



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 19, 1990
Mears Park Centre Chambers
4:00 p.m.

AMENDED AGENDA

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Approval of Minutes
 - 1. Policy Committee Meeting of August 27, 1990
 - 2. Committee of the Whole Meeting of September 27, 1990
 - 3. Audit Advisory Committee Meeting of October 25, 1990
 - 4. Policy Committee Meeting of October 29, 1990
 - 5. Public Hearing of October 29, 1990
 - 6. Policy Committee Meeting Reconvened on November 5, 1990
 - 7. Regional Transit Board Meeting of November 5, 1990
- D. Chair's Report
 - 1. Driver of the Month Award - Al DeBoer, Yellow Taxi Service
 - 2. Report of the Local Officials Advisory Committee
- E. Report of the Policy Committee
Jeff Spartz, Chair
 - 1. Draft Regional Light Rail Transit Coordination Plan
- F. Report of the Administration and Finance Committee
 - 1. Financial Statements - September 1990
 - 2. Funding for I-35W Light Rail Transit Patronage Forecasting
 - 3. 1990 Rural and Exurban Provider Contract Amendments
 - 4. North Suburban Lines 1990 Contract Amendment

5. Report of the Audit Advisory Committee

- a) Audit of Airport Express Route 39 - 1987, 1988 and 1989
- b) Audit of Carver County Transportation Service - 1986, 1987 and 1988
- c) Audit of Dakota County Volunteer Transportation - 1986, 1987, 1988 and 1989
- d) Audit of Hastings TRAC - 1986 and 1987
- e) Audit of Hopkins Hop-A-Ride - 1989
- f) Audit of Ryder Route 25 - 1987 and 1988
- g) Audit of Shakopee Opt-Out Program - 1986, 1987, 1988 and 1989
- h) Audit of St. Louis Park Emergency Program 1989
- i) Audit Report of North Suburban Lines - 1984, 1985, 1986, 1988 and 1989

6. Resolution Levying Actual Ad Valorem Property Taxes for 1990 (payable 1991)
Resolution No. 90-05

7. Schedule Public Hearing on Proposed Fare Change Options

G. Public Comment

Michael J. Ehrlichmann
Chair



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

ADMINISTRATION AND FINANCE COMMITTEE REPORT

At its meeting of November 13, 1990 the committee discussed and approved the following recommendations:

Financial Statements - September 1990

The Administration and Finance Committee recommends:

That the Regional Transit Board receive the September 1990 financial statements and direct that they be placed on file.

Funding for I-35W Light Rail Transit Patronage Forecasting

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to execute a funding agreement with the Metropolitan Council for an amount not to exceed \$15,000 to complete patronage forecasts in the I-35W corridor.

1990 Rural and Exurban Provider Contract Amendments

The Administration and Finance Committee recommends:

That the Regional Transit Board amend its 1990 contracts as follows:

1. Carver County by \$8,572, from \$131,404 to an amount not to exceed \$139,789 (Contract No. 89/12/04-29);
2. DARTS by \$14,720, from \$396,110 to an amount not to exceed \$410,886 (Contract No. 89/12/04-21);
3. Human Services Inc. by \$4,736, from \$236,573 to an amount not to exceed \$241,398 (Contract No. 89/12/04-22);
4. Scott County by \$25,342, from \$97,557 to an amount not to exceed \$123,449 (Contract No. 89/12/04-23); and
5. Senior Transportation Program by \$1,436, from \$16,201 to an amount not to exceed \$17,521 (Contract No. 89/12/04-25).

Funding for the recommended amendments is available from Transit Programs work program No. 90-14.

North Suburban Lines 1990 Contract Amendment

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to amend North Suburban Lines' 1990 Contract (No. 89/12/04-18) amount by \$63,000 from \$919,988 to \$982,988.

Report of the Audit Advisory Committee

The committee progressed this matter to the full board with no recommendation and directed staff to supply the board members with detailed background information on the audits.

Resolution Levying Actual Ad Valorem Property Taxes for 1990 (Payable 1991), Resolution No. 90-05

The Administration and Finance Committee recommends:

That the Regional Transit Board approve Resolution No. 90-05, "Resolution Levying Actual Ad Valorem Property Taxes for 1990, payable 1991."

Schedule Public Hearing on Proposed Fare Change Options

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize that the following public hearings be held on the proposed fare change options described in the staff report of November 6, 1990:

<u>Date</u>	<u>Time</u>	<u>Tentative Location</u>
January 2, 1991	12 noon	Minneapolis Public Library
January 2, 1991	7 p.m.	Pilot City
January 3, 1991	7 p.m.	Rosedale
January 7, 1991	12 noon	University of Minnesota, Coffman Union
January 7, 1991	5 p.m.	RTB Chambers
January 8, 1991	7 p.m.	Apple Valley

Elwyn Tinklenberg
Chair

MFF
11/19/90



REGIONAL TRANSIT BOARD

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

REPORT OF THE AUDIT ADVISORY COMMITTEE

As its meeting of October 25, 1990, the Audit Advisory Committee reviewed and approved the following actions:

Audit of Airport Express Route 39 (1987, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Airport Express Route program for 1987, 1988 and 1989 as presented, including the additional staff recommendation to waive the citation for the variance between service hours per contract and service hours per service schedule.

Audit of Carver County Transportation Service (1986, 1987 and 1988)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Carver County Transportation Service program for 1986, 1987 and 1988, as presented.

Audit of Dakota County Volunteer Transportation (1986, 1987, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Dakota County Volunteer Transportation program for 1986, 1987, 1988 and 1989, as presented.

Audit of Hastings TRAC (1986 and 1987)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Hastings TRAC program for 1986 and 1987, as presented.

Audit of Hopkins Hop-A-Ride (1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Hopkins Hop-A-Ride program for 1989, as presented.

REPORT/AUDIT ADVISORY COMMITTEE

Page Two

Audit of Ryder Route 25 (1987 and 1988)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Ryder Route 25 program for 1987 and 1988 (terminated July, 1988) as presented, including the additional staff recommendation to waive the citation for the variance between service hours per contract and service hours per service schedule.

Audit of Shakopee Opt-Out Program (1986, 1987, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Shakopee Opt-Out program for 1986, 1987, 1988 and 1989, as presented, including the additional staff recommendation to reduce several miscellaneous citations by a total of \$302.

Audit of St. Louis Park Emergency Program (1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the St. Louis Park Emergency Program for 1989, as presented.

Audit Report on North Suburban Lines (1984, 1985, 1986, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the North Suburban Lines program for July, 1984 through June, 1986, 1988 and 1989 as presented, including the additional staff recommendation that citations totaling \$2,593, as adjusted to the end of 1990, be maintained.

**Michael J. Ehrlichmann
Chair**

REGIONAL TRANSIT BOARD

Mears Park Centre, 230 E. Fifth Street, St. Paul, MN 55101

RESOLUTION NO. 90-05

RESOLUTION LEVYING ACTUAL AD VALOREM
PROPERTY TAXES

- WHEREAS, the Regional Transit Board is authorized by 1984 Minnesota Laws, Chapter 654, Article 3, Section 136, and Minnesota Statutes 473.446, as amended, to levy certain property taxes in the metropolitan area, on or before December 28, 1990 and
- WHEREAS, the provision of 1984 Minnesota Laws, Chapter 502, Article 3, Section 25, requires the Regional Transit Board to reduce the property tax to those properties receiving less than the full peak and off-peak service; and
- WHEREAS, the Regional Transit Board has defined the level of service provided to communities as the frequency of service received from the Metropolitan Transit Commission and private providers, excluding paratransit services, as specified in the service plans in effect on August 1, 1990;

NOW THEREFORE BE IT RESOLVED THAT, the Regional Transit Board hereby levies upon all taxable property within the Metropolitan Transit Taxing District, as defined in Minnesota Statutes 473.446, Subd. 2, the following amounts:

1.) \$62,505,126 for use by the Regional Transit Board for payment of the expenses of operating transit and paratransit services. This levy is on all taxable property within the Metropolitan Transit Taxing District, except that the levy on taxable property in the following communities is reduced by the following net tax capacity percentages:

County	Community	Reduction
Anoka	Centerville	.765
Carver	Chanhassen (part)	.765
	Chaska	.765
Dakota	Apple Valley	.765
	Burnsville	.765
	Eagan	.765
	Lilydale	.765
	Mendota	.765
	Mendota Heights	.510
	Rosemount	.765
	Sunfish Lake	.765

Hennepin	Chanhasen (part)	.765
	Deephaven	.510
	Eden Prairie	.765
	Excelsior	.510
	Greenwood	.510
	Long Lake	.510
	Maple Grove	.765
	Medicine Lake	.765
	Minnetonka Beach	.510
	Osseo	.765
	Plymouth	.765
	Shorewood	.510
Ramsey	Tonka Bay	.765
	Woodland	.765
	Arden Hills	.765
	Gem Lake	.765
	Spring Lake Park (part)	.510
Scott	Vadnais Heights	.510
	White Bear Township	.765
	Prior Lake	.765
	Savage	.765
Washington	Shakopee	.765
	Baytown Township	.510
	Birchwood	.765
	Cottage Grove	.510
	Dellwood	.510
	Lake Elmo	.510
	Mahtomedi	.510
	Newport	.510
	Pine Springs	.765
	St. Paul Park	.510
Willernie	.510	
Woodbury	.510	

- 2.) \$597,279 for principal and interest payments on general obligation certificates of indebtedness of 1979; and
- 3.) \$1,416,671 for principal and interest payments on general obligation certificates of indebtedness of 1985; and
- 4.) \$1,289,930 for principal and interest payments on Series 1987 C issue; and
- 5.) \$2,396,520 for principal and interest payments on the Series 1988 B issue; and
- 6.) \$4,704,824 for principal and interest payments on the Series 1990 A issue.

BE IT FURTHER RESOLVED THAT the Regional Transit Board hereby levies upon all taxable property within the Metropolitan Transit Taxing Area but outside of the Metropolitan Transit Taxing District an amount payable in 1991 of **\$362,977** estimated to represent ten (10) percent of the levies 1 through 6 above, pursuant to Minnesota Statutes 473.446, Subd. 1a

BE IT FURTHER RESOLVED THAT the Treasurer of the Regional Transit Board, on behalf of the board, shall certify these levies to the respective county auditors of the counties in which the taxable property is located, and shall certify these levies to the Minnesota Department of Revenue, on or before December 28, 1990.

Adopted this _____ day of _____, 1990

Michael Ehrlichmann, Chair

Mary Fitzgerald, Secretary



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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Resolution No. 90-05

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G. Public Comment

Michael J. Ehrlichmann
Chair

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: Nov 19, 1990

BOARD OR COMMITTEE: Bod

Member Name	Present	Vote	Vote	Vote	Vote	Vote	Vote	Vote	Vote
		wp	88-05 gone						
Mike Ehrlichmann	✓		gone						
Doris Caranicas (P)	✓		Y						
John Finley (A&F)	✓		Y						
Ruth Franklin (A&F)	✓	no	Y						
Ed Kranz (A&F)	✓		Y						
Sandra Hilary (P)	✓	no	Y						
Terry O'Toole (P)			gone						
Jeff Spartz (Chair-P)			gone						
Norbert Theis (P)	✓		Y						
El Tinklenberg (Chair-A)	✓		Y						
Richard Wedell (A&F)	✓		Y						

Visitors

Staff

Shannon M. Carabato +
Charlie

hb, sh, be, ge, mb
dw, gh, Clint Kagan

Arnie Entel
Bob Thompson, Greg Taylor, Ben Auld

Al De Bree
Joan Campbell

M. M. Sanyal
Emil Brault

W Ding

Lafell, Nawrocki



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

Minutes of the Meeting of the
POLICY COMMITTEE
Mears Park Centre, Room A
August 27, 1990

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

MEMBERS EXCUSED: Sandra Hilary

OTHERS PRESENT: RTB Chair Michael J. Ehrlichmann; RTB Member Ruth Franklin; Charles Weaver, RTB Legal Counsel; Greg Failor, Metropolitan Transit Commission (MTC); Ken Stevens, Hennepin County Regional Railroad Authority (HCRRA); Arnie Entzel, Amalgamated Transit Union; Greg Andrews, Judy Hollander, Garneth Peterson, Howard Blin, Mary Fitzgerald, Regional Transit Board Staff

The meeting was called to order at 4:05 p. m. and roll taken. Caranicas moved and Theis seconded that the agenda be approved; the motion was carried unanimously.

City of St. Louis Park Comprehensive Plan Transportation Element

Peterson reviewed the staff report dated August 9, 1990. Theis asked what effect the high-occupancy vehicle (HOV) lanes have had on traffic patterns since I-394 was built and whether those changes are great enough to require that the comprehensive plan be amended. Peterson said the full impact is not yet known but the city has adopted a Travel Demand Management (TDM) ordinance to accommodate changes along I-394 as they occur. When traffic congestion at certain intersections reaches a predetermined level, employers in the vicinity will be required to adopt TDM strategies. Caranicas moved and Theis seconded:

That the Policy Committee recommend:

That the Regional Transit Board approve the comments contained in the August 9, 1990 memorandum to the Policy Committee for transmittal to the City of St. Louis Park and to the Metropolitan Council.

The motion was unanimously approved.

Review of Hennepin County Regional Railroad Authority Stage One Preliminary Design Plans

Minister reviewed the staff report dated August 23, 1990 that was delivered by courier to the members a few days before the meeting. There was discussion of the Design Plan for Handling Accessibility for Disabled Persons and the vertical gap between light rail transit platforms and cars. Theis moved and Caranicas seconded:

That the Policy Committee recommend:

That the Regional Transit Board approve the staff Findings and Recommendations on the Hennepin County Regional Railroad Authority's Stage One Light Rail Transit System Preliminary Design Plans and Cost Estimates as contained in the August 23, 1990 staff memorandum for transmittal to the Hennepin County Regional Railroad Authority for appropriate action and a formal response to the Regional Transit Board.

The motion was unanimously approved.

There being no other business, Caranicas moved and Theis seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 4:25 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Policy Committee meeting of August 27, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 1990.



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

Minutes of the Meeting of the
COMMITTEE OF THE WHOLE
Mears Park Centre, Room A
September 27, 1990

MEMBERS PRESENT: Elwyn Tinklenberg, Chair; Doris Caranicas; Michael J. Ehrlichmann; Ruth Franklin; Terrance O'Toole; Norbert Theis and Richard Wedell

MEMBERS EXCUSED: John T. Finley, Sandra Hilary, Ed Kranz and Jeff Spartz

OTHERS PRESENT: Bob Rossman, Amalgamated Transit Union; Greg Andrews, Judy Hollander, David Minister, Dale Ulrich and Mary Fitzgerald, Regional Transit Board staff

Chair Tinklenberg called the meeting to order at 4:10 p.m. and roll was taken. O'Toole moved and Franklin seconded approval of the agenda. The motion was unanimously approved.

REVIEW OF THE REGIONAL TRANSIT BOARD PROPOSED 1991 WORK PROGRAM AND BUDGET

Andrews distributed an outline of the major components of the 1991 Budget and Work Programs. There was discussion of whether there is sufficient secretarial support, how hours are allocated, and the cost of legal representation.

Hollander gave an overview of the Planning and Programs Department. Wedell urged that issues of rising fuel costs and their impact on the transit system be dealt with now. The size and method of allocating Metropolitan Council chargebacks was reviewed.

At the next meeting, October 8, the committee will continue its review of the work programs for Light Rail Transit; the Administration Department, including the RTB Capital Program; the Communications Department; and the budget for transit providers other than the Metropolitan Transit Commission.

There being no other business, O'Toole moved and Theis seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 5:30 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Committee of the Whole meeting of September 27, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 1990.



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
October 25, 1990

MEMBERS PRESENT: Michael J. Ehrlichmann, Chair; Ed Kranz, Vice Chair; Gregory Andrews; Gerald Splinter; Ruth Franklin and Thomas Novak

MEMBERS EXCUSED: Gerald Splinter and Elwyn Tinklenberg

OTHERS PRESENT: Bill Andrus, Anoka County; Margaret Schlosser, Dale Ulrich, Gerald Brechlin, Clinton Vatsaas, Len Simich and Mary Fitzgerald

Ehrlichmann called the meeting to order at 4 p.m. and roll was taken. He announced that he is seeking another member for the committee. Under statute, the chair of the board is required to chair any financial committee. Because of other demands on his time, the chair will delegate his duties to the vice chair.

The chair asked that members to call a few days in advance if they encounter scheduling conflicts and are unable to attend the meetings. There was discussion of changing the meeting times. Fitzgerald will poll the members to identify what dates and times are most desirable.

SUMMARY OF AUDIT ACTIVITIES

Vatsaas reviewed the October 17 staff report. Novak said 23 percent of the audits must be completed before the backlog is eliminated. Vatsaas said 13 of them are in process and six are awaiting information from the Minnesota Department of Transportation (Mn/DOT). There was discussion of the interaction between the two agencies.

Audit of Airport Express Route 39 - 1987, 1988 and 1989

Ulrich reviewed the October 15, 1990 staff report, noting that on page 1, last sentence, the correct figure for retainages is \$1,239, rather than \$1,845. Novak moved and Franklin seconded:

That the Audit Advisory Committee recommend that:

The Administration and Finance Committee approve the final audit reports on the Airport Express route program for 1987, 1988 and 1989 as presented, including the additional staff recommendation to waive the citation for the variance between service hours per contract and service hours per service schedule.

The motion was unanimously approved.

ANOKA TRANSPORTATION PROGRAMS 1986 AND 1987

Ulrich reviewed the October 15 staff report. At the April committee meeting the county asked for additional time to prepare information. Andrus said he has attempted to contact federal IIIB auditors and former RTB staff member Judith McCourt. He has received a copy of the IIIB statement but has not been successful in contacting McCourt. Schlosser reviewed the history of the project. Novak moved that staff be directed to contact Judith McCourt and return the item to the next meeting. Franklin seconded the motion; the motion was unanimously approved.

AUDIT OF CARVER COUNTY TRANSPORTATION SERVICE - 1986, 1987, AND 1988

Franklin moved and Novak seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the Carver County Transportation Service program for 1986, 1987 and 1988, as presented.

The motion was unanimously approved.

AUDIT OF DAKOTA COUNTY VOLUNTEER TRANSPORTATION - 1986, 1987, 1988 and 1989

Franklin moved and Novak seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the Dakota County Volunteer Transportation program for 1986, 1987, 1988 and 1989 as presented.

The motion was unanimously approved.

AUDIT OF HASTINGS TRAC - 1986 AND 1987

Franklin moved and Novak seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the Hastings TRAC program for 1986 and 1987 as presented.

The motion was unanimously approved.

AUDIT OF HOPKINS HOP-A-RIDE - 1989

Franklin moved and Novak seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the Hop-A-Ride program for 1989 as presented.

The motion was unanimously approved.

AUDIT OF RYDER ROUTE 25 - 1987 and 1988 (Final)

Franklin moved and Novak seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the Ryder Route 25 program for 1987 and 1988 (terminated July 1988) as presented, including the additional staff recommendation to waive the citation for the variance between service hours per contract and service hours per service schedule.

The motion was unanimously approved.

AUDIT OF SHAKOPEE OPT-OUT PROGRAM - 1987, 1987, 1988 AND 1989

Novak moved and Franklin seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the Shakopee Opt-Out program for 1986, 1987, 1988 and 1989 as presented.

The motion was unanimously approved.

AUDIT OF St. LOUIS PARK EMERGENCY PROGRAM - 1989

Novak moved and Franklin seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the St. Louis Park Emergency Program for 1989 as presented.

The motion was unanimously approved.

AUDIT REPORT ON NORTH SUBURBAN LINES - 1984, 1985, 1986, 1988 AND 1989

Ulrich distributed a revised draft of the Deloitte & Touche report which will be the same as its final version. In response to Franklin's question, he said the retainage will be revised one more time before mailing. Franklin moved and Novak seconded:

That the Audit Advisory Committee recommend that:

That the Administration and Finance Committee approve the final audit reports on the North Suburban Lines program for July 1984 through June 1986, 1988 and 1989 as presented, including the additional staff recommendation that citations totaling \$2,593, as adjusted to the end of 1990, be maintained.

The motion was unanimously approved.

OTHER BUSINESS

It was agreed that the next meeting of the committee will be December 6, 1990. Novak moved and Franklin seconded that the meeting be adjourned. The motion carried and the meeting was adjourned.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Audit Advisory Committee meeting of October 25, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 1990.



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

Minutes of the Meeting of the
POLICY COMMITTEE
Mears Park Centre Chambers
October 29, 1990

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

OTHERS PRESENT: Michael J. Ehrlichmann, Chair; Ed Kranz, and Richard Wedell, Regional Transit Board; Morgan Grant and Jerry Hayes, Transit Accessibility Advisory Committee (TAAC); Greg Failor, Metropolitan Transit Commission (MTC); Christopher Gran, Metro Mobility Administrative Center; Emil Brandt, Metropolitan Council; Doug Ewald, Alliance for Progressive Transit; Greg Andrews, Judy Hollander, Randy Rosvold, Garneth Peterson, Sherry Munyon, Ed Kouneski and Mary Fitzgerald, Regional Transit Board Staff

The meeting was called to order at 4:00 p.m. and roll taken. The chair said the agenda should state that the meeting will be recessed after Item No. 6, Golden Valley Comprehensive Plan Amendment, and reconvened on November 5. This moved and O'Toole seconded that the agenda, as amended, be approved.

Report to the Legislature on Metro Mobility Customer Service Quality

Jerry Hayes, Vice Chair of TAAC, called upon Kouneski to review the October 22 staff report and the committee's recommended revisions to the report. The changes will be incorporated into the final draft of the report before board action. There was discussion of the inclusion of purpose of trip information in the report. There was consensus that all accumulated data should be shared with the Legislature and included as an appendix to the report. Caranicas moved and Theis seconded:

That the Policy Committee recommend that:

The Regional Transit Board approve the submittal to the Legislature of the Report to the Legislature on Metro Mobility Customer Service Procedure, dated October 18, 1990, as amended to include the consultant's report as a part of the Appendix.

The motion was unanimously approved.

Design Review of the Mall of America Transit Hub Facility

Rosvold reviewed the October 22 staff report and used charts to illustrate the recommended alternative design for the charter bus loading area. After discussion, O'Toole moved and Theis seconded:

That the Policy Committee recommend that:

The Regional Transit Board approve the transit hub facility design dated September 21, 1990 and submitted by the developer subject to the following conditions:

1. An alternative design, shown in the attached Figure No. 4, be developed for the charter bus loading area.
2. Plans for signage, lighting and communications systems be submitted to RTB staff for review and approval.

The motion was unanimously approved.

Amendment to the Metropolitan Development Guide/Policy Plan

Peterson reviewed the October 17 staff report. This moved and Caranicas seconded:

That the Policy Committee recommend that:

The Regional Transit Board approve the Pre-Drafting Notice for preparation of an amendment to the Metropolitan Council's Transportation Development Guide/Policy Plan.

The motion was unanimously approved.

City of Golden Valley Comprehensive Plan Amendment

Peterson reviewed the October 12 staff report. Hilary moved and Caranicas seconded:

That the Policy Committee recommend that:

The Regional Transit Board approve the comments contained in the October 12, 1990 Policy Committee memorandum for transmittal to the City of Golden Valley and to the Metropolitan Council.

Hilary congratulated St. Paul Park and Golden Valley on their working together to resolve mutual concerns regarding the stations. The motion was unanimously approved.

There being no other business, This moved and Caranicas seconded that the meeting be recessed until 2:30 p.m., November 5, 1990. The motion carried unanimously and the meeting was recessed at 4:40 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Policy Committee meeting of October 29, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 1990.



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

Minutes of the Public Hearing on the
REGIONAL TRANSIT BOARD'S FIVE-YEAR PLAN
Mears Park Centre Chambers
October 29, 1990

MEMBERS PRESENT: Michael J. Ehrlichmann, Chair; Doris Caranicas; Sandra Hilary; Ed Kranz; Terrance O'Toole; Jeff Spartz; Norbert Theis and Richard Wedell

MEMBERS EXCUSED: John Finley, Ruth Franklin and Elwyn Tinklenberg

OTHERS PRESENT: ~~Greg Failor, Metropolitan Transit Commission (MTC); Emil Brandt, Metropolitan Council; Doug Ewald, Alliance for Progressive Transit; Greg Andrews, Judy Hollander, Randy Rosvold, Garneth Peterson, Sherry Munyon, Ed Kouneski and Mary Fitzgerald, Regional Transit Board Staff~~

The chair called the hearing to order at 5:00 p.m. There was no public comment; therefore, O'Toole moved and Spartz seconded that the meeting be closed. The motion was unanimously approved and the meeting closed at 5:05 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Public Hearing meeting of October 29, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 1990.



REGIONAL TRANSIT BOARD

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

Minutes of the Meeting of the
POLICY COMMITTEE
Mears Park Centre Chambers
November 5, 1990

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

OTHERS PRESENT: Michael J. Ehrlichmann, John Finley, Ruth Franklin, Elwyn Tinklenberg and Richard Wedell, Regional Transit Board; Charles Weaver, Legal Counsel to RTB; John Derus, Hennepin County Regional Railroad Authority; Dirk deVries, Metropolitan Council; Bob McNulty, Deloitte & Touche; Dick Wolsfeld, BRW, Inc.; Charlene Zimmer, Strgar, Roscoe and Fausch; Tom Vida and Christopher Gran, Metro Mobility Administrative Center; Kathy DeSpieglaere, Ramsey County Regional Railroad Authority; Greg Failor, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Ken Stevens, Hennepin County Regional Railroad Authority; Mary Beth Davidson, Transportation Study Board; Greg Andrews, David Minister, Judy Hollander, Ed Kouneski, Sherry Munyon, David Minister, Len Simich and Mary Fitzgerald, Regional Transit Board staff

The meeting was reconvened at 2:30 p.m. and roll taken. The chair asked that the agenda be revised since Commissioner Derus had a scheduling conflict and would be slightly late. With that amendment, O'Toole moved and Theis seconded that the agenda be approved. The motion was unanimously approved.

MARGINAL COSTING PRINCIPLES

Kouneski reviewed the staff report dated October 29, 1990. McNulty used slides to review major elements in the development of guidelines for marginal cost justification. Franklin asked that members be provided with copies of the slides. Ehrlichmann suggested that members review the material and take action at a later meeting. Theis moved and Spartz seconded that the matter be laid over to the call of the chair. The motion was unanimously approved.

PRESENTATION OF DRAFT REGIONAL LIGHT RAIL TRANSIT COORDINATION PLAN

John Derus, Chair of the Joint Light Rail Transit Advisory Committee, presented the plan to the board, which will now begin its deliberations and conduct a public hearing. He thanked the RTB board and staff for its support of the committee's activities. He reviewed the three major elements of the report: a joint powers agreement, a one-cent sales tax, and a turnkey or hybrid structure.

Minister reviewed the process and schedule of meetings. Zimmer reviewed the elements of the plan and how it will be handled; Wolsfeld reviewed the costs and financing of the proposed system. In response to Theis' question, Spartz said the federal government supports turnkey because of the problems encountered in the past with the open-ended process. Under the turnkey approach you lose change order control and accelerate the implementation schedule by two and a half to three and a half years. Caranicas moved and Hilary seconded:

That the Policy Committee recommend that:

The Regional Transit Board receive the Draft Regional Light Rail Transit Coordination Plan from the Joint Light Rail Transit Advisory Committee.

The motion was unanimously approved.

Vulnerable Adult Abuse Protection Work Plan Update

~~Hollander~~ distributed the ~~staff report dated~~ November 5, 1990. The preliminary findings and recommendations will be presented at the next Policy Committee meeting. No action was taken.

Proposed Alcohol and Substance Abuse Policy for Metropolitan Transit Service Providers

Hollander said the staff is not asking for action today. There are a variety of implementation issues that are not clearly resolved. Simich reviewed the basic elements of the policy and reviewed the October 30 staff report.

Richard Neumeister, representing himself, addressed the committee on his concerns regarding the privacy issues. He said it is arguable that the RTB does not have the authority to mandate drug testing for private employers. Caranicas moved and Theis seconded that the issue be laid over to the call of the chair.

Spartz asked if drug consumption has been a major problem. Hollander said the policy is meant to apply to all providers. Staff is aware of rumor but has no specific knowledge of any incident related to alcohol or substance abuse. After discussion, the motion was unanimously approved.

There being no other business, Theis moved and Caranicas seconded that the meeting be adjourned. The motion was unanimously approved.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Policy Committee meeting of October 29 that was recessed on October 29 and reconvened on November 5, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 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
November 5, 1990

MEMBERS PRESENT: Michael J. 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: Charles Weaver, Legal Counsel to RTB; Christopher Gran, Metro Mobility Administrative Center; Greg Failor, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Greg Andrews, David Minister, Judy Hollander, Ed Kouneski, Sherry Munyon, David Minister, Len Simich and Mary Fitzgerald, Regional Transit Board staff

The meeting was called to order at 4:15 p.m. and roll was taken. Caranicas moved and Franklin seconded approval of the agenda; the motion was unanimously approved.

Finley moved and Theis seconded that the minutes of the following meetings be approved:

Administration and Finance Committee Meeting of October 15, 1990
Regional Transit Board Meeting of October 22, 1990

The motion was unanimously approved.

CHAIR'S REPORT:

Clarification of Motion to Authorize Consultant Contract to Review Metro Mobility Policies and Procedures

A memorandum from the chair, dated November 5, was distributed. At the October 8 board meeting a contract with Mary O'Hara Anderson for consulting services was approved. The board is now asked to approve a motion clarifying the intent of that action by including \$1,500 for expenses. Theis moved and Spartz seconded:

That the Regional Transit Board authorize the executive director to enter into a contract, including \$1,500 for expenses, for the period of November 1, 1990 to April 30, 1991, in an amount not to exceed \$16,500 with Mary O'Hara Anderson to review Metro Mobility policies and procedures to determine how service quality and safety can be improved.

The motion was unanimously approved.

Approval of Regional Transit Board Five-Year Plan

Blin said the comment period closed last week. The summary of the comments received was distributed to the members. The chair asked for a motion to approve the plan and refer it to the Metropolitan Council with the understanding that changes suggested by the Local Officials Advisory Committee and any other advisory committee will be included. Franklin moved and Theis:

That the Regional Transit Board adopt the revised Five-Year Transit Plan for submittal to the Metropolitan Council.

The motion was unanimously approved.

REPORT OF THE POLICY COMMITTEE

Committee Chair Spartz reviewed the committee's report of its October 29, 1990 meeting.

Report to the Legislature on Metro Mobility Customer Service Quality

Spartz moved and Hilary seconded:

The Regional Transit Board approve the submittal to the Legislature of the Report to the Legislature on Metro Mobility Customer Service Procedure, dated October 18, 1990, as amended to include the consultant's report as a part of the Appendix.

The motion was unanimously approved.

Design Review of the Mall of America Transit Hub Facility

Spartz moved and Caranicas seconded:

The Regional Transit Board approve the transit hub facility design dated September 21, 1990 and submitted by the developer, subject to the following conditions:

1. An alternative design, shown in the attached Figure No. 4, be developed for the charter bus loading area.
2. Plans for signage, lighting and communications systems be submitted to RTB staff for review and approval.

The motion was unanimously approved.

Amendment to the Metropolitan Development Guide/Policy Plan

Spartz moved and Hilary seconded:

The Regional Transit Board approve the Pre-Drafting Notice for preparation of an amendment to the Metropolitan Council's Transportation Development Guide/Policy Plan.

The motion was unanimously approved.

City of Golden Valley Comprehensive Plan Amendment

Spartz moved and Finley seconded:

The Regional Transit Board approve the comments contained in the October 12, 1990 Policy Committee memorandum for transmittal to the City of Golden Valley and to the Metropolitan Council.

The motion was unanimously approved.

There being no public comment, Caranicas moved and Finley seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 4:25 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of November 5, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 1990.



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

REPORT OF THE POLICY COMMITTEE

The Policy Committee recessed its October 29 meeting and reconvened on November 5, 1990. Items considered on October 29 were acted upon by the board on November 5. The committee took the following actions on November 5

Presentation of Draft Regional Light Rail Transit Coordination Plan

The Policy Committee recommends that:

The Regional Transit Board receive the Draft Regional Light Rail Transit Coordination Plan from the Joint Light Rail Transit Advisory Committee.

Other Business:

Marginal Costing Principles

The matter was laid over to the call of the chair.

Vulnerable Adult Abuse Protection Work Plan Update

The committee will review the preliminary findings and recommendations at the next committee meeting.

Proposed Alcohol and Substance Abuse Policy for Metropolitan Transit Service Providers

The matter was laid over to the call of the chair.

Jeff Spartz
Chair

MFF
11/6/90



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

ADMINISTRATION AND FINANCE COMMITTEE REPORT

At its meeting of November 13, 1990 the committee discussed and approved the following recommendations:

Financial Statements - September 1990

The Administration and Finance Committee recommends:

That the Regional Transit Board receive the September 1990 financial statements and direct that they be placed on file.

Funding for I-35W Light Rail Transit Patronage Forecasting

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to execute a funding agreement with the Metropolitan Council for an amount not to exceed \$15,000 to complete patronage forecasts in the I-35W corridor.

1990 Rural and Exurban Provider Contract Amendments

The Administration and Finance Committee recommends:

That the Regional Transit Board amend its 1990 contracts as follows:

1. Carver County by \$8,572, from \$131,404 to an amount not to exceed \$139,789 (Contract No. 89/12/04-29);
2. DARTS by \$14,720, from \$396,110 to an amount not to exceed \$410,886 (Contract No. 89/12/04-21);
3. Human Services Inc. by \$4,736, from \$236,573 to an amount not to exceed \$241,398 (Contract No. 89/12/04-22);
4. Scott County by \$25,342, from \$97,557 to an amount not to exceed \$123,449 (Contract No. 89/12/04-23); and
5. Senior Transportation Program by \$1,436, from \$16,201 to an amount not to exceed \$17,521 (Contract No. 89/12/04-25).

Funding for the recommended amendments is available from Transit Programs work program No. 90-14.

North Suburban Lines 1990 Contract Amendment

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to amend North Suburban Lines' 1990 Contract (No. 89/12/04-18) amount by \$63,000 from \$919,988 to \$982,988.

Report of the Audit Advisory Committee

The committee progressed this matter to the full board with no recommendation and directed staff to supply the board members with detailed background information on the audits.

Resolution Levying Actual Ad Valorem Property Taxes for 1990 (Payable 1991), Resolution No. 90-05

The Administration and Finance Committee recommends:

That the Regional Transit Board approve Resolution No. 90-05, "Resolution Levying Actual Ad Valorem Property Taxes for 1990, payable 1991."

Schedule Public Hearing on Proposed Fare Change Options

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize that the following public hearings be held on the proposed fare change options described in the staff report of November 6, 1990:

<u>Date</u>	<u>Time</u>	<u>Tentative Location</u>
January 2, 1991	12 noon	Minneapolis Public Library
January 2, 1991	7 p.m.	Pilot City
January 3, 1991	7 p.m.	Rosedale
January 7, 1991	12 noon	University of Minnesota, Coffman Union
January 7, 1991	5 p.m.	RTB Chambers
January 8, 1991	7 p.m.	Apple Valley

Elwyn Tinklenberg
Chair



REGIONAL TRANSIT BOARD

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

REPORT OF THE AUDIT ADVISORY COMMITTEE

As its meeting of October 25, 1990, the Audit Advisory Committee reviewed and approved the following actions:

Audit of Airport Express Route 39 (1987, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Airport Express Route program for 1987, 1988 and 1989 as presented, including the additional staff recommendation to waive the citation for the variance between service hours per contract and service hours per service schedule.

Audit of Carver County Transportation Service (1986, 1987 and 1988)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Carver County Transportation Service program for 1986, 1987 and 1988, as presented.

Audit of Dakota County Volunteer Transportation (1986, 1987, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Dakota County Volunteer Transportation program for 1986, 1987, 1988 and 1989, as presented.

Audit of Hastings TRAC (1986 and 1987)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Hastings TRAC program for 1986 and 1987, as presented.

Audit of Hopkins Hop-A-Ride (1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Hopkins Hop-A-Ride program for 1989, as presented.

REPORT/AUDIT ADVISORY COMMITTEE

Page Two

Audit of Ryder Route 25 (1987 and 1988)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Ryder Route 25 program for 1987 and 1988 (terminated July, 1988) as presented, including the additional staff recommendation to waive the citation for the variance between service hours per contract and service hours per service schedule.

Audit of Shakopee Opt-Out Program (1986, 1987, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the Shakopee Opt-Out program for 1986, 1987, 1988 and 1989, as presented, including the additional staff recommendation to reduce several miscellaneous citations by a total of \$302.

Audit of St. Louis Park Emergency Program (1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the St. Louis Park Emergency Program for 1989, as presented.

Audit Report on North Suburban Lines (1984, 1985, 1986, 1988 and 1989)

The Audit Advisory Committee recommends that:

The Administration and Finance Committee approve the final Audit Reports on the North Suburban Lines program for July, 1984 through June, 1986, 1988 and 1989 as presented, including the additional staff recommendation that citations totaling \$2,593, as adjusted to the end of 1990, be maintained.

**Michael J. Ehrlichmann
Chair**

audit

REGIONAL TRANSIT BOARD

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

DATE: OCTOBER 17, 1990
TO: REGIONAL TRANSIT BOARD(AUDIT ADVISORY COMMITTEE)
FROM: PROGRAM AUDIT
SUBJECT: SUMMARY OF AUDIT ACTIVITIES

This memo was prepared to provide you with an overview of the year-to-date audit work and to explain and/or recap the attached exhibits to be discussed at the upcoming audit committee meeting.

Exhibit 1 is a schedule prepared by Program Audit to gain a statistical overview of the audit project universe. The schedules reveal the percentage relationships of program costs and passenger ridership to the total universe. They also compare per passenger costs for administration, operations and marketing between the various programs. These comparisons and relationships are helpful in determining which projects or areas within a project should receive more audit resources.

The recap below of the attached Exhibit 11(Activity Status Report) reveals that significant progress has been made in reducing the backlog of audit projects.

CURRENT AGENCY PROJECT STATUS	# OF PROJECTS	% OF TOTAL PROJECTS
PROJECTS FINALIZED BY BOARD ACTION TAKEN	14	17%
REPORTS READY FOR ADVISORY COMMITTEE REVIEW	22	26%
REPORTS BEING REVIEWED BY TRANSIT PROVIDERS	10	12%
REPORTS BEING REVIEWED BY RTB PROGRAMS	8	10%
REPORTS COMPLETED BUT NOT YET DISTRIBUTED	10	12%
TOTAL YTD AUDIT PROJECTS COMPLETED	64	77%
PROJECTS ON HOLD UNTIL MNDOT REVIEW COMPLETED	6	7%
OTHER PROJECTS TO BE COMPLETED BY RTB AUDIT	13	16%
TOTAL PROJECTS TO BE COMPLETED	19	23%
TOTAL PROGRAM AUDIT PROJECTS(STATUS REPORT)	83	100%

Exhibit 11 is a summary of observations and audit findings prepared by Program Audit to provide the RTB management with a checklist to review whether corrective action is required, implemented or planned.

Also, we have recently received preliminary drafts of Deloitte & Touche reports on the North Suburban Lines and the Morley Bus Company. We hope the attached North Suburban Lines draft copy will be finalized prior to the meeting. Due to the nature of the service provided by the Morley Bus Company we will incorporate Deloitte's finding in RTB's audits of the involved providers.

We feel the attached documents should provide you with a overview of the pre-audit process, the status of ongoing audits and the post audit attempts to encourage corrective actions.

1989 Provider Cost Per Passenger Sorted In Descending Administrative Cost Per Passenger												EXHIBIT 1
COST PER PASSENGER BY MAJOR EXPENSE CATEGORIES								Subsidy	PASSENGERS		% OF ADMIN	
	Administrative	Marketing	Operation	TOTAL EXP.	Fares	Other Revenue	NET TOTAL	Local Share	Per Passenger	#	% OF TOTAL	COST
Anoka	\$5.72	\$0.01	\$4.72	\$10.45	(\$0.30)	(\$3.05)	\$7.10	(\$2.72)	\$4.38	18559	1.23%	6.39%
Sr Transp	\$5.59	\$0.10	\$4.94	\$10.63	(\$1.01)	(\$1.22)	\$8.40	(\$5.67)	\$2.73	5726	0.38%	1.93%
Sr Comm	\$5.54	\$0.19	\$3.83	\$9.56	(\$0.34)	\$0.00	\$9.22	(\$3.22)	\$6.00	9039	0.60%	3.02%
HSI	\$4.11	\$0.01	\$4.84	\$8.96	(\$0.49)	\$0.00	\$8.47	(\$0.98)	\$7.49	31289	2.07%	7.74%
DARTS	\$4.07	\$0.03	\$4.15	\$8.25	(\$0.27)	\$0.00	\$7.98	(\$2.42)	\$5.56	67654	4.48%	16.58%
STEP	\$2.45	\$0.00	\$1.79	\$4.24	\$0.00	\$0.00	\$4.24	(\$1.69)	\$2.55	3228	0.21%	0.48%
Scott	\$2.21	\$0.01	\$2.91	\$5.13	(\$0.19)	(\$1.73)	\$3.21	\$0.00	\$3.21	48964	3.24%	6.52%
Westonka	\$2.09	\$0.00	\$3.58	\$5.67	(\$1.15)	(\$2.14)	\$2.38	(\$0.14)	\$2.24	6820	0.45%	0.86%
North Suburban	\$1.59	\$0.09	\$2.86	\$4.54	(\$0.78)	(\$0.03)	\$3.73	(\$0.26)	\$3.47	235445	15.59%	22.54%
Hastings	\$1.52	\$0.00	\$3.37	\$4.89	(\$1.21)	(\$1.20)	\$2.48	(\$0.40)	\$2.08	30256	2.00%	2.77%
Medicine Lake	\$1.28	\$0.00	\$2.03	\$3.31	(\$0.82)	\$0.00	\$2.49	\$0.00	\$2.49	327792	21.71%	25.26%
Carver	\$1.03	\$0.00	\$3.37	\$4.40	(\$0.23)	(\$1.41)	\$2.76	(\$0.56)	\$2.20	54898	3.64%	3.40%
Dakota	\$0.63	\$0.01	\$3.93	\$4.57	\$0.00	\$0.00	\$4.57	(\$3.46)	\$1.11	10099	0.67%	0.38%
WBAT	\$0.39	\$0.02	\$5.24	\$5.65	(\$0.83)	(\$0.26)	\$4.56	(\$1.27)	\$3.29	31154	2.06%	0.73%
NEST	\$0.38	\$0.03	\$4.41	\$4.82	(\$1.00)	(\$0.01)	\$3.81	(\$0.92)	\$2.89	31814	2.11%	0.73%
Columbia	\$0.38	\$0.07	\$1.84	\$2.29	(\$0.57)	\$0.00	\$1.72	(\$0.49)	\$1.23	17423	1.15%	0.40%
Hopkins	\$0.20	\$0.08	\$1.79	\$2.07	(\$0.47)	\$0.00	\$1.60	(\$0.35)	\$1.25	28626	1.90%	0.34%
Shakopee	\$0.17	\$0.07	\$4.16	\$4.40	(\$0.72)	(\$0.04)	\$3.64	(\$0.94)	\$2.70	35816	2.37%	0.37%
Plymouth	\$0.16	\$0.02	\$2.81	\$2.99	(\$0.10)	\$0.00	\$2.89	\$0.00	\$2.89	152806	10.12%	1.47%
Morley	\$0.00	\$0.34	\$4.89	\$5.23	(\$0.22)	\$0.00	\$5.01	\$0.00	\$5.01	80202	5.31%	0.00%
ABC	\$0.00	\$0.00	\$4.76	\$4.76	(\$0.24)	\$0.00	\$4.52	\$0.00	\$4.52	21750	1.44%	0.00%
Airport	\$0.00	\$0.00	\$3.36	\$3.36	(\$0.52)	\$0.00	\$2.84	\$0.00	\$2.84	6549	0.43%	0.00%
UofM	\$0.00	\$0.00	\$2.21	\$2.21	(\$0.46)	(\$0.33)	\$1.42	(\$0.71)	\$0.71	253997	16.82%	0.00%
										1509906	100.00%	100.00%
Average	\$1.10	\$0.04	\$2.97	\$4.11	(\$0.56)	(\$0.23)	\$3.32	(\$0.50)	\$2.82	65648	4.35%	
PROVIDERS WITH NEGATIVE VARIANCES IN COMPARISON TO THE AVERAGE ADMINISTRATIVE COST PER PASSENGER												
	Administrative	Marketing	Operation	TOTAL EXP.	Fares	Other Revenue	NET TOTAL	Local Share	Total Variance			
Anoka	(\$4.62)	\$0.03	(\$1.75)	(\$6.34)	(\$0.26)	\$2.82	(\$3.78)	\$2.22	(\$1.56)			
Sr Transp	(\$4.49)	(\$0.06)	(\$1.97)	(\$6.52)	\$0.45	\$0.99	(\$5.08)	\$5.17	\$0.09			
Sr Comm	(\$4.44)	(\$0.15)	(\$0.86)	(\$5.45)	(\$0.22)	(\$0.23)	(\$5.90)	\$2.72	(\$3.18)			
HSI	(\$3.01)	\$0.03	(\$1.87)	(\$4.85)	(\$0.07)	(\$0.23)	(\$5.15)	\$0.48	(\$4.67)			
DARTS	(\$2.97)	\$0.01	(\$1.18)	(\$4.14)	(\$0.29)	(\$0.23)	(\$4.66)	\$1.92	(\$2.74)			
STEP	(\$1.35)	\$0.04	\$1.18	(\$0.13)	(\$0.56)	(\$0.23)	(\$0.92)	\$1.19	\$0.27			
Scott	(\$1.11)	\$0.03	\$0.06	(\$1.02)	(\$0.37)	\$1.50	\$0.11	(\$0.50)	(\$0.39)			
Westonka	(\$0.99)	\$0.04	(\$0.61)	(\$1.56)	\$0.59	\$1.91	\$0.94	(\$0.36)	\$0.58			
North Suburban	(\$0.49)	(\$0.05)	\$0.11	(\$0.43)	\$0.22	(\$0.20)	(\$0.41)	(\$0.24)	(\$0.65)			
Hastings	(\$0.42)	\$0.04	(\$0.40)	(\$0.78)	\$0.65	\$0.97	\$0.84	(\$0.10)	\$0.74			
Medicine Lake	(\$0.18)	\$0.04	\$0.94	\$0.80	\$0.26	(\$0.23)	\$0.83	(\$0.50)	\$0.33			

*MTC subsidy per passenger is less than \$1.00

1989 Provider Cost Per Passenger Sorted In Descending Operating cost Per Passenger												EXHIBIT 1
COST PER PASSENGER BY MAJOR EXPENSE CATEGORIES										Subsidy Per	PASSENGERS	% OF OPER.
	Administrative	Marketing	Operation	TOTAL EXP.	Fares	Other Revenue	NET TOTAL	Local Share	Passenger	#	% OF TOTAL	COST
WBAT	\$0.39	\$0.02	\$5.24	\$5.65	(\$0.83)	(\$0.26)	\$4.56	(\$1.27)	\$3.29	31154	2.06%	3.64%
Sr Transp	\$5.59	\$0.10	\$4.94	\$10.63	(\$1.01)	(\$1.22)	\$8.40	(\$5.67)	\$2.73	5726	0.38%	0.63%
Morley	\$0.00	\$0.34	\$4.89	\$5.23	(\$0.22)	\$0.00	\$5.01	\$0.00	\$5.01	80202	5.31%	8.75%
HSI	\$4.11	\$0.01	\$4.84	\$8.96	(\$0.49)	\$0.00	\$8.47	(\$0.98)	\$7.49	31289	2.07%	3.38%
ABC	\$0.00	\$0.00	\$4.76	\$4.76	(\$0.24)	\$0.00	\$4.52	\$0.00	\$4.52	21750	1.44%	2.31%
Anoka	\$5.72	\$0.01	\$4.72	\$10.45	(\$0.30)	(\$3.05)	\$7.10	(\$2.72)	\$4.38	18559	1.23%	1.95%
NEST	\$0.28	\$0.03	\$4.41	\$4.82	(\$1.00)	(\$0.01)	\$3.81	(\$0.92)	\$2.89	31814	2.11%	3.13%
Shakopee	\$0.17	\$0.07	\$4.16	\$4.40	(\$0.72)	(\$0.04)	\$3.64	(\$0.94)	\$2.70	35816	2.37%	3.32%
DARTS	\$4.07	\$0.03	\$4.15	\$8.25	(\$0.27)	\$0.00	\$7.98	(\$2.42)	\$5.56	67654	4.48%	6.26%
Dakota	\$0.63	\$0.01	\$3.93	\$4.57	\$0.00	\$0.00	\$4.57	(\$3.46)	\$1.11	10099	0.67%	0.89%
Sr Comm	\$5.54	\$0.19	\$3.83	\$9.56	(\$0.34)	\$0.00	\$9.22	(\$3.22)	\$6.00	9039	0.60%	0.77%
Westonka	\$2.09	\$0.00	\$3.58	\$5.67	(\$1.15)	(\$2.14)	\$2.38	(\$0.14)	\$2.24	6820	0.45%	0.54%
Hastings	\$1.52	\$0.00	\$3.37	\$4.89	(\$1.21)	(\$1.20)	\$2.48	(\$0.40)	\$2.08	30256	2.00%	2.27%
Carver	\$1.03	\$0.00	\$3.37	\$4.40	(\$0.23)	(\$1.41)	\$2.76	(\$0.56)	\$2.20	54898	3.64%	4.13%
Airport	\$0.00	\$0.00	\$3.36	\$3.36	(\$0.52)	\$0.00	\$2.84	\$0.00	\$2.84	6549	0.43%	0.49%
Scott	\$2.21	\$0.01	\$2.91	\$5.13	(\$0.19)	(\$1.73)	\$3.21	\$0.00	\$3.21	48964	3.24%	3.18%
North Suburban	\$1.59	\$0.09	\$2.86	\$4.54	(\$0.78)	(\$0.03)	\$3.73	(\$0.26)	\$3.47	235445	15.59%	15.02%
Plymouth	\$0.16	\$0.02	\$2.81	\$2.99	(\$0.10)	\$0.00	\$2.89	\$0.00	\$2.89	152806	10.12%	9.58%
UofM	\$0.00	\$0.00	\$2.21	\$2.21	(\$0.46)	(\$0.33)	\$1.42	(\$0.71)	\$0.71	253997	16.82%	12.52%
Medicine Lake	\$1.28	\$0.00	\$2.03	\$3.31	(\$0.82)	\$0.00	\$2.49	\$0.00	\$2.49	327792	21.71%	14.84%
Columbia	\$0.38	\$0.07	\$1.84	\$2.29	(\$0.57)	\$0.00	\$1.72	(\$0.49)	\$1.23	17423	1.15%	0.71%
STEP	\$2.45	\$0.00	\$1.79	\$4.24	\$0.00	\$0.00	\$4.24	(\$1.69)	\$2.55	3228	0.21%	0.13%
Hopkins	\$0.20	\$0.08	\$1.79	\$2.07	(\$0.47)	\$0.00	\$1.60	(\$0.35)	\$1.25	28626	1.90%	1.14%
										1509906	100.00%	100.00%
Average	\$1.10	\$0.04	\$2.97	\$4.11	(\$0.56)	(\$0.23)	\$3.32	(\$0.50)	\$2.82	65648	4.35%	
PROVIDERS WITH NEGATIVE VARIANCES IN COMPARISON TO THE AVERAGE OPERATING COST PER PASSENGER												
	Administrative	Marketing	Operation	TOTAL EXP.	Fares	Other Revenue	NET TOTAL	Local Share	Total Variance			
WBAT	\$0.71	\$0.02	(\$2.27)	(\$1.54)	\$0.27	\$0.03	(\$1.24)	\$0.77	(\$0.47)			
Sr Transp	(\$4.49)	(\$0.06)	(\$1.97)	(\$6.52)	\$0.45	\$0.99	(\$5.08)	\$5.17	\$0.09			
Morley	\$1.10	(\$0.30)	(\$1.92)	(\$1.12)	(\$0.34)	(\$0.23)	(\$1.69)	(\$0.50)	(\$2.19)			
HSI	(\$3.01)	\$0.03	(\$1.87)	(\$4.85)	(\$0.07)	(\$0.23)	(\$5.15)	\$0.48	(\$4.67)			
ABC	\$1.10	\$0.04	(\$1.79)	(\$0.65)	(\$0.32)	(\$0.23)	(\$1.20)	(\$0.50)	(\$1.70)			
Anoka	(\$4.62)	\$0.03	(\$1.75)	(\$6.34)	(\$0.26)	\$2.82	(\$3.78)	\$2.22	(\$1.56)			
NEST	\$0.72	\$0.01	(\$1.44)	(\$0.71)	\$0.44	(\$0.22)	(\$0.49)	\$0.42	(\$0.07)			
Shakopee	\$0.93	(\$0.03)	(\$1.19)	(\$0.29)	\$0.16	(\$0.19)	(\$0.32)	\$0.44	\$0.12			
DARTS	(\$2.97)	\$0.01	(\$1.18)	(\$4.14)	(\$0.29)	(\$0.23)	(\$4.66)	\$1.92	(\$2.74)			
Dakota	\$0.47	\$0.03	(\$0.96)	(\$0.46)	(\$0.56)	(\$0.23)	(\$1.25)	\$2.96	\$1.71			
Sr Comm	(\$4.44)	(\$0.15)	(\$0.86)	(\$5.45)	(\$0.22)	(\$0.23)	(\$5.90)	\$2.72	(\$3.18)			

*MTC subsidy per passenger is less than \$1.00

1989 Provider Cost Per Passenger Sorted In Descending Subsidy Per Passenger Order													EXHIBIT 1
COST PER PASSENGER BY MAJOR EXPENSE CATEGORIES											Subsidy	PASSENGERS	% OF TOTAL
	Administrative	Marketing	Operation	TOTAL EXP.	Fares	Other Revenue	NET TOTAL	Local Share	Per Passenger	#	% OF TOTAL	COST	
HSI	\$4.11	\$0.01	\$4.84	\$8.96	(\$0.49)	\$0.00	\$8.47	(\$0.98)	\$7.49	31289	2.07%	5.50%	
Sr Comm	\$5.54	\$0.19	\$3.83	\$9.56	(\$0.34)	\$0.00	\$9.22	(\$3.22)	\$6.00	9039	0.60%	1.27%	
DARTS	\$4.07	\$0.03	\$4.15	\$8.25	(\$0.27)	\$0.00	\$7.98	(\$2.42)	\$5.56	67654	4.48%	8.83%	
Morley	\$0.00	\$0.34	\$4.89	\$5.23	(\$0.22)	\$0.00	\$5.01	\$0.00	\$5.01	80202	5.31%	9.44%	
ABC	\$0.00	\$0.00	\$4.76	\$4.76	(\$0.24)	\$0.00	\$4.52	\$0.00	\$4.52	21750	1.44%	2.31%	
Anoka	\$5.72	\$0.01	\$4.72	\$10.45	(\$0.30)	(\$3.05)	\$7.10	(\$2.72)	\$4.38	18559	1.23%	1.91%	
North Suburban	\$1.59	\$0.09	\$2.86	\$4.54	(\$0.78)	(\$0.03)	\$3.73	(\$0.26)	\$3.47	235445	15.59%	19.19%	
WBAT	\$0.39	\$0.02	\$5.24	\$5.65	(\$0.83)	(\$0.26)	\$4.56	(\$1.27)	\$3.29	31154	2.06%	2.41%	
Scott	\$2.21	\$0.01	\$2.91	\$5.13	(\$0.19)	(\$1.73)	\$3.21	\$0.00	\$3.21	48964	3.24%	3.69%	
NEST	\$0.38	\$0.03	\$4.41	\$4.82	(\$1.00)	(\$0.01)	\$3.81	(\$0.92)	\$2.89	31814	2.11%	2.16%	
Plymouth	\$0.16	\$0.02	\$2.81	\$2.99	(\$0.10)	\$0.00	\$2.89	\$0.00	\$2.89	152806	10.12%	10.37%	
Airport	\$0.00	\$0.00	\$3.36	\$3.36	(\$0.52)	\$0.00	\$2.84	\$0.00	\$2.84	6549	0.43%	0.44%	
Sr Transp	\$5.59	\$0.10	\$4.94	\$10.63	(\$1.01)	(\$1.22)	\$8.40	(\$5.67)	\$2.73	5726	0.38%	0.37%	
Shakopee	\$0.17	\$0.07	\$4.16	\$4.40	(\$0.72)	(\$0.04)	\$3.64	(\$0.94)	\$2.70	35816	2.37%	2.27%	
STEP	\$2.45	\$0.00	\$1.79	\$4.24	\$0.00	\$0.00	\$4.24	(\$1.69)	\$2.55	3228	0.21%	0.19%	
Medicine Lake	\$1.28	\$0.00	\$2.03	\$3.31	(\$0.82)	\$0.00	\$2.49	\$0.00	\$2.49	327792	21.71%	19.17%	
Westonka	\$2.09	\$0.00	\$3.58	\$5.67	(\$1.15)	(\$2.14)	\$2.38	(\$0.14)	\$2.24	6820	0.45%	0.36%	
Carver	\$1.03	\$0.00	\$3.37	\$4.40	(\$0.23)	(\$1.41)	\$2.76	(\$0.56)	\$2.20	54898	3.64%	2.84%	
Hastings	\$1.52	\$0.00	\$3.37	\$4.89	(\$1.21)	(\$1.20)	\$2.48	(\$0.40)	\$2.08	30256	2.00%	1.48%	
Hopkins	\$0.20	\$0.08	\$1.79	\$2.07	(\$0.47)	\$0.00	\$1.60	(\$0.35)	\$1.25	28626	1.90%	0.84%	
Columbia	\$0.38	\$0.07	\$1.84	\$2.29	(\$0.57)	\$0.00	\$1.72	(\$0.49)	\$1.23	17423	1.15%	0.50%	
Dakota	\$0.63	\$0.01	\$3.93	\$4.57	\$0.00	\$0.00	\$4.57	(\$3.46)	\$1.11	10099	0.67%	0.26%	
UofM	\$0.00	\$0.00	\$2.21	\$2.21	(\$0.46)	(\$0.33)	\$1.42	(\$0.71)	\$0.71	253997	16.82%	4.24%	
										1509906	100.00%	100.00%	
Average	\$1.10	\$0.04	\$2.97	\$4.11	(\$0.56)	(\$0.23)	\$3.32	(\$0.50)	\$2.82	65648	4.35%		
PROVIDERS WITH NEGATIVE VARIANCES IN COMPARISON TO THE AVERAGE SUBSIDY PER PASSENGER													
	Administrative	Marketing	Operation	TOTAL EXP.	Fares	Other Revenue	NET TOTAL	Local Share	Total	Variance			
HSI	(\$3.01)	\$0.03	(\$1.87)	(\$4.85)	(\$0.07)	(\$0.23)	(\$5.15)	\$0.48		(\$4.67)			
Sr Comm	(\$4.44)	(\$0.15)	(\$0.86)	(\$5.45)	(\$0.22)	(\$0.23)	(\$5.90)	\$2.72		(\$3.18)			
DARTS	(\$2.97)	\$0.01	(\$1.18)	(\$4.14)	(\$0.29)	(\$0.23)	(\$4.66)	\$1.92		(\$2.74)			
Morley	\$1.10	(\$0.30)	(\$1.92)	(\$1.12)	(\$0.34)	(\$0.23)	(\$1.69)	(\$0.50)		(\$2.19)			
ABC	\$1.10	\$0.04	(\$1.79)	(\$0.65)	(\$0.32)	(\$0.23)	(\$1.20)	(\$0.50)		(\$1.70)			
Anoka	(\$4.62)	\$0.03	(\$1.75)	(\$6.34)	(\$0.26)	\$2.82	(\$3.78)	\$2.22		(\$1.56)			
North Suburban	(\$0.49)	(\$0.05)	\$0.11	(\$0.43)	\$0.22	(\$0.20)	(\$0.41)	(\$0.24)		(\$0.65)			
WBAT	\$0.71	\$0.02	(\$2.27)	(\$1.54)	\$0.27	\$0.03	(\$1.24)	\$0.77		(\$0.47)			
Scott	(\$1.11)	\$0.03	\$0.06	(\$1.02)	(\$0.37)	\$1.50	\$0.11	(\$0.50)		(\$0.39)			
NEST	\$0.72	\$0.01	(\$1.44)	(\$0.71)	\$0.44	(\$0.22)	(\$0.49)	\$0.42		(\$0.07)			
Plymouth	\$0.94	\$0.02	\$0.16	\$1.12	(\$0.46)	(\$0.23)	\$0.43	(\$0.50)		(\$0.07)			
Airport	\$1.10	\$0.04	(\$0.39)	\$0.75	(\$0.04)	(\$0.23)	\$0.48	(\$0.50)		(\$0.02)			

*MTC subsidy per passenger is less than \$1.00

REGIONAL TRANSIT BOARD
PROGRAM AUDIT

EXHIBIT 11

Activity Status Report
as of 10/17/90

.....IN..PROCESS.....

Name of Provider (* indicates projects will be performed by Contract Outside Auditor)	Contract Year	Scheduled Completion Date by:	Future Start Date After:	Field work	Report Preparation	RTB Program Review & Comment	Transit Provider Review & Comment	Advisory Committee Review & Approval	Board Review & Approval	Final Board Action Taken
Columbia Heights	1986	4/1/90								x
Columbia Heights	1987	4/1/90								x
Columbia Heights	1988	4/1/90								x
Columbia Heights	1989	7/1/90								x
Hopkins	1986	4/1/90								x
Hopkins	1987	4/1/90								x
Hopkins	1988	4/1/90								x
Medicine Lake Lines	1986	4/1/90								x
Medicine Lake Lines	1987	4/1/90								x
North Suburban Lines	1986	4/1/90								x
North Suburban Lines	1987	4/1/90								x
Step-St. Louis Park	1986	4/1/90								x
Step-St. Louis Park	1987	4/1/90								x
Step-St. Louis Park	1988	4/1/90								x
Airport Rte 39	1987	10/1/90						x		
Airport Rte 39	1988	10/1/90						x		
Airport Rte 39	1989	10/1/90						x		
Anoka Programs	1986	4/1/90						x		
Anoka Programs	1987	4/1/90						x		
Carver County	1986	10/1/90						x		
Carver County	1987	10/1/90						x		

Name of Provider (* indicates projects will be performed by Contract Outside Auditor)	Contract Year	Scheduled Completion Date by:	Future Start Date After	Field Work	Report Preparation	RTB Program Review & Comment	Transit Provider Review & Comment	Advisory Committee Review & Approval	Board Review & Approval	Final Board Action Taken
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Carver County	1988	10/1/90						x		
Dakota County Volunteer Trans.	1986	4/1/90						x		
Dakota County Volunteer Trans.	1987	4/1/90						x		
Dakota County Volunteer Trans.	1988	4/1/90						x		
Dakota County Volunteer Trans.	1989	4/1/90						x		
Hastings Trac	1986	10/1/90						x		
Hastings Trac	1987	10/1/90						x		
Hopkins	1989	7/1/90						x		
Ryder Route 25	1987	1/1/91						x		
Ryder Route 25	1988	1/1/91						x		
Shakopee	1986	10/1/90						x		
Shakopee	1987	10/1/90						x		
Shakopee	1988	10/1/90						x		
Shakopee	1989	10/1/90						x		
Step-St. Louis Park	1989	7/1/90						x		
Senior Community Service	1986	4/1/90					x			
Senior Community Service	1987	4/1/90					x			
Senior Community Service	1988	4/1/90					x			
Senior Community Service	1989	4/1/90					x			
Senior Transportation Program	1988	7/1/90					x			
Senior Transportation Program	1989	7/1/90					x			
Westonka Rides	1986	4/1/90					x			
Westonka Rides	1987	4/1/90					x			
Westonka Rides	1988	4/1/90					x			
Westonka Rides	1989	4/1/90					x			

Name of Provider (* indicates projects will be performed by Contract Outside Auditor)	Contract Year	Scheduled Completion Date by:	Future Start Date After	Field Work	Report Preparation	RTB Program Review & Comment	Transit Provider Review & Comment	Advisory Committee Review & Approval	Board Review & Approval	Final Board Action Taken
Hasting Commuter Express	1988	7/1/90				x				
Hasting Commuter Express	1989	7/1/90				x				
Nest-Northeast Suburban	1988	4/1/90				x				
Nest-Northeast Suburban	1989	4/1/90				x				
Scott County	1986	10/1/90				x				
Scott County	1987	10/1/90				x				
Suburban Paratransit (morley bus	1986	7/1/90				x				
Suburban Paratransit (morley bus	1987	7/1/90				x				
Dakota-Darts	1986	4/1/90			x					
Dakota-Darts	1987	4/1/90			x					
Dakota-Darts	1988	7/1/90			x					
Dakota-Darts	1989	7/1/90			x					
Swat-Southwest Metro	1987	10/1/90			x					
Swat-Southwest Metro	1988	10/1/90			x					
White Bear Area Transit(Morley	1986	1/1/91			x					
White Bear Area Transit(Morley	1987	1/1/91			x					
White Bear Area Transit(Morley	1988	1/1/91			x					
White Bear Area Transit(Morley	1989	1/1/91			x					
Anoka Programs	1988	7/1/90	10/1/90							
Anoka Programs	1989	7/1/90	10/1/90							
Washington County Human Service	1986	7/1/90	10/1/90							
Washington County Human Service	1987	7/1/90	10/1/90							
Jobseekers	1989	10/1/90	10/1/90							
Washington County Human Service	1988	10/1/90	10/1/90							
Washington County Human Service	1989	10/1/90	10/1/90							

Name of Provider (* indicates projects will be performed by Contract Outside Auditor)	Contract Year	Scheduled Completion Date by:	Future Start Date After	Field Work	Report Preparation	RTB Program Review & Comment	Transit Provider Review & Comment	Advisory Committee Review & Approval	Board Review & Approval	Final Board Action Taken
Swat-Southwest Metro	1989	10/1/90	10/1/90							
MMAC	1989	1/1/91	10/1/90							
MMAC	1988	1/1/91	10/1/90							
Metro Mobility Providers Contract	1988	1/1/91	10/1/90							
Metro Mobility Providers Contract	1989	1/1/91	10/1/90							
Roseville Area Circular(Morley)	1989	1/1/91	10/1/90							
**Carver County	1989	1/1/91	10/1/90							
**Hasting TRAC	1989	1/1/91	10/1/90							
**Hastings Trac	1988	10/1/90	10/1/90							
**Rideshare	1989	10/1/90	10/1/90							
**Scott County	1988	10/1/90	10/1/90							
**Scott County	1989	1/1/91	10/1/90							
*Nest(Morley)	1988	10/1/90			x					
*Nest(Morley)	1989	10/1/90			x					
*North Suburban Lines	1984/2	10/1/90			x					
*North Suburban Lines	1985	10/1/90			x					
*North Suburban Lines	1986/2	10/1/90			x					
*North Suburban Lines	1988	10/1/90			x					
*North Suburban Lines	1989	10/1/90			x					
*Roseville Circulator (Morley)	1989	10/1/90			x					
*SW Metro (Morley,Dial-a-Ride)	1986	10/1/90			x					
*SW Metro (Morley,Dial-a-Ride)	1987	10/1/90			x					
*SW Metro (Morley,Dial-a-Ride)	1988	10/1/90			x					

Name of Provider (* indicates projects will be performed by Contract Outside Auditor)	Contract Year	Scheduled Completion Date by:	Future Start Date After	Field Work	Report Preparation	RTB Program Review & Comment	Transit Provider Review & Comment	Advisory Committee Review & Approval	Board Review & Approval	Final Board Action Taken
*SW Metro (Morley, Dial-a-Ride)	1989	10/1/90			x					
*White Bear Area Transit(Morley	1986	10/1/90			x					
*White Bear Area Transit(Morley	1987	10/1/90			x					
*White Bear Area Transit(Morley	1988	10/1/90			x					
*White Bear Area Transit(Morley	1989	10/1/90			x					
*Anoka-ABC Weekender (M.L.L.)	1988	10/1/90	7/1/90							
*Anoka-ABC Weekender (M.L.L.)	1989	10/1/90	7/1/90							
*Plymouth (Medicine Lake Lines)	1986	10/1/90	7/1/90							
*Plymouth (Medicine Lake Lines)	1987	10/1/90	7/1/90							
*Plymouth (Medicine Lake Lines)	1988	10/1/90	7/1/90							
*Plymouth (Medicine Lake Lines)	1989	10/1/90	7/1/90							
*University Route 52	1989	University	to Audit							
*Medicine Lake Lines	1984/2	DUE TO SETT	LEMENT	SHBE	CANCELLED					
*Medicine Lake Lines	1985	DUE TO SETT	LEMENT	SHBE	CANCELLED					
*Medicine Lake Lines	1986/2	DUE TO SETT	LEMENT	SHBE	CANCELLED					
*Medicine Lake Lines	1988	DUE TO SETT	LEMENT	SHBE	CANCELLED					
*Medicine Lake Lines	1989	DUE TO SETT	LEMENT	SHBE	CANCELLED					
** THESE AUDITS WILL NOT START UNTIL MNDOT HAS COMPLETED THEIR REVIEWS OF THE SAME YEARS										

MANAGEMENT OVERVIEW OF AUDIT OBSERVATIONS AND FINDINGS (as of 6/7/90)
 (PRELIMINARY AND TENTATIVE)

EXHIBIT111

Observation or Audit Finding	New Policy or Disposition of Finding	Assigned to:	Corrective Action Date	
			Planned	Actual
1) No policy manual covering preparation of contracts, management plans, request for payments, etc. The limited policies that do exist are often misunderstood and thereby become unenforceable.				
2) No quantifiable policy has been established to determine whether a program qualifies for exurban funding. The present guidelines are too general in nature to be used in determining whether a program qualifies. (i.e. project will predominantly service exurban area) Also, Statues for exurban funding appear to be unnecessarily complicated by RTB guidelines. (i.e. net deficit funding)				
3) During the period 1986-1989 the contractual method for calculating the RTB obligation has been changed four times. Although change can be very positive, continual change can also cause confusion and misunderstandings that result in noncompliance with contract terms. A standard method of deriving the RTB contractual funding amount could enhance provider's contract compliance.				
4) In some contracts the contract language and computations are not the same as the original RTB and/or provider intent. (i.e. intent to pay on total operating cost, contract specifies operating deficit)				

MANAGEMENT OVERVIEW OF AUDIT OBSERVATIONS AND FINDINGS (as of 6/7/90)
(PRELIMINARY AND TENTATIVE)

EXHIBIT111

Observation or Audit Finding	New Policy or Disposition of Finding	Assigned to:	Corrective Action Date	
			Planned	Actual
5) No uniform method for developing and reporting exurban costs. The method varies from: a)none. b)partial reporting. c)percentage allocation based on certain other costs, which are not necessarily indicative of the services received. d)allocation based on mileage, thereby skewing a large portion of the cost to exurban. e)percentage of budget				
6) Frequently year-to-date data is not maintained by the provider or RTB to support or establish the exurban funding limitation.				
7) No standard policy has been established to either include or exclude full costs. Therefor, certain providers include full costs and others only include direct costs. (Consider: establishing a % of total program cost limit for certain types of expense categories, i.e. Personnel services,administrative charges, etc.)				
8) The same funding methods are not applied to similiar programs. (i.e. one provider receives state and exurban funds while another receives only exurban funds, also the annual RTB subsidiary % may vary disportionately from year to year for a given provider)				
9) Contract execution dates do not appear on all provider contracts. Also, RTB has disbursed funds to certain providers prior to the signing or execution of the contract. Such disbursements are contrary to State Statutes.				
10) All oral ammendments to provider contracts are not subsequently reduced to a written form and included in the contract file.				

MANAGEMENT OVERVIEW OF AUDIT OBSERVATIONS AND FINDINGS (as of 6/7/90)
(PRELIMINARY AND TENTATIVE)

EXHIBIT111

Observation or Audit Finding	New Policy or Disposition of Finding	Assigned to:	Corrective Action Date	
			Planned	Actual
11) Some contracts include incorrect amounts within the funding section.				
12) Statutes 473.388 and 473.384 are included in most contracts as limiting factors of the RTB obligation to fund the contractual transit program. However, to date no one has been able to either quantify or establish methodology to calculate such amounts.(i.e. program funding exceeded RTB funds received from the same exurban area)				
13) The RTB contract file either does not include a copy of the third party contract or if the contracts were present no RTB approvals are indicated.				
14) The Management Plan is supposed to be part of the provider contract, but revisions to the plans are not initialed and dated. Also, in certain instances the data appearing on the Management Plan is either incomplete or inconsistent with the contract data. In a few cases we could not find the plan.				
15) "Request for Funds" packet is not designed in a manner to support the reporting requirements of the provider contracts. This form's shortcomings have made it difficult for the provider to use and understand. The result has been the incomplete preparation of this form by the provider. Also, certain providers just decide not to report certain items and such omissions go unchallenged.				
16) Certain providers are allowed to request reimbursement on a quarterly basis versus the normal monthly basis.(Consider implementing a standard policy)				

MANAGEMENT OVERVIEW OF AUDIT OBSERVATIONS AND FINDINGS (as of 6/7/90)
(PRELIMINARY AND TENTATIVE)

EXHIBIT111

Observation or Audit Finding	New Policy or Disposition of Finding	Assigned to:	Corrective Action Date	
			Planned	Actual
17) The supporting documents such as invoices, payrolls, driver trip sheets, dispatch logs and other documents are not attached by certain providers to their monthly "Request for Funds" packet.				
18) Certain providers add to their program operating costs the fair market value of no cost services such as: a) volunteer drivers. b) repairs. c) volunteer phone persons. d) donated space. e) extra hours spent by fund raisers.				
19) Certain providers do not reduce the total program operating costs by the transit related Federal and miscellaneous revenues. In some instances the contract did not even specify the offset of operating expenses by Federal revenues				
20) Certain providers, who are an agency or department of a larger entity, are erroneously requesting reimbursement for both direct charges and indirect allocations for the same services received from another function within their larger entity.				
21) No contract monitoring procedures have been established to verify the various provisions of the contract. (i.e. vehicle inspection)				
22) RTB is disallowing provider's request for funding to cover financial statement preparation and/or audits performed by external audit firms. Such audits could reduce program audit time and provide the entity with reasonably accurate financial statements.				



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

Draft

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
November 19, 1990

MEMBERS PRESENT: Michael J. Ehrlichmann, Chair; Doris Caranicas; John T. Finley; Ruth Franklin; Sandra Hilary; Ed Kranz; Norbert Theis; Elwyn Tinklenberg and Richard Wedell

MEMBERS EXCUSED: Terrance O'Toole and Jeff Spartz

OTHERS PRESENT: Charles Weaver and Shannon McCambridge, Legal Counsel to RTB; Carole Faricy, Bruce Nawrocki, John Capell, Bev Auld, Bob Thompson and Greg Failor, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Emil Brandt and Natalio Diaz, Metropolitan Council; Al DeBoer, Yellow Taxi Service; Joan Campbell, Minneapolis City Councilperson and Chair of Local Officials Advisory Committee; Greg Andrews, David Minister, Judy Hollander, Ed Kouneski, Howard Blin, Suzanne Hanson, Mike Kuehn, Dale Ulrich, Gerry Brechlin, Clint Vatsaas, Len Simich and Mary Fitzgerald, Regional Transit Board staff

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

Caranicas noted that board meeting minutes of November 5 should not^e that Franklin was present. With that amendment, Finley moved and Theis seconded that the minutes of the following meetings be approved:

- Policy Committee Meeting of August 27, 1990
- Committee of the Whole Meeting of September 27, 1990
- Audit Advisory Committee Meeting of October 25, 1990
- Policy Committee Meeting of October 29, 1990
- Public Hearing of October 29, 1990
- Policy Committee Meeting Reconvened on November 5, 1990
- Regional Transit Board Meeting of November 5, 1990

The motion was unanimously approved.

CHAIR'S REPORT:

Driver of the Month Award - Al DeBoer, Yellow Taxi Service

Caranicas presented the award to Al DeBoer.

Report of the Local Officials Advisory Committee

Committee Chair Campbell reviewed the report of the committee's November 15 meeting. The committee held its first meeting in September and was formed to deal with local transit issues and issues on the RTB's agenda. The committee approved the following recommendations:

The Local Officials Advisory Committee recommends that the Regional Transit Board impose no new taxes to finance a light rail transit system for the Seven County Metropolitan Area.

The Local Officials Advisory Committee adopt the proposed Local Officials Advisory Committee Bylaws, with the following changes:

- The Bylaws should specify the process for communicating the committee's recommendations to the Regional Transit Board.
- That the Bylaws delete language regarding emergency meeting.

Ehrlichmann said the specific tax package for light rail will be forwarded to the committee, which may provide a more concrete basis for discussion.

European Tour of Light Rail Systems

Ehrlichmann said earlier this year the board approved a possible trip to Portland and Calgary for legislative leaders. We now have an opportunity for cheaper air fare to take the same group to Germany and Sweden to visit six to ten systems next week. The group would include ten bipartisan leaders from the Transportation and Finance Committees. Vice Chair Finley has been asked to clear his schedule and accompany the group. Kranz moved and Tinklenberg seconded:

That the Regional Transit Board authorize a visit to Sweden and Germany for legislative leaders, the chair (tentative) a board member and two staff to tour light rail systems.

The motion was approved (Franklin and Hilary voted nay).

The chair noted that the board will recess and go into executive session on legal issues before the board. *following report of A & F committee*

REPORT OF THE POLICY COMMITTEE

Finley reported on the action taken at the committee's November 5 meeting.

Draft Regional Light Rail Transit Coordination Plan

Finley moved and Kranz seconded:

That the Regional Transit Board receive the Draft Regional Light Rail Transit Coordination Plan from the Joint Light Rail Transit Advisory Committee.

insert language from prepared motion

The motion was unanimously approved.

There was discussion and agreement that the schedule for Policy Committee action on the Coordination Plan will be extended to allow thorough consideration of the comments of the Transportation Advisory Board, the Metropolitan Council and comments by the public.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Tinklenberg report of the committee's November 13, 1990 meeting.

Financial Statements - September 1990

Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board receive the September 1990 financial statements and direct that they be placed on file.

The motion was unanimously approved.

Funding for I-35W Light Rail Transit Patronage Forecasting

Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to execute a funding agreement with the Metropolitan Council for an amount not to exceed \$15,000 to complete patronage forecasts in the I-35W corridor.

The motion was unanimously approved.

1990 Rural and Exurban Provider Contract Amendments

Tinklenberg moved and Theis seconded:

That the Regional Transit Board amend its 1990 contracts as follows:

1. Carver County by \$8,572, from \$131,404 to an amount not to exceed \$139,789 (Contract No. 89/12/04-29);
2. DARTS by \$14,720, from \$396,110 to an amount not to exceed \$410,886 (Contract No. 89/12/04-21);
3. Human Services Inc. by \$4,736, from \$236,573 to an amount not to exceed \$241,398 (Contract No. 89/12/04-22);
4. Scott County by \$25,342, from \$97,557 to an amount not to exceed \$123,449 (Contract No. 89/12/04-23); and
5. Senior Transportation Program by \$1,436, from \$16,201 to an amount not to exceed \$17,521 (Contract No. 89/12/04-25).

*Ed Kaimeshki
Amounts*

Funding for the recommended amendments is available from Transit Programs work program No. 90-14.

The motion was unanimously approved.

North Suburban Lines 1990 Contract Amendment

Tinklenberg moved and Franklin seconded:

That the Regional Transit Board authorize the executive director to amend North Suburban Lines' 1990 Contract (No. 89/12/04-18) amount by \$63,000 from \$919,988 to \$982,988.

The motion was unanimously approved.

Report of the Audit Advisory Committee

Tinklenberg noted that this item was progressed to the full board without recommendation and staff was directed to supply the members with detailed background information. Vice Chair of the Audit Advisory Committee Kranz asked that the summary of audit activity, dated October 17, be distributed. He moved and This seconded:

That the Regional Transit Board approve the recommendations contained in the report of the October 25 Audit Advisory Committee report.

The motion was unanimously approved. (Finley took the chair.)

Resolution Levying Actual Ad Valorem Property Taxes for 1990 (Payable 1991). Resolution No. 90-05

Kranz moved and Caranicas seconded:

That the Regional Transit Board approve Resolution No. 90-05, "Resolution Levying Actual Ad Valorem Property Taxes for 1990, payable 1991."

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

Schedule Public Hearing on Proposed Fare Change Options

Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board authorize that the following public hearings be held on the proposed fare change options described in the staff report of November 6, 1990:

<u>Date</u>	<u>Time</u>	<u>Tentative Location</u>
January 2, 1991	12 noon	Minneapolis Public Library
January 2, 1991	7 p.m.	Pilot City

January 3, 1991	7 p.m.	Rosedale
January 7, 1991	12 noon	University of Minnesota, Coffman Union
January 7, 1991	5 p.m.	RTB Chambers
January 8, 1991	7 p.m.	Apple Valley

The motion was unanimously approved..

OTHER BUSINESS

The chair said that pursuant to M.S. 471.075 the board will go into closed session in order for legal counsel to discuss with the board actions pending with the Department of Human Rights and with the Mary Lutz case. Hilary moved and Caranicas seconded:

That the Regional Transit Board go into closed session under the provisions of M.S. 471.075.

The motion was unanimously approved.

The meeting was reconvened at 6:15 p.m. The chair announced that pursuant to statute, counsel is authorized to engage in negotiations in the Mary Lutz matter and continue settlement discussions in the matter of Jeffrey Farnham.

Due to members' scheduling problems, a quorum would no longer be available for the Committee of the Whole meeting schedule immediately after this board meeting. Accordingly it was agreed that a special meeting would be schedule to review the budget matters.

Hilary moved and Caranicas seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 6:20 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of November 19, 1990.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved this _____ day of _____, 1990.

REGIONAL TRANSIT BOARD

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

DATE: November 26, 1990
TO: Gregory L. Andrews, Executive Director
FROM: Ed Kouneski, Manager of Programs *SK*
SUBJECT: 1990 Contract Amendments

The recent contract amendments approved by the board, as reflected in the meeting minutes, require some clarification.

The staff memorandum dated October 31, 1990, correctly listed the revised subsidy amounts in the "Discussion" section. The "Recommendation" section, however, displayed incorrect amounts, which were revised at the meeting, but only in part.

As an example, the board authorized increasing Carver County's contract by \$8,572 from its current level of \$131,404. Both of these figures are correct, but they add to \$139,976, not to \$139,789, which was incorrectly reported as the total.

The typographical errors and corrections for each of the five contract amendments are listed below:

That the Regional Transit Board amend its 1990 contracts with:

1. Carver County by \$8,572, from \$131,404 to an amount not to exceed \$139,976
~~\$139,789~~ (contract no. 89/12/04-29);
2. DARTS by \$14,720, from \$396,110 to an amount not to exceed \$410,830 ~~\$410,886~~
(contract no. 89/12/04-21);
3. Human Services, Inc., by \$4,736, from \$236,573 to an amount not to exceed
~~\$241,309~~ ~~\$241,398~~ (contract no. 89/12/04-22);
4. Scott County by \$25,342, from \$97,557 to an amount not to exceed \$122,899
~~\$123,449~~ (contract no. 89/12/04-23);
5. Senior Transportation Program by \$1,436, from \$16,201 to an amount not to
exceed \$17,637 ~~\$17,521~~ (contract no. 89/12/04-25).

1990 Contract Amendments
November 26, 1990
Page 2

I'm requesting authorization from you to execute the contract amendments as shown above. If you concur that further board action is not necessary at this point, please sign below and return.

Thanks.

APPROVED



Gregory L. Andrews
Executive Director

11/26/90
Date

EK:jmo

cc: Cyndie Mayer, Senior Project Manager
Cynthia Curry, Paratransit Analyst

The Regional Transit Board authorize the payment of expenses, in accordance with the RTB travel policy, for legislators and legal counsel associated with the legislative LRT trip November 25 - December 2 from work program 90-23. .