



Minnesota Regional Transit  
Board: Records.

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

## MEETING OF THE REGIONAL TRANSIT BOARD

Mears Park Centre Chambers  
December 16, 1991  
4 p.m.

### AGENDA

**A. CALL TO ORDER AND ROLL CALL**

**B. APPROVAL OF AGENDA**

**C. APPROVAL OF MINUTES**

- RF* *20 Dec* *D.C.* *RF.*
1. Administration and Finance Committee Meeting, November 12, 1991
  2. Administration and Finance Committee Meeting, November 19, 1991
  3. Policy Committee Meeting, November 25, 1991
  4. Administration and Finance Committee Meeting, December 2, 1991
  5. Legislative Committee Meeting, December 2, 1991
  6. Regional Transit Board Meeting, December 2, 1991

**D. CHAIR'S REPORT**

1. Driver of the Month Award - Jim Anderson, Wilder Transportation
2. Appointment of Nominating Committee

**E. EXECUTIVE DIRECTOR'S REPORT**

1. Update on the Regional Facilities Plan

**F. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE  
Ruth Franklin, Chair**

1. Metro Mobility Administrative Center Information System
2. Financial Statements - October 1991
3. Approval of 1992 Regional Transit Board Budget and Work Plan
4. 1992 Affirmative Action Plan

**REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE (CONTINUED)**

5. Report of the Audit Advisory Committee
6. Metro Mobility Administrative Center 1991 Contract
7. Urban Mass Transportation Administration Section 6 Grant Application, Resolution No. 91-17

**G. REPORT OF THE LOCAL OFFICIALS ADVISORY COMMITTEE**

1. Committee's Recommendation on the Reevaluation of Light Rail Transit

**H. OTHER BUSINESS**

**I. PUBLIC COMMENT**

**Michael J. Ehrlichmann  
Chair**

**REGIONAL TRANSIT BOARD  
ROLL CALL AND ATTENDANCE SHEET**

DATE: 12/16/91

BOARD OR COMMITTEE: Board

**Member Name    Present    Vote    Vote    Vote    Vote    Vote    Vote    Vote    Vote**

**ISSUE** Urban Mass Transp. Adm. Sect. 6 Grant application, res. No. 91-17

Mike Ehrlichmann	X	Y							
Maryann Campo	X	Y							
Doris Caranicas	X	Y							
Sharon Feess									
Ruth Franklin	X	Y							
Val M. Higgins	X	Y							
Sandra Hilary	X	Y							
Ruby Hunt	X	Y							
Don Scheel	X	Y							
Richard Wedell	X	Y							
Tom Workman	X	Y							

**Visitors**

~~H.B. Simpson~~  
 Arnie Carter  
 Diane Roberts, Tom O'  
 Weaver, Mike Robertson  
 Dale, Judith Halloran,  
 Elton, Don Johnson  
 Stephanie Eiler, Becky Scudder  
 Mary O'Har

**Staff**

H.B. Simpson, H. Sherry  
 Mungson, Peggy Kelly  
 C.C. DeB? Jones F.  
 Len.

Nov. to be presented by Val Higgins

## **DRIVER OF THE MONTH AWARD**

**Today I am pleased to present November's Metro Mobility Driver of the Month award to Jim Anderson of Wilder Transportation.**

**Jim is a efficient driver who is very concerned with his passenger's safety. His extra effort makes the difference to his passengers. Wilder appreciates his team-player attitude.**

**Please join me in congratulating JIM ANDERSON of Wilder Transportation.**

Mail

POLL REGARDING

12/16 - 2 pm briefing  
on ~~paratransit~~

DATE: 12/11

Mike Ehrlichmann  
O - 229-2701  
H - 339-1074

Y

Maryann Campo (C)  
O-338-6610  
H - 822-3409

Y

Beeper - 659-5231  
FAX 336-9761

yes

Doris Caranicas (at large)  
H - 375-1851  
FAX Call first

Y

OK - has to leave 6:30

Sharon Feess (E)  
O - 348-4600  
H - 566-0103  
FAX

Out of town

Ruth Franklin (F)  
O - 755-2880  
H - 421-1213  
FAX 780-6464

Y

not left message - she is on vacation

Val M. Higgins (at large)  
H - 473-7550

Sen talked to him

Sandra Hilary (D)  
O - 673-2203  
H - 529-3618  
FAX 673-3940

Y

not until 4 pm.

Ruby Hunt (A)  
O - 298-4145  
H - 699-2450  
FAX 292-6689

no

no - may not get to board either

Donald G. Scheel (H)  
H - 436-2203  
O - 430-6003  
FAX

Y

In Paris, until 14th - no answering machine message

Can't get into answering machine - call him & tell about Dist. A Ride briefing at 2 pm & food planned.

Richard Wedell (B)  
O - 481-6710  
H - 484-6234  
FAX 481-6819

Y

probably not rW

Tom Workman (G)  
O - 934-8546  
H - 934-0343  
FAX

Y

OK



**REGIONAL TRANSIT BOARD**

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

## **RESOLUTION NO. 91-17**

### **RESOLUTION APPROVING THE FILING OF A SECTION 6 APPLICATION BY THE METROPOLITAN TRANSIT COMMISSION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA FOR GRANTS UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED**

WHEREAS, the secretary of transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, Minnesota Statutes 473.375, Subdivision 8, requires that the Regional Transit Board approve the application of political subdivisions within the metropolitan area for federal transit assistance; and

WHEREAS, the Metropolitan Transit Commission has prepared an application under Section 6 of the Urban Mass Transportation Act of 1964, as amended, for assistance in funding research following the March, 1991 bus fare increase; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant; and

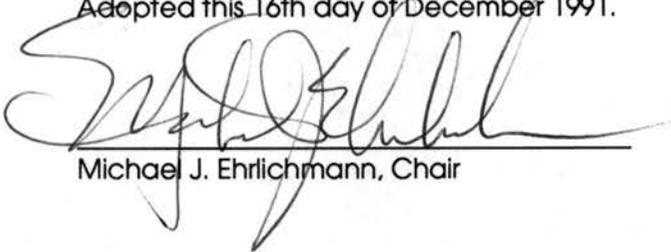
WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Mass Transportation Act of 1964, as amended, through February 1988, and related laws, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services;

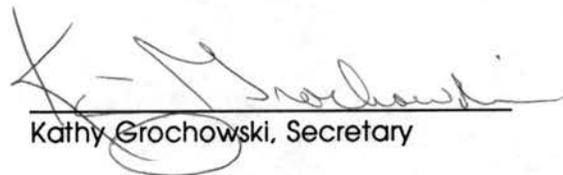
NOW THEREFORE BE IT RESOLVED:

1. THAT the Regional Transit Board approve the application of the Metropolitan Transit Commission, dated November 26, 1991, for \$300,000 of Section 6 federal transit assistance.
2. Directs the executive director to transmit this resolution to the Metropolitan Transit Commission.

Adopted this 16th day of December 1991.



Michael J. Ehrlichmann, Chair



Kathy Grochowski, Secretary



**REGIONAL TRANSIT BOARD**

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

**RESOLUTION NO. 91-17**

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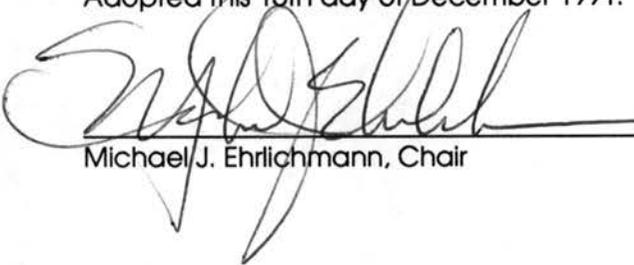
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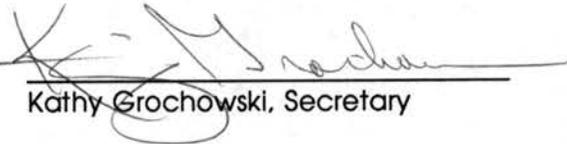
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Michael J. Ehrlichmann, Chair



Kathy Grochowski, Secretary



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

**Minutes of the Meeting of the  
LEGISLATIVE COMMITTEE  
December 2, 1991**

**MEMBERS PRESENT:** Tom Workman, Chair; Maryann Campo; Doris Caranicas; Michael J. Ehrlichmann; Sharon Feess; Ruth Franklin; Val Higgins; Don Scheel; Richard Wedell

**MEMBERS ABSENT:** Sandra Hilary and Ruby Hunt

**OTHERS PRESENT:** Michael J. Ehrlichmann, Maryann Campo, Val Higgins and Richard Wedell, Regional Transit Board; Michael Robertson, Larkin, Daly, Hoffman and Lindgren, Ltd., RTB Legal Counsel; Bruce Nawrocki, Robert Mairs, Mike Christenson, Tom Weaver, Bev Auld, Bob Thompson, Leonard Oppenheimer, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Greg Andrews, Dale Ulrich, Judy Hollander, Howard Blin, Mike Opatz, Len Simich, Sherry Munyon, Suzanne Hanson, Mary Fitzgerald, Regional Transit Board staff

Committee Chair Workman called the first meeting to order at 4:20 p.m. and roll was taken.

**APPROVAL OF THE AGENDA**

Franklin moved and Scheel seconded approval of the agenda. The motion was unanimously approved.

**LEGISLATIVE INITIATIVES**

Munyon distributed a packet of information on legislative proposals of other transit agencies. She described the composition of the Legislative Task Force and various legislative proposals put forth by various parties. On December 16 a revised document will be presented to the committee. She then reviewed the federal Surface Transportation Act that was recently passed.

Workman said the task force did not meet very often, the list of potential legislative initiatives is very rough and no one has had a chance to read the information. Campo asked what led up to the recommendations. Munyon said there have been four meetings with representatives of the Rideshare Advisory Committee, the Transportation Accessibility Advisory Committee, MTC, the Opt-Out communities and the Amalgamated Transit Union. Ehrlichmann said this is a very positive approach since the board's agenda is more ambitious than in the past.

Franklin said two Opt-Out commission representatives attended meetings and the package will be sent to all the communities with requests for legislative initiatives. Workman referred to his remarks at the Administration and Finance Committee meeting that preceded this meeting. The four items submitted by Southwest Metro Transit

Commission appear to be policy issues that can be handled within the agencies. He had thought they would be resolved by December 1991. There is a certain amount of anxiety in those communities and they should not have to go to the Legislature to resolve their concerns.

Franklin said there is a great deal in the packet that was handed out that has to do with the Transit Leadership Group; she asked who they are. Munyon said they are legislative people and community leaders who have been meeting since last summer. They intend to request that the board hear a presentation on December 16 reviewing their initiatives.

Andrews said that there is an Opt-Out issue on the agenda for the December 23 Policy Committee meeting. Some issues could be moved to that committee. He would like to wait until after Munyon mails her information to the Opt-Out communities. Workman said there are very broad issues and the time is very short.

There being no other business, Scheel moved and Feess seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 4:35 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Legislative Committee meeting of December 2, 1991.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this 16th day of December 1991.



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**  
December 2, 1991

**MEMBERS PRESENT:** Michael J. Ehrlichmann, Chair; Maryann Campo; Doris Caranicas; Sharon Feess; John T. Finley; Ruth Franklin; Val M. Higgins; Sandra Hilary; Ruby Hunt; Don Scheel; Tom Workman and Richard Wedell

**MEMBERS EXCUSED:** Sandra Hilary and Ruby Hunt

**OTHERS PRESENT:** Michael J. Ehrlichmann, Maryann Campo, Val Higgins and Richard Wedell, Regional Transit Board; Michael Robertson, Larkin, Daly, Hoffman and Lindgren, Ltd., RTB Legal Counsel; Bruce Nawrocki, Robert Mairs, Mike Christenson, Tom Weaver, Bev Auld, Bob Thompson, Leonard Oppenheimer, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Greg Andrews, Dale Ulrich, Judy Hollander, Howard Blin, Mike Opatz, Len Simich, Sherry Munyon, Suzanne Hanson, Mary Fitzgerald, Regional Transit Board staff

**APPROVAL OF AGENDA**

The chair called the meeting to order at 4:40 p.m. and roll was taken. Caranicas moved and Feess seconded that the agenda be approved. The motion carried unanimously.

Workman moved and Campo seconded approval of the following minutes.

Regional Transit Board, November 4, 1991  
Policy Committee Meeting, November 13, 1991  
Regional Transit Board Meeting, November 18, 1991

The motion carried unanimously.

**CHAIR'S REPORT**

**Driver of the Month Award**

The November driver of the month was unable to attend this meeting and the award will be made at the next board meeting.

The chair announced that the photo session earlier scheduled for December 16 will be rescheduled to the first board meeting in January.

New officers of the board must be elected at the first meeting of every year. Information will be sent out shortly.

On December 3 there will be a meeting of the House Metro Affairs Subcommittee on Transportation. RTB has been invited to attend to discuss our plans for the future.

According to the new federal Surface Transportation Act, money will be available to those states that have a dedicated source of funds for transit. None of the revenue the RTB receives now can be considered "dedicated," which may serve as impetus to secure it from the Legislature.

#### EXECUTIVE DIRECTOR'S REPORT

Andrews said last week the Metro Council sold \$2.7 million in 20-year bonds on behalf of the RTB at 5.9 percent, which is a favorable rate in today's market. Andrews indicated that the Metro Council is considering a Metropolitan Waste Control Commission (MWCC) bond sale early next year. RTB staff is reviewing some existing debt that could be called. The board may be asked to approve retiring that debt. He explained that the MTC no longer issues debt; the Council's has about \$37 million in outstanding transit bonds. The Council certifies to the RTB what the needs are and RTB levies the taxes.

#### REPORT OF THE POLICY COMMITTEE

Wedell reviewed the report of the committee's meeting of November 25, 1991.

##### City of Plymouth Comprehensive Plan Transportation Element

Wedell moved and Caranicas seconded:

That the Regional Transit Board approve the comments contained in the November 14, 1991 staff memorandum to the Policy Committee for transmittal to the City of Plymouth and to the Metropolitan Council.

The motion was unanimously approved.

##### Options for Metro Mobility Service

Wedell moved and Workman seconded:

That the Regional Transit Board approve Option III as outlined in the staff report dated November 13, 1991 for more detailed analysis and for inclusion in the Americans with Disabilities Act Paratransit Plan.

The chair said the TAAC committee endorsed the plan earlier in the day. This will be important at the Legislature this year. The motion was unanimously approved.

#### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

##### 1992 Metropolitan Transit Commission Budget Approval

Committee Chair Franklin reported on the meeting held today. She moved and Fees seconded:

In 1991 the Metropolitan Transit Commission demonstrated remarkably well that it can conserve resources during times when funding is limited.

Such proven management skills will be of great value to the Regional Transit Board over the next several years during which it is certain that funding availability will remain restricted.

The RTB is approving the 1992 subsidy amount requested by the MTC with the expectation that the MTC generally will continue its conservative spending practices and specifically be accountable to the RTB for meeting the regional farebox recovery standard of 35 percent.

The RTB is gravely concerned about the MTC's recent sharp drop in ridership and its continually declining service productivity. Therefore, the 1992 budget is approved with certain conditions intended to provide clear direction to the MTC on its priority activities for the coming year. These conditions are specified below.

That the Regional Transit Board:

1. Approve an MTC 1992 operating budget of \$115,220,791 and an RTB subsidy of \$64,191,012 (excluding Minnesota Rideshare and Metro Mobility Administrative Center) with the following conditions:
  - A. That the MTC undertake proactive measures to achieve an average 35 percent farebox recovery for the year, such as:
    - Identify routes that exceed performance standards and submit a list of these routes to the RTB on a quarterly basis, including the associated cost savings.
    - Take appropriate budget reduction measures should the farebox recovery fall below 35 percent for two consecutive months.
    - Reevaluate the need for the 25.9 new positions. Conduct a cost/benefit analysis for all 1992 expenditures that will experience a 5 percent or greater increase over the 1991 estimated actual costs. Results of the cost/benefit analyses should be submitted for review to the Regional Transit Board by April 1, 1992.
    - Work with the RTB staff to define the scope of a Comprehensive Operations Audit, to be funded separately by the RTB.
    - Reexamine MTC bus overload policies to determine whether greater efficiencies of vehicle deployment can be achieved.
    - Examine containment measures to control the increasing cost of employee and retiree health insurance.

- Schedule the MTC Finance and Administration Committee to meet with the RTB Administration and Finance Committee on a quarterly basis to discuss quarterly financial statements and progress regarding cost containment measures and maintenance of the 35 percent farebox recovery rate.
- B. That the MTC submit a fare increase proposal that will enable the MTC to maintain a 35 percent farebox recovery through 1994. The proposal should be submitted to the Regional Transit Board by June 1, 1992.
  - C. That the MTC reinvest savings realized through the elimination of high subsidy service by improving local bus service.
  - D. That the MTC maintain a strong marketing effort throughout the year and cooperate with the RTB to implement recommendations from the RTB Marketing Research Study, focusing on retaining existing riders, attracting new riders, and promoting accessible regular route services.
2. Approve an MTC 1992 capital budget in the amount of \$12,200,000 with the following conditions:
    - A. That the MTC purchase the electronic registering fareboxes for its fleet in 1992.
    - B. That the MTC, if it decides to purchase 30-foot buses, does so for existing regular route service on routes within the statutorily defined MTC full service area.
  3. Direct the MTC to:
    - A. Submit its preliminary 1993 budget assumptions to the RTB by May 1, 1992.
    - B. Submit a complete 1993 budget document to the RTB by August 1, 1992 that includes detailed justification of line item cost increases and a thorough narrative explanation of the budget's consistency with the policy direction established in the RTB's

The motion was unanimously approved.

OTHER BUSINESS

Franklin said the Administration and Finance Committee will meet on Monday, December 9. Committee members Scheel and Franklin will be unable to attend. Andrews added that the board must adopt its budget on December 16 so the committee will have to take action on December 9.

There being no other business, Caranicas moved and Workman seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:00 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 2, 1991.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this 16th day of December 1991.



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

## REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of November 19, 1991, the Administration and Finance Committee approved the following recommendation:

### METRO MOBILITY ADMINISTRATIVE CENTER INFORMATION SYSTEM

That the Regional Transit Board approve the Metropolitan Transit Commission's recommendation to purchase a UNISYS 60/85 computer to handle the Metro Mobility Administrative Center processing needs in the near future. *RF/DC*

At its December 9 meeting the committee approved the following recommendations:

### FINANCIAL STATEMENTS - OCTOBER 1991 *RF/DC*

That the Regional Transit Board receive the October 1991 financial statements and direct that they be placed on file.

### APPROVAL OF 1992 REGIONAL TRANSIT BOARD BUDGET AND WORK PLAN

That the Regional Transit Board:

1. Approve the staff recommendations detailed in the Proposed 1992 Budget Revisions, dated December 2, 1991; and
2. Adopt the 1992 Budget and Work Plan dated December 16, 1991, incorporating revenues of \$92,773,034 and expenditures of \$93,695,691. *R. F. / DC*

### 1992 AFFIRMATIVE ACTION PLAN *RF/DC*

That the Regional Transit Board approve the 1992 Regional Transit Board Affirmative Action Plan for submission to the Minnesota Department of Employee Relations

### FINANCIAL STATEMENTS - OCTOBER 1991 *SK uppd*

That the Regional Transit Board receive the October 1991 financial statements and direct that they be placed on file.

REPORT OF THE AUDIT ADVISORY COMMITTEE

That the Regional Transit Board approve the following recommendations: RF/DC

Audit of Anoka County Transportation Programs, 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 6, 1991.

Audit Report on Maple Grove Opt-Out Program, 1990

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated October 1, 1991.

Audit Report on Senior Community Services (SCS) Transportation Program, 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 16, 1991.

Audit Report on Senior Transportation Program 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated August 7, 1991.

Audit Report on Airport Express Route 39 Transit Program for Year 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated October 2, 1991.

Audit Report on Shakopee Opt-Out Program, 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 16, 1991.

Audit Report on St. Louis Park Emergency Program (STEP), 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated June 12, 1991.

Audit Report on Hopkins Dial-A-Ride, 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated May 23, 1991.

Audit Report on Jobseekers Program, 1989 and 1990

*Skipped*

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 6, 1991.

**METRO MOBILITY ADMINISTRATIVE CENTER 1991 CONTRACT**

*RF/DSch*

That the Regional Transit Board authorize the executive director to enter into a contract with the Metropolitan Transit Commission to provide Metro Mobility Administrative Center services during calendar year 1991 in an amount not to exceed \$679,518 with the understanding that all recommendations from the RTB audit and consultant report are to be implemented.

**URBAN MASS TRANSPORTATION ADMINISTRATION SECTION 6 GRANT APPLICATION, RESOLUTION NO. 91-17**

*RF/DC*

That the Regional Transit Board approve Resolution No. 91-17 authorizing submission to the Urban Mass Transportation Administration of the Section 6 grant application from the Metropolitan Transit Commission for \$300,000 for research and follow-up after the March 1991 fare increase

*will call  
note*

Ruth Franklin  
Chair

mff  
12/10/91



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 Chambers  
Tuesday, November 12, 1991**

**MEMBERS PRESENT:** Ruth Franklin, Chair; Doris Caranicas; Don Scheel; Tom Workman; Sharon Feess

**OTHERS PRESENT:** Michael J. Ehrlichmann, RTB Chair; Maryann Campo and Richard Wedell, Regional Transit Board; Michael Robertson, RTB Legal Counsel; Tom Weaver, MTC Legal Counsel; Greg Andrews, Dale Ulrich, Clete Luberts, Dan Murray, Len Simich, Suzanne Hanson, Ed Kouneski, Judy Hollander, Michael Opatz, Cynthia Curry, Mary Fitzgerald, Regional Transit Board staff

**APPROVAL OF THE AGENDA**

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

**FINANCIAL STATEMENTS - SEPTEMBER 1991**

Luberts reviewed the financial statements. Caranicas moved and Feess seconded:

That the Regional Transit Board receive the September 1991 financial statements and direct that they be placed on file.

The motion was unanimously approved.

**ANOKA COUNTY TRAVELER 1991 CONTRACT AMENDMENT**

Chair Franklin said she attends most of the meetings of the county committee that oversees this service. They have been working hard to improve efficiency. This service saves money because people use this service rather than Metro Mobility. Caranicas moved and Feess seconded:

That the Regional Transit Board authorize the executive director to amend the Anoka County Traveler 1990-1991 contract with Anoka County for an amount not to exceed \$683,000, an increase of \$33,000.

The motion was unanimously approved.

APPROVAL OF 1992 PROVIDER CONTRACT SERVICES

Referring to the staff report dated October 28, 1991, Kouneski reviewed the process used to negotiate contracts. Ehrlichmann said that at the chair's breakfasts there was discussion of the programs that require a local contribution, particularly in regard to Washington County and their NEST program. He offered to study the whole issue of local match because it is a hardship for the smaller communities that have very few resources. Franklin said the local match totals \$800,000 and the board would have to carefully consider eliminating it because of the effect of that loss of funds.

Simich reviewed the replacement Opt-Out program and the Regular Route Service, Curry reviewed the County/Rural Programs and Opatz reviewed the Small Urban Service. The chair noted that some revised pages were passed out. Fees moved and Caranicas seconded:

That the Regional Transit Board authorize the executive director to renew annual operating assistance contracts effective January 1, 1992 with the following transit service providers in amounts not to exceed those listed below.

Replacement (Opt-Out) Service

City of Maple Grove	\$658,680
Minnesota Valley Transit Authority	2,815,810
City of Plymouth	1,158,381
City of Shakopee	236,360
Southwest Metropolitan Transit Commission	1,352,623
	<hr/>
	\$6,221,854

Regular Route

North Suburban Lines	\$879,134
Valley Transit	110,117
	<hr/>
	\$989,251

County/Rural Special Transportation Services

Anoka County Traveler	\$458,824
Anoka Volunteer Program	23,708
Carver County	128,177
Dakota County Volunteer	14,432
DARTS (Dakota County)	431,437
Human Services, Inc. (Washington County)	234,069
Lakeville (Dakota)	30,513
Linwood Volunteer (Anoka)	17,792
Scott County	124,445
Senior Community Services	50,021
Senior Transportation Program	24,927
Westonka Rides	32,696
	<hr/>
	\$1,571,041

Small Urban Communities

City of Columbia Heights	\$63,615
City of Hastings (TRAC)	82,172
City of Hopkins	34,752
Northeast Suburban Transit (NEST)	111,434
St. Louis Park Emergency Program (STEP)	11,286
White Bear Area Transit	90,626
	<hr/>
	\$393,885
	<hr/>

**Grand Total, All Categories**            \$9,176,031

The motion was unanimously approved.

**NORTH SUBURBAN LINES 1991 CONTRACT AMENDMENT**

Opatz reviewed the October 23 1991 staff report. Simich said those problems have been corrected. Caranicas moved and Workman seconded:

That the Regional Transit Board authorize the executive director to amend the North Suburban Lines 1991 contract (Contract No. 90/12/17-35) to an amount not to exceed \$891,694, an increase of \$57,940.

The motion was unanimously approved.

**SOUTHWEST METRO 1991 CONTRACT AMENDMENT**

Simich reviewed the October 30, 1991 staff report. Franklin asked if the monthly reports are now being submitted in a timely manner. Simich said those past problems have been corrected. Caranicas moved and Workman seconded:

That the Regional Transit Board authorize the executive director to amend the Southwest Metro 1991 contract (Contract No. 90/12/17-34) to an amount not to exceed \$1,347,227, an increase of \$386,977.

**JOBSEEKERS 1992 CONTRACT**

Simich reviewed the November 5 staff report. Caranicas moved and Franklin seconded:

That the Regional Transit Board approve a Jobseekers Program budget of \$550,000 for calendar year 1992 to offer discounted convenience fares through participating agencies, an increase of \$50,000.

The motion was unanimously approved.

OTHER BUSINESS

The next meeting of the committee will be on Tuesday, November 19, 1991, for the purpose of continuing review of the 1992 budget.

Ulrich said the sale of the \$2.7 million transit bonds is scheduled for November 21 with the award to be made that same day by the Metro Council's Management Committee and confirmation by the full council that day as well. Copies of the offering are available upon request.

Andrews said the Joint LRTA Advisory Committee meeting is November 13 with an RTB Policy Committee meeting later that same day. He reviewed the meetings scheduled within the next two weeks.

There being no other business, Caranicas moved and Workman seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:10 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Administration and Finance Committee meeting of November 12, 1991.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this 16th day of December 1991.



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 2A  
November 19, 1991**

**MEMBERS PRESENT:** Ruth Franklin, Chair; Doris Caranicas; Sharon Feess; Don Scheel; Tom Workman

**OTHERS PRESENT:** Michael J. Ehrlichmann, Maryann Campo and Richard Wedell, Regional Transit Board; Todd Paulson, Bruce Nawrocki, Robert Mairs, Mike Christenson, Tom Weaver, Jerry Olson, Bev Auld, Tom Johnson, Bob Thompson, Leonard Oppenheimer, Metropolitan Transit Commission (MTC); Bob Rossman, Amalgamated Transit Union; Jeff Swenson and John Taylor, McGladrey and Pullen; John Yunker, Legislative Audit Commission; Greg Andrews, Dale Ulrich, Judy Hollander, Mike Opatz, Len Simich, Mary Fitzgerald, Regional Transit Board staff

Committee Chair Franklin called the meeting to order at 4:00 p.m. and roll was taken.

**APPROVAL OF THE AGENDA**

Caranicas moved and Scheel seconded approval of the agenda. The motion was unanimously approved.

**METRO MOBILITY ADMINISTRATIVE CENTER (MMAC) INFORMATION SYSTEM**

Hollander reviewed the staff report dated November 12, 1991 and then introduced John Taylor and Jeff Swenson from the consulting firm of McGladrey and Pullen, who were retained to independently evaluate the information system for the MMAC. Swenson and Taylor reviewed the results of the first phase of their study, stating that they concur with the MTC report and recommendation to begin the process as soon as possible to acquire additional computer capacity. The hardware best suited for this operation is the Unisys 6000 at a cost of \$337,000. The report also includes a second section on "Management Concerns." In order for MMAC to maximize short-term investment there must be proper up-front planning. The short-term management section addresses issues that normally identify hidden costs of conversion. When a major upgrade of this type is done those hidden, related costs are significant.

Franklin asked if this purchase should go out for bid since a specific type of computer is recommended. As auditors, McGladrey and Pullen would normally question that approach. Swenson said the firm was engaged to evaluate the MTC report and its conclusions. They did not address questions on a Request for Proposal (RFP). However, there is no other option for the immediate upgrade and going through the process would not be cost-effective. Feess moved and Caranicas seconded:

That the Regional Transit Board approve the Metropolitan Transit Commission's recommendation to purchase a UNISYS 60/85 computer to handle the Metro Mobility Administrative Center processing needs in the near future.

In response to Caranicas' question, Ehrlichmann said that if, in the future, RTB awarded the contract to run the administrative center to another vendor, arrangements could be made to transfer the data systems and information to the new vendor. The motion was unanimously approved.

**METROPOLITAN TRANSIT COMMISSION BUDGET PROPOSAL: ANALYSIS AND RECOMMENDATIONS**

Andrews reviewed the process for review. Simich reviewed the policy issues as outlined in his report dated November 13, 1991. RTB staff spent a great deal of time reviewing the budget document in relationship to RTB policies and those of the Metropolitan Council. Questions were submitted to the MTC and their response was sent to members of the board.

MTC Chair Todd Paulson reviewed his budget message and Chief Administrator Mike Christenson introduced other MTC commissioners and staff. He then discussed this past year's budget cuts and MTC's reactions to those reductions, conversion from ATE management to on-site management, and improved controls that generated major cost benefits for the MTC. The negative effects of the fare increase were less than expected due to excellent public information preparation; however, ridership decreased last summer to an unacceptable level.

Regarding the 1992 budget, Christenson said the focus in 1991 was on efficiency. In 1992 service must be improved, starting with a Comprehensive Operations Analysis (COA) review of routes. There are no funds in the budget for employee raises; any salary increases will be tied to increased ridership and operational efficiency. Programs have been and will continue to be initiated that involve employees in the techniques needed to accomplish that goal. He distributed graphs on cost comparisons and security personnel expenditures (Exhibit A).

Ehrlichmann commended MTC for their conservative approach to this year's budget. At his request, Jerry Olson explained the process for route review.

Feess questioned whether it is necessary to offer four health insurance plans to employees and whether that can be negotiated to a fixed dollar amount. Auld said health insurance is always a topic of labor negotiations. The current contract expires May 1, 1992. Franklin agreed that insurance costs are a cause of deep concern. MTC payments for retirees will increase; she asked if a projection has been made on that increase. Auld said an audit is being done on the liability for retirement benefits.

In response to Feess' question on new positions, Christenson said they are developing improved inventory controls. The five new stockkeepers are for the evening shift because maintenance is performed on a 24-hour-a-day basis. In the past mechanics went to the stockroom and searched for the parts they needed. Managers feel that can be done more quickly by having someone there who can find the right parts and return the

mechanics to their work. The other new positions are drivers and transit supervisors for the Mall of America Leamington Hub and new information systems personnel.

Campo asked what kind of negotiations are being conducted now on the new union contract. She noted that one health insurance package is \$800 per month. Christenson said it would be illegal to conduct negotiations in this environment. Both parties are preparing for contract negotiations and that will include the health care package, but it will be several months before they know what the final package will be. There was discussion of assignment of light-duty personnel, customer comment cards.

Franklin congratulated MTC on the money, over \$583,000, generated by special events and asked what will happen in 1993 when those events are not available. Christenson said that over the past year they have learned that there are a lot of special events, such as Ordway performances, where MTC should link marketing with those events and events. They also found there are a lot of rural people who are delighted to leave their cars in the outer suburbs and avoid downtown traffic by taking buses.

Feess said she would like to eliminate the fee-for-service health insurance. Bob Rossman said those issues fall within the labor negotiation process. In 1989 there were very bitter negotiations with two strike dates set and the union hopes that can be avoided this time. Negotiations start in February and they are expected to reach fruition in March or April. Hollander said that by law RTB has the authority to approve the budget within the context of its Implementation Plan. It is important that MTC stay within the 35-percent farebox recovery standard. How they do that is their prerogative. Members can suggest that health care is an area where that standard can be accomplished.

Workman recommended that this matter be tabled until another meeting to continue review. He is pleased with the enhanced security measures, but commented that the 35-percent farebox recovery standard can only be accomplished by eliminating new service and high-subsidy service. Andrews said MTC has proposed excluding high-subsidy service and new services from the standard. RTB's staff does not support that proposal. Christenson said RTB does not apply that rate to other providers. Hollander said staff recommended that the high-subsidy routes be submitted expeditiously to avoid unexpected year-end results of low farebox recovery. Scheel moved and Feess seconded the staff recommendation dated November 13, 1991.

Workman said the plans for timing of fare increases will affect the Opt-Out communities and the Metro Mobility program. Unless there is a change those two programs will be in trouble.

After discussion, it was agreed that the committee would recess this meeting and reconvene on December 2 to continue its consideration of the budget. The complete budget, including the MTC portion, will be reviewed at the December 9 Administration and Finance Committee meeting with final action by the full board scheduled for December 16.

Feess suggested that a bullet be added under 1.A, "That the MTC...examine health care cost containment." Scheel withdrew his motion.

Workman moved to recess the committee meeting until 3 p.m. on December 2, 1991. Feess seconded the motion. The motion was unanimously approved and the meeting was recessed at 6:05 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Administration and Finance Committee meeting of November 19, 1991.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this 16th day of December 1991.



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**  
November 25, 1991

**MEMBERS PRESENT:** Sandra Hilary, Chair; Maryann Campo; Val M. Higgins; Ruby Hunt and Richard Wedell

**OTHERS PRESENT:** Michael J. Ehrlichmann, RTB Chair; Ruth Franklin, Doris Caranicas, Sharon Feess, RTB Members; Michael Robertson, Larkin, Hoffman, Daly and Lindgren, Ltd.; Arnie Entzel, Amalgamated Transit Union; Diane Harberts; and Beverley Miller; Mary O'Hara Anderson; Karen Lyons, Metropolitan Council; Lyle Frerichs, Metropolitan Transit Commission (MTC); Judy Hollander, Howard Blin, Len Simich, Randy Rosvold, Dave Jacobson, Cynthia Curry, Paul Moline, Stephanie Eiler, Mary Fitzgerald, Regional Transit Board Staff

Chair Hilary called the meeting to order at 4:00 p.m. and roll was taken. Wedell moved and Campo seconded approval of the agenda. The motion was unanimously approved (Hunt not present).

**CITY OF PLYMOUTH COMPREHENSIVE PLAN TRANSPORTATION ELEMENT**

Moline reviewed the staff report dated November 14, 1991 prepared by Garneth Peterson. Wedell commented that he is pleased that the report addresses sidewalk and bike possibilities. Most suburbs are constrained on the basis of travel by car. There are very few sidewalks and it is difficult and dangerous for people to walk five or six blocks in the street. Bicycle lock-ups at transit stations would be helpful. Moline said some of these issues are being addressed in the work on the Travel Demand Management (TDM) program. Wedell moved and Higgins seconded:

That the Regional Transit Board approve the comments contained in the November 14, 1991 staff memorandum to the Policy Committee for transmittal to the City of Plymouth and to the Metropolitan Council.

The motion was unanimously approved. (Hunt not present.)

**OPT-OUT CAPITAL OPTIONS**

Simich reviewed the staff report dated November 15, 1991. He used slides to illustrate the options and the negative and positive aspects of each option. In response to Higgins' question, Simich said Option E would include vehicles and possibly garage and maintenance. It has not been explored with the unions and may not be a point of interest to them.

Under Option B, Franklin asked if RTB would develop a capital fund and would pay private providers and the MTC. Simich said currently all Opt-Outs are on an hourly rate contract. Within that there is a specific vehicle cost included. RTB would pay them and give them more for transit, regardless of who has the contract. She asked what would be done to contain costs and make more transit available in the suburbs. The only way to do that is through competitive bidding. Ehrlichmann said there are values to Option A that are not expressed in terms of dollars. All government services could be bid out and probably achieve lower costs. The issue is equity with suburban communities. Continuity must be maintained. Blin said the RTB is prohibited from using state funds for private, for-profit operators. The question before this board is whether Opt-Out communities are public or private agencies. There are some jurisdictions that are public. Opt-Out is a non-profit organization that runs buses through a for-profit system.

Entzel said we have a regional transit system that evolved from a system where providers had their own facilities and did whatever they wanted to do and now we are talking about doing that all over again. A fleet owner will not allow someone else to tell him or her how to operate it. RTB has to decide if that is what should be done. These issues were considered in putting the Opt-Outs under the RTB jurisdiction to ensure that transit services were coordinated.

Hilary said the Opt-Outs would have access to the fleet to competitively bid on contracts, assuming the buses are available. The complaint has been that suburbs pay twice because they pay for capital assets. Their bids can never be competitive because of the cost of their buses cost as opposed to MTC's costs. Christenson said Option E presents a number of heavy legal issues such as accident liability and workers compensation. Private agencies would probably not want to be bound by the same requirements that public agencies must deal with. A lot of work will be needed to resolve these questions. Ehrlichmann said this discussion was an attempt to achieve equity for Opt-Outs. The Legislature will ultimately be involved and he suggested the board keep its options open. The issue will be brought back to the board and debated further. No action was taken.

#### OPTIONS FOR METRO MOBILITY SERVICE

Blin and Curry presented the November 13 staff report and used a chart to illustrate the rising Metro Mobility costs. At present the program meets all Americans with Disabilities Act (ADA) regulations and often far exceeds them. RTB must submit the ADA plan to the federal government by January 26, 1992.

Ehrlichmann said this is complementary to the Vision for Transit since it integrates into the regular route transit system as does the Anoka Traveler and it caps the escalating costs. Curry explained the needs assessment project. Higgins moved and Hunt seconded:

That the Regional Transit Board approve Option III as outlined in the staff report dated November 13, 1991 for more detailed analysis and for inclusion in the Americans with Disabilities Act Paratransit Plan.

The motion was unanimously approved.

OTHER BUSINESS

Higgins said he has been discussing Dial-A-Ride systems and asked that the entire board be briefed on those programs. A briefing has been scheduled for December 16.

There being no other business, the meeting was adjourned.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Policy Committee meeting of November 25, 1991.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this 16th day of December 1991.



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  
recessed on November 19 and  
reconvened on December 2, 1991**

**MEMBERS PRESENT:** Ruth Franklin, Chair; Doris Caranicas; Sharon Feess; Don Scheel; Tom Workman

**OTHERS PRESENT:** Michael J. Ehrlichmann, Maryann Campo, Val Higgins and Richard Wedell, Regional Transit Board; Michael Robertson, Larkin, Daly, Hoffman and Lindgren, Ltd., RTB Legal Counsel; Bruce Nawrocki, Robert Mairs, Mike Christenson, Tom Weaver, Bev Auld, Bob Thompson, Leonard Oppenheimer, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Greg Andrews, Dale Ulrich, Judy Hollander, Howard Blin, Mike Opatz, Len Simich, Suzanne Hanson, Mary Fitzgerald, Regional Transit Board staff

Committee Chair Franklin reconvened the November 19 Administration and Finance Committee the meeting to order at 3 p.m. and roll was taken.

**APPROVAL OF THE AGENDA**

Feess moved and Scheel seconded approval of the agenda. The motion was unanimously approved.

**CONTINUED REVIEW AND APPROVAL OF 1992 METROPOLITAN TRANSIT COMMISSION BUDGET**

Andrews distributed the staff report dated November 27, which incorporates the amendments directed by the committee on November 19. Blin explained the process of examining the fare structure every year with increases scheduled every two years to bring the return on farebox to the 35-percent standard. The schedule coincides with preparation of the biennial projections. Higgins asked if this can be tied to the Cost of Living Index as are other plans that have a semi-automatic increase. Blin said that in a sense that is done biennially. For eight years there was no increase and the public would probably accept more frequent, smaller increases. Higgins said he suggested it because it would seem that the public would accept fare increases based on the cost of living.

Blin noted that the fare policy includes a clause for additional fare for premium service. Franklin said that would create an opportunity for Opt-Out communities to charge additional fares. Workman said his concerns are related to Opt-Out communities' ability to raise fares above the MTC fares and whether that causes some problems. Raising fares across the board is the only way RTB can generate more Metro Mobility funds. The National League of Cities proposal calls for free or nearly free fares in Atlanta.

Ehrlichmann said RTB would implement that if the revenue to support it was available. Ehrlichmann described the new federal policy regarding support for operations.

Scheel questioned Item 1.C., "That the MTC reinvest savings realized through the elimination of high subsidy service by improving local bus service into the central cities," and asked if those high subsidy routes are in the cities. Simich said that directs MTC to supply a list of high subsidy services. RTB has been requesting that the services identified in the Five-Year Plan for the cities be improved. Ehrlichmann said that item could be a poor choice of words. The language could be amended to read "...reinvest by improving local bus service." Part of the RTB's mission is to meet the needs of the transit-dependent population. Hollander said this item recognizes the Metro Council's priority of maintaining services in the central cities. Scheel moved and Feess seconded:

That Item 1.C. be amended to read:

That the MTC reinvest savings realized through the elimination of high subsidy service by improving local bus service.

The motion was unanimously approved. Ehrlichmann asked staff to prepare a comparative analysis of health care costs. Franklin said some members may be surprised to see how much better state and regional agency benefits than those of employees of the cities and some counties.

Christenson said the dates for submission of the budget assumptions and the complete budget pose some problems. He asked that the date be changed from April 1 to June 1, 1992 under Item 1.B. Under Item 3.A. he asked that the deadline for 1993 budget assumption be changed to July 1, 1992 and Under 3.B., the complete document by September 1. Franklin said it seems that budgets have been received by the board very late and she wants them to come in much earlier to allow adequate review.

Entzel said the health care issues between MTC and labor are beyond the RTB's authority. Regarding the cost of living--that would be of real value and something that could be used in the labor contract as well.

Caranicas moved the recommendation with a friendly amendment to the main motion as shown below: Feess seconded the motion.

#### RECOMMENDATION

In 1991 the Metropolitan Transit Commission demonstrated remarkably well that it can conserve resources during times when funding is limited. Such proven management skills will be of great value to the Regional Transit Board over the next several years during which it is certain that funding availability will remain restricted.

The RTB is approving the 1992 subsidy amount requested by the MTC with the expectation that the MTC generally will continue its conservative spending practices and specifically be accountable to the RTB for meeting the regional farebox recovery standard of 35 percent.

The RTB is gravely concerned about the MTC's recent sharp drop in ridership and its continually declining service productivity. Therefore,

the 1992 budget is approved with certain conditions intended to provide clear direction to the MTC on its priority activities for the coming year. These conditions are specified below.

That the Regional Transit Board:

1. Approve an MTC 1992 operating budget of \$115,220,791 and an RTB subsidy of \$64,191,012 (excluding Minnesota Rideshare and Metro Mobility Administrative Center) with the following conditions:
  - A. That the MTC undertake proactive measures to achieve an average 35 percent farebox recovery for the year, such as:
    - Identify routes that exceed performance standards and submit a list of these routes to the RTB on a quarterly basis, including the associated cost savings.
    - Take appropriate budget reduction measures should the farebox recovery fall below 35 percent for two consecutive months.
    - Reevaluate the need for the 25.9 new positions. Conduct a cost/benefit analysis for all 1992 expenditures that will experience a 5 percent or greater increase over the 1991 estimated actual costs. Results of the cost/benefit analyses should be submitted for review to the Regional Transit Board by April 1, 1992.
    - Work with the RTB staff to define the scope of a Comprehensive Operations Audit, to be funded separately by the RTB.
    - Reexamine MTC bus overload policies to determine whether greater efficiencies of vehicle deployment can be achieved.
    - Examine containment measures to control the increasing cost of employee and retiree health insurance.
    - Schedule the MTC Finance and Administration Committee to meet with the RTB Administration and Finance Committee on a quarterly basis to discuss quarterly financial statements and progress regarding cost containment measures and maintenance of the 35 percent farebox recovery rate.
  - B. That the MTC submit a fare increase proposal that will enable the MTC to maintain a 35 percent farebox recovery

through 1994. The proposal should be submitted to the Regional Transit Board by June 1, 1992.

- C. That the MTC reinvest savings realized through the elimination of high subsidy service by improving local bus service.
  - D. That the MTC maintain a strong marketing effort throughout the year and cooperate with the RTB to implement recommendations from the RTB Marketing Research Study, focusing on retaining existing riders, attracting new riders, and promoting accessible regular route services.
2. Approve an MTC 1992 capital budget in the amount of \$12,200,000 with the following conditions:
- A. That the MTC purchase the electronic registering fareboxes for its fleet in 1992.
  - B. That the MTC, if it decides to purchase 30-foot buses, does so for existing regular route service on routes within the statutorily defined MTC full service area.
3. Direct the MTC to:
- A. Submit its preliminary 1993 budget assumptions to the RTB by May 1, 1992.
  - B. Submit a complete 1993 budget document to the RTB by August 1, 1992 that includes detailed justification of line item cost increases and a thorough narrative explanation of the budget's consistency with the policy direction established in the RTB's

Vote was taken on the Caranicas amendment; the motion was unanimously approved. Vote was then taken on the entire set of recommendations, as amended. The motion was unanimously approved.

Workman asked for clarification of the disposition of \$1.9 million in unspent funds. Ulrich said the amount referred to on Page 9 includes new money made available for the year from the Legislature and property taxpayers and includes \$1.8 million made available through cost savings. Workman asked what the situation would have been had there been no carryover. Ulrich said there would have been a smaller budget or a rate increase. Workman said the \$1.9 carryover happens to balance the budget. Ulrich said according to the latest estimate from MTC, RTB expects 1991 savings of \$2.4 million and plans to re-appropriate approximately \$1.8 million of that. Workman said the savings were realized through lower fuel consumption and there may be a policy question on how those funds would have been spent if the money was not needed by MTC. Funds are now being carried from 1991 to 1992. Hollander said that in meeting with MTC staff they contended that if the money was not available they would have to cut the existing service. Otherwise, the money would have been in the RTB budget and available for future years or to fund non-Metro Mobility service somewhere else.

Franklin asked how the standard of 35-percent farebox recovery will be enforced. Hollander said the message was strengthened by rewording the language, directing MTC to stay within the 35-percent and report back to the RTB regularly on their progress and either agency may then have to take remedial action early in the year to achieve the 35 percent standard.

Workman said the Opt-Out communities are not allowed to carry over funds but the MTC can do so. Ulrich said the \$2.4 million saved by the MTC in 1991 is not carried over by the MTC, those saved funds never left RTB accounts. However, because they spent less last year, it is possible to offer a larger subsidy in the proposed 1992 budget than was originally expected. Ehrlichmann said the board needs to be concerned that the service is consistent with RTB policy. Service is being cut in other areas and it will become the RTB's responsibility to conduct the route termination hearings.

OTHER BUSINESS

There being no other business, Scheel moved and Caranicas seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 4:15 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Administration and Finance Committee meeting of December 2, 1991.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this 16th day of December 1991.



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

## REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of November 19, 1991, the Administration and Finance Committee approved the following recommendation:

### METRO MOBILITY ADMINISTRATIVE CENTER INFORMATION SYSTEM

That the Regional Transit Board approve the Metropolitan Transit Commission's recommendation to purchase a UNISYS 60/85 computer to handle the Metro Mobility Administrative Center processing needs in the near future.

At its December 9 meeting the committee approved the following recommendations:

### FINANCIAL STATEMENTS - OCTOBER 1991

That the Regional Transit Board receive the October 1991 financial statements and direct that they be placed on file.

### APPROVAL OF 1992 REGIONAL TRANSIT BOARD BUDGET AND WORK PLAN

That the Regional Transit Board:

1. Approve the staff recommendations detailed in the Proposed 1992 Budget Revisions, dated December 2, 1991; and
2. Adopt the 1992 Budget and Work Plan dated December 16, 1991, incorporating revenues of \$92,773,034 and expenditures of \$93,695,691.

### 1992 AFFIRMATIVE ACTION PLAN

That the Regional Transit Board approve the 1992 Regional Transit Board Affirmative Action Plan for submission to the Minnesota Department of Employee Relations

### FINANCIAL STATEMENTS - OCTOBER 1991

That the Regional Transit Board receive the October 1991 financial statements and direct that they be placed on file.

**REPORT OF THE AUDIT ADVISORY COMMITTEE**

That the Regional Transit Board approve the following recommendations:

**Audit of Anoka County Transportation Programs, 1990**

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 6, 1991.

**Audit Report on Maple Grove Opt-Out Program, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated October 1, 1991.

**Audit Report on Senior Community Services (SCS) Transportation Program, 1990**

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 16, 1991.

**Audit Report on Senior Transportation Program 1990**

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated August 7, 1991.

**Audit Report on Airport Express Route 39 Transit Program for Year 1990**

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated October 2, 1991.

**Audit Report on Shakopee Opt-Out Program, 1990**

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 16, 1991.

**Audit Report on St. Louis Park Emergency Program (STEP), 1990**

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated June 12, 1991.

**Audit Report on Hopkins Dial-A-Ride, 1990**

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated May 23, 1991.

Audit Report on Jobseekers Program, 1989 and 1990

That the Regional Transit Board adopt the Findings and Recommendations of the staff audit report dated September 6, 1991.

**METRO MOBILITY ADMINISTRATIVE CENTER 1991 CONTRACT**

That the Regional Transit Board authorize the executive director to enter into a contract with the Metropolitan Transit Commission to provide Metro Mobility Administrative Center services during calendar year 1991 in an amount not to exceed \$679,518 with the understanding that all recommendations from the RTB audit and consultant report are to be implemented.

**URBAN MASS TRANSPORTATION ADMINISTRATION SECTION 6 GRANT APPLICATION, RESOLUTION NO. 91-17**

That the Regional Transit Board approve Resolution No. 91-17 authorizing submission to the Urban Mass Transportation Administration of the Section 6 grant application from the Metropolitan Transit Commission for \$300,000 for research and follow-up after the March 1991 fare increase

**Ruth Franklin  
Chair**

mff  
12/10/91



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**  
December 2, 1991

**MEMBERS PRESENT:** Michael J. Ehrlichmann, Chair; Maryann Campo; Doris Caranicas; Sharon Feess; John T. Finley; Ruth Franklin; Val M. Higgins; Sandra Hilary; Ruby Hunt; Don Scheel; Tom Workman and Richard Wedell

**MEMBERS EXCUSED:** Sandra Hilary and Ruby Hunt

**OTHERS PRESENT:** Michael J. Ehrlichmann, Maryann Campo, Val Higgins and Richard Wedell, Regional Transit Board; Michael Robertson, Larkin, Daly, Hoffman and Lindgren, Ltd., RTB Legal Counsel; Bruce Nawrocki, Robert Mairs, Mike Christenson, Tom Weaver, Bev Auld, Bob Thompson, Leonard Oppenheimer, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Greg Andrews, Dale Ulrich, Judy Hollander, Howard Blin, Mike Opatz, Len Simich, Sherry Munyon, Suzanne Hanson, Mary Fitzgerald, Regional Transit Board staff

**APPROVAL OF AGENDA**

The chair called the meeting to order at 4:40 p.m. and roll was taken. Caranicas moved and Feess seconded that the agenda be approved. The motion carried unanimously.

Workman moved and Campo seconded approval of the following minutes.

Regional Transit Board, November 4, 1991  
Policy Committee Meeting, November 13, 1991  
Regional Transit Board Meeting, November 18, 1991

The motion carried unanimously.

**CHAIR'S REPORT**

**Driver of the Month Award**

The November driver of the month was unable to attend this meeting and the award will be made at the next board meeting.

The chair announced that the photo session earlier scheduled for December 16 will be rescheduled to the first board meeting in January.

New officers of the board must be elected at the first meeting of every year. Information will be sent out shortly.

On December 3 there will be a meeting of the House Metro Affairs Subcommittee on Transportation. RTB has been invited to attend to discuss our plans for the future.

According to the new federal Surface Transportation Act, money will be available to those states that have a dedicated source of funds for transit. None of the revenue the RTB receives now can be considered "dedicated," which may serve as impetus to secure it from the Legislature.

#### EXECUTIVE DIRECTOR'S REPORT

Andrews said last week the Metro Council sold \$2.7 million in 20-year bonds on behalf of the RTB at 5.9 percent, which is a favorable rate in today's market. Andrews indicated that the Metro Council is considering a Metropolitan Waste Control Commission (MWCC) bond sale early next year. RTB staff is reviewing some existing debt that could be called. The board may be asked to approve retiring that debt. He explained that the MTC no longer issues debt; the Council's has about \$37 million in outstanding transit bonds. The Council certifies to the RTB what the needs are and RTB levies the taxes.

#### REPORT OF THE POLICY COMMITTEE

Wedell reviewed the report of the committee's meeting of November 25, 1991.

#### City of Plymouth Comprehensive Plan Transportation Element

Wedell moved and Caranicas seconded:

That the Regional Transit Board approve the comments contained in the November 14, 1991 staff memorandum to the Policy Committee for transmittal to the City of Plymouth and to the Metropolitan Council.

The motion was unanimously approved.

#### Options for Metro Mobility Service

Wedell moved and Workman seconded:

That the Regional Transit Board approve Option III as outlined in the staff report dated November 13, 1991 for more detailed analysis and for inclusion in the Americans with Disabilities Act Paratransit Plan.

The chair said the TAAC committee endorsed the plan earlier in the day. This will be important at the Legislature this year. The motion was unanimously approved.

#### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

#### 1992 Metropolitan Transit Commission Budget Approval

Committee Chair Franklin reported on the meeting held today. She moved and Fees seconded:

In 1991 the Metropolitan Transit Commission demonstrated remarkably well that it can conserve resources during times when funding is limited.

Such proven management skills will be of great value to the Regional Transit Board over the next several years during which it is certain that funding availability will remain restricted.

The RTB is approving the 1992 subsidy amount requested by the MTC with the expectation that the MTC generally will continue its conservative spending practices and specifically be accountable to the RTB for meeting the regional farebox recovery standard of 35 percent.

The RTB is gravely concerned about the MTC's recent sharp drop in ridership and its continually declining service productivity. Therefore, the 1992 budget is approved with certain conditions intended to provide clear direction to the MTC on its priority activities for the coming year. These conditions are specified below.

That the Regional Transit Board:

1. Approve an MTC 1992 operating budget of \$115,220,791 and an RTB subsidy of \$64,191,012 (excluding Minnesota Rideshare and Metro Mobility Administrative Center) with the following conditions:
  - A. That the MTC undertake proactive measures to achieve an average 35 percent farebox recovery for the year, such as:
    - Identify routes that exceed performance standards and submit a list of these routes to the RTB on a quarterly basis, including the associated cost savings.
    - Take appropriate budget reduction measures should the farebox recovery fall below 35 percent for two consecutive months.
    - Reevaluate the need for the 25.9 new positions. Conduct a cost/benefit analysis for all 1992 expenditures that will experience a 5 percent or greater increase over the 1991 estimated actual costs. Results of the cost/benefit analyses should be submitted for review to the Regional Transit Board by April 1, 1992.
    - Work with the RTB staff to define the scope of a Comprehensive Operations Audit, to be funded separately by the RTB.
    - Reexamine MTC bus overload policies to determine whether greater efficiencies of vehicle deployment can be achieved.
    - Examine containment measures to control the increasing cost of employee and retiree health insurance.

- Schedule the MTC Finance and Administration Committee to meet with the RTB Administration and Finance Committee on a quarterly basis to discuss quarterly financial statements and progress regarding cost containment measures and maintenance of the 35 percent farebox recovery rate.
- B. That the MTC submit a fare increase proposal that will enable the MTC to maintain a 35 percent farebox recovery through 1994. The proposal should be submitted to the Regional Transit Board by June 1, 1992.
  - C. That the MTC reinvest savings realized through the elimination of high subsidy service by improving local bus service.
  - D. That the MTC maintain a strong marketing effort throughout the year and cooperate with the RTB to implement recommendations from the RTB Marketing Research Study, focusing on retaining existing riders, attracting new riders, and promoting accessible regular route services.
2. Approve an MTC 1992 capital budget in the amount of \$12,200,000 with the following conditions:
- A. That the MTC purchase the electronic registering fareboxes for its fleet in 1992.
  - B. That the MTC, if it decides to purchase 30-foot buses, does so for existing regular route service on routes within the statutorily defined MTC full service area.
3. Direct the MTC to:
- A. Submit its preliminary 1993 budget assumptions to the RTB by May 1, 1992.
  - B. Submit a complete 1993 budget document to the RTB by August 1, 1992 that includes detailed justification of line item cost increases and a thorough narrative explanation of the budget's consistency with the policy direction established in the RTB's

The motion was unanimously approved.

OTHER BUSINESS

Franklin said the Administration and Finance Committee will meet on Monday, December 9. Committee members Scheel and Franklin will be unable to attend. Andrews added that the board must adopt its budget on December 16 so the committee will have to take action on December 9.

There being no other business, Caranicas moved and Workman seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:00 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 2, 1991.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this 16th day of December 1991.



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

DATE: December 10, 1991  
TO: Members of the Regional Transit Board  
FROM: Michael J. Ehrlichmann, Chair  
SUBJECT: Appointment of Nominating Committee

The Regional Transit Board Bylaws require that new board officers be elected at the first meeting of every year and that a Nominating Committee be appointed to recommend a slate of candidates to the board offices.

**RECOMMENDATION**

That the Regional Transit Board ratify the appointment of Ruth Franklin, Sandra Hilary And Tom Workman to the Nominating Committee. The appointments are effective immediately and members will serve for a period of one year.

mff