



Minnesota Regional Transit  
Board: Records.

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

## **REPORT OF THE POLICY COMMITTEE**

At its meeting of April 27, 1992 the committee approved the following recommendations:

### **Report to the Legislature on Metro Mobility Customer Service Quality**

The Policy Committee recommends:

That the Regional Transit Board approve the submittal of the Report to the Legislature on Metro Mobility Customer Service Quality, dated April 27, 1992.

### **Other Business**

The committee heard presentations and discussed the following items:

- Metro Mobility 1993 Service Plan
- Regional Transit Board Five-Year Transit Plan
- Regional Transit Board Strategic Plan

No action was taken.

**Sandra Hilary,  
Chair**

4/20/92  
mff



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

**Meeting of the  
REGIONAL TRANSIT BOARD  
Mears Park Centre Chambers  
May 4, 1992  
4:00 p.m.**

**AGENDA**

- A. CALL TO ORDER AND ROLL CALL**
- B. APPROVAL OF AGENDA**
- C. APPROVAL OF MINUTES**
  - 1. Administration and Finance Committee Meeting, April 13, 1992
  - 2. Regional Transit Board Meeting, April 20, 1992
- D CHAIR'S REPORT**
  - 1. April Driver of the Month Award - Joel Wagner, Ebenezer Society
- E. MEMBERS' REPORTS**
- F. EXECUTIVE DIRECTOR'S REPORT**
- G. REPORT OF THE POLICY COMMITTEE**  
(Sandra Hilary, Chair)
  - 1. Report to the Legislature on Metro Mobility Customer Service Quality
- H. OTHER BUSINESS**
- I. PUBLIC COMMENT**

**Michael J. Ehrlichmann  
Chair**

mff  
4/27/92

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 5/4/92

BOARD OR COMMITTEE: Board

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

**ISSUE**

Mike Ehrlichmann    ✓

Maryann Campo    ✓

Doris Caranicas    ✓

Sharon Feess    ✓

Ruth Franklin    ✓

Val M. Higgins    ✓

Sandra Hilary

Ruby Hunt    ✓

Tom Sather    ✓

Don Scheel    ✓

Tom Workman    ✓

**Visitors**

ae

Sam King

Joel Wagner

**Staff**

hb, sm dj

gc



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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
April 20, 1992**

**MEMBERS PRESENT:** Michael J. Ehrlichmann, Chair; Maryann Campo; Doris Caranicas; Sharon Feess; Val M. Higgins; Sandra Hilary; Ruby Hunt; Don Scheel; Tom Workman

**MEMBERS PRESENT:** Ruth Franklin and Tom Sather

**OTHERS PRESENT:** Michael Robertson, legal counsel; Arnie Entzel, Amalgamated Transit Union; Richard Wedell, Marketing Committee; Mike Christenson, Metropolitan Transit Commission; Diane Harberts; Gregory L. Andrews, Howard Blin, Dale Ulrich, Len Simich, Sherry Munyon, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

The chair called the meeting to order at 4:05 p.m. and roll was taken.

**APPROVAL OF AGENDA**

Hilary moved and Caranicas seconded that the agenda be approved. The motion carried unanimously.

**APPROVAL OF MINUTES**

Hilary moved and Hunt seconded approval of the minutes of the April 6, 1992 board meeting. The motion was unanimously approved.

**CHAIR'S REPORT**

The chair called upon Sherry Munyon to report on the outcome of the board's 1992 legislative initiatives. She distributed and reviewed her April 20 report. Andrews added that the current projected deficit as of the end of 1991 for the Metro Mobility program is \$2.2 million. The Department of Human Rights decision that RTB would have to roll back the fare increase in November 1991 created a \$1.5 million deficit. That is only one month's experience with the impact of that rollback. At its next meeting the Policy Committee will review near-term options for responding to the deficit and options for restructuring the program.

Hunt said she spent a good deal of time at the Legislature and feels that Munyon did a good job under difficult circumstances. The chair said the Governor and Senate were very supportive of transit, but the House members seemed unable to agree on a acceptable mechanism for transit funding. Munyon acknowledged the contribution of Arnie Entzel, Fred Corrigan, George Bentley, Ginny Yingling, Morgan Grant and Tom Weaver, and the

support of Senators DeCramer, Langseth, Mehrkins, Pappas, Terwilliger and Representatives Seaburg, Lieder and Mariani. Ehrlichmann said all through Thursday night (session was adjourned the following day, April 17) Representative Mariani attempted to secure funding for transit. Campo said there were no House hearings because the funding proposals did not have the support of House Speaker Dee Long or Representative Kalis. She asked the chair, deputy chair and staff to start now to develop a plan to show Speaker Long what the needs are. The chair said House leadership knew about the programs but chose not to make them a priority issue. Their failure to recognize the need for these programs is a failure to recognize an appropriate agenda. While the newspapers claimed there was no support for a particular taxing method, there was, in fact, support for funding public transit.

Scheel said one problem was that legislators would not vote for the gas tax proposal unless they received a resolution of support from the county boards; however, the constitutional questions have not been resolved. A redefinition of the word "transportation" that includes transit may be an opportunity to secure transit funding. Ehrlichmann said currently the Metro Area pays 52 cents of every gas tax dollar collected but only 16 cents of that dollar is returned to the Metro Area. Members said that until the formula is corrected they will not support creation of other funding mechanisms for transit.

Munyon said Mariani was successful in passing an advisory to get people together to identify a proper funding source and report to the Legislature next year.

Hilary said that, philosophically, either Health Right or Light Rail Transit (LRT) would pass and it may be two major initiatives like these cannot be passed in the same session. The St. Paul newspaper's editorial was good and should be kept for reference.

Entzel said the support of Representative Vellenga and Maryann Campo should be also be recognized. The issue of turns in front of buses was a grave concern for bus drivers and the excuses for opposing it were surprising. Another disturbing development occurred very early Friday morning. Hennepin County sent a great many lobbyists to kill the amendment that would transfer \$14.5 million in consultant money that was be used for LRT studies. Contracts have already been let for \$4 million, but the the rest of it would be used for transit operations. Top labor representatives supported the amendment, but could accomplish nothing in the face of opposition from big government and big business.

Hilary asked for an explanation of that effort. Munyon said the issue was to transfer some of the money counties have already levied to RTB and have in reserve to prevent service cuts on fixed route service. Most of the money is held by Hennepin County and the county did not want it spread throughout the Region even though 60 percent of transit service is provided within Hennepin County. Ehrlichmann said Hennepin was authorized to spend that money on LRT for acquisition of property or other purposes. This was an effort to find a way to fund public transit.

#### **MEMBERS' REPORTS**

There were no reports.

**EXECUTIVE DIRECTOR'S REPORT**

Andrews reviewed the agenda for the next Policy Committee meeting and encouraged all members to attend.

**REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE :**

At their last meeting, the committee members asked for more information. Ulrich distributed a report, dated April 17, 1992 with three schedules attached that respond to the committee's questions about expenditures for consulting and professional service, non-local travel and a comparison of revenues and expenditures for 1990 and 1991.

Workman noted the \$40,950 expenditure for the services of Dorsey and Whitney in Washington in 1991 and asked that this be discussed at a meeting of the Legislative Committee. Ehrlichmann said that can be included in the budget discussions. Workman asked if the board is continuing to spend \$3,000 a month and said this should be considered soon. This expenditure is included in the 1992 budget.

Substituting for Committee Chair Franklin, Scheel reviewed the report of the April 13, 1992 meeting and moved the following recommendations, including those of the Audit Advisory Committee, and congratulated staff and the committee for bringing the audit program virtually up-to-date and eliminating the backlog of past-due audits. Fees seconded the motion.

**December 1991 Financial Statements**

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

**Metropolitan Transit Commission 1992 Budget Amendment**

That the Regional Transit Board authorize its executive director to:

1. Amend the Metropolitan Transit Commission 1992 Operating Budget by decreasing the line item for tires by \$365,000 and increasing the line item for security by the same amount.
2. Amend the Metropolitan Transit Commission 1992 Capital Budget to include \$365,000 for the purposes of capitalizing tire lease costs. The additional capital costs are to be paid with Federal Transit Administration Section 9 funds.
3. Submit to the Metropolitan Council an amendment to the Transportation Improvement Program to include the capitalization of tire lease costs.

**Minnesota Valley Transit Authority Park and Ride Study**

That the Regional Transit Board authorize its executive director to amend the Minnesota Valley Transit Authority contract (Contract No. 91/18/11-13), increasing the total by \$18,000 to an amount not to exceed \$2,833,810.

**1990 Southwest Metro Transit Contract Amendment**

That the Regional Transit Board authorize its executive director to amend the Southwest Metro Transit Commission contract (Contract No. 89/12/04-16), increasing the total contract amount by \$12,293 to an amount not to exceed \$1,006,149 for the period of January 1, 1990 through December 31, 1990.

**Western Suburbs Route 55 Contract with Metropolitan Transit Commission**

That the Regional Transit Board authorize its executive director to enter into a contract with the Metropolitan Transit Commission to operate the Western Suburbs Route 55 service in an amount not to exceed \$619,003 for the period of April 1, 1992 through March 31, 1993.

**Special Neighborhood Shuttle Service for the I-35W Draft Environmental Impact Statement Public Hearing**

That the Regional Transit Board authorize the Metropolitan Transit Commission to provide bus service and transit supervision for the I-35W Draft Environmental Impact Statement public hearing neighborhood shuttle service on May 14, 1992 for an amount not to exceed \$1,000 from funds provided by the RTB in the 1992 MTC budget.

**Report of the Audit Advisory Committee**

**Audit of Roseville Area Circulator Transit Program, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated December 10, 1991, as amended.

**Audit of White Bear Area Transit Service, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated January 28, 1992.

**Southwest Metro Area Transit Commission, 1990**

That the Regional Transit Board adopt Recommendation A of the staff audit report dated January 7, 1992, and table Recommendation B until further information can be obtained.

**Audit of Minnesota Rideshare Program, 1986, 1987 and 1988**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated January 17, 1992.

**Audit of Dakota County Volunteer Transportation, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated January 9, 1992.

**Audit of Transporter Program of Human Services, Inc., in Washington County, Minnesota (HSD), 1990 Dakota County Volunteer Transportation, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated March 6, 1992.

**Audit of Medicine Lake Lines Contracts, 1984, 1985, 1986, 1987, 1988, 1989 and 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated February 20, 1992.

**Audit of ABC Weekender Contracts, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated February 11, 1992.

**Audit of Northeast Suburban Transit (NEST), 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated March 23, 1992.

The above recommendations were unanimously approved.

**REPORT OF THE MARKETING COMMITTEE**

Wedell reported on the meeting of the Marketing Committee of April 9, 1992. MTC is moving ahead on issues that have been discussed for several years and one of their requests is forbearance. They will be moving quickly to stabilize ridership and increase it and sometimes they may stumble. The committee is bringing in all the players, including staff, to coordinate activities so a total system is presented to the public. The committee is looking at signage, using federal funds, that will include all the components, opt-out services, contract services and MTC.. MTC will take the lead on some portions and bring it back to the committee.

Some mistakes may be made because of the speed. Even in the failures there is something to be learned, but people should be encouraged to take some risks.

The Hennepin Community colleges are planning to make parking less attractive and we want to be there with a transit attraction.

Some communities are unwilling to accept shelters and it may be necessary to simply place them where local officials accept them. They should be installed before next winter.

The chair thanked Wedell for his continued willingness to serve. Responding to questions, Wedell said some cities do not want shelters in particular places. RTB's role is planner, not implementer, but can accomplish certain things through its contracts. It is the responsibility of MTC to install shelters and clear it with local officials.

Christenson said this has been an exciting four months. Throughout his year with MTC he has been learning what they have to do and avoid doing. The consultants retained by the Marketing Committee, and now by MTC, have been very helpful. Regarding shelters, MTC is responsible for the physical aspects and there is a need for coordination and urgency. Through RTB's Marketing Committee, MTC has been clearly directed to turn things around the decline in ridership but a lot of questions have to be sorted out cooperatively and quickly.

Higgins said he often drives past three transit stations that were started last fall and sat unfinished and unusable all winter. Andrews said those were constructed and paid for by Mn/DOT. They intended to complete them before winter, but the Halloween snowstorm prevented them from completing the work. They now expect to complete them very soon.

Campo thanked Mike Christenson, Tom Johnson, Tom Workman and union officials for their help at the Legislature. Christenson said MTC is glad the bonding survived to keep fleet replacement on schedule. A tremendous amount of progress was made. Ehrlichmann said it is frustrating to come so close, but there is much more legislative recognition of the merits of public transit.

Hilary referred to the letter from Dennis Cavanaugh and asked that he be invited to participate. Wedell said he met with him within the past three months and received some good suggestions. He has invited him to rejoin the Marketing Committee to give the committee the benefit of the private industry approach to customer service. Ehrlichmann said he also invited him to rejoin the committee.

#### OTHER BUSINESS

There was discussion of the transit liaison meeting scheduled for April 30. Hilary said community people should be invited to come in and discuss their pressing issues. Ehrlichmann said that will be a part of the meeting. There is an important dynamic in hearing their concerns and suggestions.

There being no other business, it was moved, seconded and approved to adjourn the meeting at 5:15 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of April 20, 1992.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this fourth day of May 1992.



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**  
April 13, 1992

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

**OTHERS PRESENT:** Maryann Campo, Michael Ehrlichmann and Tom Workman, Regional Transit Board members; Michael Robertson, legal counsel; Arnie Entzel, Amalgamated Transit Union; Dennis Cavanaugh, Beverley Miller, Southwest Metro Transit; Bev Auld, Metropolitan Transit Commission; Dale Ulrich, Gregory L. Andrews, Judy Hollander, Len Simich, Randy Rosvold, Clete Luberts, Mike Opatz, Suzanne Hanson, Mary Fitzgerald, Regional Transit Board staff

Committee Chair Franklin called the meeting to order at 4 p.m. Feess moved and Caranicas seconded approval of the amended agenda, adding Item 10, CTS Research Proposals; and Item 11, Report of the Audit Advisory Committee. The motion carried unanimously.

**DECEMBER 1991 FINANCIAL STATEMENTS**

Luberts reviewed the unaudited financial statements. Responding to Franklin's questions, he said the audit is now underway, with the field work expected to be complete by mid-week. Members questioned the budget overruns in the categories of Professional Services, Legal Fees and capital expenditures.

Franklin said the main question is how the board will handle the growing deficit in Metro Mobility. She asked if the RTB is allowed to use other funds. Andrews said specific legislation is needed to authorize transfer of funds. Sherry Munyon told him today that the conference committee on the Appropriations Bill included \$1.5 million for Metro Mobility, which is the amount the Governor recommended, and language removing the restriction on moving funds. Robertson said the conference committee will conclude its work tonight or tomorrow. Hollander said in late April the Policy Committee will review a service concept for restructuring Metro Mobility. Even if other funds can be used, the board may choose not to do so. Caranicas said the transit hub plans will solve some of the problems in the long run, but short-term solutions are also needed.

In response to Campo's question about Professional Services, Luberts said he would prepare a report, but that the variance is due to an unanticipated board-approved contract. Andrews said a detailed report will be prepared for the next meeting.

Franklin questioned the over-expenditure in the travel budget. Ehrlichmann said there was very little travel in 1991 but the budget was lower than the 1990 budget. Franklin

asked staff to develop comparisons between 1990 and 1991. Ehrlichmann said RTB compares favorably with all other agencies on travel, per diems and other expenditures. Franklin said negative variances should always be accompanied with an explanation when they are released to the public. Caranicas moved and Feess seconded:

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

The motion was unanimously approved.

#### METROPOLITAN TRANSIT COMMISSION 1992 BUDGET AMENDMENT

Simich reviewed the April 6, 1992 staff report. Franklin said she has reservations about capitalizing tires. Generally from an accounting standpoint, items are not capitalized unless they last more than ten years. Auld said the FTA changed grant rules in October 1991 to state that federal capital dollars can be used for such things as tires. This budget amendment takes advantage of those new rules.

Franklin said the Superbowl revenue was \$303,000 less than projected and asked how MTC will compensate for the reduced revenue. The members should review the whole picture. Ehrlichmann said the Marketing study pointed at security as a major problem and the board should encourage any efforts to mitigate the problem. Auld asked the board to approve the amendment so that the money can be used to hire more police officers. She offered to provide an explanation of the Superbowl experience. Franklin cautioned against approving items on a piecemeal basis when money is short because funds might run out after people have been hired and started work on the program. Caranicas moved and Scheel seconded:

That the Regional Transit Board authorize its executive director to:

1. Amend the Metropolitan Transit Commission 1992 Operating Budget by decreasing the line item for tire leasing by \$365,000 and increasing the line item for security by the same amount.
2. Amend the Metropolitan Transit Commission 1992 Capital Budget to include \$365,000 for the purposes of capitalizing tire lease costs. The additional capital costs are to be paid with Federal Transit Administration Section 9 funds.
3. Submit to the Metropolitan Council an amendment to the Transportation Improvement Program to include the capitalization of tire lease costs.

Scheel said he believes the service is needed but the source of funds is smoke and mirrors. This action may result in taking something important out of the budget somewhere else. The committee should review the summary budget. The longer the delay before cuts are made, the deeper those cuts will have to be. Franklin said she will vote against the motion, not because she opposes enhanced security, but because there are too many unanswered questions. Before work starts on the 1993 budget there should be a workshop on the total financial picture.

Auld said that for the Superbowl revenue was less than expected because demand for the charter service was less than expected. MTC will not ask for additional subsidy. Entzel spoke in support of increased security--the situation is serious and it is the drivers who are being assaulted. He described recent, very violent incidents that occurred on buses. Action is needed now to avoid driving riders away.

In response to Workman's questions, Simich said federal rules have changed and MTC is now allowed to use capital funding to lease vehicle tires. Prior to February 1992 tire costs were not included in the capital budget.

Feess said the \$365,000 for additional security is for 1992; she asked if it would be higher in 1993. If federal dollars remain consistent, where will the funds come from? Auld said the 1993 cost will be higher and funds would have to come from somewhere else. The motion was approved (Franklin voted nay).

#### TRAVEL DEMAND MANAGEMENT AND RIDESHARE UPDATE

Simich reviewed his April 2 report. No action was taken.

#### MINNESOTA VALLEY TRANSIT AUTHORITY (MVTA) PARK AND RIDE STUDY

Simich reviewed the March 31 staff report. The amendment is requested in order to fund a park/ride study in the six MVTA cities. The committee and board will be asked to approve capital funding for construction of the park-and-ride lots. Scheel moved and Caranicas seconded:

That the Regional Transit Board authorize its executive director to amend the Minnesota Valley Transit Authority contract (Contract No. 91/18/11-13), increasing the total by \$18,000 to an amount not to exceed \$2,833,810.

Ehrlichmann said he had thought a needs assessment would be done for the area. Hollander said people know what needs to be done and we do not have to wait for a needs assessment before taking action. Franklin said park-and-ride facilities have proven to be a good strategy. The motion was unanimously approved.

#### 1990 SOUTHWEST METRO TRANSIT (SWMT) CONTRACT AMENDMENT

Simich reviewed the April 3 staff report. This issue was discussed at the recent Audit Advisory Committee meeting. MTC under-billed SWMT by \$12,293; therefore, SWMT requested this contract amendment to compensate MTC for the unpaid of service.

That the Regional Transit Board authorize its executive director to amend the Southwest Metro Transit Commission contract (Contract No. 89/12/04-16), increasing the total contract amount by \$12,293 to an amount not to exceed \$1,006,149 for the period of January 1, 1990 through December 31, 1990.

The motion was unanimously approved.

WESTERN SUBURBS ROUTE 55 CONTRACT WITH METROPOLITAN TRANSIT COMMISSION

Opatz reviewed the March 31 staff report. The Route 55 contract with MTC expires March 31, 1992. MTC is proposing a one-year contract to provide local bus service to downtown Minneapolis from Golden Valley, New Hope and Crystal. The contract extension includes an 31-percent increase in the RTB's subsidy from the current rate of \$472,053. Franklin commented that, as in the tire situation, the playing field is not level if MTC gets its tires through a capital grant and does not treat them as an operating cost. Andrews said MTC had to include "phantom costs" on charters service like this in setting their rates. This committee should remember this action is setting criteria for bids.

Franklin asked what the schedule is for a policy on bidding. It should be ready before next March. Ehrlichmann said he intends to bring a request to the board to schedule a retreat within the next two months. There is a great deal of political history on this issue and the ramifications must be examined carefully.

Campo asked if this service had been bid out. Opatz said staff was surprised by the size of the increase and solicited proposals, but other providers indicated it was not economically feasible for them to acquire the necessary vehicles for a one-year contract. Up until a year ago the service was provided by Medicine Lake Lines. A replacement service had to be found. Franklin said that when the opt-out contracts come up for renewal they will possibly contain the same 21-percent increase in operational cost, and 31-percent increase in RTB subsidy, which will have the effect of reducing service.

Dennis Cavanaugh, speaking as a private citizen, said this action is inappropriate and questioned the \$5,000 expenditure for marketing since nothing will be generated. Caranicas moved and Feess seconded:

That the Regional Transit Board authorize its executive director to enter into a contract with the Metropolitan Transit Commission to operate the Western Suburbs Route 55 service in an amount not to exceed \$619,003 for the period of April 1, 1992 through March 31, 1993.

The motion was unanimously approved.

SPECIAL NEIGHBORHOOD SHUTTLE SERVICE FOR THE I-35W DRAFT ENVIRONMENTAL IMPACT STATEMENT PUBLIC HEARING

Rosvold reviewed the April 6 staff report. Scheel moved and Caranicas seconded:

That the Regional Transit Board authorize the Metropolitan Transit Commission to provide bus service and transit supervision for the I-35W Draft Environmental Impact Statement public hearing neighborhood shuttle service on May 14, 1992 for an amount not to exceed \$1,000 from funds provided by the RTB in the 1992 MTC budget.

Feess questioned the necessity for the service. Campo said the cost is not significant. She had asked Minneapolis to participate in the funding and asked what the outcome was. Rosvold said the city agreed to pay up to 20 percent of the shuttle operation cost. The total cost will be \$1,200. The motion was unanimously approved.

**1993 RESEARCH PROPOSALS, UNIVERSITY OF MINNESOTA CENTER FOR TRANSPORTATION STUDIES**

Eiler reviewed the April 7 staff report which describes the two research projects selected for funding during 1992-1993. No action was requested; this was presented for information purposes..

**REPORT OF THE AUDIT ADVISORY COMMITTEE**

Ulrich reviewed the report of the Audit Advisory Committee meeting of April 9, 1992. Scheel moved and Caranicas seconded:

**Audit of Roseville Area Circulator Transit Program, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated December 10, 1991, as amended.

**Audit of White Bear Area Transit Service, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated January 28, 1992.

**Southwest Metro Area Transit Commission, 1990**

That the Regional Transit Board adopt Recommendation A of the staff audit report dated January 7, 1992, and table Recommendation B until further information can be obtained.

**Audit of Minnesota Rideshare Program, 1986, 1987 and 1988**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated January 17, 1992.

**Audit of Dakota County Volunteer Transportation, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated January 9, 1992.

**Audit of Transporter Program of Human Services, Inc., in Washington County, Minnesota (HSD), 1990 Dakota County Volunteer Transportation, 1990**

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated March 6, 1992.

Audit of Medicine Lake Lines Contracts, 1984, 1985, 1986,  
1987, 1988, 1989 and 1990

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated February 20, 1992.

Audit of ABC Weekender Contracts, 1990

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated February 11, 1992.

Audit of Northeast Suburban Transit (NEST), 1990

That the Regional Transit Board adopt the findings and recommendations of the staff audit report dated March 23, 1992.

The recommendations of the April 9, 1992 Audit Advisory Committee shown above were unanimously approved.

PUBLIC COMMENT

Dennis Cavanaugh said he is trying to find a way for citizens to participate in the transit planning process. Commenting on the Legislative Audit Report, he said there is no reason to delay, and recommended that the management audit be done immediately. An operations audit should also be done to determine how effectively these areas are managed. He is not convinced that more money is the only solution and asked what improvements were realized as a result of the \$365,000 expenditure for security. Those projects are not usually tracked to determine how effective they have been. In auditing prior years' capital expenditures, it is clear that they did not improve ridership. The board should also examine cost/ridership effectiveness of the "Vision for Transit." No new park-and-ride facilities should be constructed until a cost benefit analysis is complete and the payback is determined. He would like to see such an analysis, in addition to the comprehensive operations analysis.

Franklin said she is happy that private citizens express interest and asked staff to respond. Andrews said staff is reviewing the questions that Cavanaugh addressed and plans to request approval to issue a Request for Proposal at the next meeting of the Administration and Finance Committee.

OTHER BUSINESS

Franklin said sometime ago members asked for a report on whether it is legally permissible for MTC's commissioners to be included in the health insurance plan. Andrews said MTC has since rescinded its action to pay for the insurance. Current legislation is explicit that members may receive only per diem and expenses. In some other organizations, such as the Metropolitan Council, members can participate in the plan at their own expense. Auld added that the MTC took action to rescind the original action. Franklin said the RTB should have a report; MTC is presumably billing those commissioners and collecting the premiums.

There being no other business, Feess moved and Scheel seconded that the meeting be adjourned. The motion carried unanimously and the meeting was adjourned at 5:30 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 April 13, 1992.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved this fourth day of May 1992.

Handout 5/4/92

## REGIONAL TRANSIT BOARD

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

**DATE:** May 1, 1992  
**TO:** Chair and Members of the Regional Transit Board  
**FROM:** Howard Blin, Planning Manager *HB gnt*  
**SUBJECT:** Travlink Project

### SUMMARY

This memorandum provides an update on the Travlink automated vehicle location project. This item is for informational purposes only; no action is requested.

### BACKGROUND

The Travlink project is intended to test automatic vehicle location (AVL) technology on MTC buses. Satellite navigation systems would be used to allow a central dispatch center to pinpoint the location of buses along their routes. This could provide the following benefits:

- Improve On-Time Performance. Using automated systems to compare actual and scheduled running times, buses would be better able to keep on schedule.
- Increase the Effectiveness of Transit Supervision. By informing drivers of congested areas and possible detours, AVL systems may allow more effective transit supervision.
- Enhanced Security. AVL systems will allow the location of buses to be determined to within a few hundred feet. This will greatly improve the ability of police to respond to incidents on buses.
- Provide Real-Time Information to Passengers. This may be the most important benefit provided by AVL systems. If the precise location of buses is known, the exact time until the next bus arrives can be provided to passengers. Studies have shown that if passengers are certain of when a bus will arrive, the perceived wait time is greatly reduced. The Travlink demonstration project would provide real time transit information to transit hubs along I-394, and perhaps to passengers in downtown Minneapolis. U.S. West, Inc., through its Community Link program, would also provide this information to home computers connected to the system. If successful, this could be expanded to other transit hubs, and eventually the entire system.

**Travlink Project**  
**May 1, 1992**  
**Page 2**

The Travlink project is being developed jointly by the RTB, MTC, Mn/DOT and Metropolitan Council as part of Mn/DOT's Guidestar Intelligent Vehicle Highway System Program.

**DISCUSSION**

**Project Scope**

To test the various systems, an AVL demonstration would begin in 1993 using buses operating in the I-394 corridor. This initial project would demonstrate the feasibility of a system-wide implementation of AVL technology. The demonstration is estimated to cost \$1.4 million.

**Funding**

The agencies involved with Travlink have been seeking federal funding for the project. Over the past several months, discussions have been held with officials from the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regarding possible federal participation.

The RTB and Mn/DOT have also worked to secure local funding for the project. The RTB's Vision for Transit bonding program, authorized by the 1992 legislature, included \$2.8 million for IVHS projects related to transit. Some of this bonding was expected to fund the RTB's share of the Travlink project. Mn/DOT, through its Guidestar program, has also budgeted funds for Travlink.

With FTA Administrator Brian Clymer visiting the Twin Cities on May 4-6, 1992, the participating agencies are seeking a federal commitment to fund a share of the project. The tentative agreement, outlined in an attached letter to the FTA, would require the following funding shares:

FTA	-	\$500,000
RTB	-	500,000 (source: 1992 bonding authorization)
Mn/DOT	-	<u>400,000</u> (source: Guidestar funds provided by FHWA)
		\$1,400,000

In addition, U.S. West has committed \$280,000 in staff resources to the project in order to conduct market research on transmitting transit information to passengers.

**RECOMMENDATION**

This item is presented for informational purposes only. No action is requested at this time. Future board approval will be necessary to enter into formal funding agreements and to authorize bond sales.

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**Minnesota Guidestar**

*Shaping tomorrow's transportation systems today.*

April 28, 1992

Mr. Ron Fisher  
Federal Transit Administration  
400 - 7th Street SW  
Room 6102H, UTS-30  
Washington D. C. 20590

Dear Mr. Fisher:

Enclosed is the final draft of the statement of work for the Travlink project. The statement of work has been divided into two distinct categories - market research and operational application/evaluation. We anticipate contracting with two consultants and beginning work during the next month. The market research component was added after consultations with Mark Haselkorn from Seattle. The Transit Innovations Committee was impressed with the need to really reach the customer in order to obtain early input. Consequently, we added this important component.

The project will be designed to ultimately implement a region wide real-time transit information system utilizing automatic vehicle location devices and advanced communication systems. In order to prepare a workable, detailed system design, the consultant will design an operational application/evaluation which will begin early in calendar year 1993. The operational application/evaluation will include critical elements of the total design which need to be evaluated before full implementation. The consultant and the technical team will work together to define this test. Some element(s) of AVL and the real-time information system will be evaluated. The results of the evaluation will help prepare the final systems design for a full scale implementation. The full implementation will include approximately 1000 vehicles and be coordinated with a new strategy of customer service.

Funding for the market research and the operational application/evaluation for this project has been identified. The Regional Transit Board has received authorization from the Minnesota Legislature to bond for up to \$2,800,000 to fund IVHS related projects. Initially, \$500,000 has been identified for this project. Minnesota Guidestar has budgeted \$400,000 to promote this effort. In addition, US West has committed up to \$280,000 in staff resources to assist in the market research. Support from the FTA for the remaining \$500,000 is assumed for this phase of the project.

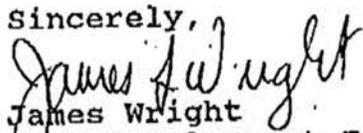


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Mr. Ron Fisher  
April 28, 1992  
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Please review the attached documents. The Travlink technical team wants to be sure that this project fits the administrations objectives as well as ours. The team is willing to answer any questions or respond to any concerns the administration may have. Changes either to this draft or to the consultants work program are also possible to reflect FTA goals. Thank you in advance for your consideration.

Sincerely,

  
James Wright  
IVHS Development Engineer

Attachment

cc: Joel Ettinger, Region 5, FTA  
Travlink Technical Team