with Dakota, Scott and Carver Counties. He conveyed to them LRT and 35W information he had gathered from staff. Overall most people were receptive to the plans.

Hilary commended the MTC for replacing on Monday A bus shelter that had been damaged by vandals on Friday.

There being no other business, Tinklenberg moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Board on \_\_\_\_\_, 1990



**REGIONAL TRANSIT BOARD**

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

**MEETING OF THE REGIONAL TRANSIT BOARD**

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Mears Park Centre Chambers  
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**AGENDA**

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6. **Other Business**
  - A. Public Comment

Michael J. Ehrlichmann  
Chair

*An Equal Opportunity Employer*



REGIONAL TRANSIT BOARD  
Mears Park Centre, 230 East 5th Street  
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612/229-2700

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Minister distributed a draft agendas of the May 18 LRT/Land Use Coordination Panel and the June 15 Peer Review on LRT Implementation Methods and Organizational Alternatives.

## POLICY COMMITTEE REPORT

Committee Chair Spartz reviewed the action taken at the April 23, 1990 committee meeting; he moved and Hilary seconded:

That the Regional Transit Board approve the hiring of the firm of O'Brien, Kreitzberg, Inc. as a subconsultant for the Light Rail Transit Regional Coordination Plan and authorize Strgar-Roscoe-Fausch, Inc. to enter into a subcontract with them for an amount not to exceed \$78,000, to be completed by November 1, 1990.

The motion was unanimously approved.

## OTHER BUSINESS

Theis reported on his meetings with Dakota, Scott and Carver Counties. He conveyed to them LRT and 35W information he had gathered from staff. Overall most people were receptive to the plans.

Hilary commended the MTC for replacing on Monday A bus shelter that had been damaged by vandals on Friday.

There being no other business, Tinklenberg moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Board on \_\_\_\_\_, 1990



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

## ADMINISTRATION AND FINANCE COMMITTEE REPORT

At its meeting of May 14, 1990, the committee discussed and approved the following recommendations:

### Financial Statements - First Quarter 1990

The Administration and Finance Committee recommends:

That the Regional Transit Board receive the January, February and March 1990 financial statements and direct that they be placed on file.

### Deloitte & Touche Proposal to Develop Guidelines on the Use of Marginal Costs

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to negotiate a contract amendment with Deloitte & Touche in an amount not to exceed \$24,500 to develop guidelines for the justification of the use of marginal costs in awarding contracts for transit services.

### Travel Behavior Inventory Funding Agreement

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to enter into a funding agreement not to exceed \$74,000 with the Metropolitan Council for updating the 1988 transit on-board survey to reflect 1990 operations and updating the transit computer network as it relates to the 1990 Travel Behavior Inventory.

### Approval of Funding for Center for Transportation Studies Research Proposals

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the following three research proposals at the funding levels identified for each below under its agreement with the Center for Transportation Studies:

1. **Ultra-Fine Atomization of Methanol for SI Engine Cold Weather applications**, David Kittelson and Megan Arnold, in an amount of \$34,372.
2. **Evaluation of Alternative Fuel Options for Diesel Powered Transit Vehicles**, Diana Brehob, in an amount of \$16,900; and

3. Underground Station Design Issues for LRT in the Twin Cities Geology, Raymond Sterling and John Carmody, in an amount of \$45,000

1990 Olympic Festival Free Rides

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the 1990 Olympic Festival Organizing Committee's request that free bus passes be provided to all credentialed participants in the festival.

Resolution of Appreciation, Mary DesRoches, Resolution No. 90-02

The Administration and Finance Committee recommends:

That the Regional Transit Board approve Resolution of Appreciation, Resolution 90-02, recognizing the contributions of Mary DesRoches.

Extension of Coordination Plan Deadline for Joint Light Rail Transit Advisory Committee to October 1, 1990

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the extension of the deadline for the submission of the Joint Light Rail Transit Advisory Committee's Light Rail Transit Regional Coordination Plan to the board from July 1 to October 1, 1990.

REPORT OF THE AUDIT ADVISORY COMMITTEE

The committee also reviewed and approved the following recommendations of the Audit Advisory Committee.

Hopkins Hop-A-Ride Contracts, 1986, 1987, 1988

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the audit reports on Hopkins Hop-A-Ride Service for 1986 through 1988.

North Suburban Lines Contracts, 1986 and 1987

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the audit reports on the North Suburban Lines provider contracts for the second half of 1986 and calendar year 1987, as revised with respect to Items 1 and 3 of the April 25 staff report, with audit citations totalling \$8,214.

The Regional Transit Board further directs staff to ensure that future North Suburban Lines contracts specifically address the allocation of insurance costs for transit vehicles used in occasional charter service.

Columbia Heights Shared Ride Paratransit Program Contracts, 1986 through 1989

The Administration and Finance Committee recommends:

That the Regional Transit Board accept the Columbia Heights Shared Ride Paratransit Program Contract audit reports for 1986 through 1989.

St. Louis Park Emergency Program (STEP) Contracts, 1986 through 1988

The Administration and Finance Committee recommends:

That the Regional Transit Board accept the St. Louis Park Emergency Program (STEP) Contract audit reports for 1986 through 1988.

Other Business:

The committee accepted the Medicine Lake Lines Bus Company audit reports for 1986 and 1987 and agreed to take no action until such time as the issues surrounding the bankruptcy have been resolved.

The committee also agreed to lay over action on the Public Official's Liability Insurance until its next meeting on June 11, 1990.

Elwyn Tinklenberg  
Chair

mff  
5/15/90