



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, June 4, 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. Administration and Finance Committee Meeting, May 14, 1990
 - B. Committee of the Whole Meeting, May 21, 1990
 - C. Regional Transit Board Meeting, May 21, 1990
4. Chair's Report
5. Policy Committee Report
Jeff Spartz, Chair
 - A. Regional Transit Board Review of Comprehensive Plan Amendments
 - B. Regional Transit Board Comments on Proposed U.S. Department of Transportation Rules Regarding Nondiscrimination on the Basis of Handicap in Federally Assisted Programs
6. Transit Accessibility Advisory Committee
Mary OHara Anderson, Chair
7. Other Business
8. Public Comment

Michael J. Ehrlichmann
Chair

REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

DATE: 6/4

BOARD OR COMMITTEE: Board

Member Name	Present	Vote							
Mike Ehrlichmann	✓								
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

Patyol, Weaver, de Vries
Randy Mullen + Ed Robmar
Deloitte,
M. Schreiner, m.c.

Staff

ga, jh, gp, hb, mf



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, May 14, 1990

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

OTHERS PRESENT: Michael Ehrlichmann, RTB Chair; Arnie Entzel, Amalgamated Transit Union; Richard Braun and Bob Johns, Center for Transportation Studies, University of Minnesota; Greg Andrews, Judy Hollander, Ed Kouneski, Howard Blin, Bob Dietrick, Garneth Peterson, David Jacobson, Clete Luberts, Mary Fitzgerald, Regional Transit Board staff

Committee Chair Tinklenberg called the meeting to order at 4:05 p.m. and roll was taken. At the request of RTB Chair Ehrlichmann, Franklin moved and Wedell seconded approval of the agenda, amended to include the LRT Coordination Plan date. The motion was unanimously approved.

Financial Statements - First Quarter 1990

Clete Luberts reviewed the January, February and March 1990 financial statements and distributed an amended Statement of Revenue, Expenditures and Changes in All Funds for Three Months Ending March 31, 1990 (Exhibit A). Members discussed Metro Mobility funding, the MTC fund balance and property tax receipts. Tinklenberg asked the staff to report back to the committee on the operating reserve. Franklin moved and Kranz seconded:

That the Administration and Finance Committee recommend:

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

The motion was unanimously approved.

Public Officials Liability Insurance

Bob Dietrick reviewed the May 2 staff report. Finley noted that there is a \$25,000 per member per occurrence deductible and asked what the board's reserve is. In response to Tinklenberg's question, Dietrick said that elected officials who are insured through their elective office are not covered for actions taken as a board member. The League of Cities refused to consider coverage for the board because of the size of its area of regional responsibility. Wedell recommended that the board consider self-insurance. Ehrlichmann said our legal counsel or the Attorney General's office should look into the situation. Franklin moved and Finley seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board lay over the issue of Public Official's Liability Insurance until the next meeting of the Administration and Finance Committee.

The motion was unanimously approved.

REPORT OF THE AUDIT ADVISORY COMMITTEE

Tinklenberg reviewed the report of the March 15 meeting and said Mary DesRoches has resigned as chair of this committee. The committee wishes to thank her for her service. Ehrlichmann said he is considering adding one additional member to the committee and would like recommendations from the members.

A Marketing Committee, to be chaired by Member Wedell is also being formed and he asked for recommendations of people with a marketing background who are not involved in the board's activities.

Tinklenberg said the Medicine Lake Lines Bus Company recommendation was referred to the Administration and Finance Committee, which accepted the recommendation. The issue will be held at the committee level pending further action on the bankruptcy. Franklin moved and Wedell seconded:

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

That the Administration and Finance Committee recommend:

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

That the Administration and Finance Committee recommend:

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

That the Administration and Finance Committee recommend:

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

That the Administration and Finance Committee recommend:

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

The motions were unanimously approved.

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

Ed Kouneski reviewed the May 7 staff report. A budget amendment will come to the board next month. Wedell moved and Kranz seconded:

That the Administration and Finance Committee recommend:

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.

The motion was unanimously approved.

Travel Behavior Inventory Funding Agreement

David Jacobson reviewed the May 2 staff report. Tinklenberg asked staff to be attentive to avoiding duplication and obtaining a completed report in a timely manner. Wedell moved and Franklin seconded:

That the Administration and Finance Committee recommend:

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.

The motion was unanimously approved.

Approval of Funding for Center for Transportation Studies Research Proposals

Judy Hollander reviewed the revised staff report dated May 13, 1990. Richard Braun presented information on the center, its research activities, and its interaction with other public and private agencies organizations. Ehrlichmann said the Legislature charged the RTB with investigating alternative fuels. This is a good beginning in acquiring initial information and there is enough flexibility to expand the parameters of the investigations. Finley moved and Kranz seconded:

That the Administration and Finance Committee recommend:

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;
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.

The motion was unanimously approved.

1990 Olympic Festival Free Rides

Blin reviewed the May 13 staff report. Kranz moved and Franklin seconded:

That the Administration and Finance Committee recommend:

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.

The motion was unanimously approved.

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

Ehrlichmann discussed the request to reschedule the deadline, which will allow the RTB and the Metropolitan Council three months for review and action. Wedell moved and Kranz seconded:

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.

The motion was unanimously approved.

Other Business:

There being no other business, Wedell moved and Kranz seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 5:30 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
612/229-2700

Minutes of the Meeting of the
COMMITTEE OF THE WHOLE
Mears Park Centre Chambers
May 21, 1990

MEMBERS PRESENT: Jeff Spartz, Chair; Doris Caranicas; John T. Finley; Ruth Franklin; Ed Kranz; Terrance O'Toole; Norbert Theis; Elwyn Tinklenberg and Richard Wedell

MEMBERS EXCUSED: Michael J. Ehrlichmann, Sandra Hilary

OTHERS PRESENT: Charles Weaver, Legal Counsel; Alan Morris and Karen Lyons, Metropolitan Council; Gregory Andrews, Judy Hollander, Howard Blin and Mary Fitzgerald, Regional Transit Board staff

Committee Chair Spartz called the meeting to order at 3 p.m. and roll was taken.

Blin distributed a schedule for the review of the Five-Year Transit Plan with final board action to be taken on the plan November 5, 1990. Meetings will be held on the first and third Mondays of the month at 3 p.m.

FIVE-YEAR TRANSIT PLAN

Howard Blin distributed a schedule for review of the plan. It was moved and seconded that the committee adopt the schedule. The motion was unanimously approved.

Blin reviewed the statutory requirements for the plan, the policy directions from the Metropolitan Council's Transportation Policy Plan, major areas of emphasis, and strategies and actions to address those areas. Transit capital needs and operational funding will also be addressed in the plan. No action was taken.

Finley moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 3:45 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board: _____, 1990.



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
May 21, 1990

MEMBERS PRESENT: John T. Finley, Vice Chair; Doris Caranicas; Ruth Franklin; Ed Kranz; Terrance O'Toole; Norbert Theis; Jeff Spartz; Elwyn Tinklenberg and Richard Wedell

MEMBERS EXCUSED: Michael Ehrlichmann and Sandra Hilary

OTHERS PRESENT: Charles Weaver, Legal Counsel; Dirk deVries, Metropolitan Council liaison; Greg Andrews, Judy Hollander, Sherry Munyon, Howard Blin, Mary Fitzgerald, Regional Transit Board staff

Vice Chair Finley called the meeting to order at 3:45 p.m. and was roll taken. As it was not 4:00 p.m., legal counsel advised that members could begin discussion of the agenda items, but he recommended that no action be taken until after 4:00 p.m. in the event that visitors might arrive and wish to discuss issues before the board.

ADMINISTRATION AND FINANCE COMMITTEE REPORT

Committee Chair Tinklenberg reviewed the actions taken by the committee at its meeting of May 14, 1990.

Financial Statements - First Quarter 1990.

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

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

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

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;
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.

Andrews said the chair intends to schedule a budget status review for the members very soon. Tinklenberg said that Director Braun assured the committee that the board can request specific studies to assist RTB in its planning. It will be a mutually beneficial process.

1990 Olympic Festival Free Rides

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.

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.

The time being 4:10 p.m., Tinklenberg moved and Caranicas seconded approval of the items shown above (Agenda Items A through G). The motion was unanimously approved.

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

Tinklenberg moved and Franklin seconded:

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

On a roll call vote, the motion was unanimously approved.

REPORT OF THE AUDIT ADVISORY COMMITTEE:

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

Tinklenberg moved and Franklin seconded:

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

The motion was unanimously approved.

North Suburban Lines Contracts, 1986 and 1987

Tinklenberg commented that a number of items have surfaced in the Audit Advisory Committee's review project which will help develop better contracts. Tinklenberg moved and Franklin seconded:

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.

The motion was unanimously approved.

Columbia Heights Shared Ride Paratransit Program Contracts, 1986 through 1989

Tinklenberg moved and Caranicas seconded:

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

The motion was unanimously approved.

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

Tinklenberg moved and Franklin seconded:

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

The motion was unanimously approved.

OTHER BUSINESS:

There was discussion of the Medicine Lake Lines Bus Company contract audits back to July 1984. In response to Kranz' question, Weaver said the audits were slow in coming and the conclusion was that there is no point in spending money now to perform the audits. In response to Kranz' question, Andrews said there will be a special board meeting on Tuesday, May 29, at 3:00 p.m. regarding the bankruptcy.

Kranz questioned whether the \$300,000 grant to the Alliance for Progressive Transit, for which Jim Johnson applied, should be audited. Finley asked legal counsel to review the question and report next week.

APPROVAL OF AGENDA AND MINUTES

O'Toole moved and Kranz seconded that the Regional Transit Board approve the agenda as set forth for today's meeting; and that the RTB approve the minutes of the Audit Advisory Committee meeting of April 26, 1990 and the Regional Transit Board meeting of May 7, 1990. The motion was unanimously approved.

OTHER BUSINESS

Wedell said he and the chair have discussed the proposed Marketing/Public Relations Committee. There may be a need to obtain assistance from someone in that field and it is very unlikely that someone with the necessary expertise would want to serve on the committee and thereby be unable to accept a consulting contract.

Andrews noted that the RTB will make a presentation to the Transportation Study Board on May 23 at 1 p.m.

There being no other business, Theis moved and Kranz seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the Board _____, 1990.



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

REPORT OF THE POLICY COMMITTEE

At its meeting of May 29, 1990 the Policy Committee will discuss the following:

Regional Transit Board Review of Comprehensive Plan Amendments

Regional Transit Board Comments on Proposed U.S. Department of Transportation Rules Regarding Nondiscrimination on the Basis of Handicap in Federally Assisted Programs

A written report of the actions taken by the committee will be available at the board's June 4 meeting.

Jeff Spartz
Chair

mf
5/25/90



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 May 29, 1990, the Policy Committee considered and approved the following:

RTB Review of Comprehensive Plan Amendments

The Policy Committee recommends:

That the Regional Transit Board the revised procedures for reviewing comprehensive plan amendments dated May 29, 1990.

RTB Comments on Proposed U.S. Department of Transportation Rules Regarding Nondiscrimination of the Basis of Handicap in Federally Assisted Programs

That the Regional Transit Board approve the comments to the proposed U. S. Department of Transportation Rules regarding nondiscrimination on the basis of handicap in federally assisted programs.

No other actions were taken.

Jeff Spartz
Chair

mff
6/1/90

Proposed

PROCEDURES FOR REGIONAL TRANSIT BOARD EVALUATION OF COMPREHENSIVE PLAN AMENDMENTS

These procedures are followed when comprehensive plan amendments are received by the RTB staff:

1. Metropolitan Council forwards brief summary sheets of comprehensive plan amendments to RTB staff and other Metropolitan Council reviewers. The summary specifies a return date (typically 3-5 days) when all reviewers must indicate whether they have:
 - no comments
 - minor comments
 - substantial comments
2. RTB staff assigns a case number and records the comprehensive plan onto the case log.
3. Staff completes an initial review to determine if there is a significant transit impact based on the following criteria:
 - Additional transit service or additional capacity on existing service is required.
 - Rerouting of existing regular route service would be required.
 - Significant increases in trip generation, which may require implementation of travel demand management strategies, will result.
 - Services or facilities identified in the RTB Five-Year Transit Plan will be affected.
4. If an amendment does not result in a significant transit impact based on the criteria, RTB staff will return the amendment to the Metropolitan Council with no comments.
5. a. If an amendment would result in a significant transit impact based on one or more of these criteria, RTB staff will forward comments in a memorandum to the Policy Committee. These amendments would be indicated as "substantial comments" on the Metropolitan Council's initial summary of comprehensive plan amendments.
 - b. If approved by the Board, comments will be forwarded to the municipality and to the Metropolitan Council for inclusion in their overall review.
 - c. All actions on amendments by staff and the Board are recorded on the RTB case log.

May 29, 1990



REGIONAL TRANSIT BOARD

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

JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE REPORT

At its May 23, 1990 meeting, the committee scheduled the following meeting dates:

- 8:00 a.m., Wednesday, June 6, 1990 at the Regional Transit Board
- 8:00 a.m., Friday, June 15, 1990, Peer Review Panel at the Earle Brown Continuing Education Center
- 8:00 a.m., Wednesday, June 20, 1990 at the Hennepin County Government Center
- 8:00 a.m., Wednesday, July 11, 1990 at the Regional Transit Board
- 8:00 a.m., Wednesday, July 18, 1990 at the Hennepin County Government Center
- 8:00 a.m., Wednesday, August 8, 1990 at the Regional Transit Board
- 8:00 a.m., Wednesday, August 29, 1990 at the Hennepin County Government Center
- 8:00 a.m., Wednesday, September 5, 1990 at the Regional Transit Board
- 8:00 a.m., Wednesday, September 19, 1990 at the Hennepin County Government Center

John Derus
Chair

clm
5/29/90