



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

**Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
December 21, 1992
4 p.m.**

AGENDA

- A. CALL TO ORDER AND ROLL CALL**
- B. APPROVAL OF AGENDA**
- C. APPROVAL OF MINUTES**
 - 1. Administration and Finance Committee Meeting, November 16 & 23, 1992
 - 2. Regional Transit Board and Metropolitan Transit Commission Joint Meeting, December 4, 1992
- D. CHAIR'S REPORT**
 - 1. October Driver of the Month Award, Tom Crider, DARTS
 - 2. November Driver of the Month Award, Eric Blad, National Bus Company
- E. MEMBERS' REPORTS**
- F. EXECUTIVE DIRECTOR'S REPORT**
- G. ADVISORY COMMITTEE REPORTS**
 - 1. Transportation Accessibility Advisory Committee
- H. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE
(Ruth Franklin, Chair)**
 - 1. Financial Statements - October 1992
 - 2. 1993 Compensation and Benefits Package
 - 3. Metro Mobility 1993 Provider Contract

4. Metro Mobility Administrative Center 1993 Management Plan and Budget
5. Approval of "No-Pay" Policy for Police Officers
6. 1992 Metropolitan Transit Commission (MTC) Intermodal Surface Transportation Efficiency Act (ISTEA) Grant Application
7. MTC Federal Grant Application for Team Transit
8. 1993 Affirmative Action Plan
9. Amendment to Contract Between Minnesota Department of Transportation and Regional Transit Board to Fund the Metropolitan Area Rideshare Program, Resolution No. 92-08
10. Minnesota Department of Transportation Contract Amendment to Fund the Regional Transit Board's Transportation Demand Management (TDM) Program, Resolution No. 92-09

I. OTHER BUSINESS

J. PUBLIC COMMENT

Michael J. Ehrlichmann
Chair

mff
12/15/92



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 21, 1992**

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

OTHERS PRESENT: Michael Robertson, Larkin, Hoffman, Daly & Lindgren, Ltd.; Robert Mairs, Todd Paulson, Mike Christenson, Tom Weaver, Metropolitan Transit Commission (MTC); Mark Hoisser, DARTS, Chris Gran, Metro Mobility Administrative Center; Sara Brodt Lenz, Ebenezer Society; Jim Babcock, Human Services; Arnie Entzel, Amalgamated Transit Union; Gregory L. Andrews, Judy Hollander, Ed Kouneski, Dave Jacobson, Debra Nelles, Dale Ulrich, Randy Rosvold, Mary Fitzgerald, RTB staff

CALL TO ORDER AND ROLL CALL

The chair called the meeting to order at 5:22 p.m. and roll was taken.

APPROVAL OF AGENDA

Higgins moved and Sather seconded approval of the agenda. The motion carried unanimously.

APPROVAL OF MINUTES

Scheel moved and Campo seconded approval of the following minutes:

Administration and Finance Committee Meeting, November 16 and 23,
1992

Regional Transit Board and Metropolitan Transit Commission Joint
Meeting, December 4, 1992

The motion was unanimously approved.

CHAIR'S REPORT

Since the recipients were not present, the Driver of the Month awards for October and November will be presented at a later meeting.

REPORT OF THE TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE

Hilary said that the chair of the committee, Morgan Grant, had to leave but expressed to her his concerns on trip assurance, the doubling of fares and the service area.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Franklin reviewed the report of the December 14 committee meeting.

FINANCIAL STATEMENTS - OCTOBER 1992

Franklin moved and Sather seconded:

That the Regional Transit Board receive the October 1992 financial statements and direct that they be placed on file.

The motion was unanimously approved.

1993 COMPENSATION AND BENEFITS PACKAGE

Franklin moved and Feess seconded:

That the Regional Transit Board adopt the 1993 Compensation and Benefits Package.

The motion was unanimously approved.

METRO MOBILITY 1993 PROVIDER CONTRACT

Franklin moved and Feess seconded:

That the Regional Transit Board authorize the executive director to execute a Metro Mobility 1993 provider agreement for service to be rendered beginning January 1, 1993 for no more than a 12-month period, pending proposed restructuring activities.

Hollander that there have been some changes in the contract and referred to the December 21, 1992 staff report that was distributed before the meeting.

After discussion, Franklin amended her motion to approve the staff recommendation as amended to be consistent with the December 21 staff report; the seconder accepted the friendly amendment.

That the Regional Transit Board authorize the executive director to execute a Metro Mobility 1993 provider agreement for service to be rendered beginning January 1, 1993 for no more than a 12-month period, pending proposed restructuring activities. The contract will include those revisions described in the staff report dated December 21, 1992.

Higgins said he cannot approve the motion without definition of "volume trip" included in the contract. Ehrlichmann said historically the reference is to a destination of a certain number of trips on any given day for a certain length of time. Courage Center or major senior care facilities are examples of such locations. Hollander said that because of the way the system is structured, the definition cannot be precise. Staff plans to address the

issue by freezing the volume trips and attaching a list of locations to each provider's contract. Hollander said that with a large volume of trips, there are not many opportunities to attain economy of scale. Staff explored eliminating volume trips, but the cost would be \$100,000 per month.

Hilary said there are implications for other social issues. Senior day care ultimately saves the taxpayers money because older people are not forced into nursing homes.

Responding to Higgins' questions, Gran said MMAC reviews at the previous four weeks of ride locations and identifies frequently listed addresses.

Franklin said she voted against the contract at the committee meeting and has had discussions about it since then. There are some things she dislikes, particularly since the Trip Assurance Program will not be restored in the outer areas, but the majority of riders live in the core areas. While she acknowledged the providers' concerns, they are the only group getting an increase in 1993. She will support the recommendations because there is no other option. Feess agreed and said the amendment must fit into the framework. Ehrlichmann said he would support a motion to reinstate full Trip Assurance, eliminate volume trips and extend hours of operation to the full Transit Taxing Area, expend the funds until they are gone, and wait to see what the Legislature does.

Hunt said staff has done its best to develop a logical alternative but without a substitute, it is incumbent upon the members to follow the staff recommendation. Higgins said there will have to be a slight revision and he asked the definition of what constitutes "volume" be included in order to develop a valid contract. In that case he will withdraw his objection. Hollander said she will communicate with the attorney and include a definition in the contracts.

Scheel said providers are also at risk because of their investment in capital equipment and drivers. They could be ruined. The motion was approved (Scheel voted no).

METRO MOBILITY ADMINISTRATIVE CENTER 1993 MANAGEMENT PLAN AND BUDGET

Franklin moved and Workman seconded:

That the Regional Transit Board authorize the executive director to enter into a contract with the Metropolitan Transit Commission for calendar year 1993 in an amount not to exceed \$753,628 for the operation of the Metro Mobility Administrative Center as proposed in the 1993 Management Plan and Budget.

The motion carried unanimously.

APPROVAL OF "NO-PAY" POLICY FOR POLICE OFFICERS

Franklin moved and Caranicas seconded:

That the Regional Transit Board approve the Metropolitan Transit Commission request to allow all police officers to ride buses free throughout the regular route service area.

The motion carried unanimously.

**1992 METROPOLITAN TRANSIT COMMISSION (MTC) INTERMODAL SURFACE
TRANSPORTATION EFFICIENCY ACT (ISTEA) GRANT APPLICATION**

Franklin moved and Feess seconded:

That the Regional Transit Board approve the MTC's grant application with the Federal Transit Administration for 1992 Intermodal surface Transportation Efficiency Act funding.

The motion carried unanimously.

MTC FEDERAL GRANT APPLICATION FOR TEAM TRANSIT

Franklin moved and Sather seconded:

That the Regional Transit Board approve the grant application from the Metropolitan Transit Commission to the Federal Transit Administration for federal funding for the Team Transit program.

Hunt said the MTC should be commended because this is the kind of innovation people are looking for--finding new ways to use resources. The motion carried unanimously.

1993 AFFIRMATIVE ACTION PLAN

Franklin moved and Sather seconded:

That the Regional Transit Board approve the 1993 Regional Transit Board's Affirmative Action Plan for submission to the Minnesota Department of Employee Relations.

The motion carried unanimously.

**AMENDMENT TO CONTRACT BETWEEN MINNESOTA DEPARTMENT OF
TRANSPORTATION AND REGIONAL TRANSIT BOARD TO FUND THE METROPOLITAN
AREA RIDESHARE PROGRAM, RESOLUTION NO. 92-08**

Franklin moved and Scheel seconded:

That the Regional Transit Board approve Resolution No. 92-08, authorizing the executive director to execute an amendment to the current 1992 contract with the Minnesota Department of Transportation for the purpose of carrying over unspent Federal Surface Transportation Program funds to be used for funding expenses associated with the first nine months of the 1993 Rideshare Program and increase the federal obligation for the Rideshare program from \$482,281 to \$578,400.

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

**MINNESOTA DEPARTMENT OF TRANSPORTATION CONTRACT AMENDMENT TO FUND
THE REGIONAL TRANSIT BOARD'S TRANSPORTATION DEMAND MANAGEMENT (TDM)
PROGRAM, RESOLUTION NO. 92-09**

Franklin moved and Caranicas seconded:

That the Regional Transit Board approve Resolution No. 92-09, authorizing the executive director to execute an amendment to the current 1992 contract with the Minnesota Department of Transportation for the purpose of carrying over unspent Federal Surface Transportation Program funds to be used for funding expenses associated with the first nine months of the 1993 Transportation Demand Management program.

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

OTHER BUSINESS

Mark Hoisser, Executive Director of DARTS, said DARTS cannot sign the 1993 Metro Mobility contract because they cannot gear up again for trip assurance. Also, the definition of "volume trips" is troublesome because in some cases the trips might originate in five different communities. There will be a negative impact on exurban service and their riders. Jim Babcock of Human Services said it is important to define "volume" because it appears to be arbitrary; no one understands it. Providers have to be very careful about signing a contract that requires them to hire and train drivers. Ehrlichmann said Metro Mobility is legally required to provide those rides. Babcock suggested waiting until restructuring is complete. No business would retool for a program that will change after a few months. The Trip Assurance program takes away the providers' ability to control costs. They would rather accept the new increase than reinstate the Trip Assurance program. The \$450,000 savings could be used to hire someone to provide those trips if someone could be found who is willing to do it.

There being no other business, Workman moved and Campo seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:40 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 21, 1992.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the Regional Transit Board on this nineteenth day of January 1993.



REGIONAL TRANSIT BOARD

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

REPORT OF THE TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE

At its meeting of December 9, 1992, the Transportation Accessibility Advisory Committee (TAAC) approved the following recommendation:

Regular Route Subcommittee Report

That TAAC accept the recommendations of the Regular Route Subcommittee about bus accessibility specification for future purchases and pass these recommendations onto the Regional Transit Board. The recommendations are:

Lift-features-

The end gate of the lift platform presently is too high. With elevated foot rests of some wheelchairs being 8" to 10" off the ground, the end gate needs to be lowered to a maximum height of 8".

Minimum ADA requirements of the lift platform is 48" by 36"; greater width is preferable.

A colored floor stripe molded into the floor is preferable over the painted floor stripes which have a tendency to wear off.

A non-skid surface on the lift platform should be used to reduce slipping.

Securement-

The rear restraining strap on the wall side of the bus needs to be extended one foot (1') to allow drivers greater ease in securing wheelchairs, to minimize driver/rider body contact.

Present harnesses allow too much wheelchair "play"; up to 3". "Play" up to 2" is acceptable.

Bus Signage-

Put schedules of routes on the interior and exterior of bus shelters. Occasionally a wheelchair cannot maneuver into an occupied shelter to read the schedule.

Other-

The radiant heat activating button is too high to reach in some shelters.

Use shorter benches at shelters to allow wheelchairs to wheel into and maneuver in the shelter. Presently shelters have full length benches; half the length is preferred.

Morgan Grant, Chair

12/16/92

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 12/21/92

Member Name	Present	Vote							
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ISSUE									
				Res. 92-08				Res. 92-09	
Mike Ehrlichmann	✓			M				M	
Maryann Campo	✓			M				M	
Doris Caranicas	✓			M				M	
Sharon Feess	✓			M				M	
Ruth Franklin	✓			M				M	
Val M. Higgins	✓			M				M	
Sandra Hilary	✓			M				M	
Ruby Hunt	✓			M				M	
Tom Sather	✓			M				M	
Don Scheel		✓		M				M	
Tom Workman	✓			M				M	

Visitors

MTC - Maier Palan Mike C
 Entz Wein
 Bentley
 Hoisser
 Sam Bradt Jay
 mff C. Gran, M N A C

Staff

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 Ji Inelles
 du rr. aka

REGIONAL TRANSIT BOARD

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

DATE: December 21, 1992
TO: Chair and Members of the Regional Transit Board
FROM: Dave Jacobson, Senior Project Administrator 
SUBJECT: Update of 1993 Metro Mobility Contract Negotiations

DISCUSSION

Following the December 14, 1992 A & F committee, further discussions occurred between the existing Metro Mobility providers and the Regional Transit Board (RTB) staff. At the A & F meeting, the staff report included four issues of concern to existing providers. They were:

- Extended hours of weekday operation within the two city cores and first ring suburbs to be comparable with the existing regular route service. This translates to 5:00 am to 1:00 am in the cities of Minneapolis, St. Paul, Columbia Heights, Robinsdale, St. Louis Park, West St. Paul, and South St. Paul.
- Definition of volume trips. Currently, the contract identifies two types of volume destinations. When a destination meets the identified criteria for a destination location, the Metro Mobility Administrative Center (MMAC) places that location on the list of volume locations and then all trips which fall into that definition, are charged at the volume rate. This may occur at any time throughout the year.
- Minimize trip denials. The Trip Assurance Program (TAP) was suspended for financial reasons. However, due to fare increases and drops in ridership on the program, it is projected that there will be a \$450,000 surplus at the end of the current biennium. Because of the newly implemented ADA law, and the passage of the January, 1992 *Americans with Disabilities Act Paratransit Plan for the Twin Cities Metropolitan Area*, the RTB is obligated to minimize trip denials.
- Funding. In order to perform these additional tasks, the providers were offered an additional \$.45 per category per trip.

After discussions with the providers about these issues, staff is now proposing to drop the extended hours of operation and freeze the volume trip list for 1993 as of December 15, 1992. However, staff continues to recommend reinstating the Trip Assurance Program because of ADA requirements.

The Metro Mobility contract recommendation from the December 1992 A & F committee remains the same with the exception of these identified modifications.



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of December 14, 1992, The Administration and Finance Committee approved the following recommendations:

FINANCIAL STATEMENTS - OCTOBER 1992

That the Regional Transit Board receive the October 1992 financial statements and direct that they be placed on file.

1993 COMPENSATION AND BENEFITS PACKAGE

That the Regional Transit Board adopt the 1993 Compensation and Benefits Package.

METRO MOBILITY 1993 PROVIDER CONTRACT

That the Regional Transit Board authorize the executive director to execute a Metro Mobility 1993 provider agreement for service to be rendered beginning January 1, 1993 for no more than a 12-month period, pending proposed restructuring activities.

METRO MOBILITY ADMINISTRATIVE CENTER 1993 MANAGEMENT PLAN AND BUDGET

That the Regional Transit Board authorize the executive director to enter into a contract with the Metropolitan Transit Commission for calendar year 1993 in an amount not to exceed \$753,628 for the operation of the Metro Mobility Administrative Center as proposed in the 1993 Management Plan and Budget.

APPROVAL OF "NO-PAY" POLICY FOR POLICE OFFICERS

That the Regional Transit Board approve the Metropolitan Transit Commission request to allow all police officers to ride buses free throughout the regular route service area.

1992 METROPOLITAN TRANSIT COMMISSION (MTC) INTERMODAL SURFACE TRANSPORTATION EFFICIENCY ACT (ISTEA) GRANT APPLICATION

That the Regional Transit Board approve the MTC's grant application with the Federal Transit Administration for 1992 Intermodal surface Transportation Efficiency Act funding.

MTC FEDERAL GRANT APPLICATION FOR TEAM TRANSIT

That the Regional Transit Board approve the grant application from the Metropolitan Transit Commission to the Federal Transit Administration for federal funding for the Team Transit program.

1993 AFFIRMATIVE ACTION PLAN

That the Regional Transit Board approve the 1993 Regional Transit Board's Affirmative Action Plan for submission to the Minnesota Department of Employee Relations.

AMENDMENT TO CONTRACT BETWEEN MINNESOTA DEPARTMENT OF TRANSPORTATION AND REGIONAL TRANSIT BOARD TO FUND THE METROPOLITAN AREA RIDESHARE PROGRAM, RESOLUTION NO. 92-08

That the Regional Transit Board approve Resolution No. 92-08, authorizing the executive director to execute an amendment to the current 1992 contract with the Minnesota Department of Transportation for the purpose of carrying over unspent Federal Surface Transportation Program funds to be used for funding expenses associated with the first nine months of the 1993 Rideshare Program and increase the federal obligation for the Rideshare program from \$482,281 to \$578,400.

MINNESOTA DEPARTMENT OF TRANSPORTATION CONTRACT AMENDMENT TO FUND THE REGIONAL TRANSIT BOARD'S TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM, RESOLUTION NO. 92-09

That the Regional Transit Board approve Resolution No. 92-09, authorizing the executive director to execute an amendment to the current 1992 contract with the Minnesota Department of Transportation for the purpose of carrying over unspent Federal Surface Transportation Program funds to be used for funding expenses associated with the first nine months of the 1993 Transportation Demand Management program.

OTHER BUSINESS

The committee was given a presentation on the MTC Policy operations.

Ruth Franklin
Chair

mff
12/15/92

Handout 12/21
board

REGIONAL TRANSIT BOARD

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

DATE: December 21, 1992
TO: Chair and Members of the Regional Transit Board
FROM: Dave Jacobson, Senior Project Administrator 
SUBJECT: Update of 1993 Metro Mobility Contract Negotiations

DISCUSSION

Following the December 14, 1992 A & F committee, further discussions occurred between the existing Metro Mobility providers and the Regional Transit Board (RTB) staff. At the A & F meeting, the staff report included four issues of concern to existing providers. They were:

- Extended hours of weekday operation within the two city cores and first ring suburbs to be comparable with the existing regular route service. This translates to 5:00 am to 1:00 am in the cities of Minneapolis, St. Paul, Columbia Heights, Robinsdale, St. Louis Park, West St. Paul, and South St. Paul.
- Definition of volume trips. Currently, the contract identifies two types of volume destinations. When a destination meets the identified criteria for a destination location, the Metro Mobility Administrative Center (MMAC) places that location on the list of volume locations and then all trips which fall into that definition, are charged at the volume rate. This may occur at any time throughout the year.
- Minimize trip denials. The Trip Assurance Program (TAP) was suspended for financial reasons. However, due to fare increases and drops in ridership on the program, it is projected that there will be a \$450,000 surplus at the end of the current biennium. Because of the newly implemented ADA law, and the passage of the January, 1992 *Americans with Disabilities Act Paratransit Plan for the Twin Cities Metropolitan Area*, the RTB is obligated to minimize trip denials.
- Funding. In order to perform these additional tasks, the providers were offered an additional \$.45 per category per trip.

After discussions with the providers about these issues, staff is now proposing to drop the extended hours of operation and freeze the volume trip list for 1993 as of December 15, 1992. However, staff continues to recommend reinstating the Trip Assurance Program because of ADA requirements.

The Metro Mobility contract recommendation from the December 1992 A & F committee remains the same with the exception of these identified modifications.



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
November 16, 1992
(reconvened November 23, 1992)

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

OTHERS PRESENT: Maryann Campo, Ruby Hunt, RTB Members; George Bentley and Beverley Miller, Minnesota Valley Transit Authority; Mike Christenson, Bev Auld, Tom Johnson, Tom Weaver, Leonard Oppenheimer, Metropolitan Transit Commission (MTC); Gregory L. Andrews, Judy Hollander, Edward Kouneski, Howard Blin, Suzanne Hanson, Len Simich, Paul Moline, Mary Fitzgerald, RTB staff

CALL TO ORDER AND ROLL CALL

On November 16, 1992 the chair called the meeting to order at 5:10 p.m. and roll was taken.

APPROVAL OF METROPOLITAN TRANSIT COMMISSION 1993 BUDGET

Material for the meeting had not been delivered to members. Therefore, members agreed to recess the meeting and reconvene on November 23, 1992, following the Policy Committee meeting scheduled for that day. Feess so moved and Caranicas seconded the motion. The motion was unanimously approved.

The meeting was recessed at 5:15 p.m. On November 23 the meeting was reconvened at 5:30 p.m.

Bev Auld used slides to present an overview of the MTC budget. Ehrlichmann asked if the MTC has any "Domestic Content" clauses that pertain to its purchases. Auld said MTC operates on the federal standard. Ehrlichmann said that Los Angeles raised its requirement to 70 percent and suggested that RTB and MTC consider adopting a similar policy. Hunt said the concept is good, but a few years ago the Region purchased American buses that were a fiasco. There was discussion of full-time, temporary positions funded with capital funds.

Kouneski presented the staff report, dated November 13, noting that the definition of what constitutes an adequate combined fund balance for the two agencies is a major issue. Regarding MTC membership on RTB's Providers Advisory Committee, Kouneski said MTC is not represented on the committee because, as a public entity, it has broader responsibilities than the private providers.

Kouneski said staff is recommending that item 1.e. be removed from the recommendations. In addition, removal of Items 1.d, 1.f., and 1.h. should be considered, which would require that revisiting the issue of the fund balance.

Franklin asked what the total effect will be if RTB does not raise fares, lets the opt-out revenue remain in the MTC budget, and allows the MTC to fall below the 35-percent farebox recovery standard. Kouneski said the financial impact it would be \$2.3 million for 1993, \$1.1 million from opt-out and \$1.2 million to replace the shortfall between their request for RTB subsidy and what is available. The RTB's ending fund balance for 1993 would be reduced by that amount, dropping from the current projection of \$3.5 million to \$1.2 million.

With regard to the opt-out contracts, Kouneski said his impression is that there is approximately \$500,000 in 1992 savings that have not been programmed as carryover to 1993. If that is the case, the \$1.2 million would really go to \$1.7 million. Actual expenditures from the opt-outs are coming in at \$500,000 under budget.

Scheel said the fund balance is unreasonable and he cannot support the additional \$1.2 million beyond the \$1.1 million for the opt-outs. Sather said he will not support revisiting the fund balance policy. For an agency like this, a three-percent fund balance is ridiculous. Hunt asked what role, if any, the Legislature can play in this. If the budget is not funded sufficiently so that MTC can maintain the current level of service, the response of the Legislature and the public will be very negative. It would be helpful to sound out the new legislative chairs. She suggested that the MTC and RTB chairs and executive directors meet with the leadership. The impact on the riding public could be very detrimental. Franklin said the whole concept is that the agencies will go together to seek more money, but the budget should be prepared on the assumption that we will not get it. MTC must figure out where to economize and be prepared. Campo agreed with Franklin's comments on achieving a balanced budget. RTB has asked repeatedly for information on how to realize economies. Legislators would be very impressed to see that something has been done.

Campo said the farebox recovery is actually less than the 35-percent calculated by MTC. At a time of tight budgets Legislators might be concerned about a farebox recovery rate of only 28 percent. She asked the committee to look at its policies on farebox recovery and encourage favorable management of taxpayers' money.

In view of the hour and since the issues will receive continued consideration at the December 7 meeting, Scheel said he would move the staff recommendations. Sather seconded:

That the Regional Transit Board:

1. Approve the MTC's operating budget for 1993 with \$65,201,763 total in subsidy, apportioned as follows:
 - \$63,395,424 to operate 28,734,066 miles of fixed route service in conformance with existing RTB policies and service design guidelines;
 - \$614,928 of same level funding for TDM/Rideshare activities to be arranged under a separate contract with the RTB;

- \$760,751 of same level funding for the Metro Mobility administrative function, under a separate contract; and
- \$430,660 of Jobseekers subsidy, previously approved by the board.
- The approval of the operating subsidy is contingent on the MTC acting to:
 - a. Implement I-394 service on schedule at the service levels planned.
 - b. Follow the existing process for review of any new, restructured, or special event service by the RTB's Providers Advisory Committee prior to service implementation.
 - c. Submit its marketing plan to the RTB's Marketing Advisory Committee for input.
 - d. Plan for the fare increase to be implemented no later than July 1, 1993.
 - e. Remove the capital portion from contract revenues for the opt-out programs effective January 1, 1993.
 - f. Resubmit a balanced budget to the RTB, with expenses and revenues adjusted accordingly.
 - g. Present a list of contingency options, with the associated savings, that could be enacted in the event that new federal funding is not acquired and/or the labor settlement effects significant costs.
 - h. Maintain a 35-percent farebox recovery ratio.
- 2. Approve a 1993 MTC capital budget consisting of \$52,548,904 in authorizations for new and amended capital projects, bringing total authorization for active capital projects to \$81,415,002; and 1993 disbursements of \$26,616,000.

The capital budget assumes the sale of a minimum of \$13 million in bonds during 1993 and is approved with the following conditions:

- a. Revise the estimates of local bonding needs for future years based on available Intermodal Surface Transportation Efficiency Act (ISTEA) funding of \$5-6 million annually.
- b. Provide additional details for the proposed transit hub and Team Transit projects.

- c. Explore revisions in the fleet replacement plan to take advantage of federal policy changes, accelerating bus purchases to add accessible vehicles in service.
3. Approve a debt service budget of \$3,060,000.
4. Arrange to receive quarterly reports on MTC financial and operating performance for review and discussion, with topics including progress on implementing recommendations from the comprehensive operational analysis (COA) and the management performance audit.

The chair clarified that the mover and seconder are moving approval of the original recommendations. Staff is recommending that Item 1.e. be removed. Franklin noted that the opt-outs stand to lose \$1.1 million and that staff will replenish it when resources become available. She asked what the impact will be if efforts at the Legislature are unsuccessful. Kouneski said the money simply will not be there. Franklin said that is not consistent with what the board said before. In this case the board is reversing itself by saying it should change the original recommendation so that in the end the opt-outs will suffer.

Andrews said some of the money may come from the unanticipated savings. Miller said RTB adopted a policy of excluding capital costs in the opt-out contracts. The opt-outs spent a lot of time separating these costs. The public should be made aware of this and this committee should research the information and make certain RTB does not pay the \$1.1 million twice.

Christenson said it is clear that MTC staff understood that the 1993 date pertained to their contracts. In fact, with the renewal of the contracts the new allocation will kick in. There was no bad faith, merely a misunderstanding. Through good staff work and at the request of the RTB, MTC is proposing a budget that increases mileage by seven percent, which is mostly service to the Mall of America. It is important that the new incentives work and improve the peak-to-base ratio. There is nothing in the budget that can be construed as fat. In the past MTC was too timid about its needs and this request is very modest. There are some serious service needs that have to be met. Most non-union employees have not had a salary increase since January 1, 1991. People who phone in complain that they are on hold too long and four new positions in the Transit Information Center (TIC) would alleviate that situation.

Scheel said he does not question the numbers, but the fact is we cannot continue this way. A fund balance of \$1.2 is inadequate and he is not optimistic about the level of funding the Legislature will provide. There is nothing in the budget to cover the current labor contract arbitration. Hollander said it is recognition of these kinds of issues that prompted the meeting to reach a compromise. This solution is less than perfect, but the MTCs situation is of great concern. Staff worked very hard to find trade-offs.

Franklin said the questions should have been clarified earlier. She can see where the opt-outs are making cuts, but sees nothing on the part of MTC. Therefore, she would not favor removing Item 1.e. Bentley asked that someone call him and explain why and how this situation developed.

Scheel withdrew his motion and asked that the issue be tabled until the December board meeting. Sather agreed. The motion was unanimously approved.

Entzel responded to the remark that everyone except MTC took a step back. MTC came in with a budget that was further back than it should have been. Now they are trying to fund what they are trying to accomplish. He agreed that the labor contract figures should have been included, but he believes that MTC made its cuts before they came to the board; they should left them in for bargaining power.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Administrative and Finance Committee meeting of November 16 and November 23, 1992.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the Regional Transit Board on this twenty-first day of December 1992.



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

**Minutes of the Joint Meeting of the
REGIONAL TRANSIT BOARD AND
METROPOLITAN TRANSIT COMMISSION
December 4, 1992**

MEMBERS PRESENT: RTB Members: Michael J. Ehrlichmann, Maryann Campo, Sharon Feess, Ruth Franklin, Val Higgins, Sandra Hilary, Ruby Hunt, Tom Sather, Don Scheel, Tom Workman; Staff: Gregory L. Andrews, Judy Hollander, Sherry Munyon, Mary Fitzgerald; MTC Members: Robert Mairs, Allyson Hartle, Todd Paulson; Staff: Mike Christenson, Tom Johnson, Beverly Auld and Thomas Weaver

MEMBERS EXCUSED: Doris Caranicas, Sandra Hilary, Ruby Hunt, Tom Workman, Christine Dean, Frank Snowdon

OTHERS PRESENT: John Elam, Maple Grove; Diane Harberts, Southwest Metro Transit Commission

A joint meeting between the Regional Transit Board and the Metropolitan Transit Commission was held at the Metro 94 offices. The meeting was called to order at 1:40 p.m. The members and staff discussed outstanding organizational issues between the two agencies and the 1993 MTC financial situation.

No action taken and the meeting adjourned at 5 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the joint meeting of the Regional Transit Board and Metropolitan Transit Commission on December 4, 1992.

Respectfully submitted,

Mary Fitzgerald
Acting Secretary

Approved by the Regional Transit Board on this twenty-first day of December 1992.

Handout 12/14

REGIONAL TRANSIT BOARD

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

DATE: December 14, 1992
TO: Chair and Members of the Administration and Finance Committee
FROM: Len Simich, Senior Project Manager
SUBJECT: Contract Amendment and Resolution with the Minnesota Department of Transportation for Federal Participation in the 1993 Rideshare and TDM Programs.

SUMMARY

Action in the form of a resolution is being requested to authorize the Executive Director of the Regional Transit Board (RTB) to amend the current 1992 contract with the Minnesota Department of Transportation (MN/DOT) for the purpose of carrying over unspent Federal Surface Transportation Program (STP) funds be used to fund expenses associated with the first nine months of the RTB's 1993 Rideshare and Travel Demand Management (TDM) programs.

BACKGROUND

Last week (December 7, 1992) the RTB approved an operating and capital budget with the Metropolitan Transit Commission (MTC) which included a budget of \$614,928 for the 1993 Rideshare Program. The 1993 Management Plan and Budget is scheduled to be brought to the Board early next month. Also, on July 30, 1992, the Board approved funding for six TDM programs totaling approximately \$150,000 to be conducted through the remainder of 1992 and into 1993. To date, all six projects have been initiated and approximately 30% of the authorized funding has been used.

Because federal STP funding for these programs did not become available until late in 1992, the RTB was unable to use all the funding authorized from MN/DOT for the Rideshare and TDM Programs. It is estimated that there will be a total of \$360,000 remaining (from a total STP budget of \$482,281) for the Rideshare Program, and \$90,000 remaining (from a total STP budget of \$120,000) for the six TDM projects.

With this amendment, MN/DOT has agreed to increase the federal obligation from \$482,281 to \$578,400 for the Rideshare Program. It is projected that the application process for STP funding will begin by March with funding available October 1, 1993. It is staff's intention to apply for the remaining 1993 Rideshare and TDM program funding at that time (eligible STP funding equals 80% of total program costs).

RECOMMENDATION

That the Regional Transit Board authorize its Executive Director to amend the current 1992 contracts with the Minnesota Department of Transportation for the purpose of carrying over unspent Federal Surface Transportation Program funds to be used for funding expenses associated with the first nine months of the 1993 Rideshare and TDM programs. Also with this amendment, MN/DOT has agreed to increase the federal obligation for the Rideshare program from \$482,281 to \$578,400.

Resolution

Be it is resolved that the Regional Transit Board amend contract number 69480 and 69481 with the State Department of Transportation through September 30, 1993 to implement and further develop the rideshare and travel demand management programs in the metropolitan area. Be it further resolved that authorization to execute the aforementioned Contracts and any amendments thereto is hereby given to Gregory L. Andrews, the Executive Director of the Regional Transit Board. Be it further resolved that the executive director is hereby authorized to execute requests for reimbursement from the Minnesota Department of Transportation.



REGIONAL TRANSIT BOARD

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

RESOLUTION 92-08

AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR FEDERAL FUNDING PARTICIPATION IN THE METROPOLITAN AREA RIDESHARE PROGRAM

Resolved that the Regional Transit Board (hereinafter referred to as "RTB") amend Agreement 69480 with the State of Minnesota, Department of Transportation (hereinafter referred to as "Mn/DOT), for the establishment and implementation of a rideshare program (hereinafter referred to as "Rideshare") in the metropolitan area.

WHEREAS, the Regional Transit Board has included Rideshare as a program element in its 1993 work program; and

WHEREAS, the Metropolitan Council has included Surface Transportation Program (STP) funding for a Rideshare program in its approved 1993 Transportation Improvement Program; and

WHEREAS, the Commissioner of Transportation, under Minnesota Statutes 161.36, may act as an agent for any governmental subdivision of the State of Minnesota in accepting federal aid on its behalf; and

WHEREAS, the Regional Transit Board wishes to utilize available federal aid participation to fund a Rideshare program in the metropolitan area.

NOW THEREFORE BE IT RESOLVED:

1. That the estimated cost of the proposed project is \$614,928. Federal reimbursement shall not exceed \$578,400.
2. That the Regional Transit Board authorize the executive director to amend the aforementioned Contract and any amendments thereto. Further resolved that the executive director is hereby authorized to execute requests for reimbursement from the Minnesota Department of Transportation.

Adopted this _____ day of December 1992

Michael J. Ehrlichmann, Chair

Mary Fitzgerald, Secretary



REGIONAL TRANSIT BOARD

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

RESOLUTION 92-09

AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR FEDERAL FUNDING PARTICIPATION IN ITS TRAVEL DEMAND MANAGEMENT PROGRAM

Resolved that the Regional Transit Board (hereinafter referred to as "RTB") amend Agreement 69481 with the State of Minnesota, Department of Transportation (hereinafter referred to as "Mn/DOT"), for the establishment and implementation of travel demand management programs (hereinafter referred to as "TDM") in the metropolitan area.

WHEREAS, the Regional Transit Board has included TDM as a program element in its 1993 work program; and

WHEREAS, the Metropolitan Council has included Surface Transportation Program (STP) funding for TDM programs in its approved 1993 Transportation Improvement Program; and

WHEREAS, the Commissioner of Transportation, under Minnesota Statutes 161.36, may act as an agent for any governmental subdivision of the State of Minnesota in accepting federal aid on its behalf; and

WHEREAS, the Regional Transit Board wishes to utilize available federal aid participation to fund TDM programs in the metropolitan area.

NOW THEREFORE BE IT RESOLVED:

1. That the estimated cost of the proposed project is \$150,000. Federal reimbursement shall not exceed \$120,000. Of said amount, it is anticipated that 80 percent of the costs are to be paid from funds made available by the FHWA by way of federal aid and that the remaining 20 percent is to be paid by the RTB.
2. That the Regional Transit Board authorize the executive director to amend the aforementioned Contract and any amendments thereto. Further resolved that the executive director is hereby authorized to execute requests for reimbursement from the Minnesota Department of Transportation.

Adopted this _____ day of December 1992

Michael J. Ehrlichmann, Chair

Mary Fitzgerald, Secretary