



Minnesota Regional Transit  
Board: Records.

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

**Meeting of the  
REGIONAL TRANSIT BOARD**  
Mears Park Centre Chambers  
Monday, February 1, 1993  
4 p.m.

**AMENDED AGENDA**

- A. CALL TO ORDER AND ROLL CALL**
- B. APPROVAL OF AGENDA**
- C. APPROVAL OF MINUTES:**
  - 1. Regional Transit Board Meeting, December 7, 1992
  - 2. Regional Transit Board Meeting, December 28, 1992
  - 3. Regional Transit Board Meeting, January 4, 1993
  - 4. Administration and Finance Committee Meeting, January 11, 1993
- D. CHAIR'S REPORT**
  - 1. Legislative Meetings
- E. MEMBERS' REPORTS**
- F. EXECUTIVE DIRECTOR'S REPORT**
- G. REPORT OF THE LOCAL OFFICIALS ADVISORY COMMITTEE**  
Carol Johnson, Chair
- H. REPORT OF THE POLICY COMMITTEE**  
Val Higgins, Vice Chair
  - 1. Authorization to Issue Request for Proposal (RFP) for Metro Mobility Program
  - 2. Approval of Updated Americans with Disabilities Transit Plan
  - 3. Authorization for Public Hearings on Preliminary Recommendations for High Subsidy Routes: Metropolitan Transit Commission (MTC) St. Paul Route 35C, MTC St. Paul Route 35H, MTC St. Paul Route 35FN
  - 4. Approval of Final Recommendations for High Subsidy Routes: MTC Minneapolis Route 35P, MTC Minneapolis Route 26 Saturday, and Western Suburbs Route 55 Saturday
  - 5. Approval of Legislative Initiative to Create an MTC Law Enforcement Agency
- I. REPORT OF THE TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE**  
Morgan Grant, Chair
- J. OTHER BUSINESS and PUBLIC COMMENT**

**John H. Riley**  
Chairman

2/1/93  
mff

Quorum

M. C. ~~by~~ by 4:15  
has to leave early

—  
Dair - yes (3)

Sharon

Ruth (4)

Val — yes (5)

Tom - yes (2)

Chair yes (1)



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  
Monday, February 1, 1993  
4 p.m.

**AGENDA**

- A. CALL TO ORDER AND ROLL CALL**
- B. APPROVAL OF AGENDA**
- C. APPROVAL OF MINUTES:**
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  - 4. Administration and Finance Committee Meeting, January 11, 1993
- D. CHAIR'S REPORT**
- E. MEMBERS' REPORTS**
- F. EXECUTIVE DIRECTOR'S REPORT**
- G. REPORT OF THE POLICY COMMITTEE**  
Val Higgins, Vice Chair
  - 1. Authorization to Issue Request for Proposal (RFP) for Metro Mobility Program (The draft RFP will be revised after the TAAC meeting of January 26 and mailed separately.)
  - 2. Approval of Updated Americans with Disabilities Transit Plan
  - 3. Authorization for Public Hearings on Preliminary Recommendations for High Subsidy Routes: Metropolitan Transit Commission (MTC) St. Paul Route 35C, MTC St. Paul Route 35H, MTC St. Paul Route 35FN

4. Approval of Final Recommendations for High Subsidy Routes: MTC Minneapolis Route 35P, MTC Minneapolis Route 26 Saturday, and Western Suburbs Route 55 Saturday
5. Approval of Legislative Initiative to Create an MTC Law Enforcement Agency (Material will be mailed separately.)

**H. REPORT OF THE TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE**

Morgan Grant, Chair

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

Carol Johnson, Chair

**J. OTHER BUSINESS**

**K. PUBLIC COMMENT**

**John H. Riley**  
**Chairman**

1/26/93  
mff



**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  
February 1, 1993**

**MEMBERS PRESENT:** John H. Riley, Chair; Maryann Campo; Doris Caranicas; Sharon Feess; Ruth Franklin; Val Higgins; Tom Sather

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

**OTHERS PRESENT:** Carol Kummer, Metropolitan Council Liaison; Morgan Grant, Transportation Accessibility Advisory Committee; Lisa Raduenz; Chris Gran, Metro Mobility Administrative Center; Sara Brodt Lenz, Ebenezer Society; Allyson Hartle, Robert Mairs and Paul Wallace, Metropolitan Transit Commission; Mike Robertson, legal counsel; Mark Hoisser, DARTS; Arnie Entzel, Amalgamated Transit Union, Karen Lyons, Metropolitan Council; Sherry Munyon, Gregory L. Andrews, Judy Hollander, Dave Jacobson, Dale Ulrich, Howard Blin, Randy Rosvold, Barb Quade, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

The chair called the meeting to order at 4:25 p.m. and roll was taken.

**APPROVAL OF MINUTES**

Campo moved and Higgins seconded that her name be deleted from the second page of the January 4 board meeting minutes. The motion was unanimously approved. With that amendment, Campo moved and Feess seconded that the minutes of the following meetings be approved:

Regional Transit Board Meeting, December 7, 1992  
Regional Transit Board Meeting, December 28, 1992  
Regional Transit Board Meeting, January 4, 1993

The motion was unanimously approved.

Franklin moved and Campo seconded that the minutes of the Administration and Finance Committee meeting of January 11, 1993 be approved. The motion was unanimously approved.

**CHAIR'S REPORT**

This was Chairman Riley's first meeting and he spoke of his goals in this new position and the issues facing the board. The Regional Transit Board must devise a scheme for creating a dedicated fund for transit finance. Without it, there is no potential for growth. He discussed the history of the state's constitutional dedication of gas taxes, license fees, and the prohibition against imposition of any other taxes on automobiles, passed in the 1920s. This has had the effect of denying transit any source of funding outside the general fund. With the state facing large annual budget shortfalls, all General Fund

programs face potential reductions or, at best, no growth in funding. In Greater Minnesota many areas have no transit service.

The Regional Transit Board needs to be the expert on ridership projections and establish ground rules from the start in order to provide reliable projections on which to base service decisions.

In attempting to assign a priority to which people we serve, highest priority must be assigned to those who have no mobility option except for transit. The board must address the needs of the elderly, persons with disabilities and others who depend upon transit, and commit itself to completing the restructuring of Metro Mobility by the end of this year. The board must develop the maximum possible service within its budget constraints.

RTB will also have to look at the quality of suburban service. The problem of congestion cannot be tackled without providing incentives to use suburban transit. In working on the Governor's budget last year, Riley said it became clear to him that we must be very careful in allocating resources. The board has a great deal of power over how resources are used and the dollars that are available must be spent to deliver maximum service in the most efficient manner.

#### Legislative Meetings

Munyon distributed a memorandum, dated February 1, showing the legislative meetings and presentations made in January.

#### REPORT OF THE LOCAL OFFICIALS ADVISORY COMMITTEE

Munyon reviewed the resolution approved by the committee at its meeting on January 20. Caranicas moved and Campo seconded:

That the Regional Transit Board direct staff to forward the Local Officials Advisory Committee's resolution in support of dedicated transit funding to the Association of Metropolitan Municipalities with the request that it be distributed to all local units of government.

The motion was unanimously approved.

#### APPROVAL OF AGENDA

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

#### EXECUTIVE DIRECTOR'S REPORT

##### Impact of the Governor's Budget Recommendation

Andrews called upon Dale Ulrich to present his February 1 memorandum, which had been distributed immediately before the meeting.

The Governor's 1994-1995 Biennial Budget recommends restoration of state funding to the level of the 1992-1993 biennium, that is, canceling the five-percent reduction plan. Ulrich discussed the possible ramifications. No action was taken.

**REPORT OF THE POLICY COMMITTEE**

Committee Vice Chair Higgins presented the report of the committee's January 25 meeting.

**Authorization to Issue Request for Proposal for Metro Mobility Program**

Higgins moved and Caranicas seconded:

That the Regional Transit Board authorize the release of a Request for Proposals (RFP) for a system coordinator to provide centralized reservation, scheduling, dispatch and management functions, with the understanding RFP will be revised to sever the issue of fleet ownership.

Riley commented that the intent of the RFP is to be neutral on the issue of fleet ownership in order to create maximum flexibility. The motion was unanimously approved.

**Approval of Updated Americans with Disabilities (ADA) Transit Plan**

Higgins moved and Feess seconded:

That the Regional Transit Board approve the updated ADA Paratransit Plan for submission to the Federal Transit Administration.

The motion carried unanimously.

**Authorization for Public Hearings on Preliminary Recommendations for High Subsidy Routes: Metropolitan Transit Commission (MTC) St. Paul Route 35C, MTC St. Paul Route 35H, MTC St. Paul Route 35FN**

Higgins moved and Sather seconded:

That the Regional Transit Board:

1. Authorize a public hearing, to be conducted jointly by the Regional Transit Board and the Metropolitan Transit Commission, on the proposed restructuring and consolidation of MTC Route 35FN with existing North Suburban Lines Service in the area.
2. Authorize a public hearing on the proposed restructuring of MTC St. Paul Routes 35C and 35H to be conducted jointly by the RTB and MTC.

The motion was unanimously approved.

**Approval of Final Recommendations for High Subsidy Routes: MTC Minneapolis Route 35P, MTC Minneapolis Route 26 Saturday, and Western Suburbs Route 55 Saturday**

Higgins said he is satisfied that alternatives are available so that people will not find themselves without a way to work. He moved and Caranicas seconded:

That the Regional Transit Board:

1. Eliminate MTC Minneapolis Route 26 Saturday service.
2. Restructure MTC Minneapolis Route 35P service to eliminate the inbound commute and retain the reverse commute portion of the service.
3. Restructure Western Suburbs Route 55 Saturday service to coincide with the service implementation outlined in the Western Suburbs Request for Proposal.

The motion was unanimously approved.

#### **Approval of Legislative Initiative to Create an MTC Law Enforcement Agency**

Higgins recapped the discussion at the committee meeting. He had accepted Wallace's offer to accompany the police during a late evening shift last weekend. He described that experience, adding that he was impressed with the quality of the police officers. He moved approval of the MTC legislative initiative. Caranicas seconded the motion.

Campo asked if the documentation requested by the Policy Committee has been furnished to the board. Higgins said it has not, but that as the operation was explained, he was satisfied with the answers and is not fearful this will end up as a full-blown police force. Originally he asked that language be included in the draft legislation that states MTC cannot retain full-time employees. Campo said the draft does not address the committee's concerns, one of which was the comfort level on the requirement that MTC come back to the board before staffing the law enforcement agency with full-time employees. Higgins that change would increase costs and would be a budget item. Riley said that kind of change would fall within the board's oversight responsibilities. The key word is "may" on line 24 ("The commission may employ off-duty peace officers..."). The present system is well run and the draft legislation will not change the current system. This is a defensive action. The Post Board feels it looks too much like a police force and some communities have been reticent in allowing their officers to work for MTC because of liability questions. Their liability might be reduced if MTC has a formal police force. RTB lawyers reviewed the questions of cost and determined the legislation will not increase costs. The bill will address the concerns of the Post Board and the police chiefs. Riley said he does not object to the item, although he would take a different view if the initiative was to create a police force, which would be a major cost item. The chairman restated the recommendation:

That the Regional Transit Board accept the recommendation of the Metropolitan Transit Commission that the Legislature authorize the Metropolitan Transit Commission to appoint peace officers and establish a law enforcement agency.

The motion was unanimously approved.

#### **REPORT OF THE TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE**

Advisory Committee Chair Morgan Grant said the recommendations accepted by the committee on January 26 have been incorporated in the Request for Proposal that was distributed before the meeting.

The advisory committee approved a recommendation to suspend the Trip Assurance Program until the creation of the new program. It was a difficult vote and there was a great deal of discussion surrounding the issue. As a committee that advises from the consumer's point of view, the members were uncomfortable with passing the recommendation because currently about 2,400 rides are denied each month, a substantial increase. Responding to Franklin's questions, he said the vote was five to four. There are some members who cannot attend meetings due to illness, but he does not believe they would have had an impact on the vote. The committee is in a difficult position. The alternative was to endorse reinstating Trip Assurance in March and lose some providers, which would hurt the system.

Riley said this is a difficult issue and he appreciates receiving the perspectives of the TAAC committee. The board is committed to restructuring Metro Mobility by the end of the year and will do whatever needs to be done to accomplish that. It is not fair to keep letting it slide. The problem is providing service in the interim. The major issue on the table is the Trip Assurance program and the board must decide what its posture will be on this issue. The providers want the program suspended as long as possible. On the other hand, when we set up the new plan and go into compliance with the Americans with Disabilities Act (ADA), we must have a Trip Assurance program. It is not a question of *whether* to have a program, but a question of *when*. There are legal arguments on both sides of the question. When TAAC met last week the legal opinions were not available.

With an issue like this, Riley said, the board's obligation is to serve the community to the extent we can do so within our financial restrictions. We cannot allow ourselves to go over our limits in any part of the budget. When the service is restructured the board will go to three or four providers with central dispatching and reimbursement on an hourly basis. It is not unreasonable to ask providers to extend service for six more months. He recommended that the board take the position in the next round of negotiations that the date for reinstating Trip Assurance should be changed from March 1 to April 1 so providers can accommodate it. Caranicas said in the original Trip Assurance program, riders were asked to call by 10:30 a.m. It might help the providers to change the deadline to 9:30 a.m.

Feess said the increasing number of trip denials is a serious concern. Grant said he was uncomfortable with voting for suspension because of that issue. He believes there are actually more trip denials than the records show. Jacobson said in the original negotiations RTB said the deadline for calls should be 2:30 p.m. on the day preceding the trip but the providers felt that was too difficult so it was moved back to noon of the preceding day.

The chairman moved and Feess seconded:

1. That the Regional Transit Board reinstitute the Trip Assurance program no later than April 1, 1993;
2. That the chairman, on advice of staff, will set a time by which the request must be made on the day preceding the trip; and
3. That the contracts must include a clause stipulating that the chairman, with the consent of the board, can suspend the Trip Assurance Program upon ten days' notice if at any time during the course of the contract the numbers show that RTB is over-running its budget and will end the year in a deficit position.

Higgins said the chairman makes a good case but his position from the beginning has been that by doing this the RTB will jeopardize the entire program because of the possibility of other providers bailing out as National has threatened to do. He cannot support anything at this point that will jeopardize the program. Riley said he understands that position and this is a difficult decision. When it comes down to a choice, if we can do it financially, the first call should be with the consumers.

Mark Hoisser, DARTS, said the providers are concerned that they will not be able to continue because of their financial concerns. DARTS is not big enough and does not have enough resources to continue in the restructured service. They will have to withdraw before the end of the year if the board approves this recommendation.

Sara Lenz Brodt, Ebenezer Society, said there is a misconception that providers are against Trip Assurance. They cannot afford it and are simply not in a position to add capital expenses and expand the fleet because of the financial bind they are in. The board cannot ask its private partner to go bankrupt. Ebenezer cannot continue to do this. They are ready to do whatever they can to help RTB get more money.

Denny Johnson, Human Services of Washington County, commented that once the non-profits and probably the small private operators are out of the business they will be out for good. It is not an option to leave the program and come back in.

Franklin asked for clarification. The third point was that if we exceed our funding we would drop Trip Assurance. If we are concerned about the legal aspects, how could we drop it at that point if revenues are less than expenditures? Riley said that is a defense under the state Human Rights Act. Higgins said it is his understanding that one of the reasons Trip Assurance is a financial problem is because the least desirable trips wind up on Trip Assurance. Providers get the same reimbursement no matter the length of the trip. He has always been sympathetic to the position of the providers. Riley said that is the rationale for shifting to "per hour" reimbursement. It is a question of where we start and he urges that we start with a commitment to service. The recommendation has an additional 30 days built in for the providers to operate without Trip Assurance. and flexibility to suspend the program if it proves to be non-viable. He appreciates everyone's position and in its negotiations the board has made concessions and tried to find solutions. The board is committed to getting the new program in on time.

Campo thanked Morgan Grant for his support. The TAAC committee has been objective and supportive. Riley also thanked him for his guidance. Vote was taken; the motion carried (Higgins voted "no").

#### OTHER BUSINESS

Higgins reviewed the TAAC December 9 recommendations, which were presented to the board at an earlier meeting but not acted upon. He moved and Caranicas seconded:

That the Regional Transit Board direct staff to forward the December 9, 1992 recommendations of the Transportation Accessibility Advisory Committee and the associated subcommittee report behind it to the Metropolitan Transit Commission and the Minnesota Department of Transportation with the board's strong recommendation that they seriously consider them and try to implement them.

The motion was unanimously approved. Higgins said he has noticed a distinct surge of activity on the TAAC in the past nine months and he expressed his appreciation for the

efforts of the committee. Riley added that the TAAC members have been helpful this week.

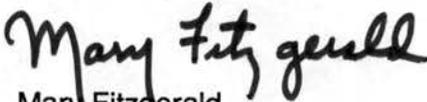
Arnie Entzel congratulated Riley and commented that the issue of schedules on the outside and inside of shelters has been around for a long time. He thanked the board for its action on security on the buses. The action was definitely necessary and he is pleased with the board's direction. It would be good to have even more security on the buses, which is a cost issue.

Andrews said the public hearings for St. Paul routes have been scheduled for March 9, 10 and 11.

There being no other business, Sather moved and Caranicas 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 February 1, 1993.

Respectfully submitted,



Mary Fitzgerald  
Secretary

Approved by the Regional Transit Board on this sixteenth day of February 1993.

2/1/92

REGIONAL TRANSIT BOARD  
ROLL CALL AND ATTENDANCE SHEET

DATE: February 1, 1993

Member Name    Present    Vote    Vote    Vote    Vote    Vote    Vote    Vote    Vote

ISSUE

John Riley

✓

Maryann Campo

✓

Doris Caranicas

✓

Sharon Feess

✓

Ruth Franklin

✓

Val M. Higgins

✓

Sandra Hilary

*abs*

Ruby Hunt

*excused*

Tom Sather

✓

Visitors

M. Robertson, Arnie Entzel, Carol Kummer, ~~Bonnie~~

~~Featherstone~~, Geroge Bentley, *Lisa Padley*

*Morgan Grant, Gini Gora*

*Sam Lee, Paul Wallace,*

*Mami, Haruka*

Staff

.GLA. *JH*. HB. EK. SH. SM. MF. JF. DJ. LS. MO

*Quale, RR*

Handout 2/1/93

## REGIONAL TRANSIT BOARD

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

DATE: February 1, 1993  
TO: John Riley, Chair & Regional Transit Board Members  
FROM: Sherry Munyon, Deputy Chair   
REGARDING: Legislative Contacts in the Month of January, 1993

### Legislative visits during January include:

<b>Representatives:</b>	Mariani	Workman	Garcia
	I. Anderson	Ostoff	Carruthers
	Bergson	Hugoson	
	Lieder	Greiling	
	A. Johnson	Macklin	

<b>Senators:</b>	Adkins	Kelly	Chmielewski
	Wiener	Betzold	Hottinger
	Day	Dille	Pariseau
	Langseth	Robertson	Janezich
	Oliver	Pappas	Dean Johnson
	Mondale	Krentz	Murphy
	McGowan	Cohen	
	Lessard	Reichgott	

Presentations were made before the House Metro & Local Affairs Committee, Senate Transportation Committee, and the Senate Metro & Local Affairs Committee.



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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
January 4, 1993**

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

**MEMBERS EXCUSED:** Maryann Campo

**OTHERS PRESENT:** Michael Robertson, Larkin, Hoffman, Daly & Lindgren, Ltd.; Allyson Hartle, Metropolitan Transit Commission (MTC); George Bentley, Arnie Entzel, Amalgamated Transit Union; Jerry Soderberg, Hessein, McKasy & Soderberg; Gregory L. Andrews, Dale Ulrich, Howard Blin, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

The chair called the meeting to order at 4:00 p.m. and roll was taken.

**APPROVAL OF AGENDA**

Hunt requested that the agenda be amended to include discussion of the board's bylaws and issues that are discussed at the board without going through the appropriate committee. She questioned whether the board's approval of additional expenses for the chair was appropriate. Sather moved and Workman seconded approval of the agenda with those amendments. The motion carried unanimously.

**REPORT OF THE NOMINATING COMMITTEE**

Franklin presented the recommendations of the ad hoc Nomination Committee. She moved and Sather seconded:

That the Regional Transit Board elect the following slate of officers for 1993:

Ruth Franklin, Vice Chair  
Sharon Feess, Treasurer  
Mary Fitzgerald, Secretary

The motion was unanimously approved.

**EXECUTIVE DIRECTOR'S REPORT**

Andrews noted the memorandum from Mike Kuehn, dated January 4, 1993, regarding the extension of the deadline for application for appointment to the Regional Transit

Board and the schedule and process that will be followed by the Metropolitan Council in making those appointments. (Sather was excused.)

#### REPORT OF THE LEGISLATIVE COMMITTEE

##### Selection of State and Federal Government Representatives

Committee Chair Workman said the task force of the Legislative Committee met before this meeting and interviewed four competing firms. It was the choice of the committee to recommend the firm of O'Connor and Hannan for state representation and delay selection of the federal representative. He moved and Ehrlichmann seconded:

That the Regional Transit Board authorize the executive director to negotiate and enter into a contract with the firm of O'Connor and Hannan for state legislative representation.

Hunt said the Statement of Interest required the firm to be capable of providing state and federal representation. Higgins moved that the motion be amended to state that the action on the federal representation will be deferred until a later date, which would tie into the Request for Proposal (RFP).

Hunt moved and Scheel seconded:

That the Regional Transit Board delay selection of the legislative representative until the appointment of the board chair.

Hunt said it is incumbent on this board to make the chair a part of this action. She urged that the new chair's point of view be taken into account. Workman said the task force discussed those questions and felt that with the amount of legislation that will be introduced and the possibility that eight new board members will be appointed in March, the decision should be made as soon as possible. The motion failed (Ehrlichmann, ~~Campe~~, Caranicas; Feess, Franklin, Higgins, Hilary, Scheel, Workman voted "no.")

Responding to Caranicas' question, Ehrlichmann said the legal representation by Larkin, Hoffman, Daly, and Lindgren is a separate issue.

Feess offered a friendly amendment to Higgins' motion that the federal contract be deferred until a later date. Caranicas said that still leaves the question about initially putting out an RFP calling for the same firm to provide both federal and state representation. Workman said it is worthwhile for a public body to bid out its business. Larkin Hoffman did not bid. Hunt said she is concerned about the process, but commended Workman for trying to complete something he started. Asking for a Statement of Interest is not the same as an RFP. A Statement of Interest helps in the preparation of a formal RFP. She asked if the board is eliminating part of the process or if the Statement of Interest is the same as an RFP and, if it is, why the board did not issue an RFP.

Franklin expressed concern about voting for state but not federal representation since the RFP called for both, but she will support the selection of O'Connor and Hannan because it is important that someone be retained on the state level.

In response to Hilary's question, Robertson said in a formal contracting process there is an interim step. He is not sure what term was used but the committee thought it was seeking a Request for Proposals. Higgins said the issue of conflicts of interest was

included, and he thought it was an RFP. The respondents also thought it was an RFP because they stated their conflicts.

Hilary said this will be her last meeting, but it is important to move forward because of the questions about how the board will be constituted. She asked why the task force decided to delay selection of a federal representative. Workman said the contract with Dorsey and Whitney was cancelled last year because it was not needed. The members were comfortable with leaving it out at this time, although he prefers that the same firm provide state and federal representation.

Ehrlichmann distributed Campo's memorandum stating that in order to avoid any appearance of conflict of interest, she would not participate in the interviews or vote on the selection of the legislative representative. After consulting with an attorney, she had asked to be excused from this meeting. Vote was taken on the motion to select O'Connor and Hannan. The motion carried (Hunt and Scheel voted "no. Campo and Sather were absent).

### **Approval of 1993 Regional Transit Board Legislative Agenda**

Workman moved and Caranicas seconded:

That the Regional Transit Board approve the following legislative agenda:

#### **1. Funding**

Obtaining a dedicated, growth-oriented source of transit operating revenues continues to be the board's top priority for the 1993 session:

- A. Seek extension of the general sales tax to purchase of gas at retail level and in statute dedicate proceeds to transit.
- B. Seek legislative exemption for public transit from the five-percent budget cuts in the governor's 1993 proposed budget.
- C. Support the Minnesota Public Transit Association's "Transit Initiative Fund" to implement coordinated transit and new technology demonstrations within Minnesota, with a single project limit, and administered by the Minnesota Department of Transportation.

#### **2. Policy**

- A. Seek priority fuel status for all providers of public transit through state emergency set-aside program to ensure that transit operations will be able to obtain sufficient fuel to operate during periods of emergency.
- B. Restrict parking in transit loading and unloading zones to ensure access to transit by persons with disabilities at regular transit stops (80-foot zone).
- C. Grant right-of-way to buses to enter flow of traffic after loading or disembarking passengers.

### 3. Study Committees

- A. Travel Demand Management: The board will appoint an interim study committee to recommend what legislation, if any, is needed to accomplish a reduction of single-occupancy vehicle trips during peak hours. A report from this committee will be presented to the board's Policy Committee in September 1993.
- B. Snow Removal: The Board will appoint a committee to study the issue of snow removal at bus stops. A report, due to the Policy Committee in September 1993, would identify the responsible party and funding necessary to remove snow. Options with pros and cons should be included with the committee recommendation.

The motion was unanimously approved.

### OTHER BUSINESS

#### Regional Transit Board Bylaws and Procedures

Hunt questioned the procedure followed at the board's December 28 meeting and asked what the board's policies are on the conduct of business. She referred to the Bylaws' requirements for the agenda and the order of business. Her concerns relate to the number of items proposed by the chair at that meeting that were not on the agenda. She asked for comment from other members. Ehrlichmann said the board operates under the Bylaws and Roberts' Rules of Order. The board can act on any motion offered by any member. Hunt said the Bylaws say the purpose of the standing committees is to give consideration to all matters coming before the board except Consent List items and the Bylaws should prevail.

Ehrlichmann suggested that a committee be appointed to review the Bylaws. Hunt said her experience serving on many boards indicates that members do not want matters dropped on them and they want background information. The Ramsey County Board's attorney does not allow anything on the agenda that has not been published in the meeting notice. When a body takes up an item that was not published it is not providing an opportunity to the public to be heard. According to the Open Meeting Law, items should be included on the published agenda unless they are emergencies. Ehrlichmann said he has been on public bodies for many years and the question comes down to how "emergency" is defined. Hilary said it was appropriate that the new issues introduced at the December 28 meeting were referred to committee, but it would not have been right to vote on policy. Hunt suggested that members look at the procedures and determine if they are appropriate.

Ehrlichmann moved that members form a committee to examine the Bylaws and bring recommended changes to the board. Hilary said there was no notice published. Hunt offered and Scheel seconded a substitute motion:

That the new Regional Transit Board chair and board consider revising and updating the Regional Transit Board Bylaws.

The Bylaws are outdated and should incorporate recent regulations concerning openness in government. Franklin said she was glad Member Hunt raised this issue. It is her understanding that issues do not come before the board unless they have gone through committee or did not need committee review. Hunt said it is the responsibility of legal counsel to ensure that the board does not get into these situations. Robertson said

he would be glad to discuss this with the board and decide how to proceed. The substitute motion was unanimously approved.

Chair's Car Allowance

Regarding the chair's additional expense allowance, Hunt asked if the board has the authority to approve it. Robertson said the Bylaws state that the expense allowance of the chair may not exceed that allowance of the chair of the Metropolitan Council. He asked for time to do a comparison and report back to the board. Ehrlichmann said in effect the previous chair was in violation because he received a car and reimbursement. Responding to Hilary's question on procedure, Robertson said the board can adopt a motion to reconsider. Higgins moved and Hilary seconded:

That the Regional Transit Board suspend its rules.

The motion carried (Ehrlichmann abstained). Hunt said the attorney should have time to study the issue; the question is not the amount, but the board's legal authority to grant the additional reimbursement.

Higgins moved and Hilary seconded:

That the Regional Transit Board confirm the automobile reimbursement granted to the chair at the December 28, 1992 meeting.

The motion carried (Ehrlichmann abstained).

Hunt distributed a summary of the meeting on December 29 of the Metropolitan Legislative Strategy Work Group, which provides insight into key issues. Hilary said it is frustrating that the board has no real authority.

Caranicas said this is the last meeting for Members Scheel and Workman. She thanked them for their contributions and wished them success in the future.

Hilary thanked Hunt for her memo on governance. It helped focus on whether State Health and Human Services should take over responsibility for Metro Mobility. Paratransit is a social service need. Hunt said everyone should be encouraged to make any recommendations they feel are appropriate to Rep. Mariani's committee. She had heard that the disability groups plan to ask for a state-wide agency to deliver paratransit service. Ehrlichmann said the key to the future of people with disabilities is integration, not separation.

There being no other business, Workman moved and Caranicas seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:45 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of January 4, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Regional Transit Board on this first day of February 1993.



REGIONAL TRANSIT BOARD

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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
December 7, 1992**

**MEMBERS PRESENT:** Michael J. Ehrlichmann, Chair; Maryann Campo; Doris Caranicas; Sharon Feess; Sandra Hilary; Tom Sather; Don Scheel; Tom Workman

**MEMBERS EXCUSED:** Val Higgins, Ruby Hunt

**OTHERS PRESENT:** Arnie Entzel, Amalgamated Transit Union; Robert Mairs, Mike Christenson, Bev Auld, Bob Thompson, Tom Johnson, Metropolitan Transit Commission; Natcho Diaz, Karen Lyons, Metropolitan Council, Morgan Grant; Diane Harberts, Southwest Metro Transit; Sarah Meyers; Jane Waumberg; Gregory Andrews, Howard Blin, Suzanne Hanson, Judy Hollander, Dave Jacobson, Ed Kouneski, Mike Kuehn, Clete Luberts, Dan Murray, Mike Opatz, Randy Rosvold, Len Simich, Dale Ulrich, Kathy Grochowski, RTB staff

**Call To Order and Roll Call**

The chair called the meeting to order at 4:10 p.m. and roll was taken

**Approval Of Agenda**

Franklin requested that the 1993 Agency Budget Adoption be added to the agenda. Feess moved and Campo seconded that the agenda be approved with the addition. The motion carried unanimously.

**Approval Of Minutes**

Franklin moved and Feess seconded approval of the following minutes:

1. Joint Meeting of Regional Transit Board & Metropolitan Transit Commission, November 11, 1992
2. Legislative Committee, November 16, 1992
3. Regional Transit Board, November 16, 1992
4. Policy Committee, November 23, 1992

The motion carried unanimously.

## ADVISORY COMMITTEE REPORTS

### Transportation Accessibility Advisory Committee Report

Morgan Grant, Chair of the Transportation Accessibility Advisory Committee (TAAC) reviewed the TAAC report from the November 12, 1992 meeting where the committee discussed the restructuring of the Metro Mobility program. No action was required.

## CHAIR'S REPORT

### Selection Of Officers For Nominating Committee

Ehrlichmann moved and Campo seconded that:

The Regional Transit Board approve the appointment of Ruth Franklin, Sharon Feess and Val Higgins to the Nominating Committee.

The motion was carried unanimously.

Ehrlichmann moved and Campo seconded that:

The Regional Transit Board approve the membership on the standing committees be maintained until new board members are appointed.

The motion was carried unanimously.

## EXECUTIVE DIRECTOR' REPORT

### Twin Cities Central Corridor Transit Alternatives Analysis/Draft Environmental Impact Statement. Final Scoping Report

Howard Blin review the staff report of November 23, 1992. Blin said that the scoping process for the Central Corridor Alternatives Analysis/Draft Environmental Impact Statement was complete and that the only significant change since the last board update is in the major capital improvements to be studied.

### Request For Proposals On Western Suburbs Routes 55 And 65

Mike Opatz reviewed the staff report of November 30, 1992 to release a joint Request For Proposal for the Western Suburbs Route 55 service, Maple Grove Transit System and Plymouth Metrolink for a June 1, 1993 start-up.

Franklin moved and Workman seconded that:

The Regional Transit Board direct staff to issue a joint Request For Proposal to competitively procure service providers for the Route 55/65, Maple Grove Transit System, and Plymouth Metrolink programs.

The motion was carried unanimously.

**REPORT OF THE POLICY COMMITTEE**

**High Subsidy Regular Route Service**

Hilary moved and Workman seconded:

That the Regional Transit Board:

1. Approve the changes adopted by the Minnesota Valley Transit Authority, including restructuring of MVTA Route 39 and 77G, and elimination of MVTA Green Line Shuttle.
2. Schedule a public hearing on the proposed elimination of Minneapolis Route 35P weekday service to be conducted jointly by the RTB and MTC in early 1993.
3. Approve the restructuring plan for Plymouth Metrolink Route 92 as adopted by the City of Plymouth.
4. Conduct a public hearing in early 1993 for restructuring of Western Suburbs Route 55 Saturday service.
5. Schedule a public hearing on the proposed elimination of Minneapolis Route 26 Saturday Service to be conducted jointly by the RTB and MTC in early 1993.

The motion was unanimously approved.

**Metro Mobility Service Options**

Hilary moved and Caranicas seconded:

That the Regional Transit Board accept the proposed Metro Mobility restructuring alternative No 3 (Centralized Order-Taking, Scheduling and Dispatching) for the purpose of holding public meetings.

The motion was unanimously approved.

**Metro Mobility 1993 Provider Contract Policies**

Hilary moved Caranicas seconded:

That the Regional Transit Board approved the following policy changes and direct staff to include them in the 1993 Metro Mobility contract:

1. Set an initial term of nine months through October 1, 1993. Upon 30-day notice, the contract may be extended for up to 90 days.

2. Have Metro Mobility service operate complementary to regular route transit service in order to meet accessibility obligations under the Americans with Disabilities Act (ADA). This requires the RTB to:
  - Provide additional subsidy for contractors to provide all trips requested by an eligible rider in the regular route service area.
  - Expand hours of operation within the city limits of Minneapolis and St. Paul until 1 a.m. on weekdays.
3. Incorporate the new Special Transportation Service (STS) rules, chapter 8840, from the Department of Transportation.

The motion was unanimously approved.

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

##### **Approval of 1993 Metropolitan Transit Commission Budget**

Franklin said that the Administration and Finance Committee held a special meeting on November 23, 1992 to review and approve the 1993 Metropolitan Transit Commission Budget; however, after a lengthy discussion the committee decided to table further discussion of the matter until the full board meeting on December 7, 1992.

Chair Ehrlichmann stated that he couldn't support the budget because of the five percent cut in the governor's budget.

Franklin said that she hoped it would pass because this year it was an absolute struggle and that she hoped that from now on RTB staff and MTC could work on a plan or schedule as to when things will be passed so when it comes to the board its ready.

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.

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 motion was passed with one nay vote.

### REPORT OF THE LEGISLATIVE COMMITTEE

#### Statement of Interest for State and Federal Government Representation

Workman discussed the RFP for State and Federal Government Representation.

Workman moved and Sather seconded:

The Regional Transit Board approve the Request for Statement of Interest for State and Federal Government Representation for distribution.

The motion was unanimously approved.

### OTHER BUSINESS

#### 1993 Agency Budget Adoption

Dale Ulrich reviewed the December 7, 1992 staff report.

Scheel moved and Sather seconded:

That the Regional Transit Board adopt a 1993 Budget which recognizes operating revenues of \$93,779,225 and operating expenditures of \$94,077,697, incorporating all Board changes made to the Proposed 1993 Budget since its presentation by staff in July, 1992. In addition, capital expenditures are recognized which include \$1,295,000 of carryover projects (from 1992), \$1,949,000 of 1993 projects.

The motion was passed with one nay vote.

There being no further business, Sather moved and Scheel seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 7, 1992.

Respectfully submitted,

Kathy Grochowski  
Acting Secretary

Approved by the Regional Transit Board on this      day of



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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
December 28, 1992**

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

**MEMBERS EXCUSED:** Tom Sather

**OTHERS PRESENT:** Mike Robertson, Legal Counsel; Robert Mairs, Mike Christenson, Tom Weaver, Metropolitan Transit Commission; Arnie Entzel, Amalgamated Transit Union; Nacho Diaz, Metropolitan Council; Robert Tennesen, O'Connor & Hannan; George Bentley; Gregory L. Andrews, Sherry Munyon, Mary Fitzgerald, RTB Staff

**CALL TO ORDER AND ROLL CALL**

The chair called the meeting to order at 4:55 p.m. and roll was taken.

**APPROVAL OF AGENDA**

Caranicas moved and Franklin seconded approval of the agenda. The motion carried unanimously.

**APPROVAL OF MINUTES**

Caranicas moved and Hunt seconded approval of the following minutes:

Administration and Finance Committee Meeting, December 14, 1992

Regional Transit Board and Metropolitan Transit Commission Joint Meeting, December 18, 1992

The motion was unanimously approved.

**CHAIR'S REPORT**

**Chair's Automobile Reimbursement**

The chair distributed his memorandum, dated December 28, 1992. Hilary moved and Caranicas seconded:

That the Regional Transit Board authorize a one-time payment to the chair for the following expenses:

1. Balance of Amoco Oil Account as of December 7, 1992                      \$932.48

2. Replacement of Four Tires - May 23, 1992 (Firestone)	438.26
3. Replacement of Brakes - June 29, 1992 (Saxon Ford)	469.02
4. Replacement of Battery - November 18, 1992	85.19
Total	\$1,924.99

Franklin asked if the \$300 per month reimbursement figure was arrived at because the chair of the RTB may not receive more than the chair of the Metropolitan Council. Ehrlichmann said the amount was his choice, but he cannot use the same kind vehicle as the Metropolitan Council chair. The motion was unanimously approved.

### MEMBERS' REPORTS

Feess reported that she is attending the Success by Six meetings; the group is interested in moving forward and looking for ways the RTB can support their efforts. They are willing to work with the board at the Legislature. Franklin asked staff to develop recommendations on how to encourage the program.

The chair said he and the staff had meetings with the Citizens League, the St. Paul Pioneer Press and the Minneapolis Star Tribune recently to review the RTB's Five-Year Plan, which was very well received.

Hunt said that over the past few months she has been meeting with a number of people to discuss transit governance and has developed a proposal which was mailed earlier in the day. She urged members to develop alternatives.

### EXECUTIVE DIRECTOR'S REPORT

Andrews said the District Court has dismissed the claim against the Regional Transit Board in the Sylte v. Handicabs, et al suit. The December 28 letter from legal counsel was distributed.

### REPORT OF THE POLICY COMMITTEE

Committee Chair Hilary reported on the recommendations approved by the committee at its meeting on December 21, 1992.

### Approval to Schedule Public Hearings on High-Subsidy Routes

Hilary moved and Workman seconded:

That the Regional Transit Board:

1. Authorize a public hearing on the proposed elimination of St. Paul Route No. 10 Sunday Service to be conducted jointly by the Regional Transit Board (RTB) and the Metropolitan Transit Commission (MTC) in early 1993.
2. Authorize a public hearing on proposed restructuring of St. Paul Route No. 20 Weekday service to be conducted jointly by the RTB and MTC in early 1993.

3. Authorize a public hearing for the proposed elimination of St. Paul Route No. 31 Weekday service to be conducted jointly by the RTB and MTC.
4. Authorize a public hearing on the proposed restructuring of Minneapolis Routes No. 44A Weekday service to be conducted jointly by the RTB and MTC in early 1993.
5. Continue monitoring the performance of Minneapolis Route No. 47 Saturday service.

The motion carried unanimously.

#### **PROFESSIONAL SERVICES PROCUREMENT POLICY**

Hilary moved and Workman seconded:

That the Regional Transit Board approve the Professional Services Procurement Policy, dated December 15, 1992, that requires that all professional services in excess of \$10,000 be approved by the Regional Transit Board.

The motion was unanimously approved.

#### **OTHER BUSINESS**

#### **Resolution Requiring a Minimum Domestic Content of 70 Percent, and Increasing Consideration for Levels Above 70 Percent, for all Regional Transit Board Funded Contracts, Subcontracts, and Capital Acquisitions**

The chair distributed a draft resolution which is similar to that adopted by the City of Los Angeles. Ehrlichmann moved approval of the resolution; Hilary seconded the motion.

Franklin said she would support referring the matter to the Policy Committee, but cannot act on it at this meeting. If the decision is made to build light rail transit, there may not be any LRT cars built in the United States. She offered a substitute motion; Fees seconded:

That the Regional Transit Board refer the draft resolution regarding domestic content of all capital and service contracts and acquisitions to the Policy Committee.

Hunt asked if a bid is "competitive" if there is only one supplier. It is not a good use of public dollars to buy defective equipment because it is the only equipment available. Ehrlichmann said it is time this country and government agencies start to look at these issues the way the rest of the world does. Caranicas asked what the experience has been in Los Angeles. Ehrlichmann said a Los Angeles city council member told him they found sufficient quality and enough vendors to meet their needs. Vote was taken on the motion to refer to committee. The motion was unanimously approved.

Election of Board Members

The chair said this board has not been successful in procuring funds and has not been seen as a body with whom it is necessary to deal. Based on the board's need to establish some credibility, he recommends that the board adopt a posture similar to that of Denver and some other cities that the board be elected rather than appointed, which would address the problem of accountability. Ehrlichmann moved and Workman seconded:

That the Regional Transit Board endorse a legislative initiative for the election of the board members and appointment of the chair by the governor.

Hunt said she is concerned about the way items appear on the agenda without going through the committee and she strongly objects to the process. If the board does not have a policy it should adopt one. She moved and Franklin seconded:

That the Regional Transit Board refer the question of a legislative initiative for the election of the board members and appointment of the chair of the board by the governor to the Legislative Committee.

Ehrlichmann said the Bylaws provide that a member may make a motion. Recently the board approved a motion to let a contract without a committee recommendation. Hunt said in that instance the members felt the survey had to be done quickly. She objects to an official body taking this kind of action. The motion to refer the matter to committee was approved.

The chair said that after three years of 60 to 70 hour weeks a person gains some insights. These motions are not made in callous disregard of the board. Regarding the Opt-Out systems, the board spends an inordinate amount of time discussing them even though they represent a fractional portion of the ridership. The greatest part of the tax base growth is committed to the Opt-Out communities, disregarding the total transit system. The board has no jurisdiction or oversight of how the tax monies are spent. He asked the board to examine the relationship between the Opt-Out communities and the commitment of property tax revenue generated by the growth of those communities. The board must think regionally.

Workman thanked Ehrlichmann for his service and said his service on the board has also been a learning experience that will be use as he joins the Legislature. In retrospect, when he joined the board he questioned whether it should exist. It is his hope that he brought about the attention focused on the Opt-Out communities. Bloomington and Richfield have not needed his help. He favors more opportunities for communities to opt-out and more privatization of service. The growth in ridership has occurred in the opt-out communities but the MTC has taken credit for it. The board needs to exist to protect those programs, which should be emulated. His communities are better served by the Opt-Out programs. When misstatements are published in the newspapers, the board needs a better organization to challenge them. It has been frustrating to see the media publish things that bear no resemblance to the truth. He will try as a legislator to protect the RTB because it is best for the system. Some modifications can be made to improve the health of the MTC.

There being no other business, Feess moved and Workman 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 28, 1992.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Regional Transit Board on this first day of February 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  
January 11, 1993**

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

**OTHERS PRESENT:** Michael Ehrlichmann, Maryann Campo, Ruby Hunt, Val Higgins, RTB Chair and Members; Jack Doolittle, John T. Doolittle and Associates, Inc.; Michael Robertson, Larkin, Hoffman, Daly & Lindgren, Ltd.; Robert Mairs, Allyson Hartle, Mike Christenson, Tom Johnson, , Metropolitan Transit Commission (MTC); Chris Gran, Metro Mobility Administrative Center; George Bentley, Don Ahern, St. Paul Pioneer Press; Mary O'Hara Anderson; Jerry Hayes, Senior Federation of Minnesota; Arnie Entzel, Amalgamated Transit Union; Morgan Grant, Transportation Accessibility Advisory Committee (TAAC); Jerry Hayes; Jim Babcock, Human Services, Inc.; John Matthews, National School Bus, Inc.; Gregory L. Andrews, Judy Hollander, Dale Ulrich, Gerri Sutton, Ed Kouneski, Dave Jacobson, Debra Nelles, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

Committee Chair Franklin called the meeting to order at 4:10 p.m. and roll was taken.

**APPROVAL OF AGENDA**

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

**FINANCIAL STATEMENTS - NOVEMBER 1992**

Sutton reviewed the statements and noted variances. Caranicas moved and Feess seconded:

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

The motion carried unanimously.

**PRESENTATION OF DRAFT FINAL REPORT ON PERFORMANCE AUDIT OF THE TWIN  
CITIES AREA METROPOLITAN TRANSIT COMMISSION**

Doolittle distributed a brief overview of the audit and used slides to discuss the major conclusions and recommendations. Overall, things are moving in the right direction and the MTC compares favorably with its peers. The group will produce an implementation plan which will consist of several pages of matrixes and timeframes with associated cost savings. Doolittle responded to the members' questions about policy and planning

structures in other transit systems and MTC's fringe benefit costs compared to the national average. He said the performance audit team was not charged to look at financial capacity. The focus should be on how much of the personnel budget is in productive service and this system is fundamentally under-staffed.

Higgins said that while this is an audit of the MTC, it reflects on the RTB as well. This is a very good report card and confirms that MTC is doing a good job. There are also areas where the RTB has to improve. The agencies are making progress toward working together. Franklin directed staff to review the report and develop recommendations to the board, including implementation and financial information. She moved to accept the draft report (there was no second).

Ehrlichmann said he would also like a response from MTC. Hollander said the report will be presented to the MTC at its meeting on January 12.

Doolittle thanked everyone for sharing their thoughts over the past few months.

#### PUBLIC COMMENT

Entzel said joint meetings may have helped reduce the friction between the RTB and MTC. The transit industry is very labor-intensive, and labor is interested in the performance of its members. If ridership figures are up, there is a better chance of success at the Legislature. The bargaining unit people have a lot to do with the outcome of plans, but it is not the employees' place to pay for the cost of carrying them out and they should be compensated.

#### UPDATE ON 1993 METRO MOBILITY PROVIDER CONTRACT NEGOTIATIONS

Hollander updated the board members on the negotiations that have taken place over the past few days. While staff is concerned about the financial health of the providers, Metro Mobility must be in compliance with the Americans with Disabilities (ADA) regulations. Providers recommend that the reinstatement of the Trip Assurance Program be postponed.

Jerry Hayes said the high number of trip denials is shocking and the numbers should be analyzed. Jim Babcock said it is conceivable that some of the trip requests are met even after the provider has reported the denial. If the rider is able to get a ride from the second or third provider he or she calls, one or two trip denials are reported, even though the request was met. Mary O'Hara Anderson said she recommended several months ago that contingency plans be developed. It is important to remember that in addition to ADA, there are State Human Rights mandates that require that rides be provided to everyone in the areas that have regular route service.

Morgan Grant said trip denials have steadily increased since last summer. Consumers are concerned that providers tell them to be more responsive and decrease cancellations. TAAC discussed encouraging riders to call providers the same day to fill voids in the schedules and help the providers make the system work.

John Matthews said providers do not oppose Trip Assurance; the problem is the cost of the program. If reimbursement is inadequate, it affects the decisions on taking some of the rides. Because of the time of day that most trips are requested, providers are faced with a need to add more vehicles although the revenue base is inadequate.

Sather said that in the 1993 legislative session, RTB might consider trying to find a way to ease the burden of the provider. Capital is an obstacle for providers and in the long-term the providers should be relieved of the need to finance capital equipment since it is less expensive for the state to borrow money. There would be little or no downtime if a provider decided to drop out because the vehicles could be assigned to other providers. Caranicas said she favors that approach but legislation would have to be amended to allow RTB to own capital equipment. Hollander said that is one option staff has been exploring for the October restructuring.

Higgins said that while he is sympathetic to providers, some of the recommended changes will help resolve their problems. Since it is a short time until restructuring takes place, it would be helpful if providers could help get through this time. Hunt said staff will have to take into account that the providers' activities are part of a strategy. It is encouraging that there are other providers interested in taking part in the program.

Workman said he had a meeting on January 8 with some of the parties about this problem on Friday. Providers are concerned about designated volume locations. Andrews said staff may recommend freezing the list as of July 1992. Providers have indicated there are some other areas where they want further discussions.

There being no other business, Sather moved and Franklin seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 5:45 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 January 11, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the Regional Transit Board on this first day of February 1993.



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

### REPORT OF THE POLICY COMMITTEE

At its meeting of January 25, 1993, the committee approved the following recommendations:

#### AUTHORIZATION TO ISSUE REQUEST FOR PROPOSAL FOR METRO MOBILITY PROGRAM

The Transportation Accessibility Advisory Committee scheduled a meeting of January 26. Its concerns and those of the board members will be included in the recommendation to the board. There was lengthy discussion of the question of RTB ownership of vehicles. The committee approved the following recommendation:

That the Regional Transit Board authorize the release of a Request for Proposals (RFP) for a system coordinator to provide centralized reservation, scheduling, dispatch and management functions, with the understanding RFP will be revised to sever the issue of fleet ownership.

#### APPROVAL OF UPDATED AMERICANS WITH DISABILITIES (ADA) TRANSIT PLAN

That the Regional Transit Board approved the updated ADA Paratransit Plan for submission to the Federal Transit Administration.

#### AUTHORIZATION FOR PUBLIC HEARINGS ON PRELIMINARY RECOMMENDATIONS FOR HIGH SUBSIDY ROUTES: METROPOLITAN TRANSIT COMMISSION (MTC) ST. PAUL ROUTE 35C, MTC ST. PAUL ROUTE 35H, MTC ST. PAUL ROUTE 35FN

That the Regional Transit Board:

1. Authorize a public hearing, to be conducted jointly by the Regional Transit Board and the Metropolitan Transit Commission, on the proposed restructuring and consolidation of MTC Route 35FN with existing North Suburban Lines Service in the area.
2. Authorize a public hearing on the proposed restructuring of MTC St. Paul Routes 35C and 35H to be conducted jointly by the RTB and MTC.

**APPROVAL OF FINAL RECOMMENDATIONS FOR HIGH SUBSIDY ROUTES: MTC MINNEAPOLIS ROUTE 35P, MTC MINNEAPOLIS ROUTE 26 SATURDAY, AND WESTERN SUBURBS ROUTE 55 SATURDAY**

That the Regional Transit Board:

1. Eliminate MTC Minneapolis Route 26 Saturday service.
2. Restructure MTC Minneapolis Route 35P service to eliminate the inbound commute and retain the reverse commute portion of the service.
3. Restructure Western Suburbs Route 55 Saturday service to coincide with the service implementation outlined in the Western Suburbs Request for Proposal.

**APPROVAL OF LEGISLATIVE INITIATIVE TO CREATE AN MTC LAW ENFORCEMENT AGENCY**

The committee approved the concept of the legislative initiative, but could not approve the proposed legislation since it had not yet been drafted.

Val M. Higgins  
Vice Chair

mff  
1/26/93

handout 2/1/93

## REGIONAL TRANSIT BOARD

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

DATE: February 1, 1993  
TO: Chairman and Members, Regional Transit Board  
FROM: Dale Ulrich, Comptroller  
SUBJECT: Impact of Governor's Budget Recommendation

### DISCUSSION

Attached are the three pages from the Governor's 1994-1995 Biennial Budget which relate to the Regional Transit Board. Following those pages, the 1993 Agency budget is shown "before" and "after" the Governor's changes.

The 1993 (Calendar Year) RTB Budget was prepared based on the best estimates of resources expected to be available. State appropriations for the last six months of 1993 were based on the instructions from the State Department of Finance, which called for a 5% reduction in the current level of appropriations for the biennium beginning July 1, 1993. Accordingly, the RTB 1993 Budget anticipated state support at a level 2 1/2% (\$678,250) less than was available in 1992. (The full 5% reduction would impact 1994, which falls entirely within the 1994-1995 biennium.)

The Governor's 1994-1995 Biennial Budget, released January 26, recommends restoration of state funding to the level of the 1992-1993 biennium, i.e., cancelling the 5% reduction plan. Pages 1-3 of the attachments are taken from the budget document.

Page 4 of the attachments shows the 1993 Budget as adopted in anticipation of the 2 1/2% cut, page 5 shows the budget with the restoration of state funding to the current annual level of \$27,130,000.

### RESPONSE

No response to the Governor's recommendation is warranted at this time. The Legislature has yet to begin the process of considering the Governor's budget, and the final decision could be markedly different than the recommendation.

Even if the cut is ultimately restored, the budgetary "windfall" which this represents occurs in a budget period with a lot of unresolved risk, and a larger than anticipated fund balance would allow the Board additional flexibility in responding to unbudgeted events.

Most particularly, the 1993 MTC budget anticipates a \$2.4 million federal grant which has yet to be approved, a labor settlement which will not increase net labor costs and increased fare revenues resulting from ridership growth. A negative result in any one of these elements would likely see the MTC seeking an increase in the level of RTB support.

Metro Mobility is currently operating within budget, but the program is always subject to increases in demand, for which the Board is required to provide service.

Finally, the realization of the restoration of these funds would still leave the budgeted overall RTB fund balance below the Board's desired \$5.0 million dollar minimum at the end of 1993.

#### **RECOMMENDATION**

This information is provided as an update on budgetary matters for the Board. No action is requested at this time.

**1994-95 Biennial Budget  
Agency Budget Brief  
(\$ in thousands)**

Agency: Regional Transit Board (RTB)

Fund: General

**1. Summary of Agency Actions:**

	<u>F.Y. 1994</u>	<u>F.Y. 1995</u>	<u>F.Y. 94-95</u>
<b>CURRENT SPENDING</b>	\$27,130	\$27,130	\$54,260
Forecast Adjustments	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>AGENCY BASE</b>	\$27,130	\$27,130	\$54,260
Inflation Cost Increases	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>Agency Management Decisions</b>			
<b>Agency Operations:</b>			
Agency Operations	\$(114)	\$(115)	\$(229)
Regular Route Transit Grants	(525)	(525)	(1,050)
Metro Mobility Program	(634)	(633)	(1,267)
Rural/Small Urban Grants	<u>(84)</u>	<u>(83)</u>	<u>(167)</u>
Subtotal	<u>\$(1,357)</u>	<u>\$(1,356)</u>	<u>\$(2,713)</u>
<b>TOTAL AGENCY PLAN</b>	<u>\$25,773</u>	<u>\$25,774</u>	<u>\$51,547</u>
<b>Governor's Initiatives</b>			
Restore Reductions	<u>\$1,357</u>	<u>\$1,357</u>	<u>\$2,714</u>
<b>GOVERNOR'S RECOMMENDATION</b>	<u>\$27,130</u>	<u>\$27,131</u>	<u>\$54,261</u>

**Brief Explanation of Agency's Overall Actions:**

5% Base reduction applied equally to agency operations and grants which are funded with General Fund appropriations.

**2. Impact on Staffing:**

	<u>F.Y. 1994</u>	<u>F.Y. 1995</u>
Positions left Vacant or Eliminated	0.0	0.0

**3. Impact on Revenue Generation:**

	<u>F.Y. 1994</u>	<u>F.Y. 1995</u>	<u>F.Y. 94-95</u>
<u>Agency Plan</u>	\$-0-	\$-0-	\$-0-

**4. Affected Statutes:**

None.

**5. Governor's Recommendation:**

The Governor recommends restoring reductions proposed with the agency's plan.

Gov's Budget Document /

AGENCY: Regional Transit Board (RTB)

**MISSION:**

The Regional Transit Board is responsible for transit planning, policy making, administration and facilitation of transit services in the metropolitan area. The major functions of the RTB include:

- Administer state and metropolitan area transit subsidies.
- Foster effective delivery of transit services.
- Prepare and revise a transit service and capital plan that provides a blueprint for regional transit activities.
- Establish and implement regional fare policies.
- Review and approve the Metropolitan Transit Commission budget.
- Coordinate replacement service "opt-out" programs.
- Establish regional transit facilities including transit hubs.
- Advise and work cooperatively with local governments, regional rail authorities, and other public agencies, transit providers, developers, and other persons in order to coordinate all transit modes and to increase the availability of transit services.
- Conduct transit research and evaluation.

**MINNESOTA MILESTONES:**

The public transit and paratransit programs coordinated and funded by the RTB contribute to the achievement of several milestones goals and indicators:

- Assisting individuals and families, especially those who are transit dependent, to maintain a reasonable standard of living by providing cost-effective transportation to employment.
- The reduction of average annual energy use per person.
- The reduction of emissions of criteria air pollutants.
- Limiting the number and percentage of freeway miles in the Twin Cities that are congested.
- Increasing ridership on urban public transit systems.

**CLIMATE:**

The Vision for Transit is the RTBs response to the challenge of building and sustaining a public transit system that meets our total transit needs today and into the future. Increasing highway congestion, the potential for worsening air quality, and the need to maintain mobility for people who are dependent on transit are all challenges to our quality of life. A strong regional transit system is necessary to meet these challenges. By providing alternatives to single-occupant autos, decreasing the amount of air pollution, and getting people to jobs and schools, transit services benefit the entire region. In addition, to maintain the viability of the central cities, which grew around a network of transit lines, a commitment to improved service is necessary.

The Vision recognizes that a comprehensive approach is needed to improve the transit system. Key goals include:

- *Matching Service to Need.* No single type of transit service can meet all transportation needs, so there must be a full menu of options. These include regular route service, community circulators, travel demand management strategies, special services for persons with disabilities, and in heavily traveled corridors, light rail transit.
- *Taking a Dynamic Approach to Providing Service.* Service performance must be continually evaluated. Where unproductive service is found, it must be replaced or eliminated to allow scarce resources to be shifted to areas with unmet demand.
- *Maintaining a Strong Core System.* More than 85% of all transit trips are taken on local regular route service, primarily in the central cities. To protect our urban neighborhoods and

- provide links to jobs for central city residents, a strong core transit system is essential.
- *Improving Suburban Transit Services.* There is growing awareness that adequate transportation is a critical need for transit dependent people living in the suburbs. In most suburban communities, the existing level of transit service is not meeting these needs. New approaches to suburban service delivery are needed to get people to jobs and services.
- *Providing Accessible Options.* More people with disabilities are choosing to live independently. This lessens the overall need for social services for the disabled. Independent living does, however, require adequate transportation. In keeping with the national direction established by the Americans with Disabilities Act, the RTB is putting in place a variety of accessible transit services that increase the travel options for the disabled.
- *Using Technology to Improve Transit.* Developing technologies offer tremendous potential to improve the quality and cost effectiveness of transit service. Innovations in vehicle dispatching, fare collection and transit information can greatly enhance the attractiveness of transit use.
- *Reducing Emissions and Energy Consumption.* Transit is an effective tool for reducing air pollution and reducing the average annual energy use per person in the metropolitan area.

The RTB and transit providers have successfully deployed some initial elements of the Vision for Transit. These include 6 transit hubs, work on the region's largest park-and-ride lot and implementation of all-day express service along I-394 and to the Mall of America. To realize the vision improvements throughout the region, however, a commitment is needed to fully invest in a better transit system. The Transit Service and Capital Plan provides the blueprint for expanded transit services.

**AGENCY BUDGET PLAN:**

The challenge for F.Y. 1994-95 is to maintain existing transit services in the region and to provide new services to meet the demand for travel to the Mall of America and to effectively utilize the specially designed transit elements incorporated in the new I-394.

This challenge occurs at a time when all of the available transit funding sources are either flat (federal operating assistance), in decline (state base level funding cuts), or growing at a pace less than the growth of inflation (property taxes for operating support, growing at a rate of 2% the last calendar 2 years). RTB carryover funds, or fund balance was also available as recently as F.Y. 1992 to supplement current resources, but is now depleted to a level that cannot be further reduced.

In order to maintain services, a fare increase that would be effective 1-1-93 is under consideration by the RTB. Public hearings on the proposed \$.15 increase (to \$1.00) in the regular route base fare are scheduled for the fall of 1992. In calendar 1993, total regional transit fares are expected to add about \$48,000,000 to public transit resources.

Although transit operating costs have been held at or below the rate of inflation, little or no increases have been seen in state or federal transit funding. Federal funding has decreased in recent years while state transit assistance anticipated in F.Y. 1994-95 is only 1% greater than was appropriated for the F.Y. 1988-89 biennium.

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends restoring reductions proposed with the agency's plan.

Gov's Budget Document

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1994-1995 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: REGIONAL TRANSP BD  
PROGRAM: REGIONAL TRANSIT BD  
ACTIVITY: REGIONAL TRANSIT BD

ACTIVITY SUMMARY	FY 1991	FY 1992	Est. FY 1993	FY 1994			FY 1995		
				Current Spending	Agency Plan	Governor Recomm.	Current Spending	Agency Plan	Governor Recomm.
<b>EXPENDITURES:</b>									
<b>DETAIL BY CATEGORY:</b>									
LOCAL ASSISTANCE	22,176	28,629	27,130	27,130	25,773	27,130	27,130	25,773	27,130
<b>TOTAL EXPENDITURES</b>	<b>22,176</b>	<b>28,629</b>	<b>27,130</b>	<b>27,130</b>	<b>25,773</b>	<b>27,130</b>	<b>27,130</b>	<b>25,773</b>	<b>27,130</b>
<b>GOV'S INITIATIVES:</b>									
			FUND						
(A) RESTORE REDUCTION			GEN			1,357			1,357
<b>TOTAL GOV'S INITIATIVES</b>						<b>1,357</b>			<b>1,357</b>
<b>SOURCES OF FINANCING:</b>									
<b>DIRECT APPROPRIATIONS:</b>									
GENERAL	7,559	28,629	27,130	27,130	25,773	27,130	27,130	25,773	27,130
TRANSIT ASSISTANCE	14,617								
<b>TOTAL FINANCING</b>	<b>22,176</b>	<b>28,629</b>	<b>27,130</b>	<b>27,130</b>	<b>25,773</b>	<b>27,130</b>	<b>27,130</b>	<b>25,773</b>	<b>27,130</b>
<b>POSITIONS BY FUND:</b>									
<b>TOTAL POSITIONS</b>	<b>.0</b>	<b>.0</b>	<b>.0</b>	<b>.0</b>	<b>.0</b>	<b>.0</b>	<b>.0</b>	<b>.0</b>	<b>.0</b>

Gov's BUDGET DOCUMENT

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**Regional Transit Board  
Sources and Uses by Fund  
1993**

	TOTAL GENERAL FUND	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL SMALL URBAN	LIGHT RAIL TRANSIT	TOTAL SPECIAL FUNDS	TOTAL ALL FUNDS
<b>1993 Revenues</b>								
Property Taxes		55,692,628		8,027,225	562,822		64,282,675	64,282,675
State Appropriation	2,546,700	10,241,400	12,351,300		1,312,350		23,905,050	26,451,750
Federal								
Section 8	316,800					1,000,000	1,000,000	1,316,800
ISTEA		570,000					570,000	570,000
Interest/Miscellaneous	558,000						0	558,000
1993 Agency Reimbursement			600,000				600,000	600,000
<b>TOTAL REVENUES</b>	<b>3,421,500</b>	<b>66,504,028</b>	<b>12,951,300</b>	<b>8,027,225</b>	<b>1,875,172</b>	<b>1,000,000</b>	<b>90,357,725</b>	<b>93,779,225</b>
<b>1993 Expenditures</b>								
93-01 Policy Management	344,880						0	344,880
93-02 Executive Director	246,820						0	246,820
93-03 P & P Administration	170,976						0	170,976
93-04 Transportation Planning	124,298						0	124,298
93-10 Elderly & Disabled Transp. Planning	254,161						0	254,161
93-11 Rideshare Planning	291,743						0	291,743
93-13 Transit System Planning	323,590						0	323,590
93-14 Transit Programs Admin.	350,586	67,426,158	12,951,300	6,847,625	1,893,719		89,118,802	89,469,388
93-15 Administration	517,349						0	517,349
93-16 Finance	244,988						0	244,988
93-17 Personnel	63,772						0	63,772
93-19 Public Information	294,883						0	294,883
93-20 Capital	10,000						0	10,000
93-23 Light Rail Transit	0					1,071,690	1,071,690	1,071,690
93-26 New Services/Grants	591,523						0	591,523
93-27 Community Relations	57,636						0	57,636
Cost allocation	-637,655	190,407		138,771	257,081	51,396	637,655	0
<b>TOTAL EXPENDITURES</b>	<b>3,249,550</b>	<b>67,616,565</b>	<b>12,951,300</b>	<b>6,986,396</b>	<b>2,150,800</b>	<b>1,123,086</b>	<b>90,828,147</b>	<b>94,077,697</b>
Excess Revenues Over (Under) Expenditures	171,950	-1,112,537	0	1,040,829	-275,628	-123,086	-470,422	-298,472
*1/1/93 Beginning Fund Balance	2,281,307	51,514	-934,236	1,754,147	141,965	223,930	1,237,320	3,518,627
Statutory Authorized Transfers		1,754,147		-1,754,147			0	0
12/31/93 Ending Fund Balance	2,453,257	693,124	-934,236	1,040,829	-133,663	100,844	766,898	3,220,155

\* General fund includes \$973,020 in restricted funds for new services

Budget AS ADOPTED DEC '92

**Regional Transit Board  
Sources and Uses by Fund  
1993**

	TOTAL GENERAL FUND	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL SMALL URBAN	LIGHT RAIL TRANSIT	TOTAL SPECIAL FUNDS	TOTAL ALL FUNDS
<b>1993 Revenues</b>								
Property Taxes		55,692,628		8,027,225	562,822		64,282,675	64,282,675
State Appropriation	2,458,000	10,504,000	12,668,000		1,500,000		24,672,000	27,130,000
Federal								
Section 8	316,800					1,000,000	1,000,000	1,316,800
ISTEA		570,000					570,000	570,000
Interest/Miscellaneous	558,000						0	558,000
1993 Agency Reimbursement			600,000				600,000	600,000
<b>TOTAL REVENUES</b>	<b>3,332,800</b>	<b>66,766,628</b>	<b>13,268,000</b>	<b>8,027,225</b>	<b>2,062,822</b>	<b>1,000,000</b>	<b>91,124,675</b>	<b>94,457,475</b>
<b>1993 Expenditures</b>								
93-01 Policy Management	344,880						0	344,880
93-02 Executive Director	246,820						0	246,820
93-03 P & P Administration	170,976						0	170,976
93-04 Transportation Planning	124,298						0	124,298
93-10 Elderly & Disabled Transp. Planning	254,161						0	254,161
93-11 Rideshare Planning	291,743						0	291,743
93-13 Transit System Planning	323,590						0	323,590
93-14 Transit Programs Admin.	350,586	67,426,158	12,951,300	6,847,625	1,893,719		89,118,802	89,469,388
93-15 Administration	517,349						0	517,349
93-16 Finance	244,988						0	244,988
93-17 Personnel	63,772						0	63,772
93-19 Public Information	294,883						0	294,883
93-20 Capital	10,000						0	10,000
93-23 Light Rail Transit	0					1,071,690	1,071,690	1,071,690
93-26 New Services/Grants	591,523						0	591,523
93-27 Community Relations	57,636						0	57,636
Cost allocation	-637,655	190,407		138,771	257,081	51,396	637,655	0
<b>TOTAL EXPENDITURES</b>	<b>3,249,550</b>	<b>67,616,565</b>	<b>12,951,300</b>	<b>6,986,396</b>	<b>2,150,800</b>	<b>1,123,086</b>	<b>90,828,147</b>	<b>94,077,697</b>
Excess Revenues Over (Under) Expenditures	83,250	-849,937	316,700	1,040,829	-87,978	-123,086	296,528	379,778
*1/1/93 Beginning Fund Balance	2,281,307	51,514	-934,236	1,754,147	141,965	223,930	1,237,320	3,518,627
Statutory Authorized Transfers		1,754,147		-1,754,147			0	0
12/31/93 Ending Fund Balance	2,364,557	955,724	-617,536	1,040,829	53,987	100,844	1,533,848	3,898,405

\* General fund includes \$973,020 in restricted funds for new services

STATE APPROPRIATION RESTORED  
PER GOVERNOR'S RECOMMENDATION

## REGIONAL TRANSIT BOARD

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

*add to 2/1/93  
board packet*

**DATE:** January 26, 1993  
**TO:** Chair and Members of the Regional Transit Board  
**FROM:** Dave Jacobson, Senior Project Administrator *DJ*  
**SUBJECT:** Staff Report of Transportation Accessibility Advisory Committee (TAAC)

### SUMMARY

There were three action items at the January 26, 1993, meeting of the TAAC. Attached to this memorandum is the Report of the Transportation Accessibility Advisory Committee. Summarized below is the staff report on those items.

### DISCUSSION

#### Proposed Metro Mobility Restructuring RFP

The TAAC had some suggestions on restructuring the draft RFP. Questions pertained to the ownership of vehicles, need for indoor vehicle storage, automated phone service, weighting of the selection criteria, and TAAC participation in the selection process. Most of those concerns were addressed at the meeting. Certain recommendations are attached.

#### TAAC Opinions on Trip Assurance Implementation for the 1993 Metro Mobility Contract

As directed by the Regional Transit Board, TAAC addressed the policy issue of either implementing or delaying the Trip Assurance Program (TAP). If TAP is suspended, it appears that most of the providers would agree to sign the contract. On the other hand, many of the beneficiaries of the program believe that TAP is a moral, if not a legal, obligation of the board. If TAP is implemented on March 1, 1993, as approved by the RTB on January 19, 1993, there is a strong possibility that the current Metro Mobility program will lose several providers. Representatives from DARTS, HSI, and Ebenezer presented the provider's perspective at the meeting.

In a controversial vote, a close 5-4 decision, action was taken advising the RTB that TAP be suspended until the restructuring of the Metro Mobility program is completed. The recommendation is attached.

**TAAC Report**  
**January 26, 1993**  
**Page 2**

**ADA Paratransit Plan**

The updated ADA Paratransit Plan was presented to TAAC for their comments. The only concern was trip assurance as referenced in the milestones chart. The 1992 plan references implementation of trip assurance in 1993. The FTA requires the 1993 update to report any changes.



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 January 26, 1993, the Transportation Accessibility Advisory Committee (TAAC) approved the following recommendations:

### Metro Mobility Restructuring RFP

- That the Metro Mobility Request for Proposal (RFP) be amended to impose certain restrictions on allowing the Metro Mobility System Coordinator (MMSC) firm to operate service; such restrictions to include a requirement for a separate chain of authority for the operational component if that is what happens, and specific language requiring the entity to address equitable handling of conflict of interest issues that arise.
- That the evaluation criteria for the selection process be rank ordered and weighted.
- That two members from TAAC be included in the review and selection process, in addition to RTB staff.

### TAAC Position on Trip Assurance Program

- That TAAC approve continued suspension of Metro Mobility trip assurance until the implementation of restructuring.

### ADA Paratransit Plan Update

- That TAAC approve the updated ADA Paratransit Plan for submission to the Federal Transit Administration.

**Morgan Grant  
Chair**

12/16/92

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 2/1/92 Board

Member Name	Present	Vote							
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ISSUE

<del>John Piller</del> Mike Ehrlichmann									
--	--	--	--	--	--	--	--	--	--

Maryann Campo

Doris Caranicas

Sharon Feess

Ruth Franklin

Val M. Higgins

Sandra Hilary

Ruby Hunt

Tom Sather

~~Don Scheel~~

~~Tom Workman~~

Visitors

Staff





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**REQUEST FOR PROPOSALS**

**METRO MOBILITY  
SYSTEM COORDINATOR**

**February 1, 1993**

*With questions or comments, please call or write:*

*Ed Kouneski  
Manager of Special Projects  
Regional Transit Board  
230 E. 5th St.  
St. Paul, Minnesota 55101  
(612) 292-8789*

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## INTRODUCTION

### I. OVERVIEW

The Regional Transit Board (RTB) is the metropolitan government agency responsible for transit planning and policy making in the Minneapolis-St. Paul area. The RTB is responsible for and manages Metro Mobility (MM) a large paratransit system, that provides approximately 1,250,000 one-way trips annually, with a budget in 1992 that included approximately \$12.1 million in subsidy and \$2.5 million in passenger fares.

The RTB is a creation of the state legislature. While it can and does contract with providers for special transportation services, it does not have day-to-day operational control and enforcement obligations over those contracts. Its authority is policymaking only, i.e., deciding the policies and standards for the Metro Mobility program and its service providers. To implement the service, the RTB is authorized to contract with vendors. The RTB shall establish management policies for the service, but shall contract with a service administrator for day-to-day administration and management of the service. The contract must delegate to the service administrator clear authority to administer and manage the delivery of the service pursuant to board management policies and must establish performance and compliance standards for the service administrator.

Metro Mobility currently serves 91 communities in the metropolitan transit taxing district, covering 960 square miles. The current service is highly decentralized, with each of between 12 and 14 operators acting independently. Operators include taxi companies, non profit human service agencies, and for profit private operators.

RTB, in order to ensure compliance with ADA through better system control, and to boost productivity is interested in centralizing many of the functions currently held by each of the operators. In addition RTB is interested in reducing the number of operators from the current number to three to five operators.

The purpose of this RFP is to secure professional services to centralize reservations, scheduling and dispatch functions to procure operating services, and to provide overall turnkey management of the Metro Mobility program. This entity will be called the Metro Mobility System Coordinator (MMSC).

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## II. CURRENT SERVICE

The current operation of Metro Mobility services is a decentralized approach, where the day to day operating functions are the responsibility of each of 12 operators. These operators perform all trip intake, scheduling and dispatch functions for their own vehicles (also supplied by the operators). Passengers requesting service may call any of the operators. Operators are paid on a per trip basis. Each operator determines their own service area and builds their own clientele. Because each operator is independent and competes with each other, there is little or no opportunity to coordinate trips. As a result it is perceived that there is much duplication of effort, and that productivity is lower than if the scheduling function was centralized.

The Metro Mobility Administrative Center (MMAC), performs a variety of administrative, eligibility and monitoring functions. The MMAC processes operator bills and verifies that trips were taken. They have little involvement in the actual operations. All operators and the MMAC contract directly with the RTB. In addition, Metro Mobility currently contracts with human service agencies to provide some transportation to Day Activities Centers. There are approximately 410 one-way trips daily to eight sites.

Productivity of the current system can only be estimated because the operators who are currently paid by the trip do not maintain service or vehicle hour data. In addition, many current operators carry more than just Metro Mobility passengers and in many cases there may be passengers from multiple funding sources on board. Current and estimated ridership and productivity are detailed in *Appendix A*. As can be noted in that appendix, ridership has fallen since a fare increase in late 1991, however it has now stabilized.

## III. FUTURE SERVICE

RTB will be changing the approach used for ADA paratransit services in order to improve service quality and productivity. The system will be changed from a decentralized approach to a more centralized approach where a system coordinator provides turnkey management services. RTB would like to contract with a firm that can provide the overall management expertise necessary to centralize the reservation, scheduling, dispatch and management functions, as well as providing a variety of other essential functions including but not limited to:

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- program administration;
- vehicle management;
- ADA eligibility certification;
- centralized reservations, scheduling, and dispatch;
- customer services and system monitoring;
- safety and risk management activities;
- adherence to performance standards; and
- other administrative functions.

This entity will be called the Metro Mobility System Coordinator (MMSC). There will be between three and five operators who will be under the control of the MMSC. Operators will be paid on a per hour basis, with the responsibility of productive scheduling falling on the MMSC. The vehicles, equipment, and staff for the program will be dedicated exclusively to the Metro Mobility program.

#### **Estimated Service Levels**

It is estimated that ridership will remain relatively stable, with a decrease of as much as five percent due to a change in payment approach from per trip to a per hour cost. Because of the centralization of scheduling and dispatching it is estimated that productivity should increase in the short term to approximately 2.5 passengers per vehicle hour. This will result in the need for less service hours to accomplish the same level of work.

The service area is delineated in Figure 1, which is entitled "1993 Metro Mobility Service Plan." The MMSC will be responsible for all core area services, which is represented on the map as the "Proposed Metro Mobility Service Area." The MMSC will also be responsible for coordinating transfers in conjunction with county providers whose service areas lie outside of the core.

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## PROPOSAL FORMAT AND CONTENT

### I. GENERAL INFORMATION

#### A. Pre-Proposal Conference

The pre-proposal conference will be held 10 a.m., March 1, 1993 at the RTB offices, 7th floor conference room, Mears Park Centre building, located at 230 E. 5th St. in downtown St. Paul, Minnesota.

#### B. Examination of Proposal Documents

By submitting a proposal, the offerer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve RTB's objectives.

#### C. Addenda/Clarifications

Any changes to this RFP will be made by written addendum. No verbal modifications will be binding.

Questions or comments regarding this RFP must be put into writing and must be received by RTB no later than March 8, 1993. Correspondence is to be addressed to Ed Kouneski, Manager of Special Projects, at RTB. Responses of RTB will be communicated in writing to all recipients of this RFP, and will be postmarked no later than March 15, 1993. Inquiries received after March 8, 1993 will not be accepted.

#### D. Submission of Proposals

Proposal must be received no later than 4:00 p.m. on March 29, 1993. Proposals received after this time and date will not be accepted and will be returned to the offerers unopened.

The offeror shall submit an original and 10 copies of each proposal in a sealed envelope or carton, addressed to the RTB, to

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the attention of Ed Kouneski, bearing the offeror's name and address, and clearly marked as follows: "RFP: Metro Mobility Services."

#### **E. Pre-Contractual Expenses**

Pre-contractual expenses are defined as expenses incurred by the offeror in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to RTB; (3) negotiating with RTB any matter related to this proposal; (4) any other expenses incurred by the offeror prior to date of contract award, if any.

RTB shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation of their proposals. Proposers shall not include any such expenses as part of their proposals.

#### **F. Exceptions/Deviations**

Any exceptions to the requirements in this RFP must be included in the proposal submitted by the offeror. Such exceptions must be clearly labeled as such in the text of the proposal

#### **G. Contract Award**

Issuance of this RFP and receipt of proposals does not commit RTB to award a contract. The RTB reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected offeror should negotiations with the selected offeror be terminated, to negotiate with more than one offeror simultaneously, or to cancel all or part of this RFP.

#### **H. Joint Offers**

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. RTB intends to contract with a single firm and not with multiple firms doing business as a joint venture. RTB reserves the right to reject any subcontracted relationship if changes or additions of subcontractors are necessary during the life of the contract.

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**I. Proposed Agreement**

The successful offeror will be subject to the provisions contained in this RFP, except that changes may be made to reflect the terms of the successful offeror's proposal.

**J. Payment Terms**

It is anticipated that the agreements resulting from this solicitation, if awarded, will be a cost plus fixed fee contract with a ceiling for paratransit coordinator services. The selected operators would be paid a fixed vehicle-service-hour (VSH) rate. All cash revenues will be retained by the selected operators and deducted from the gross cost to RTB. The successful proposer will receive from RTB funds to be passed through to the operators for service and vehicles.

**K. Performance Bond**

The selected proposer shall duly execute and deliver to RTB a Performance Bond in the amount of \$250,000, within 15 calendar days after receipt of notice to award. The proposer agrees that if they are awarded a contract and fail to provide the required transportation service, the contract will be terminated for cause without liability to the RTB and the bond will be forfeited as liquidated damages because of such failure or default.

**L. Disadvantaged/Women Business Enterprises**

Pursuant to RTB policy, minimum goals of 10% Disadvantaged Business Enterprises and 3% Women Business Enterprises participation will apply for all contracting opportunities related to this RFP. These opportunities include but are not limited to: insurance, office supplies, and equipment, building maintenance, vehicle maintenance, bus parts, fuel, printing, consultant services, and advertising. Programs shall establish and comply with Disadvantaged Business Enterprises and Women Business Enterprises plans and, upon request, shall submit proof to the RTB of Contractor's compliance with these standards.

**M. Audits**

As required by Minn. Stat. Section 15.17, the records, books, documents, and accounting procedures and practices of the

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Contractor and of any subcontractor relating to work performed pursuant to this agreement shall be subject to audit and examination by RTB and the legislative auditor or state auditor. The Contractor and any subcontractor shall permit the RTB or its designee to inspect, copy and audit its accounts, records and business documents at any time during regular business hours, as they may relate to the performance under the agreement.

**N. Equal Employment Opportunity**

In conjunction with the execution of its obligations hereunder, Contractor agrees that it and any subcontractors hereunder shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation, or sexual preference, and shall take affirmative actions to ensure applicants are employed and employees are treated during employment without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation, or sexual preference in all matters, including employment, upgrading, demoting, or transfer, recruitment or recruitment advertising; layoff, return from layoff or termination; rates of pay or other forms of compensation; and selection for training or apprenticeship. Contractor shall obtain and keep in force a certificate of compliance with the equal employment opportunity/affirmative action obligations of Minn. Stat. No. 363.073.

**O. Title VI -- Civil Rights Act of 1964**

The proposer hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U.S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Contractor engages.

**II. TECHNICAL PROPOSAL**

Proposals shall be submitted in 8 1/2" x 11" size, using a simple method of fastening, and should be typed and not include any

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unnecessarily elaborate or promotional material. The proposals should be concise yet thorough.

#### **A. Letter of Transmittal**

The letter of transmittal shall be addressed to Mr. Ed Kouneski, Manager of Special Projects, and must, at a minimum, contain the following:

1. Identification of the offering firm(s), including name, address, and telephone number of each firm.
2. Proposed working relationship among offering firms (e.g., prime-subcontractor), if applicable.
3. Acknowledgement of receipt of RFP addenda, if any.
4. Name, title, address and telephone number of contact person during period of proposal evaluation.
5. A statement to the effect the proposal shall remain valid for a period of not less than ninety (90) days from the date of submittal.
6. Signature of a person authorized to bind the offering firm to the terms of the proposal.

#### **B. Scope of Work**

This scope of work details the start up and ongoing tasks required of the RTB's Metro Mobility System Coordinator (MMSC). Please respond to each of the tasks and responsibilities and describe your plan to accomplish each task and responsibility. Please include examples of procedures, policies and the approach your firm uses in other similar operations. We have attempted to document all necessary tasks for start up, but we are receptive to any changes that a proposer may suggest.

##### **1. PROGRAM ADMINISTRATION**

The MMSC will have overall responsibility for managing the Metro Mobility (MM) service for The RTB. The MMSC will ensure that Metro Mobility is meeting all local, state and Federal requirements, including the Minnesota Rules regarding the provision of Special Transportation Services (*Appendix B*)

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and the Americans with Disabilities Act rules and requirements. Following are the basic administrative tasks that will be required of the MMSC.

- 1.1 *Secure a facility for the system management.*  
Demonstrate how your firm will secure an appropriate work space for MMSC employees.
  - a. All MMSC staff should be housed at this facility.
  - b. The facility should be located within the core area in a central location, easily accessible to persons requesting certification in the Metro Mobility program.
  - c. The facility must meet all local, state and federal (ADA) accessibility requirements.
  - d. The facility must be large enough to house all staff with enough space to ensure a proper work atmosphere in any weather condition.
  
- 1.2 *Establish a uniform set of policies and procedures.* The proposer will be required to develop a full set of policies and procedures for all staff involved in the program, whether an employee of the MMSC or the vehicle operators. These policies and procedures will be subject to RTB review. The MMSC and each operator will at all times adhere to the Minnesota Rules regarding the provision of Special Transportation Services Parts 8840.5100 to 8840.6300. For each of the following describe how you will perform the activities and provide examples of the policies and procedures your firm has in place in other localities.
  - a. Establish policies and procedures for all operator staffs including drivers, managers and mechanics.
  - b. Establish policies and procedures for all MMSC staff and ensure compatibility with operator policies.
  - c. Establish drug and alcohol testing procedures for the Metro Mobility program that are fully compatible with local, state and federal rules. Please note that MMSC will be responsible for ensuring that each operator adheres to these requirements.

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1.3 *Develop documents (with the RTB) to procure operator services.* Please describe how the following will be accomplished.

- a. Plan to hire three to five operators, with appropriate taxi support. This will be done with an RFP document, that will be sent out to all local and national management/operations firms.
- b. The RTB prefers that all operators be available in all regions of the service area. This will serve to increase the flexibility of the MMSC in terms of using the most appropriate vehicle for a particular run. Operators should not be contractually restricted to a region.
- c. Perform analysis to determine the number of service hours necessary to meet the demand and the potential productivity of the service. Consultants to RTB recently performed an analysis of potential productivity if service were consolidated. This information is discussed in other sections of this RFP.

1.4 *Perform procurement of operator services.* Describe how the following will be accomplished.

- a. The MMSC will release an RFP to procure operators for the Metro Mobility program. These operators will contract directly with the firm managing the MMSC.
- b. The RTB must approve the award of all subcontracts for operations services and will work closely with the MMSC in the procurement process.
- c. RTB may allow the firm functioning as the MMSC to operate service if it is in the best interests of Metro Mobility to do so. If the proposer is interested in operating service, please describe how (a) a separate chain of authority in your organization could be constructed; (b) the trip assignments would be distributed in a fair and equitable manner; and (c) complaints about the MMSC's operations would be investigated ensuring no biases against the rider who files the complaint.

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Please note that this RFP will only address the MMSC functions. Please do not reflect any operating costs in your proposal.

1.5 *Secure and monitor insurance requirements.* This relates to both the MMSC and the operators. The MMSC will be required to ensure that each operator has in force the required amounts of insurance to properly protect the operator, MMSC and the RTB. In addition, the MMSC must also have appropriate levels of coverage. Please demonstrate your firm's insurability to the following levels.

a. The MMSC must maintain the following insurance in force during the life of the contract. Said liability policies shall provide that RTB be named as additional insured for contractors full limits of coverage. This insurance will protect the contractor and RTB from claims which may arise from the contractor's or subcontractor's acts or omissions.

i. Workers Compensation and Employers Liability Insurance in accordance with the laws of the State of Minnesota.

ii. Comprehensive General Liability Insurance to include:

- Premises/operations
- Contractual liability
- Personal injury
- Products/completed operations
- Property damage

with the following minimum limits of liability:

- \$1,000,000 -- Per occurrence for bodily injury,
- \$1,000,000 -- Per occurrence for property damage,
- \$2,000,000 -- combined single limits

iii. Business Automobile Liability Insurance, to cover the use of all owned, hired, and non-owned vehicles. The minimum liability limits will be the following:

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- \$2,000,000 -- per occurrence for bodily injury,
  - \$2,000,000 -- per occurrence for property damage,
  - \$4,000,000 -- combined single limits.
- iv. Professional Liability Insurance covering the contractor, its agents and employees in an amount not less than \$1,000,000. This insurance will cover errors and omissions.
- b. The MMSC will ensure that all operators of service adhere to the same level of insurance as spelled out above. This insurance will protect the operator, the contractor (MMSC) and RTB from claims which, may arise from the subcontractor's acts or omissions.

1.6 *Oversee fare collection management* . It is proposed that the operators retain the fare collected as part of their contractual rate. The MMSC will be responsible for monitoring and ensuring that the operator reports are accurate, so that the operators are paid the adjusted monthly rate based on the fares they were required to collect. Describe how the following will be accomplished.

- a. Through the MMSC computer, the MMSC should be able to calculate the fare for each passenger and the correct dollar amount that should be collected by each operator. This will be reconciled with the amounts reported by the operators, and deducted from the operators monthly rate.
- b. The MMSC will ensure that the operators are utilizing standard transit industry fare collection procedures in the collection and counting of fare revenue

## 2. VEHICLE MANAGEMENT

The operators will own the vehicles and associated equipment for use in the Metro Mobility service, but the MMSC will assist the RTB in determining the final specifications and will oversee the operators' procurement process. The capital costs will be included in the operators' hourly rate.

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Due to the large number of vehicles to be procured, approximately 150, it may be necessary to rely on used vehicles supplied by the operators or the MMSC until the new vehicles start to enter service. Describe how your firm will perform the following:

- 2.1 The MMSC will be responsible for developing detailed paratransit vehicle specifications, with the RTB, based on the vehicle type(s) needed. MMSC will also assist RTB in developing a paint scheme and logo for Metro Mobility.
- 2.2 There is a strong possibility that all of the new vehicles procured by the selected operators for the Metro Mobility program may not be available at the time that service is to be implemented, on October 1, 1993. Please address your firm's ability to supply vehicles for the short term if they are needed, as well as relying on used vehicles available from the operators during an interim period. Discuss how the radios will be installed in the various vehicles at the start-up using short term vehicles, and during a transition to new vehicles.
- 2.3 The MMSC will ensure that all new vehicles used in Metro Mobility service fully comply with the ADA regulations on vehicle standards for this type of service.
- 2.4 The MMSC will ensure that each vehicle is in compliance with Minnesota Rules Parts 8840.5100 to 8840.6300. This includes ensuring that each operator is in compliance, with proper licenses, inspections, vehicles and equipment. In addition, the MMSC will be responsible for ensuring that the vehicles are delivered as specified with the correct paint scheme and logo.
- 2.5 The MMSC will be responsible for ensuring that the operators properly maintain the vehicles according to strict standards developed by the RTB and the MMSC. It will be the MMSC's responsibility to ensure the condition of the capital equipment does not deteriorate from inadequate maintenance or neglect. MMSC should give preference to operators that have indoor storage.
- 2.6 The MMSC will develop all forms and procedures to properly track maintenance and it is recommended that the MMSC track each vehicle's record using software developed for that purpose. It may also be advantageous

to have direct modem links to the operators so that they can enter the necessary data.

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### 3. ADA ELIGIBILITY CERTIFICATION

The MMSC will conduct the eligibility certification of passengers for the Metro Mobility program. The MMSC will develop the procedures and forms based on the RTB ADA plan and the update filed in January 1993. The eligibility process will be composed of the following elements that will be the responsibility of the MMSC; please address each:

- 3.1 Develop and distribute information regarding the Metro Mobility service and how one can apply for the service. All information brochures and forms used in the certification process will be in accessible formats, as required under ADA.
- 3.2 Review applications and determine eligibility for the service, based on guidelines established by RTB and currently used by the Metro Mobility Administration Center (MMAC) (*Appendix C*). Notify applicants of their eligibility/ineligibility and provide the proper documentation for those accepted, and an explanation of why persons were not deemed eligible, and the procedures to file for an appeal to the eligibility determination.
- 3.3 In 1994, the MMSC will recertify all eligible passengers over a 12-month period. Please describe how this will be accomplished.
- 3.4 Provide a telephone number as well as TDD and fax (can be part of customer services) for persons with questions regarding ADA issues.
- 3.5 Provide support to RTB in determining which fixed routes should be made accessible first. Support will also be requested regarding changes to the annual ADA update.
- 3.6 Please describe how this function will be staffed -- with particular attention to whether you will use reservation staff, additional staff or will you subcontract this function to another firm. Please describe the level of staff proposed for this function.

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4. CENTRALIZED RESERVATIONS, SCHEDULING AND DISPATCH (CRSD)

The MMSC will assume full responsibility for the reservations, scheduling and dispatch functions. In addition, the system must be able to distinguish between funding sources for billing purposes. This is a key element to the success of the service. It is expected that with the centralization of scheduling functions, the productivity will increase significantly, reducing the system's overall costs. Current productivity is estimated to be approximately 2.1 passengers per vehicle hour. A ten percent improvement in productivity is the immediate goal (in the first month), with further improvements over time. Productivity should be at 2.5 passengers per paid vehicle hour by the end of the sixth month of the contract and continue to improve over the life of the contract. In response to this section please detail your approach and explain any proposed deviations to the recommended approach. RTB will consider alternative approaches if fully justified, and based on actual successful experience. The following will be required in any scenario:

- 4.1 RTB prefers to lease all computer software and hardware as well as telephone hardware based on a five year contract at which time the hardware and software will become the property of RTB.
- 4.2 The proposer will be required to provide software and hardware to assist in the client registration, trip reservation, scheduling, dispatching, data entry and management information functions. RTB reserves the right to reject any software proposals for these functions. RTB is interested in software that has a proven track record in the preparation field. The software selected should adhere to the following recommendations:
  - a. Functional Specifications. The software offered must be able to meet the functional specifications detailed in *Appendix D*. The appendix describes the required system functions and capabilities necessary for Metro Mobility.
  - b. Computer Assisted Scheduling. The primary difference between many of the software products available is how they perform the scheduling function. RTB strongly recommends that the scheduling process be "computer assisted", rather

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than automated. Automated packages have not proven to schedule in a productive manner without significant intervention from staff. The computer assist mode should be able to provide the scheduler with suggestions and the capability to perform sort functions.

It is recommended that proposers consider using a computer assist package and split up the scheduling function into three to four separate scheduling regions and a unit for cross regional trips. This will serve to lower the demands placed on the system.

- c. Call Backs. The MMSC must limit the number of "call backs", those trips requests that have not been confirmed or need to be changed due to a scheduling need. Call backs cannot exceed ten percent of the persons requesting demand trips for a given day (5% of the one way demand trips). Passengers must be notified of a pick-up time change by no later than 9 P.M. the day prior to the service.

Please describe how you will accomplish this.

- d. Geo-Coding. The system to be purchased must be set up with a fully functioning geo-coded data base for all street addresses. When a street address is entered as an origin or destination the appropriate zone or coordinate will be displayed and then communicated to scheduling and dispatch staff as well as drivers on their manifests. RTB prefers that the geo-coding be based on the local book map. Please describe how the geo-coding will be developed to meet RTB's needs.
- e. Geographic Information System. The software should have the capability to integrate GIS functions into the system software. GIS can be used to plot origins and destinations, and allow the scheduler or dispatcher to visually depict the locations of these stops. While this is not a high priority at this time, RTB would like to have the visual capabilities of GIS within the next two years.
- f. Linkage with Operators. The proposer will provide a computer link between the MMSC and the operators for the purpose of sending schedules to remote

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printers and for operators to download ridership information, if necessary.

- g. On Board Data Reconciliation. RTB desires to have on board data reconciliation capabilities through the use of MDT or other appropriate technology. With current ridership it will be cost effective to utilize on board reconciliation for one time data entry. RTB prefers to use a technology that can also be used for digital dispatch purposes. Please describe in detail the following:
- i. Your company's experience with MDTs or other similar technology in both on board reconciliation and digital dispatching.
  - ii. What hardware will be required to operate the on board reconciliation, including mobile terminals, radios and other support equipment.
  - iii. What software changes will be required to install this technology, has the proposed software used this technology before?
  - iv. A recommendation on the phasing in of an on board reconciliation component.
- h. System Hardware. The hardware will be proven in the field and be able to function at the speed necessary to allow a reservation clerk to fully book a trip within 4 minutes of initiating the call. Speed is of the essence for scheduling and dispatch purposes as well. The computer system should be PC based using 486 micro computer technology. The MMSC will be responsible for the maintenance of the hardware and will ensure that the link between the operators and the MMSC is functioning properly. The system should also have a back up capability that can immediately function in the event of a failure of the primary machine. Also describe how the system will function in the event of a power outage.
- i. Support Services Required. RTB needs to be assured that the computer system will be supported in the future. The proposer for MMSC services will be responsible for bringing the system to a functional state that is satisfactory to RTB. The best software in the world is worthless without the proper support.

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RTB will look closely at prospective vendors track records.

- i. *Installation/Implementation.* The new software products that have come on the market over the past five years require a very sophisticated database of streets. For a service area the size of Metro Mobility, this is a very substantial task that will require significant vendor time as well as MMSC staff time. The proposer should respond in detail to the following questions:
  - Describe process of setting up scheduling database. Will you use the book map for geo-coding purposes?
  - Provide an installation plan to include:
    - Implementation time frames, We expect a fully functioning on-line system within 75 days of the notice to proceed.
    - MMSC staff involvement -- describe the level of staff and estimate of hours.
    - How you will download the existing client files from the existing administering agency's computer and install on the new system.
  - What information will be used to set up the geo-code database (tiger files, city/county data, zones, etc.).
  - How long did it take to implement this computer system in other areas, describe for both typical and difficult installations.
- ii. *Computer System Training.* Training is an essential component of successful implementation. Training should be comprehensive and complete for all staff involved in the operation of the system. A plan should be developed that will accomplish the training of staff. Training should be accomplished by persons well versed with the system, not a local contractor without experience in operating the system. A system operator

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should also be trained to be able to deal with a large variety of day-to-day problems. Respond to each of the following:

- Provide a detailed training plan.
  - Describe who will be trained to operate the system.
  - Describe your plan for training staff without impacting on the current service.
  - Describe whether the MMSC will train a person to be a system operator/trainer.
- iii. *Quality Control.* The MMSC proposer must ensure that the data entered into the database is accurate and dependable, and that it stays that way for the life of the contract as the service area changes over time. This can be either the responsibility of the vendor (through a contract with the MMSC), or the MMSC itself.
- How will the vendor ensure that the data entered is valid?
  - Can the data be updated on an ongoing basis by staff to ensure accuracy?
- iv. *On Going Maintenance Support.* RTB must be assured that the software vendor will be in business for the life of the software and be able to supply MMSC/RTB with periodic upgrades to ensure that RTB has a high quality product.

The other aspect of maintenance is response time to problems. If there is a system failure or other problem, RTB needs to be assured that the vendor will respond immediately to fix it so that service is not impacted. The following questions are directed to the software vendor (which may or may not be the MMSC proposer):

- Does the vendor have 24-hour-a-day, everyday telephone/modem support?
- What will the warranty cover in terms of software, hardware, and coverage dates?

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- What is the cost of the initial warranty and extended warranties?
- How long will the vendor maintain the software?
- What will be the response time to correct a software problem that results in a system failure (response time should be no more than two hours during regular business hours) and in a non critical failure?
- Please supply financial data for the software vendor so that RTB can determine the financial strength of the firm.
- Is the vendor dependent on one person to maintain software, what if that person leaves?
- What kind of arrangements will be made to ensure access to source codes if needed (for example, if the company goes out of the software business)?

v. *Software Upgrades.* It is intended that this software be in use for at least five years. It is expected that upgrades will be available a number of times over the life of the software to keep pace with the hardware technology. Please provide information on software upgrades as described below.

- How many upgrades and new versions of the software have been distributed to customers since the software was first installed, and
- Whether there is a cost to the software upgrades, and installation of the upgrades. The RTB hopes there will be at least one year of free upgrades.

4.3 The proposer will provide the types and levels of support staff to ensure that the proposer can meet the functional specifications addressed in *Appendix D*.

- a. Describe the staffing needs relating to the reservation, scheduling and dispatch functions, to

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include all reservations staff, schedulers and dispatchers, as well as all supervisory staff related to those functions for each of the five years. As a minimum, RTB requires that a dispatcher be on duty at the MMSC offices during all hours that vehicles are on the road and until every passenger has been transported to their destination.

- 4.4 The MMSC will procure any other hardware necessary to perform the reservations scheduling and dispatch functions. Please respond to how you will accomplish the following:
- a. A radio system that is capable of reaching all parts of the service area. This includes MMSC securing all appropriate licenses to operate the radio. The radio system must have sufficient channels and base stations to dispatch the entire system in a timely manner, as well as having channel(s) for digital transmission.
  - b. The telephone system used for this service should be purchased by the MMSC and leased to RTB over the five years of the contract and must have sufficient excess capacity to ensure that persons are not placed on hold for more than one minute. The system should have the following capabilities.
    - i. Be able to handle the peak periods for telephone calls.
    - ii. The system must have a direct line to customer reservations and customer service without requiring the user to perform any other tasks such as entering an additional number to reach these services (user friendly). There will be a separate telephone number for a TDD.
    - iii. The system must have the capability to transfer any call in the system (including administration, scheduling and dispatch) to any other place in the system.
    - iv. The system must have full management information capability, to measure a variety of performance measures such as length of call, length of time on hold, and numbers of calls per hour and per reservation clerk. The system must

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have full reporting capabilities as well as on line capabilities.

- v. The telephone numbers secured for the service should relate to the service and should be easy to remember. RTB will retain the exclusive right to use these telephone numbers in the event that a contract is terminated with the firm managing the MMSC.

## 5. CUSTOMER SERVICES AND SYSTEM MONITORING

An important component of ADA paratransit is the assurance of service quality. While the ultimate responsibility for service quality resides with the RTB, the RTB will be assigning the day to day responsibilities of service monitoring and customer services to the MMSC. It is recommended that the proposing firms organize a customer services/system monitoring department to handle the responsibilities in those areas as outlined below.

- 5.1 The MMSC will provide a Customer Services department. Customer Services must be responsive to the passengers needs. The following will be required of the Customer Services function, please respond to each and describe how it will be accomplished.
  - a. Customer Services must include the recording and documenting of all complaints, investigating complaints and responding to the complainant. In almost all cases the Customer Services staff will respond to complaints in one day, with a follow up in writing.
  - b. Customer Services will document all complaints in detail and report monthly on the types of complaints received. All complaints relating to safety concerns will be called into RTB within one hour of receipt or the next morning the RTB offices are open.
  - c. Customer Services will track passenger no shows and late cancellations and will establish a process to advise passengers of the policy. Customer services with approval from RTB will enforce this policy.
  - d. Customer Services will also serve as an ombudsman for the resolution of issues relating to the service as

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brought up by passengers, the RTB, operators, or the MMSC.

- e. Customer Services will be required to conduct periodic (monthly) telephone user surveys to determine the perceived quality of service.
- f. The MMSC will produce a monthly newsletter for all passengers in order to keep them informed of service changes.

5.2 MMSC will also be charged with overall service monitoring. MMSC must ensure that service is being provided in a timely manner, and of the quality mandated by the Minnesota Rules for Special Transportation Services, the Americans with Disabilities Act, and the RTB. Please demonstrate your understanding of the following:

- a. While the operators will be required to provide most of the on road supervision and accident investigation, the MMSC will be responsible for ensuring that these operator responsibilities are carried out in the proper manner. This may require that the MMSC have a street presence for scheduling purposes, complaints, major accidents or other safety related issues. Please describe how you plan to accomplish this.
- b. The MMSC will ensure that all drivers are fully trained and will track operator drivers to ensure that they remain fit to drive in Metro Mobility service.
- c. The MMSC will provide monthly monitoring reports that will detail the system's performance for the month. Data to be collected and reports to be generated will be determined by RTB based on the list developed in the Management Information System section of the functional specifications in *Appendix D*.
- d. The MMSC will ensure that itself and each of the operators is in full compliance with the Minnesota Rules, Department of Transportation, Special Transportation Services, Operating Standards Parts 8840.5100 to 8840.6300. These minimum standards, or any higher standards required in this RFP must be met.

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- e. The MMSC will monitor each operator's performance regarding all aspects of the Minnesota Rules regarding the provision of Special Transportation Services. This will include but not be limited to the following: Certificate of Compliance, vehicles and equipment, inspections, driver qualifications, driver training (including vulnerable adult reporting requirements), standards for vehicle operation, maintenance, insurance and recordkeeping. The MMSC will coordinate with Minnesota Department of Transportation, Office of Motor Carrier Services regarding vehicle inspection.
  - f. The MMSC will provide a monthly bill to all human service agencies contracting for service. Currently this is limited to 410 one-way trips daily to eight group sites. However, the RTB will encourage additional coordination.

## 6. SAFETY AND RISK MANAGEMENT

Safety and risk management functions are considered by RTB to be essential to the system's success. The MMSC will be responsible for oversight of some risk management functions, and will be directly responsible for others, including most aspects of training. The proposers experience in successful risk management functions will be an important consideration when evaluating proposals. The MMSC will be responsible for the following.

- a. Accident and incident investigation is a critical component of successful risk management. While it is proposed in this RFP that the operator take the lead role in this effort, the MMSC will be required to develop the forms, and policies and procedures for the operators. In addition, the MMSC will be responsible for oversight of these activities and in the event of a major accident or incident, will become closely involved in the investigation.
- b. MMSC will be responsible for ensuring that each operator has the required insurance in force during the contract period. Proper insurance levels will be determined by RTB with assistance from the MMSC. Recommended levels are detailed in a previous section of this RFP.

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- c. Coordination of maintenance with risk management will also be a risk management function. The MMSC will monitor all aspects of maintenance, with Risk Management staff coordinating safety related monitoring activities.
- d. The majority of driver training will be conducted by the MMSC. This training is considered a risk management function and is essential to the provision of a quality service. The MMSC will oversee all training and directly provide the following.
  - i. The MMSC will develop a full driver and staff training program, using generally accepted approaches used in the industry as well as those approaches considered standard in Minnesota. This will include: passenger assistance methods, sensitivity, first aid, CPR, policies and procedures, emergency procedures, daily vehicle inspections, defensive driving and on board training. All proposers should describe in detail their training program and how it will meet local needs.
  - ii. The MMSC will perform most of the training functions for new and existing drivers, to include passenger assistance methods, sensitivity, first aid, CPR, policies and procedures, emergency procedures, daily vehicle inspections and other training as applicable. The operators will be responsible for defensive driving and on board training, as determined by the MMSC. Drivers will not be permitted in revenue service until they have satisfactorily completed all required training. Waivers will be considered for experienced and trained drivers. RTB strongly encourages the hiring of current experienced drivers that may be displaced by the new system.
  - iii. The MMSC will also train all telephone and dispatch staff in sensitivity, telephone skills (including TDD use), and emergency procedures as appropriate. All management including operator staff will receive as a minimum sensitivity and passenger assistance methods training.

APPENDIX

- iv. Refresher training will be required for all drivers on a biannual basis and on an as needed basis.
- v. Unless otherwise specified in this document, the minimum standards for driver training will be the Minnesota Rules, Parts 8840.5100 to 8840.6300. These operating standards are shown in *Appendix B*.

## 7. ADHERENCE TO PERFORMANCE STANDARDS

The RTB will institute a number of penalties and incentives based on system performance standards. Some of these will relate directly to the MMSC's performance, while others will be pass through incentives and penalties to the operators. The performance standards are listed below. Please note that penalties may be lifted during times of extreme weather conditions that may inhibit the ability to perform up to standard. Incentives and penalties will be developed after service has been implemented through mutual agencies of the RTB and the MMSC.

- a. *System productivity will be at least 2.5 passengers per vehicle revenue hour. This will be determined on a monthly basis. Vehicle revenue hour is defined as those hours in which the operator is paid for operating the vehicle under the direction of the MMSC.*

It is not expected that this level of productivity will be achieved before the first six months of service, therefore penalties will not be imposed until after that time, however incentives of one percent of average monthly MMSC payment for each .1 percent increase over 2.5 passengers per hour will be in effect immediately. In order to receive the bonus, there cannot be more than ten valid complaints per 20,000 one-way trips.

- b. *Valid complaints and violations combined should not exceed five per 20,000 one way trips. This will be determined on a monthly basis. Valid complaints (regarding any aspect of the service) will be verified and agreed upon by MMSC and RTB staff designated for that role. Sample violations, currently*

in place, are outlined in *Appendix E* and can be amended upon agreement of MMSC and the RTB.

- c. *Ride time will not exceed 90 minutes for core area service.* In addition an average ride time performance standard will be developed after service has been initiated.
- d. *Telephone hold time will not exceed one minute.* Average hold time will be developed after service has been initiated. The MMSC will be encouraged to take a proactive approach to recommending that passengers call during certain times to reduce the peak call times.
- e. *Preventable accidents will not exceed 1 per 20,000 revenue service hours.* Preventable accidents will be determined by MMSC based on criteria developed by MMSC with input from the RTB.
- f. *All vehicles will receive preventive maintenance within the required time frames.* This includes ensuring that the vehicles stay clean and are free of dents rust or other defects.
- g. *Road calls will not exceed 1 call per 20,000 revenue hours of service.* In the event that a vehicle is disabled, all passengers on board will be picked up by another vehicle(s) within 30 minutes. This time period will be lowered in the event of extreme weather.

## 8. OTHER ADMINISTRATIVE FUNCTIONS

Other administrative functions include reporting needs, planning assistance, and representation at meetings as requested by RTB.

- a.. Perform operations planning functions to ensure the most efficient and effective service possible. This includes the allocation of service hours, the identification of changes in travel patterns, the identification of long distance service corridors, and other functions as needed. In addition the MMSC will assist RTB in long range planning efforts.

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- b. RTB desires to have a data entry system that requires one time data entry only. This would require the use of some type of on-board data reconciliation approach.
- c. Produce regular and ad hoc reports as required by RTB.
- d. Weekly meetings between RTB and MMSC to review service and coordinate activities.

9. IMPLEMENTATION PLAN

Critical to the success of Metro Mobility is a smooth transition that minimizes the negative impact on passenger services. Experience around the country indicates that the possibility of transitional problems is very real. Without an effective well planned transition the service could deteriorate prior to implementation. Therefore we expect your response to this section to be in great detail, sharing with us how your firm typically addresses transition/implementation issues and defuses potentially explosive problems. The proposer will:

- a. Develop a detailed transition/implementation plan that will include all of the tasks necessary to successfully implement the project and a detailed timeline of when critical details will be concluded. This plan should include each detailed step, when it will be implemented and by whom. Particular detail should be given to hiring staff, setting up the reservation and scheduling system, procuring operators, training staff and phasing in the service to ensure that in the event that an incumbent drops out of the program before their contract is ended, that the MMSC will be able to step in to ensure that service is not disrupted. The following will be specifically required.
  - i. Describe in detail your staffing plan during the transition and up through the implementation. To be included in this, detail the types and numbers of staff that will participate and when they will be phased into the project.
  - ii. Provide resumes and descriptions of the MMSC manager, and all key staff. The RTB needs to be

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assured that the persons proposed for this project are the persons that actually intend to take the job. RTB will reserve the right to reject any proposed management staff person for this project prior to them being hired by the MMSC.

- iii. In developing a staffing plan emphasis should be placed on hiring persons with Metro Mobility experience. That is, persons who are currently or had been working with the system. At the same time care must be taken to ensure that existing operations are not damaged by the MMSC employing operator staff before the contract is terminated. Operators should also place the same emphasis on hiring experienced staff.

### III. PROPOSER QUALIFICATIONS

This section should establish your firm's ability to perform the required services by reason of experience, strength and stability of the organization, credit and customer references, and insurability for this work. This section will require detailed information regarding the proposers organizational structure, financial status, experience, references and other factors relating to the proposers ability to manage this project.

#### A. Proposer Organizational Structure

- 1. Provide a brief description of your firm (and any subcontractors) stating:
  - a. Name of Firm, business address, telephone number, names of corporate officers, the contact person for this project and title, person(s) with the authority to sign a legally binding contract, and legal status of the organization (profit, nonprofit, etc.).
  - b. The major functions of the firm.
  - c. The firm history including the number of years the firm has been in existence and in transit related work and paratransit related work.

- d. The organizational structure of the firm, and the location of satellite offices.
- e. Number of personnel by discipline.

## **B. Proposer Financial Status**

The purpose of this section is to establish the proposer's financial ability to satisfactorily perform the required work. The proposer shall respond to the following for the prime and each of the subcontractors:

1. Provide financial statements to include the last year end income statement and balance sheet. This should include an independently audited statement of income and retained earnings, statement of cash flow and any other documents that will attest to the financial stability of the firm.
2. Evidence of insurability, which can include a copy of a current policy, or letter of insurability from a broker attesting to the firm's insurability for the limits detailed in the scope of work.
3. Names, addresses, titles and telephone numbers of at least three credit references, including the offerer's principal bank.

## **C. Proposer Experience**

This section will establish your firm's credibility in successfully managing this project. Please detail your experience as a broker, coordinator, and/or operator of urban paratransit services. The proposer will respond to each of the following for the prime and any subcontractors.

1. Provide description of related experience, including:
  - a. The type of work performed, with ridership numbers, productivity measures, types of vehicles, service area size, vehicle maintenance responsibilities and number of service hours.
  - b. When the work was performed and any problems associated with the service, and if the contract was not renewed, why.

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- c. For all of your firm's paratransit experience was the contract or service terminated prior to the initially agreed upon date, if so, why.
- d. Name and address of each paratransit client over the past five years, contact name, and telephone number. Indicate whether current or past client.

#### **D. Other Factors Relating to Qualifications**

1. In this section please describe any other reasons why your firm should be selected.
  - a.. We are looking for a firm that has the ability to take charge and work with other firms, even competitors, to build a new Metro Mobility program.
  - b. Address your firm's success in improving productivity while maintaining quality.
  - c. Innovation is important, please describe any innovative approaches used by your firm.
  - d. The software proposed by your firm will be instrumental in your ability to schedule productively, describe how your firm has adapted the software to individual needs.
  - e.. Other reasons to select your firm.

#### **IV. COST PROPOSAL**

The proposer shall prepare a line item budget in the format of the "Cost Proposal" included in *Appendix F*, and it shall furnish any narrative required to explain or justify the costs quoted. The proposer must use the categories and line items specified in the "Cost Proposal" form.

The contract will be for three years with one 2-year renewal option, for a total of five years. Hardware and software for the computer system and the telephone system should be on a lease basis, based on a five year lease, at which time, the equipment and software will become the property of RTB. If the contract is terminated after three years, RTB will purchase the equipment at its residual value.

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## V. SELECTION PROCESS

### A. Schedule

The following timeframes are anticipated for this project.

- Release of MMSC RFP Feb. 1, 1993
- Pre-proposal conference Mar. 1, 1993
- Written questions Mar. 8, 1993
- Reply to all questions Mar. 16, 1993
- Submittal Mar. 29, 1993
- Finalist interviews (optional) Apr. 19, 1993
- Selection May 10, 1993
- Notice to proceed May 17, 1993
- Release of Operator RFP Jun. 1, 1993
- Full service implemented Oct. 1, 1993

### B. Evaluation Criteria

RTB will use the following criteria in evaluating proposals, using the weighting factors shown:

1. Experience/qualifications of firm(s) in performing similar work in other large metropolitan areas.  
(15%)
2. Relevant experience and demonstrated skills of the staff assigned to manage this project on-site.  
(20%)
3. Proven ability of the software selected.  
(15%)
4. Understanding of the scope of work and responsiveness of the proposal, including but not limited to the firm(s)' ability to:  
(a) meet the implementation schedule; (b) deal with transition issues; and (c) apply knowledge of ADA and Minnesota Rules regarding the provision of Special Transportation Services.  
(20%)
5. The cost for services, including the total amount and the reasonableness of the line items proposed.  
(30%)

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### **C. Evaluation Procedure**

All proposals received will be evaluated by RTB staff in accordance with the above criteria. Additional factors relating to the above criteria may be considered by the evaluators. The RTB may choose to interview some or all of the proposing firms. The results of these interviews will be factored into the evaluation of proposals. Please note that the RTB may choose to award a contract without interviews.

### **D. Award**

Based on the evaluation of proposals received, RTB staff will initiate negotiations with the firm(s) selected for negotiations. RTB reserves the right, if it is in the best interests of the RTB, to negotiate with more than one firm and thereafter recommend award to the proposer that offers the most favorable terms. The RTB Board will then award the contract.

RTB reserves the right to withdraw this RFP at any time without prior notice and makes no representations that a contract will be awarded to any proposer. The RTB also reserves the right to postpone the openings of proposals for its own convenience, to waive any informality or irregularity in the proposals received, and to reject any and all proposals without indicating any reason for rejection.

## **REPORT OF THE LOCAL OFFICIALS ADVISORY COMMITTEE**

At the January 20, 1993 meeting of the Local Officials Advisory Committee (LOAC), the attached resolution was adopted with the recommendation that the resolution be forwarded to the Association of Metropolitan Municipalities (AMM) to request that they distribute it to all local units of government.

In addition to adopting the resolution, LOAC also discussed:

- the RTB's 1993 legislative program
- the transit funding survey
- 1993 committee issues

**Carol Johnson, LOAC Chair**

**IN SUPPORT OF DEDICATED TRANSIT FUNDING**

WHEREAS, the metropolitan area is experiencing increased traffic congestion and improving mass transit alternatives is the most effective and cost efficient way to relieve road congestion; and

WHEREAS, the legislature mandates increased transit services to suburban areas, and

WHEREAS, the needs of urban transit dependent individuals continues to grow; and

WHEREAS, state funding for transit is inadequate and fails to keep pace with the increased needs of transit; and

WHEREAS, the use of property tax to support transit operations in the metropolitan area continues to increase; and

WHEREAS, the existence of a dedicated transit funding source could leverage additional federal dollars for mass transit; and

WHEREAS, the Regional Transit Board's Vision for Transit provides a detailed blueprint for transit improvements in the region, especially in meeting the need for unmet transit services, which calls for a significant increase in funding over the next five years, therefore be it

RESOLVED, that the City of \_\_\_\_\_ supports extension of the sales tax to the purchase of motor vehicle fuel at the retail level, a portion of which would be dedicated to transit purposes; and

BE IT FURTHER RESOLVED, that we support defining highway purposes to include transit, thus allowing for the use of motor vehicle fuel tax dollars for transit operations and capital purchases.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 1993.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

Mailed separately  
on 1/29/93.

RTB Board Members

FVI -

MTC Police Force legislation

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A bill for an act

relating to the metropolitan transit commission;  
authorizing the commission to appoint peace officers  
and establish a law enforcement agency; amending  
Minnesota Statutes 1992, sections 473.405, by adding  
subdivisions; and 626.84, subdivision 1; repealing  
Minnesota Statutes 1992, section 629.40, subdivision 5.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1992, section 473.405, is  
amended by adding a subdivision to read:

Subd. 16. [POLICE.] The commission may appoint peace  
officers, as defined in section 626.84, subdivision 1, paragraph  
(c), and establish a law enforcement agency, as defined in  
section 626.84, subdivision 1, paragraph (h), to police its  
property and routes and to make arrests under section 629.30 or  
629.34 anywhere within the metropolitan area. The powers of  
arrest and the authority to obtain search warrants may only be  
exercised in connection with crimes relating to metropolitan  
transit commission property, equipment, employees, and  
passengers.

Sec. 2. Minnesota Statutes 1992, section 473.405, is  
amended by adding a subdivision to read:

Subd. 17. [EMPLOYMENT OF OFF-DUTY PEACE OFFICERS.] The  
commission may employ off-duty peace officers, as defined in  
section 626.84, subdivision 1, paragraph (c), who are employed  
by other law enforcement agencies to police its property and

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1 routes and to make arrests under section 629.30 or 629.34  
2 anywhere within the metropolitan area while on duty for the  
3 commission. The powers of arrest may only be exercised in  
4 connection with crimes relating to commission property,  
5 equipment, employees, and passengers.

6 Sec. 3. Minnesota Statutes 1992, section 626.84,  
7 subdivision 1, is amended to read:

8 Subdivision 1. [DEFINITIONS.] For purposes of sections  
9 626.84 to 626.863, the following terms have the meanings given  
10 them:

11 (a) "Board" means\*the board of peace officer standards and  
12 training.

13 (b) "Director" means the executive director of the board.

14 (c) "Peace officer" means an employee or an elected or  
15 appointed official of a political subdivision or law enforcement  
16 agency who is licensed by the board, charged with the prevention  
17 and detection of crime and the enforcement of the general  
18 criminal laws of the state and who has the full power of arrest,  
19 and shall also include the Minnesota state patrol, agents of the  
20 division of gambling enforcement, and state conservation  
21 officers, and peace officers employed by the metropolitan  
22 transit commission.

23 (d) "Constable" has the meaning assigned to it in section  
24 367.40.

25 (e) "Deputy constable" has the meaning assigned to it in  
26 section 367.40.

27 (f) "Part-time peace officer" means an individual licensed  
28 by the board whose services are utilized by law enforcement  
29 agencies no more than an average of 20 hours per week, not  
30 including time spent on call when no call to active duty is  
31 received, calculated on an annual basis, who has either full  
32 powers of arrest or authorization to carry a firearm while on  
33 active duty. The term shall apply even though the individual  
34 receives no compensation for time spent on active duty, and  
35 shall apply irrespective of the title conferred upon the  
36 individual by any law enforcement agency. The limitation on the

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1 average number of hours in which the services of a part-time  
2 peace officer may be utilized shall not apply to a part-time  
3 peace officer who has formally notified the board pursuant to  
4 rules adopted by the board of the part-time peace officer's  
5 intention to pursue the specialized training for part-time peace  
6 officers who desire to become peace officers pursuant to  
7 sections 626.843, subdivision 1, clause (g), and 626.845,  
8 subdivision 1, clause (g).

9 (g) "Reserve officer" means an individual whose services  
10 are utilized by a law enforcement agency to provide  
11 supplementary assistance at special events, traffic or crowd  
12 control, and administrative or clerical assistance. A reserve  
13 officer's duties do not include enforcement of the general  
14 criminal laws of the state, and the officer does not have full  
15 powers of arrest or authorization to carry a firearm on duty.

16 (h) "Law enforcement agency" means a unit of state or local  
17 government that is authorized by law to grant full powers of  
18 arrest and to charge a person with the duties of preventing and  
19 detecting crime and enforcing the general criminal laws of the  
20 state.

21 (i) "Professional peace officer education" means a  
22 post-secondary degree program, or a nondegree program for  
23 persons who already have a college degree, that is offered by a  
24 college or university in Minnesota, designed for persons seeking  
25 licensure as a peace officer, and approved by the board.

26 Sec. 4. [INSTRUCTION TO REVISOR.]

27 The revisor shall substitute the reference "473.405,  
28 subdivision 17" for the reference "629.40, subdivision 5" in  
29 section 352.01, subdivision 2b, clause (34).

30 Sec. 5. [REPEALER.]

31 Minnesota Statutes 1992, section 629.40, subdivision 5, is  
32 repealed.

33 Sec. 6. [APPLICATION.]

34 This act applies to the counties of Anoka, Carver, Dakota,  
35 Hennepin, Ramsey, Scott, and Washington.



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. Staff supports the following recommendations. The recommendations are:

#### Lift-features-

That the maximum height of an end gate of the lift platform be no more than eight inches.

That a platform surface width of thirty-two inches is preferred to the ADA minimum of thirty inches.

That a colored floor stripe which is molded into the floor be used rather than stripes which are painted onto the floor.

That a non-skid surface on the lift platform be used to reduce slipping.

#### Securement-

That the rear restraining strap on the wall side of the bus be extended one foot to allow drivers greater ease in securing wheelchairs and to minimize driver/rider body contact.

That securement harnesses allow no more than two inches of "play".

#### Bus Signage-

That schedules of bus routes be attached to the interior and exterior of bus shelters.

#### Other-

That the radiant heat activating button be positioned three feet from the floor to allow easy access to riders who have limited physical mobility.

That benches of half the present length be used at bus shelters to allow wheelchairs to maneuver into and within the shelter.

**Morgan Grant, Chair**