



Minnesota Regional Transit  
Board: Records.

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

Meeting of the  
REGIONAL TRANSIT BOARD  
Mears Park Centre Chambers  
230 East Fifth Street  
St. Paul, Minnesota 55101  
Monday, December 20, 1993  
4:00 p.m.

### AGENDA

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES
  - a. Committee of the Whole, November 22, 1993
  - b. Regional Transit Board, November 29, 1993
  - c. Legislative Committee, December 6, 1993
  - d. Regional Transit Board, December 6, 1993
4. GENERAL BUSINESS
  - a. Metro Mobility Update
  - b. *Appoint Subcommittees Authority to Appoint Subcommittees*
5. MEMBERS' REPORTS
6. EXECUTIVE DIRECTOR'S REPORT
7. COMMITTEE OF THE WHOLE REPORT  
(Ruth Franklin, Chair)
  - a. Financial Statements, October 1993
  - b. Closing the Light Rail Transit Engineering Fund
  - c. Amendments to 1993 Regional Transit Board Budget

**Regional Transit Board Agenda  
December 20, 1993  
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- d. Human Services, Inc. Transporter 1993 Contract Amendment and 1994 Contract; and Dakota Area Resources and Transportation for Seniors (DARTS) 1993 Contract Amendment and 1994 Contract
- e. Approval of 1994 Jobseekers Program
- f. North Suburban Lines 1994 Contract
- g. Additional Premium for Workers Compensation Insurance
- h. Regional Transit Board's 1994 Affirmative Action Plan

*Report of the Legislative Committee*

**8. OTHER BUSINESS**

**9. PUBLIC COMMENT**

**Ruth Franklin  
Vice Chair**

mff  
12/14/93



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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
December 20, 1993**

**MEMBERS PRESENT:** Ruth Franklin; Vice Chair; Michael Beard; Morgan Grant; Val Higgins; James Hovland; Gary Humphrey; Harry Mares

**MEMBERS EXCUSED:** Sharon Feess

**OTHERS PRESENT:** Greg Korstad, Legal Counsel; Tom Sather, Metropolitan Transit Commission; Dan Hibbert, ATE; Bob Rossman, Amalgamated Transit Union Local 1005; Bill Blom; John Walsh, Metropolitan Center for Independent Living (MCIL); Diane Harberts, Southwest Metro Transit Commission; Beverley Miller, Minnesota Valley Transit Authority; Tim Kirchoff, Anoka County; Judy Hollander, Dave Jacobson, Mark Fuhrmann, Suzanne Hanson, Assata Brown, Debra Nelles, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

Vice Chair Franklin called the meeting to order at 4:20 p.m. and roll was taken.

**APPROVAL OF AGENDA**

The agenda was amended to include Item 4.b., Authority to Appoint Litigation Committee, and a Report of the Legislative Committee. With those amendments, Hunt moved and Beard seconded approval of the agenda. The motion was unanimously approved (Humphrey not present).

**APPROVAL OF MINUTES**

Hovland moved and Grant seconded approval of the following minutes:

Committee of the Whole Meeting of November 22, 1993  
Regional Transit Board Meeting, November 29, 1993  
Legislative Committee Meeting, December 6, 1993  
Regional Transit Board Meeting, December 6, 1993

The motion was unanimously approved (Humphrey not present).

**GENERAL BUSINESS**

**METRO MOBILITY UPDATE**

Jacobson reviewed the progress made to date toward meeting the service standards for Metro Mobility. The completed trips now exceed 4,000 per week. Hunt asked about a letter she received referring to problems with maintenance of the vehicles. Hollander said staff has not seen a copy of that letter and will report back. (Humphrey arrived.)

Grant asked when the hard-coding of standing orders will be completed. Jacobson said the projected date is mid-January. Grant asked that the board receive a written copy of the questions used in the Metro Mobility Service Center survey last week. He asked for a projection on when staff will look at certification criteria again. Jacobson said the University of Minnesota has completed the draft report of the text of the report. With the other activities taking precedence, staff is now targeting the end of 1994. Responding to Mares' question, Grant said he would like to find out what the questions were because he has concerns about the appropriateness of some of them.

Regarding Hovland's questions about on-time performance, Jacobson said that as of December 16 the 25-percent route sample indicated on-time performance of slightly more than 96 percent at peak hours.

**LITIGATION COMMITTEE**

With regard to the class action suit, Hollander said legal counsel has suggested that the board establish a Litigation Committee, composed of three or four members of the board, to make strategic decisions. Franklin noted that a new chair will be appointed within the next day or two. Hovland moved and Humphrey seconded:

That the Regional Transit Board establish an ad hoc Litigation Committee to be composed of three or four board members, selected by the chair, for the purpose of making strategic decisions on the pending Metro Mobility litigation.

Higgins asked what this committee is expected to accomplish. Korstad said it is easier to communicate with three or four people quickly than to try to reach all the board members. There are strategic decisions that must be made. The motion was unanimously approved.

**REPORT OF THE COMMITTEE OF THE WHOLE**

Committee Chair Franklin reported on the recommendations approved at the Committee of the Whole meeting held December 13, 1993.

**October 1993 Financial Statements**

Franklin moved and Hunt seconded:

That the Regional Transit Board receive the October 1993 unaudited financial statements and direct that they be placed on file.

The motion was unanimously approved.

**CLOSING THE LIGHT RAIL TRANSIT ENGINEERING FUND**

Franklin moved and Higgins seconded:

That the Regional Transit Board close the Light Rail Transit Engineering Fund effective December 31, 1993 and transfer the fund balance to the General Fund.

The motion was unanimously approved.

**AMENDMENTS TO THE 1993 REGIONAL TRANSIT BOARD BUDGET**

Hovland moved and Grant seconded:

That the Regional Transit Board amend the 1993 Budget, as amended July 1993, recognizing the detail of the attached schedule and the following summary amounts:

- |                                |              |
|--------------------------------|--------------|
| • Beginning Fund Balance of    | \$4,847,919  |
| • Total Revenues of            | \$96,895,475 |
| • Total Expenditures           | \$94,959,084 |
| • Ending Total Fund Balance of | \$6,784,310  |

The motion was unanimously approved.

**HUMAN SERVICES, INC., TRANSPORTER 1993 CONTRACT AMENDMENT AND 1994 CONTRACT; and**

**DAKOTA AREA RESOURCES AND TRANSPORTATION FOR SENIORS 1993 CONTRACT AMENDMENT AND 1994 CONTRACT**

Higgins moved and Beard seconded:

That the Regional Transit Board authorize its executive director to amend:

- Human Services, Inc. Transporter's 1993 Transit Funding contract (Contract No. 92/09/11-44) by \$81,100 from \$227,047 to \$308,147;
- Dakota Area Resources and Transportation for Seniors 1993 Transit Funding contract (Contract No. 92/09/11-45) by \$107,329 from \$393,912 to \$501,241;

That the Regional Transit Board and authorize the executive director to enter into a six-month contract for operating assistance, effective January 1, 1994 and remaining in effect until June 30, 1994 with:

- Human Services, Inc. Transporter in an amount not to exceed \$227,627; and
- Dakota Area Resources and Transportation for Seniors in an amount not to exceed \$453,200.

The motion was unanimously approved.

**APPROVAL OF 1994 JOBSEEKERS PROGRAM**

Hovland moved and Humphrey seconded:

That the Regional Transit Board approve the Jobseekers budget of \$525,537 for calendar year 1994 to offer discounted convenience fares through participating agencies.

The motion was unanimously approved.

**NORTH SUBURBAN LINES 1994 CONTRACT**

Hunt moved and Hovland seconded:

That the Regional Transit Board:

1. Authorize its executive director to enter into a 1994 contract with North Suburban Lines in an amount not to exceed \$852,653;
2. Approve the \$2.00 premium express fare for the North Suburban Lines Commuter 1 and 2 routes;
3. Approve a Regional Transit Board-controlled North Suburban Lines schedule printing budget of \$10,000.

The motion was unanimously approved.

**ADDITIONAL PREMIUM FOR WORKERS COMPENSATION INSURANCE**

Hovland moved and Mares seconded:

That the Regional Transit Board authorize the expenditure of an additional \$1,116 for workers compensation coverage, which brings the total premium for the coverage to \$6,342; and

That the Regional Transit Board approve the Return to Work Policy and the board's enrollment in State Fund Mutual's Managed Care Plan.

Higgins said there is a misunderstanding among board members; the insurer can dictate where the employee receives treatment. Under this contract the company can dictate what treatment and from whom it will be received. He does not wish to impose managed care on RTB employees. It is there to cut malingering and false claims. Our employees are not the type to incur heavy work injuries. Humphrey said there is a dispute resolution process available if the employee is not satisfied with the choice of treatment. Most doctors in this area are already in the managed care system. The motion was approved (Higgins opposed).

**REGIONAL TRANSIT BOARD'S 1994 AFFIRMATIVE ACTION PLAN**

Hovland moved and Grant seconded:

That the Regional Transit Board approve the 1994 revisions to the existing Affirmative Action Plan for submission to the Minnesota Department of Employee Relations.

The motion was unanimously approved.

**LEGISLATIVE COMMITTEE REPORT**

Beard reported on the meeting held immediately before this meeting. He moved and Hovland seconded:

That the Regional Transit Board go on record as supporting an appointed Metropolitan Council.

The motion was unanimously approved.

TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE REPORT

Grant presented the committee's report of its December 1, 1993 meeting. He said the committee forwards their recommendations to the board; it is up to the board whether the board chooses to act on the committee recommendations. Hunt asked if the committee took into account whether this has a bearing on the lawsuit. Hollander said staff will try to get a rough estimate of the cost.

There being no other business, Hunt moved and Hovland seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 6:15 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 20, 1993.

Respectfully submitted,



Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this eighteenth day of January 1994.



## **REPORT OF THE COMMITTEE OF THE WHOLE**

At its meeting of December 13, 1993, the committee approved the following recommendations:

### **OCTOBER 1993 FINANCIAL STATEMENTS**

That the Regional Transit Board receive the October 1993 unaudited financial statements and direct that they be placed on file.

### **CLOSING THE LIGHT RAIL TRANSIT ENGINEERING FUND**

That the Regional Transit Board close the Light Rail Transit Engineering Fund effective December 31, 1993 and transfer the fund balance to the General Fund.

### **AMENDMENTS TO THE 1993 REGIONAL TRANSIT BOARD BUDGET**

That the Regional Transit Board amend the 1993 Budget, as amended July 1993, recognizing the detail of the attached schedule and the following summary amounts:

• Beginning Fund Balance of	\$4,847,919
• Total Revenues of	\$96,895,475
• Total Expenditures	\$94,959,084
• Ending Total Fund Balance of	\$6,784,310

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That the Regional Transit Board approve the Return to Work Policy and the board's enrollment in State Fund Mutual's Managed Care Plan.

**REGIONAL TRANSIT BOARD'S 1994 AFFIRMATIVE ACTION PLAN**

That the Regional Transit Board approve the 1994 revisions to the existing Affirmative Action Plan for submission to the Minnesota Department of Employee Relations.

**OTHER BUSINESS**

The committee received a report on the Metro Mobility restructuring. The next scheduled meeting of the committee will be January 11, 1994.

**Ruth Franklin  
Chair  
Administration and Finance Committee**



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 1, 1993, the Transportation Accessibility Advisory Committee (TAAC) approved the following recommendations:

### Metro Mobility Assessment

- That the RTB contract with Ecosometrics, Incorporated to conduct a random survey of Metro Mobility ridership using a large enough sample to be statistically valid in order to determine current customer satisfaction with, and confidence in, the current Metro Mobility system.

### TAAC Legislative Initiatives

- That the final decision on the TAAC's Legislative Initiatives be tabled until the next regularly scheduled TAAC meeting on January 5, 1993.

**Dianna Krogstad**  
**Acting Chair**

**MEMORANDUM****LARKIN, HOFFMAN, DALY & LINDGREN, LTD.**

Attorneys at Law  
1500 Norwest Financial Center  
7900 Xerxes Avenue South  
Bloomington, Minnesota 55431  
Telephone: (612) 835-3800  
FAX: (612) 896-3333

**TO:** Greg Andrews  
**FROM:** Greg Korstad *GK*  
**DATE:** December 20, 1993  
**RE:** Metro Mobility Lawsuit: Litigation Committee

We are recommending that the Regional Transit Board (RTB) create a litigation subcommittee comprised of two, three or four members of the Board empowered to make strategic decisions on behalf of the Board and to negotiate any agreements necessary or advisable on RTB's behalf.

I make this request for a number of reasons. Most significantly, RTB has been directed to participate in a settlement conference on Wednesday. In addition, this case is expected to raise strategic issues requiring quick Board level decision making. In addition, attorney-client communications with the Board can become more efficient and effective by dealing with fewer people. My recommendation is that the Board chair be given authority to appoint such a committee and that the committee be appointed so it can be consulted with during the settlement discussion which will begin on Wednesday.

**MEMORANDUM****LARKIN, HOFFMAN, DALY & LINDGREN, LTD.**

Attorneys at Law  
1500 Norwest Financial Center  
7900 Xerxes Avenue South  
Bloomington, Minnesota 55431  
Telephone: (612) 835-3800  
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My recommendation is that the Board chair be given authority to appoint such a committee and that the committee be appointed so it can be consulted with during the settlement discussion which will begin on Wednesday.

*approved 12/20/93 by the RTB.*

December 7, 1993

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 12/20/93

Member Name	Present	Vote							
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ISSUE

Chair

Michael Beard ✓

Sharon Feess *etc*

Ruth Franklin ✓

Morgan Grant ✓

Val M. Higgins ✓

James Hovland ✓

Gary Humphrey

Ruby Hunt ✓

Harry Mares ✓

-----

Visitors *Korstad*

*Hubert*

*S. ...*

*Bill Blom*

*John Walsh*

*B. Miller*

mff

*Bob Rossman*

*Tim Riechff*

*Diane Harbut*

Staff

*DJ, MF, DU, DN*

*SH AB*

*J. Hollander*



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

**Minutes of the Meeting of the  
COMMITTEE OF THE WHOLE  
November 22, 1993**

**MEMBERS PRESENT:** Policy Committee Chair Val Higgins, Michael Beard, Sharon Feess, Ruth Franklin, Morgan Grant, Jim Hovland, Gary Humphrey, Ruby Hunt, Harry Mares

**MEMBERS EXCUSED:** John H. Riley, Dennis Schulstad

**OTHERS PRESENT:** Greg Korstad, Legal Counsel; Tom Sather, Metropolitan Transit Commission (MTC); Arnie Entzel, Amalgamated Transit Union; Dick Alexander, Linda Rother, Dan Hibbert, ATE; Mark Ryan, North Suburban Lines; Ralph McFarland; Mayflower, Inc.; Bill Costomo; Gregory L. Andrews, Judy Hollander, Clarence Shallbetter, Mike Opatz, Suzanne Hanson, Elaine Bauer, Randy Rosvold, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

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

**APPROVAL OF AGENDA**

Higgins recommended that the fourth agenda item, 1994 service plan for North Suburban Lines, be considered first in order to accommodate the visitors who wished to speak to the issue. Mares seconded the motion; the motion was unanimously approved.

**PROPOSED 1994 SERVICE PLAN FOR NORTH SUBURBAN LINES' RICE STREET WEEKDAY AND SATURDAY, AND LEXINGTON WEEKDAY SERVICE**

Rosvold and Bauer reviewed the staff report dated November 16, 1993. Copies of the current schedules for the routes in question had been distributed. Rosvold used slides to illustrate the downward trend of ridership, which had the effect of raising the per passenger subsidy. Bauer identified the proposed changes to the Lexington and Rice Street routes. Members were concerned about the riders who are totally dependent upon transit service to get to work and who will have no suitable alternatives open to them. Rosvold said one objective is to shift service from poorly performing route segments and improve it on more productive segments of routes. Increased marketing efforts or use of smaller vehicles may not generate enough ridership to reduce the subsidy.

Bill Costomo, a resident of Circle Pines, testified that he would like service to Circle Pines, Lino Lakes. The worst option would be a bus going up North Road because it would take him half an hour to walk to the bus stop. Higgins suggested that he investigate with staff the option of using the Anoka County Traveler service.

Patsy Goures from Little Canada said she walks four blocks now to the bus, but if mid-day service is taken off, she will have to walk nine blocks and cross a bridge that is never plowed. The other choice is one and a half miles from her house. She is concerned about the proposal to eliminate NSL midday service in the Grand Pre. The last morning bus to Downtown St. Paul is 7:28 a.m. and the first returning to Grand Pre is at 4:10 p.m.--there is nothing in between. There should be at least one run on in that area in mid-afternoon since she finishes work at 1:30 p.m. and would have to walk nine blocks to get home.

Franklin said these changes would put some areas into feathering and reduce taxes to the area. She asked Rosvold how much money would be saved by reducing tax income compares to money saved by changing the routes. Rosvold said the staff proposal would spend the same amount and provide service in the same hours. In some cases service would actually improve service. Andrews added that RTB is reimbursed from the state general fund for differences in tax feathering so from our standpoint it is a wash.

Mike Vig a Circle Pines resident, who cannot drive, said he moved his family to that area and the service has been excellent. There have been numerous changes in the schedules and each time ridership drops. Part of the problem is getting information out to people so they can change their lives. He was dissatisfied with the survey because it did not communicate that service would be cut. It appears that the people who have transportation are getting extra service and those who do not have alternatives are about to lose it. He asked drivers how many people get on at Shoreview. Some drivers could not remember anyone. Another driver of the 6:21 a.m. inbound trip said that by the time he gets to Northway Shopping Center there are 10 to 15 people on the bus. The change at 95th will eliminate service to many residents. He does not agree that Saturday service is stable. As people find out about it , ridership increases.

Doug Peterson of Circle Pines said he will receive no service under the proposal. He moved to that area because there is bus service and its loss is unthinkable.

Mark Krause, also of Circle Pines, agreed with Peters. He uses the bus because his family owns one car, which his wife needs. This change means he will have to get another car and he cannot afford that. He was not surveyed on his 621 bus and some people are not aware of the plan to cut service. Today there were more passengers than the survey indicated. It is unrealistic to do a survey during summer months when ridership is lower. Road safety in the winter months is improved by putting more people on the bus. There should be at least one bus in the morning and one in the evening.

Grant said he would like staff to explore other alternatives and develop a marketing/promotional campaign to promote existing service. Some of the suggestions made today have merit. He asked staff when the contract with North Suburban will expire. It may be time to look at smaller buses to fit the load. Hunt said an unfortunate aspect of the staff proposal is that it gives additional service to people who have service and takes it away from those who have none. She asked if the people who walk have sidewalks; there are none in many of the outlying areas. She agreed that staff should look at this again because we have to consider people who are left without service, particularly to get to work.

Responding to Hovland's query about renegotiating the hourly rates, Rosvold reviewed the history of the Saturday service and the options. The provider was willing to lower the rate for Saturday service, which is very unusual; however, the weekday service involves 12 vehicles and Saturday service only involves one vehicle and one driver. Hovland asked staff whether marketing can increase ridership. Rosvold said better marketing of transit service could be done, funding permitting. He also emphasized the big picture issue that the health of these routes is tied directly to the health of Downtown St. Paul, which recently lost several major employers.

Hovland said this is a difficult decision and staff is trying to develop some response. The staff has looked at it for two months and he does not know what would be accomplished by sending it back. He does not want to cut service unless it is absolutely necessary.

Mares said it is important that people in Circle Pines have some kind of service. Staff could report back if the costs for service change. He moved and Grant seconded:

That the committee forward, without recommendation, the Proposed 1994 Service Plan for North Suburban Lines' Rice Street Weekday and Saturday, and Lexington Weekday Service to the Regional Transit Board for consideration at its December 6, 1993 meeting. Staff is directed to provide other alternatives for riders affected by the proposal. .

Franklin said the per passenger subsidy has been above \$3.25 for some time. Since fares are increasing and ridership is going down, there may be many more of these routes to consider. The board may want to reconsider the subsidy when the routes go out into the suburbs. Staff should look at these areas that have very little service during the day to determine if they should have some combination of paratransit and regular route service. Rosvold said that as part of the on-going update of the five-year plan, staff is considering revisiting the question. The motion was unanimously approved.

Higgins said he will be interested in seeing what marketing can be done in the area of the big complexes. Merely putting notices in the buildings can generate traffic.

#### UPDATE ON METRO MOBILITY PROGRAM

Hollander said RTB staff is evaluating ATE's progress toward meeting its work plan and preparing financial analyses that will be presented to the board on December 6. Hibberts said ATE is currently focusing on resolving the problem of repeated instances of two vehicles arriving to pick up the same person at the same location at the same time. McFarland said Mayflower has hired about 300 drivers and are operating with 180. Many new hires find out this is not what they want to do. Those who are having trouble delivering service are brought in for more training. Right now each driver is getting additional training on the lift equipment to ensure that he or she knows what to do in every situation. They are using the "see one, do one, teach one" principal. Last week, for the first time, he received four compliments from riders on Mayflower drivers.

Hovland asked about the difference in on-time performance in the morning and evening. He asked for an update. McFarland said they are now running very close. Regarding dirty equipment, McFarland said the contract requires that the vehicles be washed twice a week. Hibberts added that Mayflower is doing better than the others. Metro Ride is moving from their dirt parking lot so their situation will improve. There was discussion of the tie-down restraints. Grant recommended that a different system be installed because the belts are too wide to feed through the wheelchairs.

Hunt relayed a rider's complaint that if she wants to leave work and go to a friend's house, she was told she must go home and get another ride. Hibbert said that if the rider was told that, she was misinformed. He will call her and work it out. Hunt asked if a rider going to a shopping center has to be picked up at the same place he or she was dropped off. Hibbert said some of the shopping centers are so large it was better to designate a drop-off point.

Beard asked about refunding tickets that customers want to turn in. Hollander said staff will contact him. Grant said past policy was that only complete books can be cashed in.

Hibberts said the mobile data terminals will be installed, but ATE wants to be sure the drivers are trained to use them properly.

Robin Alexander said she had sent a letter stating that her ride was 40 minutes late and she had to ride for 40 minutes. The last driver drove too fast.

#### OTHER BUSINESS

Franklin handed out Harberts' letter to Senator Carol Flynn regarding the remarks she made to the Minneapolis Star Tribune regarding elimination of the Regional Transit Board and the transfer of its duties to the Metropolitan Council. She thanked her for getting across several key points at the governance meeting. Harberts thanked Rep. Tom Workman who recommended that she be appointed to the advisory committee. She feels strongly that we need a separate transit authority. Members discussed with her the need to inform the committee about

the activities of the transit agencies on a one-to-one basis. Responding to questions by Hunt, Harberts said she does not know at this point who should bring the industry together. She expects the committee to make a recommendation before February 22. Based on the last meeting, the members know this is very complex. Before they decide, she hopes they understand what they are dealing with.

Hunt said the board should appoint a chair and members of the Legislative Committee or meet as Committee of the Whole. She asked that it be included on the next board agenda.

Ulrich distributed the schedule for the Truth in Taxation hearing scheduled on November 29. After discussion, Feess moved and Beard seconded:

That the Regional Transit Board schedule a meeting of the board at 4:00 p.m., Monday, November 29, 1993.

The motion was unanimously approved.

#### **Executive Session**

Hovland moved and Beard seconded that the meeting be closed on the grounds of attorney-client privilege so that the board could seek legal counsel in the matter of the pending litigation before the United States District Court regarding the class action suit by Metro Mobility consumers. The motion was unanimously approved and the members retired to a small conference room.

At 6:45 p.m. the chair reconvened the meeting of the Committee of the Whole. There being no other business, Humphrey moved and Hovland 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 Committee of the Whole meeting of November 22, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 20th day of December 1993.



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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
November 29, 1993**

**MEMBERS PRESENT:** Ruth Franklin; Vice Chair; Michael Beard; Sharon Feess; Morgan Grant; Val Higgins; James Hovland; Gary Humphrey; Harry Mares

**MEMBERS EXCUSED:** Ruby Hunt, John H. Riley and Dennis Schulstad

**OTHERS PRESENT:** Bill Schreiber; Mike Robertson, Legal Counsel; Robert Mairs, Tom Sather, Metropolitan Transit Commission; Diane Harberts, State Advisory Committee on Metropolitan Governance; Robin Alexander; Don Ahern, St. Paul Pioneer Press; Lisa Lee; Linda Rother, ATE; Bob Rossman, Amalgamated Transit Union Local 1006; Gregory L. Andrews, Judy Hollander, Dave Jacobson, Dan Murray, Clarence Shallbetter, Clete Luberts, Kathy Grochowski; Dale Ulrich, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

Vice Chair Franklin called the meeting to order at 4:05 p.m. and roll was taken.

**APPROVAL OF AGENDA**

Beard moved and Feess seconded that the agenda be approved. The motion carried unanimously.

**APPROVAL OF MINUTES**

Mares moved and Grant seconded approval of the following minutes:

Regional Transit Board Meeting, November 1, 1993  
Committee of the Whole Meeting, November 8, 1993

The motion was unanimously approved.

**GENERAL BUSINESS**

**APPOINTMENT OF CHAIR AND MEMBERS OF LEGISLATIVE COMMITTEE**

Franklin recommended, Grant moved and Mares seconded:

That the Regional Transit Board appoint Michael Beard as Chair and Ruby Hunt as Vice Chair of the 1994 Legislative Committee. The committee will meet as Committee of the Whole.

The motion was unanimously approved.

### **METROPOLITAN GOVERNANCE**

Hollander distributed a history of the structural changes made to metropolitan governance. Beard thanked her for her help. He stressed that this is only a starting point and there is a long way to go. The board should have something on paper to start developing consensus. Two or three members met before this meeting and discussed some of the priorities, interface with other agencies and how to strengthen the vision for mobility in this new entity. He encouraged Hollander to share this document.

Most members preferred the use of the word "regional," rather than "metropolitan." Higgins said the most important thing is how much authority the regional agency is given.

Beard said there seems to be an attitude that the Regional Transit Board has to go so whatever follows should be something else. Schreiber said the legislative staff has a practice for refining the definition and he asked staff to contact the legislative staff.

In thinking about the issues that would be created if this were put together, Mares said he would like a list of advantages and disadvantages of this entity owning and operating equipment. Also, with respect to the legal issues regarding a single agency owning and operating equipment, are there other agencies throughout the country that do this?

Humphrey said the whole intermodal concept has brought this type of situation to the forefront. There would be a definite advantage in restructuring under the ISTEA concept. Beard said under the San Diego model of transit governance, the authority owns the assets and somehow distances themselves from day-to-day operations. It would be interesting to see how they put that together. The ISTEA relationship is very important and we will have to deal with it for the next 20 years. A Metropolitan Planning Organization (MPO) would be a very efficient vehicle for channeling those dollars and that will be an important selling point to the Legislature. Higgins warned against including goods movement. Hovland described the possibility of properties outside the metro area being used by carriers like Burlington Northern for intermodal transfers at some point in time. This is an esoteric area, but it would help to plan movement of goods and people in the region. Beard said the Regional Transit Authority (RTA) should at least have some input into that process because of the intermodal traffic that will be hitting the highways. These are all land use issues.

Schreiber said the federal government requires that someone look at all intermodal activity. Certain categories of federal dollars are available for these activities and some agency has to objectively prioritize the projects. Beard said the underlying assumption is that the Transportation Advisory Board (TAB) would be dissolved and the RTA would assume the same responsibilities. Mares said the new structure would reduce bureaucracy and would help coordinate the entire transportation process. Hovland said there are problems attendant upon owning property. The equipment would be leased out under arrangements

similar to the contract with ATE. There would be a group of three members working with each entity. The problems might be endless.

Schreiber added that the board should decide whether to own equipment and contract for operation or own and operate it. Beard said the opt-out communities favor owning and parceling out equipment for them to operate. Humphrey said the advantage of a bigger agency is a better purchase price when bonding. Franklin directed staff to prepare a list of pros and cons on owning the equipment. Harberts said that the capital initiative would increase the possibility of developing a better bidding situation. The board would have to take on an oversight responsibility. One missing element is the private/corporate partnership. Ownership is part of the authority. Grant recommended that another meeting be scheduled after the board has a chance to digest some of these things. Hovland asked people to give their comments to Hollander by Monday morning. Andrews said the State Advisory Commission on Metropolitan Governance has asked for a document laying out RTB's legally mandated responsibilities, those that are permissible by law, and those we do because they are the right thing to do. MTC has been asked to prepare the same information. The presentation must be kept very brief.

Hovland said the time is very short and RTB has not yet met with the Metro Council to present a united front. Schreiber said the State Council has made a preliminary decision and now they are looking at the mandates to determine what would be folded into council responsibilities and what that will require of the council. They seem to be looking at the transportation components. At a later date there will be other opportunities to talk about how ISTEA relates to this. RTB should stress the importance of public participation. Franklin said staff should attend the next commission meeting along with whatever board members are available. Higgins said staff can provide historical perspective because there has been so much turnover on the board. Feess said the issue of this board's relationship to Mn/Dot should be included. No formal action was taken.

#### **CHAIR'S BENEFIT PACKAGE, RESOLUTION NO. 93-10**

Schreiber reviewed his November 24, 1993 memorandum. The chair's medical situation is uncertain and his sick leave and vacation are nearly exhausted. If the board approves this benefit package, the chair will resign effective December 1, 1993. The Governor plans to act quickly to appoint a part-time chair so the disability benefits and the salary of the new chair will not exceed the amount budgeted for the chair's position in 1994. Grant moved and Higgins seconded:

That the Regional Transit Board approve Resolution No. 93-10,  
Resolution Approving the Payment of Severance Pay.

Higgins said it is his understanding that someone from the Governor's office has been in contact with the family and that they are satisfied with this package. Beard said he applied for membership to the board because of John Riley and he will agree to this severance with deep regret. On a roll call vote, the motion was unanimously approved.

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT TO CONDUCT DATA COLLECTION AND EVALUATION OF THE TRAVLINK INTELLIGENT VEHICLE-HIGHWAY SYSTEM (IVHS) OPERATIONAL TEST, RESOLUTION NO., 93-09**

Andrews explained that in August 1993 the board approved the grant application and is now asked to authorize execution of the agreement. Grant moved and Feess seconded:

That the Regional Transit Board approve Resolution No. 93-09, authorizing the executive director to execute a cooperative agreement with the Federal Transit Administration to conduct data collection and evaluation of the Travlink Intelligent Vehicle-Highway Systems (IVHS) Operational Test.

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

**MEMBERS' REPORTS**

Feess said the Northwest Success by Six Transportation Committee completed its 1994 work plan, which includes cooperation with RTB's legislative efforts for a dedicated transportation fund. They will be available to present the plan to any legislators or committees.

Grant reported that he experienced a problem with the Metro Mobility Service Center (MMSC) phones after 11:00 p.m. last week. It has been resolved, but RTB must ensure that it does not reoccur. Had there been someone stranded outdoors and using a pay phone, there would have been serious implications. He asked the ATE representative to assure the board that this will not happen again. Rother said there was a problem last weekend because of the Thanksgiving holiday. AT&T reprogrammed the administrative phone on Wednesday to the weekend mode. The usual person was on vacation and the new person inadvertently deprogrammed the roll-over function. As soon as the problem was identified it was corrected and tested. Today AT&T assured ATE it will not happen again. Franklin asked if something has been written into the program to prevent it. Rother said she will check on it and report back as soon as possible.

Grant said he also concerned that people must not be left on hold for long periods. He has experienced extended waits, particularly in the later hours, trying to get through to the dispatcher. He recommended that ATE install a monitoring system on the dispatchers' phones similar to that on the reservationists' phones. It is important for people to get through to a live person. Rother agreed that it is inexcusable to keep anyone waiting, particularly late at night in the cold. ATE is working with AT&T. Grant said the board needs to know how long people are kept on hold trying to get through to the dispatcher. The board should receive a report. Rother said a program similar to that of the reservationists would cost about \$10,000. Mares suggested that ATE report back to staff about the numbers of people on hold. Rother said they cannot determine that unless they purchase the equipment. They could have six people on six lines on hold. Responding to Hovland's questions, Rother said during the

day general complaints go to Customer Service, 221-0015. Hovland asked if ATE is tracking the kinds of complaints after 6:00 p.m. relative to the number of people they are carrying. Grant said that relates to another aspect of problems with the core system, that is, people calling about where their rides are. That should be picked up right away and without getting the obnoxious record. Any phone system can experience these kinds of problems when new equipment is put in place, Humphrey said. Grant said there should be better safeguards in ensuring the equipment is working properly.

**EXECUTIVE DIRECTOR'S REPORT**

Andrews said next week the board will be asked to approve a settlement agreement with Handicabs and Metro Ride. Hovland questioned the level of service for agency contracts. In his meeting last week with Open Circle Day Care he found they have been getting very poor service from Metro Ride.

The vice chair asked that the meeting be adjourned so the members could take part in the RTB portion of the Truth in Taxation hearing held in another room. Feess moved and Hovland seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:30 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of November 29, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 20th day of December 1993.



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

**Minutes of the Meeting of the  
LEGISLATIVE COMMITTEE  
December 6, 1993**

**MEMBERS PRESENT:** Mike Beard, Chair; Ruth Franklin; Morgan Grant; James Hovland; Gary Humphrey; Harry Mares

**OTHERS PRESENT:** Greg Korstad, legal counsel; Bill Schreiber, Metropolitan Council; Bill Blom; Gregory L. Andrews, Judy Hollander, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

Beard called the first meeting of the committee to order at 3:00 p.m. in the Regional Transit Board (RTB) offices. Roll was taken.

**METROPOLITAN GOVERNANCE**

Andrews reviewed the Association of Metropolitan Municipalities' stance on metropolitan governance and the recommendations approved at their last meeting by the State Advisory Commission on Metropolitan Governance calling for elimination of several regional agencies. Beard said it appears the structure was developed before any decision was made on where functions would be assigned. The regional transit authority (RTA) discussed by board members goes beyond the proposal of the State Advisory Council, but would be accountable to the Metro Council and the Governor. The board would consist of eight elected officials and seven serving at large. He asked staff to develop a chart showing the parameters because the board needs to delineate the lines of authority in a chart, with text. There was discussion of the Metropolitan Council's position. Franklin said she has spoken with Chair Rietow but has not yet been able to schedule a date for the joint RTB/Metro Council meeting.

Beard said the Metropolitan Council, under the proposed restructuring, would have to be full time. Schreiber said he attends three meetings each week and, if transit responsibilities were added, he would have another ten meetings each month. Beard said this kind of citizen board spends a lot of time listening to consumer's complaints.

Hovland said it would probably be difficult at this point to sway the council at this point and he asked Schreiber what approach would be most effective in convincing the council of the way things should work in the future. Schreiber said there are those on the Metro Council that do not have the vision for mobility

within the metro area that RTB members have developed. Most would acknowledge there is a time for developing policies by a citizen board, but in dealing with day-to-day work, you may not need a policy board. He cited the example of the Pollution Control Agency, which over time saw the creation of environmental policy, so now the question is whether the PCA board really dilutes accountability. With transit, the issue is that the policies have not been fully developed and there is still a lot of work to be done. We have not provided mobility from one suburban community to another except by car. If that is satisfactory, we may not need a board. Many of the council members have not thought that through very well.

**LEGISLATIVE FUNDING**

A memorandum from George Bentley, dated December 6, 1993, was distributed. Beard asked for figures at next week's meeting on the outlying counties that picked up Metro Mobility. Copies of Dale Ulrich's letter to the State Department of Finance alerting Finance to RTB's request for a supplemental appropriation of \$8,717,000 from the 1994 Legislature were distributed. Schreiber said the board has to develop a contingency plan showing how resources will be allocated in the event RTB does not secure the supplemental appropriation. The county providers and MTC will lobby on that. Grant said the plan should also show what would happen if only the ADA-mandated service area is served and disseminate that information.

**OTHER BUSINESS**

Members agreed to meet again on Monday, December 13, 1993. Mares moved to adjourn the meeting, Hovland seconded, and the meeting adjourned at 4:00 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Legislative Committee meeting of December 6, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 20th day of December 1993.



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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
December 6, 1993**

**MEMBERS PRESENT:** Ruth Franklin; Vice Chair; Michael Beard; Morgan Grant; James Hovland; Harry Mares

**MEMBERS EXCUSED:** Sharon Feess, Val Higgins, Gary Humphrey, Ruby Hunt

**OTHERS PRESENT:** Bill Schreiber; Greg Korstad, Legal Counsel; Tom Sather, Metropolitan Transit Commission; Robin Alexander; Don Ahern, St. Paul Pioneer Press; Lisa Lee; Bob Rossman, Amalgamated Transit Union Local, 1005; Dan Hibbert, ATE; Mark Ryan, North Suburban Lines (NSL); North Suburban Lines riders; Gregory L. Andrews, Judy Hollander, Randy Rosvold, Dan Murray, Len Simich, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

Vice Chair Franklin called the meeting to order at 4:15 p.m. and roll was taken. It was noted that Dennis Schulstad has resigned from the board.

**APPROVAL OF AGENDA**

Grant moved and Beard seconded that the amended agenda be approved. The motion carried unanimously.

**APPROVAL OF MINUTES**

Grant moved and Beard seconded approval of the following minutes:

Regional Transit Board Meeting, November 15, 1993  
Regional Transit Board Meeting, November 19, 1993

The motion was unanimously approved.

**COMMITTEE OF THE WHOLE REPORT**

**PROPOSED 1994 SERVICE PLAN FOR NORTH SUBURBAN LINES RICE STREET  
WEEKDAY AND SATURDAY, AND LEXINGTON WEEKDAY SERVICE**

Hollander presented an overview of the board's prior discussion on the 1994 service plan for North Suburban Lines. At the November 30 Committee of the Whole meeting, staff was directed to develop additional alternatives for five to eight percent of existing riders who will be negatively impacted by the service restructuring. This service has existed for a long time and ridership has been

declining, which reflects the weakening employment situation in Downtown St. Paul. Staff is aware that some riders are adversely affected, but staff is obliged to report to the board when routes are falling below the standard. This proposal has the potential for generating more ridership than exists today by improving service in communities having population and development that can support regular route transit.

Rosvold reviewed the alternatives outlined in the November 30, 1993 staff report. He used overheads to illustrate the proposed alternatives. There was discussion of the various options, particularly those available to people who need to get to work.

Ryan said neither plan would significantly affect NSL. In NSL's opinion, the best chance to bring ridership back to within standards is to market existing service more actively. This approach will result in the least disruption of ridership. To meet the goal, ridership must increase by eight percent over the next year, but the staff proposal would cause a five- to eight-percent ridership decrease.

Beard asked how long RTB allows routes run above subsidy standards before before RTB staff calls them in. Rosvold said currently routes are considered high subsidy if they fail to generate sufficient revenue for three out of four quarters of the year. Ryan said marketing has been limited but plans for 1994 include installation of four new shelters and new bus stop signs. There will be a direct mailing to businesses and residents. Franklin said the marketing efforts should have started last year when the routes began dropping below the standard. She asked the NSL riders in the audience if they would care to comment; no one did.

Rick Biddle, resident of Lino Lakes, said he owns three cars but prefers to ride the bus. He commended staff for being very cooperative and responsive. Regarding Area 2, he asked that the board consider other options. The riders are concerned about the elimination of midday service and losing the option to go home during the day. He asked to board to consider a Guaranteed Ride Home program, which would help alleviate that concern. Rosvold said staff is currently working with Mn/DOT to experiment with that program in the I-394 corridor. Mn/DOT has only designated \$5,000 for this study. In some areas where it was available, no one took advantage of it.

Hovland asked what it would cost to run an experimental program of one midday trip each way to see if we can push people into being more precise with their time. Rosvold said there is some promise in that proposal and noted those communities would not be eligible for tax feathering.

Being cognizant of the limited dollars, Beard moved and Mares seconded:

That the Regional Transit Board approve the 1994 service concept for the Rice Street weekday and Saturday, and Lexington Routes as outlined in the November 16, 1993 RTB staff memorandum with the following changes:

- Area 1 (Option 2B) - Restructure peak-hour Rice Street weekday service to operate via North Road, Lexington Avenue, Lake Drive, Flowerfield Road, then via the existing route. Eliminate one a.m. and one p.m. peak trip, eliminate the existing segment of route along Sunset Road, Elm Street to St. Joseph's Church and Lilac Street to Lino Lakes Correctional Facility.
- Area 2 (Option 3) - Eliminate midday Rice Street weekday service as recommended in the November 16, 1993 staff memorandum.
- Area 3 (Option 3) - Eliminate midday Rice Street weekday service as recommended in November 16 staff memorandum and reroute Roseville Area Circulator Route No. 104 to Grand Pre Apartments at County Road B2 and Viking Drive.
- Area 4 (Option 3) - Restructure Rice Street service as recommended in the November 16, 1993 memorandum. Eliminate Rice Street route and service through Lake McCarron neighborhood. Reroute Rice Street route via Rice Street and County Road B.
- Area 5 (Option 2) - Restructure Lexington route as recommended in the November 16, 1993 memorandum.

Mares and Beard said the board is strongly concerned about serving people who depend on transit to get to work. Staff should continue to look for a way to justify midday service in Area 2 and study the feasibility of a Guaranteed Ride Home program so people will not worry about being left stranded. The motion was unanimously approved.

#### **GENERAL BUSINESS**

#### **Approval of Three-Provider Metro Mobility System**

Andrews reviewed the November 30, 1993 staff report. Members raised concerns about whether this agreement will provide flexibility to move vehicles between the three providers as necessary depending upon performance and other factors. Andrews said it will. Grant moved and Hovland seconded:

That the Regional Transit Board authorize the executive director to approve the ATE recommendations for a three-provider system that allocates 75 vehicles to Mayflower Contract Services, Inc., 50 vehicles to Metro Ride, Inc., and 25 vehicles to Handicabs, Inc.

That the Regional Transit Board authorize the executive director to execute the Settlement Agreement and Mutual Release between Metro Ride, Inc., the Regional Transit Board, and ATE Management and Service Company, Inc., and a separate Settlement Agreement and Mutual Release between Handicabs, Inc., the Regional Transit Board, and ATE Management and Service Company, Inc.

The motion was unanimously approved.

### **Update on Metro Mobility**

Hollander distributed the RTB Evaluation of Metro Mobility Activities and ATE Response, dated December 6, 1993. Ken Hosen of Ecosymetrics was in town last week and intends to return to present his findings at the December 20, 1993 meeting. It may be necessary to hold a special meeting. Jacobson reviewed the key operational statistics and explained the new process for refunding books of tickets. By the end of the month the new Rider's Guide, which is currently being reviewed by the Transportation Accessibility Advisory Committee, will be in the hands of the consumers. Hibbert said ATE is still working on the area of customer service. They are working toward getting signs at major shopping malls to help customers locate their pickup point. Grant said larger buildings, should also have signs and the information should be sent to riders. Beard asked for the weekly report at the next meeting. Hibberts said there is a list and it could be included in the Rider's Guide. There was a three-vehicle accident today involving a Metro Mobility van. Fortunately, there were no passengers on board at the time. Grant said the shoulder harness on some riders goes across the neck. Hibbert said that correction has been made in nearly all the vehicles.

### **Request to Hold Public Hearing on 1994 Americans with Disabilities Paratransit Plan Update**

Andrews reviewed the December 6 memorandum from Barb Quade. Hovland moved and Beard seconded:

That the Regional Transit Board approve the scheduling of a public hearing for the Americans with Disabilities Act (ADA) Paratransit Plan Update on January 18, 1994.

The motion was unanimously approved.

### **Resolution of Appreciation, John H. Riley, Res. No. 93-11**

Franklin read Resolution No. 93-11, recognizing the contributions of John Riley. Hovland moved and Beard seconded that the resolution be approved. On a roll call vote, the resolution was unanimously approved.

**EXECUTIVE DIRECTOR'S REPORT**

Andrews said the final levy much be adopted. Beard moved and Grant seconded:

That a special meeting of the board be scheduled for December 13, 1993 at 4:00 p.m.

The motion was unanimously approved.

There being no other business, Grant moved and Hovland seconded that the meeting be adjourned. The motion carried unanimously 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 meeting of December 6, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 20th day of December 1993.

Metro Mobility  
A.T.E.

Dear Sir,  
Friday, December 10

The metro bus pick me up between 6:15 and 6:30<sup>PM</sup>, then drove south to almost Richfield if not to Richfield, then drove back north to within 2 blocks of my home and then on into downtown Minneapolis. We were at the pick-up in or near Richfield at 7:00 pm. When I realized that we were headed back to downtown Minneapolis and protested that I had to be in Bloomington by 7:30 the driver told me to be quiet. When I continue to protest, she call the dispatch and said she was having a problem with me. All the dispatch said was proceed as told and tell me to be quiet. When I continue to protest the driver said THAT SHE WAS IN CHARGE and that she was informing me to be quiet. She then proceeded through the city streets to downtown Minneapolis. Once we were downtown she couldn't find the destination of the other passenger and had to pull off the street for several long minutes to study her map book. When she finally got the other passenger to their destination, she then proceeded to get on I-94 going east to the University of Minnesota before realizing her error and turning around to take me to Bloomington. While still in the city I requested to just be taken home, because I was going to be so late for my church service. I WAS IGNORE. As she was going east on I-94 toward St Paul I asked her where she was going. I was told I AM TAKING YOU WHERE YOU NEED TO GO. I arrived at my destination at 8:15. My church service was over at 8:30. My return ride arrived at 8:45 to take me back home and I arrived back home at 10:15 after spending another hour and a half on the bus.

I have spent many, many, many, many hours lobbying for Metro Mobility: going to hearings, going to rallies, attending meetings where it is discussed and discussed and discussed, visiting legislatures in their office, writing letters to various legislatures, ect, ect, ect. Tell me something. How is it that after all of my hard work and effort I have no say in the quality of my service as it is being delivered to me. I don't understand how it is that even through I am the consumer and even through I have given so much time and effort in trying to make the Metro Mobility service run better that the driver has the right to say that they are in charge and that I had better shut up and submit to their expertize. And I also want toknow if my ride was originally routed as delivered or if it was altered somewhere along the way: for instance by the driver herself. It would of made a lot more sense for my driver to of gotten on the freeway by my house and taken me all the way to Bloomington, approxinatele 20 to 30 minutes away, and then to of pick up the other passenger on her way back into the city.

673-0613 Please  
have message  
on my answering  
machine of your call  
will be returned.  
(OVER)

P.A.M. Spence



2121 S. 9th St. #303  
Minneapolis, MN  
55404

C. C. GOVERNOR

St. Senator Carol Flyn

St. Representative Lee Gannfield

Regional Transit Board

Metro. Center for Independent  
Living



## **REPORT OF THE COMMITTEE OF THE WHOLE**

At its meeting of December 13, 1993, the committee approved the following recommendations:

### **OCTOBER 1993 FINANCIAL STATEMENTS**

That the Regional Transit Board receive the October 1993 unaudited financial statements and direct that they be placed on file.

### **CLOSING THE LIGHT RAIL TRANSIT ENGINEERING FUND**

That the Regional Transit Board close the Light Rail Transit Engineering Fund effective December 31, 1993 and transfer the fund balance to the General Fund.

### **AMENDMENTS TO THE 1993 REGIONAL TRANSIT BOARD BUDGET**

That the Regional Transit Board amend the 1993 Budget, as amended July 1993, recognizing the detail of the attached schedule and the following summary amounts:

• Beginning Fund Balance of	\$4,847,919
• Total Revenues of	\$96,895,475
• Total Expenditures	\$94,959,084
• Ending Total Fund Balance of	\$6,784,310

### **HUMAN SERVICES, INC., TRANSPORTER 1993 CONTRACT AMENDMENT AND 1994 CONTRACT; and**

### **DAKOTA AREA RESOURCES AND TRANSPORTATION FOR SENIORS 1993 CONTRACT AMENDMENT AND 1994 CONTRACT**

That the Regional Transit Board authorize its executive director to amend:

- Human Services, Inc. Transporter's 1993 Transit Funding contract (Contract No. 92/09/11-44) by \$81,100 from \$227,047 to \$308,147;
- Dakota Area Resources and Transportation for Seniors 1993 Transit Funding contract (Contract No. 92/09/11-45) by \$107,329 from \$393,912 to \$501,241;

That the Regional Transit Board and authorize the executive director to enter into a six-month contract for operating assistance, effective January 1, 1994 and remaining in effect until June 30, 1994 with:

- Human Services, Inc. Transporter in an amount not to exceed \$227,627; and
- Dakota Area Resources and Transportation for Seniors in an amount not to exceed \$453,200.

**APPROVAL OF 1994 JOBSEEKERS PROGRAM**

That the Regional Transit Board approve the Jobseekers budget of \$525,537 for calendar year 1994 to offer discounted convenience fares through participating agencies.

**NORTH SUBURBAN LINES 1994 CONTRACT**

That the Regional Transit Board:

1. Authorize its executive director to enter into a 1994 contract with North Suburban Lines in an amount not to exceed \$852,653;
2. Approve the \$2.00 premium express fare for the North Suburban Lines Commuter 1 and 2 routes;
3. Approve a Regional Transit Board-controlled North Suburban Lines schedule printing budget of \$10,000.

**ADDITIONAL PREMIUM FOR WORKERS COMPENSATION INSURANCE**

That the Regional Transit Board authorize the expenditure of an additional \$1,116 for workers compensation coverage, which brings the total premium for the coverage to \$6,342; and

That the Regional Transit Board approve the Return to Work Policy and the board's enrollment in State Fund Mutual's Managed Care Plan.

**REGIONAL TRANSIT BOARD'S 1994 AFFIRMATIVE ACTION PLAN**

That the Regional Transit Board approve the 1994 revisions to the existing Affirmative Action Plan for submission to the Minnesota Department of Employee Relations.

**OTHER BUSINESS**

The committee received a report on the Metro Mobility restructuring. The next scheduled meeting of the committee will be January 11, 1994.

**Ruth Franklin  
Chair  
Administration and Finance Committee**

**REGIONAL TRANSIT BOARD**

**MEARS PARK CENTRE  
230 EAST FIFTH STREET, ST. PAUL, MINNESOTA 55101  
292-8789**

DATE: November 29, 1993  
TO: Chair and Members of the Administration and Finance Committee  
FROM: Gerri Sutton, Accountant *GS*  
SUBJECT: Financial Statements -October 1993

**SUMMARY**

The Administration and Finance Committee is asked to review the October 1993, financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles.

**DISCUSSION**

As of October 31, 1993, the total ending fund balance is \$6.7 million, up \$60,000 from the close of September 1993. The negative variance in MTC operating subsidy expenditures did not change significantly, but continue to be over year-to-date budget levels by \$3 million.

**RECOMMENDATIONS**

That the Regional Transit Board receive the October 1993, financial statements and direct that they be placed on file.

Attachment  
GS/me

REGIONAL TRANSIT BOARD  
FINANCIAL STATEMENTS  
Ending October, 1993

Balance Sheet.....	Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....	Page 2
Special Revenue Funds.....	Page 3
Program Status Report and Comments.....	Page 4
Transit Provider Status Report.....	Pages 5&6
Investment Summary by Fund.....	Page 7
Schedule of Bond Receipt and Disbursement.....	Page 8

**REGIONAL TRANSIT BOARD**  
**COMBINED BALANCE SHEET - ALL FUND TYPES and ACCOUNT GROUPS**  
**AS OF OCTOBER 31, 1993**

	GENERAL FUND	SPECIAL REV FUNDS	AGENCY FUND	FIXED ASSETS	TOTAL ALL FUNDS	OCT 1992 ALL FUNDS	CHANGE
<b>ASSETS</b>							
CASH	\$0	\$0	\$0		\$0	\$208,784	(\$208,784)
INVESTMENTS	\$2,439,154	\$0	\$8,899,800		\$11,338,954	\$5,029,720	\$6,309,234
TAXES RECEIVABLE	\$0	\$36,179,523	\$6,027,377		\$42,206,900	\$40,735,809	\$1,471,091
ACCRUED INTEREST RECEIVABLE	\$1,767	\$0	\$0		\$1,767	\$1,483	\$284
DUE FROM OTHER FUNDS	\$1,134,163	\$0	\$132,708		\$1,266,871	\$97,540	\$1,169,331
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$1,123,000	\$10,773,000	\$0		\$11,896,000	\$6,565,000	\$5,331,000
FEDERAL GOVERNMENT RECEIVABLE	\$256,349	\$516,454	\$0		\$772,803	\$77,538	\$695,265
OTHER ASSETS	\$15,563	\$907,128	\$394,208	\$578,851	\$1,895,750	\$2,423,466	(\$527,716)
<b>TOTAL ASSETS</b>	<b>\$4,969,996</b>	<b>\$48,376,105</b>	<b>\$15,454,093</b>	<b>\$578,851</b>	<b>\$69,379,045</b>	<b>\$55,139,339</b>	<b>\$14,239,706</b>
<b>LIABILITIES</b>							
ACCOUNTS PAYABLE	\$77,052	\$9,938	\$2,000		\$88,990	\$152,838	(\$63,848)
ACCRUED PAYROLL LIABILITIES	\$130,619	\$325			\$130,944	\$139,412	(\$8,467)
DUE TO OTHER GOVERNMENTAL UNITS	\$69,995	\$0	\$4,967,133		\$5,037,128	\$5,054,051	(\$16,923)
MTC PAYABLE	\$0	\$21,332,074	\$1,060,271		\$22,392,345	\$16,590,192	\$5,802,152
TRANSIT PROVIDERS PAYABLE	\$0	\$3,940,599	\$8,923,533		\$12,864,133	\$6,499,326	\$6,364,807
DUE TO OTHER FUNDS	\$0	\$1,266,871	\$0		\$1,266,871	\$97,540	\$1,169,331
DEFERRED REVENUE	\$404,832	\$19,399,146			\$19,803,978	\$17,277,015	\$2,526,962
OTHER LIABILITIES	\$13,190		\$106,948		\$120,138	\$11,900	\$108,238
DEFERRED COMP HELD			\$394,208		\$394,208	\$319,630	\$74,578
<b>TOTAL LIABILITIES</b>	<b>\$695,688</b>	<b>\$45,948,954</b>	<b>\$15,454,093</b>	<b>\$0</b>	<b>\$62,098,734</b>	<b>\$46,141,904</b>	<b>\$15,956,830</b>
<b>FUND EQUITY</b>							
INVESTMENTS IN FIXED ASSETS				\$578,851	\$578,851	\$568,602	\$10,249
RESERVED / DESIGNATED	\$1,131,041		\$0		\$1,131,041	\$1,575,041	(\$444,000)
UNRESERVED / UNDESIGNATED	\$3,143,268	\$2,427,151	\$0	\$0	\$5,570,418	\$6,853,792	(\$1,283,374)
<b>TOTAL FUND EQUITY</b>	<b>\$4,274,309</b>	<b>\$2,427,151</b>	<b>\$0</b>	<b>\$578,851</b>	<b>\$7,280,310</b>	<b>\$8,997,435</b>	<b>(\$1,717,125)</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$4,969,996</b>	<b>\$48,376,104</b>	<b>\$15,454,093</b>	<b>\$578,851</b>	<b>\$69,379,044</b>	<b>\$55,139,339</b>	<b>\$14,239,705</b>

**REGIONAL TRANSIT BOARD**  
**COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**GENERAL AND SPECIAL REVENUE FUND TYPES - FOR TEN MONTHS ENDED OCTOBER 31, 1993**

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL BUDGET VARIANCE FAV/(UNFAV)
BEGINNING FUND BALANCE	\$2,975,973	\$1,871,946	\$4,847,919	\$4,847,919	\$0
<b>REVENUE</b>					
PROPERTY TAX		\$53,812,592	\$53,812,592	\$53,568,896	\$243,696
STATE APPROPRIATIONS	\$2,024,168	\$22,943,332	\$24,967,500	\$24,967,500	\$0
FEDERAL GRANTS	\$569,535	\$1,260,830	\$1,830,365	\$1,572,333	\$258,032
INTEREST	\$281,906	\$0	\$281,906	\$465,000	(\$183,094)
AGENCY REIMBURSEMENT	\$0	\$423,048	\$423,048	\$416,667	\$6,381
MISCELLANEOUS	\$505	\$0	\$505	\$0	\$505
<b>TOTAL REVENUE</b>	<b>\$2,876,114</b>	<b>\$78,439,801</b>	<b>\$81,315,915</b>	<b>\$80,990,396</b>	<b>\$325,519</b>
<b>EXPENDITURES</b>					
SALARIES & BENEFITS	\$1,308,840	\$46,195	\$1,355,034	\$1,477,883	\$122,849
MEMBER PER DIEMS	\$21,950		\$21,950	\$33,333	\$11,383
CONSULTING	\$68,395	\$0	\$68,395	\$250,000	\$181,605
LEGAL FEES	\$61,177		\$61,177	\$108,333	\$47,157
PROFESSIONAL SERVICES	\$55,499	\$696,847	\$752,346	\$1,173,958	\$421,613
MET COUNCIL CHARGEBACKS	\$156,330		\$156,330	\$156,333	\$3
LOCAL TRAVEL	\$25,431	\$450	\$25,881	\$42,542	\$16,661
NON-LOCAL TRAVEL	\$21,367	\$0	\$21,367	\$39,167	\$17,800
MATERIALS & SUPPLIES	\$21,862	\$227	\$22,089	\$32,125	\$10,036
OCCUPANCY/TELEPHONE	\$173,469		\$173,469	\$180,238	\$6,769
PUBLIC COMMUNICATIONS	\$101,084	\$42	\$101,126	\$138,250	\$37,124
EQUIP RENTAL/MAINTENANCE	\$20,244	\$0	\$20,244	\$28,833	\$8,590
INSURANCE	\$8,321		\$8,321	\$53,500	\$45,179
CAPITAL EXPENDITURES	\$47,410	\$0	\$47,410	\$41,667	(\$5,743)
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$27,673	\$80	\$27,753	\$22,083	(\$5,670)
TRANSIT PROGRAMS/GRANTS	\$5,107	\$76,585,945	\$76,591,052	\$74,981,295	(\$1,609,757)
<b>TOTAL EXPENDITURES</b>	<b>\$2,124,157</b>	<b>\$77,329,785</b>	<b>\$79,453,943</b>	<b>\$78,759,541</b>	<b>(\$694,402)</b>
EXCESS/(DEFICIENCY) REV OVER EXP	\$751,957	\$1,110,016	\$1,861,973	\$2,230,855	(\$368,882)
<b>FUND BALANCE</b>					
TRANSFERS					
PRIOR PERIOD ADJUSTMENTS	\$0	(\$8,433)	(\$8,433)	\$0	\$8,433
BOARD AUTHORIZATIONS	\$15,000	(\$15,000)	\$0	\$0	\$0
COST ALLOCATIONS	\$531,379	(\$531,379)	(\$0)	\$0	\$0
NET TRANSFERS	\$546,379	(\$554,812)	(\$8,433)	\$0	\$8,433
<b>ENDING FUND BALANCE</b>	<b>\$4,274,309</b>	<b>\$2,427,150</b>	<b>\$6,701,459</b>	<b>\$7,078,774</b>	<b>(\$360,450)</b>

**REGIONAL TRANSIT BOARD**  
**COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE--**  
**ALL SPECIAL REVENUE FUNDS--FOR THE TEN MONTHS ENDED OCTOBER 31, 1993**

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SM/URB 015	LRT 016	TOTAL SPECIAL FUNDS	BUDGET SPECIAL FUNDS	ACT/BUDG VARIANCE FAV/(UNFAV)
BEGINNING FUND BALANCE	1,116,237	156,574	0	387,976	211,159	1,871,946	1,871,946	0
<b>REVENUE</b>								
PROPERTY TAX	46,202,544	0	7,130,050	479,998		53,812,592	53,568,896	243,696
STATE APPROPRIATIONS	10,831,668	11,028,332	0	1,083,332	0	22,943,332	22,943,333	(1)
FEDERAL GRANTS	427,500				833,330	1,260,830	1,308,333	(47,503)
INTEREST	0	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT		423,048		0		423,048	416,667	6,381
MISCELLANEOUS	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>57,461,712</b>	<b>11,451,380</b>	<b>7,130,050</b>	<b>1,563,330</b>	<b>833,330</b>	<b>78,439,801</b>	<b>78,237,229</b>	<b>202,572</b>
<b>EXPENDITURES</b>								
MTC OPERATING SUBSIDY	55,910,650					55,910,650	52,829,520	(3,081,130)
MTC RIDESHARE	372,280					372,280	512,440	140,160
MTC JOBSEEKERS	314,572					314,572	358,883	44,311
MTC MMAC		586,853				586,853	523,357	(63,496)
ATE MMSC		486,079				486,079	\$494,457	8,378
NON-MTC FIXED ROUTE	2,255,632					2,255,632	2,749,930	494,298
OPT OUT			5,391,301			5,391,301	5,706,354	315,053
RURAL SYSTEMS				1,271,028		1,271,028	1,234,046	(36,982)
SMALL URBAN				363,281		363,281	361,978	(1,303)
METRO MOBILITY PROVIDERS		9,634,269				9,634,269	9,616,344	(17,925)
LIGHT RAIL TRANSIT					743,840	743,840	893,075	149,235
OTHER						0	0	0
PROVIDER CAPITAL EXP	0	0	0	0	0	0	0	0
TRANSIT PROGRAMS/GRANTS	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>58,853,135</b>	<b>10,707,201</b>	<b>5,391,301</b>	<b>1,634,309</b>	<b>743,840</b>	<b>77,329,785</b>	<b>75,280,384</b>	<b>(2,049,401)</b>
EXCESS/(DEFICIENCY) REVENUE OVER EXPENDITURE	(1,391,423)	744,179	1,738,749	(70,979)	89,490	1,110,016	2,956,845	(1,846,829)
TRANSFERS								
PRIOR PERIOD ADJUSTMENTS	(8,433)	0	0	0	0	(8,433)	0	(8,433)
BOARD AUTHORIZATIONS	(15,000)	0	0	0	0	(15,000)	(15,000)	0
COST ALLOCATION	(158,673)	0	(115,643)	(214,234)	(42,830)	(531,379)	(531,379)	(0)
NET TRANSFERS	(182,105)	0	(115,643)	(214,234)	(42,830)	(554,812)	(546,379)	(8,433)
<b>ENDING FUND BALANCE</b>	<b>(457,291)</b>	<b>900,753</b>	<b>1,623,107</b>	<b>102,763</b>	<b>257,819</b>	<b>2,427,150</b>	<b>4,282,412</b>	<b>(1,855,261)</b>

**REGIONAL TRANSIT BOARD  
PROGRAM STATUS REPORT    OCTOBER 1993  
83.33% OF FISCAL YEAR**

#	PROGRAM	1993 BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
93-01	RTB Chair's Office	\$344,880	\$201,268	\$143,612	58.36%
93-02	Executive Director's Office	\$246,820	\$173,665	\$73,155	70.36%
93-03	Programs/Planning Admin	\$205,976	\$120,943	\$85,033	58.72%
93-04	Transportation Planning Process	\$124,298	\$95,602	\$28,696	76.91%
93-10	Elderly and Disabled	\$254,161	\$121,822	\$132,339	47.93%
93-11	Rideshare Planning	\$306,743	\$59,543	\$247,200	19.41%
93-13	Transit System Planning & Impl.	\$323,590	\$198,761	\$124,829	61.42%
93-14	Transit Programs and Admin.	\$89,813,140	\$76,784,449	\$13,028,691	85.49%
93-15	Administrative Services	\$517,349	\$324,785	\$192,564	62.78%
93-16	Financial Management	\$244,988	\$223,236	\$21,752	91.12%
93-17	Personnel Administration	\$63,772	\$52,233	\$11,539	81.91%
93-19	Public Information	\$294,883	\$245,250	\$49,633	83.17%
93-22	Competitive Transit Services	\$0	\$5,803	(\$5,803)	0.00%
93-23	Light Rail Transit	\$1,071,690	\$743,840	\$327,850	69.41%
93-26	Transit Test Mktg of New Serv.	\$591,523	\$39,088	\$552,435	6.61%
93-27	Community Relations	\$57,636	\$48,321	\$9,315	83.84%
93-XX		\$0	\$0	\$0	0.00%
	Sub-Total	\$94,461,449	\$79,438,608	\$15,022,841	84.10%
93-20	Capital Expenditure Program	\$50,000	\$47,410	\$2,590	94.82%
	Total Programs and Capital Expenditures	\$94,511,449	\$79,486,018	\$15,025,431	84.10%

**SPECIAL REVENUE FUNDS**  
**SCHEDULE OF EXPENDITURES**  
as of October 31, 1993  
83.33% of Year

	Current Contract	1993 Budget	10 months Expense	Unexpended Budget	Expense % Of Budget
<b>REGULAR ROUTE</b>					
North Suburban	827,818	827,818	694,293	133,525	83.87%
U Of M – Route #52	1,035,611	583,766	451,142	132,624	77.28%
Valley Transit	110,117	108,000	91,067	16,933	84.32%
Roseville Circulator	2,236,716	580,000	488,611	91,389	84.24%
BE Line	859,147	590,000	392,652	197,348	66.55%
Western Suburbs–Rte 55	2,826,945	263,665	156,841	106,824	59.48%
<b>Regular Route Expense</b>	<b>7,896,354</b>	<b>2,953,249</b>	<b>2,274,605</b>	<b>678,645</b>	<b>77.02%</b>
North Suburban–Audit Adj.			(16,055)		
Valley Transit–Audit Adj.			(2,918)		
<b>Adj. Regular Route Expense</b>	<b>7,896,354</b>	<b>2,953,249</b>	<b>2,255,632</b>	<b>678,645</b>	<b>76.38%</b>
MTC–Western Suburbs	361,667	361,667	350,114	11,552	96.81%
MTC–Rideshare	599,928	599,928	372,280	227,648	62.05%
MTC–Jobseekers	430,660	430,660	314,572	116,088	73.04%
MTC–Regular Route	63,395,424	63,395,424	55,560,536	7,834,888	87.64%
<b>MTC–Regular Route Expense</b>	<b>64,787,679</b>	<b>64,787,679</b>	<b>56,597,503</b>	<b>8,190,176</b>	<b>87.36%</b>
<b>Total Regular Route Expense</b>	<b>72,684,033</b>	<b>67,740,928</b>	<b>58,853,135</b>	<b>8,868,820</b>	<b>86.88%</b>
<b>METRO MOBILITY</b>					
National	0	0	269,183	0	N/A
Yellow Taxi	0	0	1,114,582	0	N/A
Wilder	0	0	292,226	0	N/A
United Services	0	0	236,633	0	N/A
Metro Ride	0	0	1,210,052	0	N/A
H.T.S.	0	0	76,121	0	N/A
H.S.I.	0	0	150,237	0	N/A
Handicabs	0	0	2,262,482	0	N/A
Ebenezer	0	0	1,232,760	0	N/A
Diamond Cab	0	0	409,953	0	N/A
DARTS	0	0	374,961	0	N/A
City Wide	0	0	307,626	0	N/A
Contemporary Transportation	0	0	124,086	0	N/A
Metropolitan Area Transit	0	0	82,282	0	N/A
Safe Ride	0	0	20,480	0	N/A
Triad Transportation	0	0	19,106	0	N/A
Comfort Bus	0	0	78,169	0	N/A
Blue & White Cab	0	0	1,392	0	N/A
Fox Four	0	0	18,054	0	N/A
Special Kare	0	0	21,776	0	N/A
Senior Resources	0	0	8,181	0	N/A
<b>Metro Mobility Expense</b>	<b>12,197,672</b>	<b>8,610,000</b>	<b>8,310,340</b>	<b>299,660</b>	<b>96.52%</b>
MTC–MMAC	753,628	630,000	586,853	43,147	93.15%
ATE–MMSC–Administrative	1,825,889	800,000	486,079	313,921	60.76%
ATE–MMSC–Operating	0	3,560,000	1,323,929	2,236,071	37.19%
<b>Total Metro Mobility Expense</b>	<b>14,777,189</b>	<b>13,600,000</b>	<b>10,707,201</b>	<b>2,892,799</b>	<b>78.73%</b>

**SPECIAL REVENUE FUNDS  
SCHEDULE OF EXPENDITURES  
as of October 31, 1993  
83.33% of Year**

	Current Contract	1993 Budget	10 months Expense	Unexpended Budget	Expense % Of Budget
<b>OPT-OUT</b>					
City Of Plymouth	1,348,763	1,348,763	925,206	423,557	68.60%
City Of Shakopee	248,712	248,712	161,968	86,744	65.12%
Southwest Metro	1,474,226	1,474,226	1,319,074	155,152	89.48%
MN Valley Transit	3,202,402	3,202,402	2,530,683	671,719	79.02%
Maple Grove	573,522	573,522	465,707	107,815	81.20%
<b>Opt Out Expense</b>	<b>6,847,625</b>	<b>6,847,625</b>	<b>5,402,638</b>	<b>1,444,987</b>	<b>78.90%</b>
MN Valley Transit-Prior Yr Adj.			(15,293)		
Shakopee-Prior Yr Adj.			17,058		
MN Valley Transit-Audit Adj.			(13,102)		
<b>Adj. Opt Out Expense</b>	<b>6,847,625</b>	<b>6,847,625</b>	<b>5,391,301</b>	<b>1,444,987</b>	<b>78.73%</b>
<b>SMALL URBAN</b>					
Columbia Heights	83,000	83,000	82,559	441	99.47%
Hastings	82,172	82,172	65,694	16,478	79.95%
Hopkins	34,752	34,752	22,614	12,138	65.07%
NEST	111,434	111,434	77,465	33,969	69.52%
STEP	10,880	10,880	8,153	2,727	74.94%
White Bear	149,412	112,136	106,795	5,341	95.24%
<b>Small Urban Expense</b>	<b>471,650</b>	<b>434,374</b>	<b>363,281</b>	<b>71,093</b>	<b>83.63%</b>
<b>RURAL</b>					
Westonka	31,715	31,715	31,715	0	100.00%
Senior Transportation	27,217	24,179	22,383	1,796	92.57%
Delano Transportation	48,520	48,521	44,815	3,706	92.36%
Scott County	119,519	119,519	112,640	6,879	94.24%
H.S.I.	227,047	227,047	208,785	18,262	91.96%
DARTS	393,912	393,912	319,213	74,699	81.04%
Carver County	124,332	124,332	107,408	16,924	86.39%
Anoka County Volunteer	23,500	23,500	19,580	3,920	83.32%
Anoka County Linwood	15,796	15,796	12,636	3,160	79.99%
Anoka County Traveler	444,824	444,824	367,541	77,283	82.63%
Lakeville	27,510	27,510	24,313	3,197	88.38%
<b>Rural Expense</b>	<b>1,483,892</b>	<b>1,480,855</b>	<b>1,271,028</b>	<b>209,827</b>	<b>85.83%</b>
<b>Total Rural/Small Urban Exp.</b>	<b>1,955,542</b>	<b>1,915,229</b>	<b>1,634,309</b>	<b>280,920</b>	<b>85.33%</b>
<b>NON-PROVIDER EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>LIGHT RAIL TRANSIT</b>		<b>1,071,690</b>	<b>743,840</b>	<b>327,850</b>	<b>69.41%</b>
<b>Grand Total</b>	<b>96,264,389</b>	<b>91,175,472</b>	<b>77,329,785</b>	<b>13,815,376</b>	<b>84.81%</b>

**REGIONAL TRANSIT BOARD  
INVESTMENT SUMMARY BY FUND  
FOR MONTH ENDED OCTOBER 1993**

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
<b>GENERAL FUND-</b>					
		Beginning balance	\$5,594,257		
		sold	(\$5,594,257)		
4-Oct-93	12-Oct-93	CP-University Support	\$1,898,691	Smith Barney	3.102
	12-Oct-93	sold	(\$1,900,000)		
7-Oct-93	12-Oct-93	CP- Hellar International	\$999,583	Dain Bosworth	3.001
	12-Oct-93	sold	(\$1,000,000)		
7-Oct-93	18-Oct-93	CP-Smith Barney Shearson	\$3,496,717	Smith Barney	3.073
	18-Oct-93	sold	(\$3,500,000)		
12-Oct-93	18-Oct-93	Repurchase Agreement	\$1,000,000	Smith Barney	3.125
	18-Oct-93	sold	(\$1,000,521)		
12-Oct-93	25-Oct-93	Repurchase Agreement	\$1,500,000	Smith Barney	3.125
	25-Oct-93	sold	(\$1,501,693)		
18-Oct-93	1-Nov-93	Repurchase Agreement	\$940,000	Smith Barney	3.070
25-Oct-93	1-Nov-93	CP-Central Corp Credit Unio	\$1,499,154	Dain Bosworth	
		<b>TOTAL OUTSTANDING</b>	<b>\$2,439,154</b>		
<b>BOND ISSUE # 2</b>					
		Beginning Balance	\$2,084,852		
		sold	(\$2,084,852)		
4-Oct-93	12-Oct-93	Repurchase Agreement	\$2,086,007	First Bank St. Paul	2.850
	12-Oct-93	sold	(\$2,087,328)		
12-Oct-93	18-Oct-93	Repurchase Agreement	\$2,011,848	First Bank St. Paul	2.850
	18-Oct-93	sold	(\$2,012,804)		
18-Oct-93	25-Oct-93	Repurchase Agreement	\$2,012,804	First Bank St. Paul	2.800
	25-Oct-93	sold	(\$2,013,900)		
25-Oct-93	1-Nov-93	Repurchase Agreement	\$2,013,900	First Bank St. Paul	2.800
		Balance	<u>\$2,013,900</u>		
<b>BOND ISSUE # 3</b>					
15-Sep-93	16-Sep-93	Repurchase Agreement	\$6,909,000	Smith Barney	3.300
	16-Sep-93		(\$6,909,633)		
16-Sep-93	15-Mar-94	Repurchase Agreement	\$6,885,900	Smith Barney	3.314
		Balance	<u>\$6,885,900</u>		

**REGIONAL TRANSIT BOARD  
SCHEDULE OF BOND RECEIPTS AND DISBURSEMENTS  
AS OF OCTOBER 31, 1993**

	TOTAL CAPITAL BOND	TOTAL BUDGET CAPITAL BOND	ACTUAL/BUDGET VARIANCE FAV/(UNFAV)
BEGINNING BALANCE	\$2,944,716	\$2,944,716	\$0
<b>RECEIPTS</b>			
BOND ISSUES	\$6,909,000	\$7,000,000	(\$91,000)
INTEREST	\$64,460	\$0	\$64,460
<b>TOTAL RECEIPTS</b>	<b>\$6,973,460</b>	<b>\$7,000,000</b>	<b>(\$26,540)</b>
<b>DISBURSEMENTS</b>			
CAPITAL EXPENDITURES	\$994,643	\$3,244,000	\$2,249,357
MISCELLANEOUS	\$0	\$0	\$0
<b>TOTAL DISBURSEMENTS</b>	<b>\$994,643</b>	<b>\$3,244,000</b>	<b>\$2,249,357</b>
<b>EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS</b>	<b>\$5,978,817</b>	<b>\$3,756,000</b>	<b>\$2,222,817</b>
<b>OTHER DISBURSEMENTS</b>			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
<b>NET OTHER DISBURSEMENTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING BALANCE</b>	<b>\$8,923,533</b>	<b>\$6,700,716</b>	<b>\$2,222,817</b>

**DISBURSEMENT DETAIL**

**ISSUE #1 - 1991 "B"**

Human Services	\$36.40
Human Services	\$1,403.77
City of Roseville	\$5,076.80
Mall of America	\$3,332.00
City of Roseville	\$225.04
Mall of America	\$379.62
Harmon Glass	\$418.15
Mall of America	\$804
MN Valley Trans Authority	\$592,209

**ISSUE #2 - 1991 "G"**

Southwest Metro	\$57,725.40
Southwest Metro	\$6,012
Metropolitan Council	\$68,965
Metropolitan Council	\$57,000
MN Valley Trans Authority	\$186,791
Metropolitan Council	(\$226,965.00)
Senior Transportation Program	\$28,000.00
Metropolitan Council	\$115,000
Scott County	\$22,750
DARTS	\$75,480

TOTAL

\$390,755

\$603,884.92

## REGIONAL TRANSIT BOARD

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

**DATE:** December 6, 1993  
**TO:** Chair and Members, Administration and Finance Committee  
**FROM:** Dale Ulrich *DU*  
**SUBJECT:** Closing the Light Rail Transit Engineering Fund

### DISCUSSION:

The Light Rail Transit Engineering fund is one of the six special revenue funds established by the RTB in 1987 to more accurately reflect the mission of the Agency and to segregate resources which are legally available only for designated purposes.

The Legislature has appropriated no funds to the RTB specifically for light rail since the 1987 session (\$400,000) and no future action is anticipated. The only other resources shown in the fund were the result of a board transfer in 1988 (\$1,535,500). Continuing the fund does not meet any accounting or budgeting purpose. The current federal pass-through grant and the planning staff activity relating to LRT can be managed in the General fund.

Board action is requested in order to formally close the fund, effective with the end of 1993, and to transfer any balance remaining to the General fund.

### RECOMMENDATION:

That the Board close the Light Rail Transit Engineering fund effective December 31, 1993 and transfer the fund balance to the General fund.

## REGIONAL TRANSIT BOARD

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

**DATE:** December 7, 1993

**TO:** Chair and Members of the Administration and Finance Committee

**FROM:** Assata Brown, Project Administrator *Assata*

**SUBJECT:** Human Services, Inc. Transporter 1993 Contract Amendment and 1994 Contract  
Dakota Area Resources and Transportation for Seniors 1993 Contract Amendment and 1994 Contract

### SUMMARY

This memorandum offers a staff recommendation to amend the Human Services, Inc. Transporter (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS) 1993 transit funding contract to work towards compliance with the "Americans with Disabilities Act (ADA)." Additionally, staff recommends a six-month contract for HSI and DARTS for contract year 1994.

### DISCUSSION

With the restructuring of the Metro Mobility program, community-based, accessible, transit programs have become even more important participants in the delivery of complimentary paratransit services. The expanded role of these programs assures that transportation is available for certified Metro Mobility riders who live outside of the Metro Mobility core service area yet within the transit taxing district.

Due to the restructured Metro Mobility program HSI and DARTS will provide service for all eligible Metro Mobility riders in Washington County and Dakota County respectively. Metro Mobility riders who travel out of Washington County/Dakota County or who travel into the county from the Metro Mobility service area will have their trip coordinated with Metro Mobility and HSI or DARTS. This change in the Metro Mobility program and community-based programs is reflected in the "Updated Paratransit Plan for the Twin Cities Metropolitan Area." On page 40 the plan states in part "... Local accessible programs will provide service for trips that begin and end outside the core area. For trips that cross between the core and non-core area, the central administrative center for Metro Mobility will coordinate the trip with a Metro Mobility provider and a local accessible program."

HSI and DARTS were previous Metro Mobility providers who agreed to continue providing service for all eligible Metro Mobility riders in their respective counties on October 2, 1993, the same time the restructured Metro Mobility program was implemented. When the Metro Mobility program experienced problems in the implementation of the new system, HSI and DARTS agreed to provide service to certified

riders originating in their counties to final destinations outside of their service area. Coordinated trips will resume before year end.

The six-month contract for 1994 has come about due to the uncertainty of the levels of funding after July 1. As you are aware, the second year level of funding for the current biennium, which begins July 1, 1994, has been reduced significantly. In addition, restructuring Metro Mobility reduced the geographical coverage area of the program, so county service needed to expand to work toward full compliance with ADA. For these reasons, the RTB could only reasonably offer a six-month contract to HSI and DARTS.

Staff has requested each of its contractors, especially the small urban and rural contractors, to work with the RTB this legislative session in restoring and securing full funding for the second year of the biennium. By the end of the session, we will know what levels of funding are available and can at that point negotiate in good faith for the remainder of 1994.

Regional Transit Board staff will meet monthly with HSI and DARTS staff to review ridership, hours, miles and actual expenses to determine accurate cost for the ADA-mandated service in Washington County and Dakota County.

For specific information on each individual contract, please refer to the attached profiles.

## RECOMMENDATION

That the Regional Transit Board authorize its executive director to amend:

- Human Services, Inc. Transporter's 1993 Transit Funding contract (Contract No. 92/09/11-44) by \$81,100 from \$227,047 to \$308,147;

- Dakota Area Resources and Transportation for Seniors 1993 Transit Funding contract (Contract No. 92/09/11-45) by \$107,329 from \$393,912 to \$501,241;

and authorize the executive director to enter into a six-month contract for operating assistance, effective January 1, 1994 and remaining in effect until June 30, 1994 with:

- Human Services, Inc. Transporter in an amount not to exceed \$227,627.

- Dakota Area Resources and Transportation for Seniors in an amount not to exceed \$453,200.

**RURAL: HUMAN SERVICES, INC., TRANSPORTER OF  
WASHINGTON COUNTY**

Type of Service	Demand-responsive for elderly and disabled residents
Service Area	Washington County and St. Paul proper, including the downtown area and surrounding medical facilities
Operator	Human Services, Inc.
Vehicles	8 vans (3 with lifts) and 11 medium buses (with lifts)
Service Hours	Monday-Friday 6 a.m. to 6 p.m. (general hours) Saturday 8 a.m. to 6 p.m. Sunday 9:30 a.m. to 5:30 p.m. Service in the ADA mandated area follows hours of regular route
Fares	\$2.00 - within the county or outside the county; \$20.00 - ride card

**1994 Budget Summary**

	<u>1992 Actual</u>	<u>1993 Contract</u>	<u>1994 Proposed</u>	<u>Percent Variance</u>
Total Expenses	\$367,257	\$388,588	\$645,072	66.00%
<u>Funding Sources</u>				
RTB Subsidy	\$234,069	\$227,047	\$455,254	100.51%
Local	\$101,487	\$130,541	\$139,818	7.11%
Fares	\$31,701	\$31,000	\$50,000	61.29%
<u>Operating Statistics</u>				
Passengers	39,893	43,000	60,000	39.53%
Hours of Service	9,714	10,240	19,000	85.55%
Miles of Service	198,583	204,500	346,000	69.19%
<u>Performance Measures</u>				
Cost/Passenger	\$9.21	\$9.04	\$10.75	18.97%
Subsidy/Passenger	\$5.87	\$5.28	\$7.59	43.70%
Passengers/Hour	4.11	4.20	3.16	-24.80%
Cost/Hour	\$37.81	\$37.95	\$33.95	-10.53%
Farebox Recovery	8.63%	7.98%	7.75%	-2.84%

**Program Footnotes**

- HSI anticipates a 61 percent increase in fares.
- Six-month contract in amount not to exceed \$227,627.

## RURAL: DAKOTA AREA RESOURCES AND TRANSPORTATION FOR SENIORS — "DARTS"

Type of Service	Demand-responsive and contract fixed-route for elderly residents and others with special needs
Service Area	Dakota County as well as St. Paul and Minneapolis proper including surrounding medical facilities
Operator	Dakota Area Resources and Transportation for Seniors, Inc.
Vehicles	22 medium buses; all except one have wheelchair lifts. 1 small bus
Service Hours	Monday-Friday 6 a.m. to 9 p.m. Weekend 9 a.m. to 9 p.m.
Fares	Suggested donation of \$2.00 per trip

### 1994 Budget Summary

	1992 <u>Actual</u>	1993 <u>Contract</u>	1994 <u>Proposed*</u>	<u>Percent Variance</u>
Total Expenses	\$651,572	\$653,729	\$1,320,000	101.92%
<u>Funding Sources</u>				
RTB Subsidy	\$423,522	\$393,912	\$906,400	130.10%
Local	\$191,041	\$225,843	\$218,000	-3.47%
Fares	\$37,009	\$33,974	\$195,600	475.73%
<u>Operating Statistics</u>				
Passengers	56,002	61,000	135,000	121.31%
Hours of Service	22,619	22,600	59,534	163.42%
Miles of Service	369,183	369,000	842,400	128.29%
<u>Performance Measures</u>				
Cost/Passenger	\$11.63	\$10.72	\$9.78	-8.76%
Subsidy/Passenger	\$7.56	\$6.46	\$6.71	3.97%
Passengers/Hour	2.48	2.70	2.27	-15.99%
Cost/Hour	\$28.81	\$28.93	\$22.17	-23.35%
Farebox Recovery	5.68%	5.20%	14.82%	185.13%

\* Includes the Lakeville contract.

### Program Footnotes

- DARTS is seeking funding for implementation of the Smart DARTS project, which is expected to improve productivity by 25 percent.
- DARTS is considering implementing a fare structure. Current increase in fares due to increased passengers under this contract.
- Six-month contract in amount not to exceed \$453,200.

## REGIONAL TRANSIT BOARD

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

DATE: December 6, 1993  
TO: Chair and Members, Committee of the Whole, Administration and Finance  
FROM: Dale Ulrich, Comptroller  
SUBJECT: Amendments to 1993 RTB Budget

### DISCUSSION

The accompanying schedule details the proposed amendments to the 1993 RTB Budget document which was adopted by the Board in December, 1992, and amended by the Board in July, 1993.

The majority of the changes recognize events and actions since the adoption of the July changes. These include subsequent Board actions which have impacted the modified spending plan and several provider adjustments which are anticipated to receive Board approval by year end.

Several administrative changes are also included:

- Revised estimate of DAC revenues in Metro Mobility program; new program accounts for these revenues differently.
- Several items are reclassified within the budget without any fiscal impact - e.g., the first four "expenditure" items listed.
- This amendment eliminates (see "transfers") the cost allocation program which was included in the original budget. This is done to make the treatment of all of the funds consistent, and has no revenue or expenditure impact. It does have the effect of reducing the balance of the general fund, to the advantage of the special revenue funds.

Finally, the new service money budgeted in the general fund is transferred to the rural/small urban fund, where it is anticipated to be applied to expanded programs in the 4th quarter of 1993 and in 1994.

### RECOMMENDATION

That the Board amend the 1993 Budget, as amended July, 1993, recognizing the detail of the attached schedule and the following summary amounts:

- Beginning Fund Balance of \$4,847,919
- Total revenues of \$96,895,475
- Total Expenditures \$94,959,084
- Ending total fund balance of \$6,784,310

**REGIONAL TRANSIT BOARD  
PROPOSED BUDGET AMENDMENTS  
TO JULY 1993 VERSION  
FOR YEAR ENDING DECEMBER 31, 1993**

FUND	DESCRIPTION	CURRENT BUDGET TOTAL	AMENDED TOTAL	PROPOSED BUDGET ADJUSTMENT INCREASE/(DECREASE)
REVENUE-				
GENERAL	INVESTMENT INTEREST	548,000	380,000	(\$168,000)
GENERAL	MISCELLANEOUS REVENUE	10,000	3,000	(\$7,000)
REGULAR ROUTE	PROPERTY TAXES	55,692,628	55,177,572	(\$515,056)
OPT-OUT	PROPERTY TAXES	8,027,225	8,542,281	\$515,056
METRO MOBILITY	DAC REVENUE	500,000	382,000	(\$118,000)
<b>TOTAL ADJUSTMENT TO REVENUE</b>		<b>64,777,853</b>	<b>64,484,853</b>	<b>(293,000)</b>

Amendments to general fund investment interest is to reflect current experience (declining interest rates). General fund miscellaneous revenue set to reflect current experience. Regular route and opt-out property tax revenue adjustment is to recognize actual amount of 1993 "available local transit funds" for opt-out communities (per information supplied by the Department of Revenue). Amendment to metro mobility dac revenue is to adjust to anticipated amount due to new program.

EXPENDITURES-				
GENERAL	Program 93-11 Consulting	165,000	0	(\$165,000)
GENERAL	Program 93-11 Transit programs/Grants	0	165,000	\$165,000
GENERAL	Program 93-15 Salaries & Benefits	146,114	111,362	(\$34,752)
GENERAL	Program 93-16 Salaries & Benefits	219,488	254,240	\$34,752
METRO MOBILITY	PROVIDERS (including ATE)	12,958,772	13,482,000	\$523,228
OPT-OUT	PROVIDERS	6,847,625	7,012,625	165,000
RURAL/SMALL URBAN	RURAL PROVIDERS	1,480,855	1,740,262	259,407
LRT	CONSULTING	1,000,000	0	(1,000,000)
LRT	TRANSIT PROGRAMS/GRANTS	0	1,000,000	1,000,000
GENERAL	NEW SERVICES	500,000	0	(500,000)
<b>TOTAL ADJUSTMENTS TO EXPENDITURES</b>		<b>23,317,854</b>	<b>23,765,489</b>	<b>447,635</b>

Amendment to general fund [consulting and transit programs/grants] is to move TDM Grants inappropriately budgeted as consulting. Amendment to general fund salaries & benefits is to reflect adjustment of time charged by comptroller. Adjustment to metro mobility providers is to reflect approval of expenditures for metro mobility centralized operations for calendar year 1993 and offset of loss in dac revenue. Adjustment to opt-out reflects amendment to southwest metro contract. Adjustment to rural providers reflects amendment to anoka county traveler and assumptions [provided by programs staff] for increases to DARTS and HSI 1993 contracts. Amendment to LRT [consulting and transit programs/grants] is to move MN/DOT lrt grant inappropriately budgeted as consulting. Amendment to general fund new services to reflect transfer to rural/small urban program of new services reserve (see transfers section below).

TRANSFERS--				
GENERAL	COST ALLOCATION	(637,655)	0	637,655
REGULAR ROUTE	COST ALLOCATION	190,407	0	(190,407)
OPT-OUT	COST ALLOCATION	138,771	0	(138,771)
RURAL/SMALL URBAN	COST ALLOCATION	257,081	0	(257,081)
LRT	COST ALLOCATION	51,396	0	(51,396)
GENERAL	*NEW SERVICES RESERVE	500,000	0	(500,000)
RURAL/SMALL URBAN	NEW SERVICES RESERVE APPLIED	0	500,000	500,000
<b>TOTAL TRANSFERS</b>		<b>500,000</b>	<b>500,000</b>	<b>0</b>

Adjustment to cost allocation in all funds is to remove cost allocation program. Transfer from general fund new service reserve to rural/small urban fund is to apply the \$500,000 new service funds budgeted 1993.

\* New services are budgeted (prior to designation) as an expenditure in general fund to recognize the use of reserves. Upon definition of expenditure reserve funds are transferred to appropriate fund.

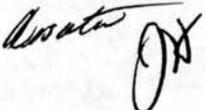
**Regional Transit Board  
Sources and Uses by Fund  
1993**

	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		55,177,572		8,542,281	562,822		64,282,675	64,282,675
State Appropriation	2,429,000	12,998,000	13,234,000		1,300,000		27,532,000	29,961,000
Federal								
Section 8	316,800					1,000,000	1,000,000	1,316,800
ISTEA		570,000					570,000	570,000
Interest/Miscellaneous	383,000						0	383,000
1993 Agency Reimbursement			382,000				382,000	382,000
<b>TOTAL REVENUES</b>	<b>3,128,800</b>	<b>68,745,572</b>	<b>13,616,000</b>	<b>8,542,281</b>	<b>1,862,822</b>	<b>1,000,000</b>	<b>93,766,675</b>	<b>96,895,475</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	205,976						0	205,976
93-04 Transportation Planning	124,298						0	124,298
93-10 Elderly & Disabled Transp. Planning	254,161						0	254,161
93-11 Rideshare Planning	306,743						0	306,743
93-13 Transit System Planning	323,590						0	323,590
93-14 Transit Programs Admin.	350,586	67,740,928	13,482,000	7,012,625	2,174,636		90,410,189	90,760,775
93-15 Administration	482,597						0	482,597
93-16 Finance	279,740						0	279,740
93-17 Personnel	63,772						0	63,772
93-19 Public Information	294,883						0	294,883
93-20 Capital	50,000						0	50,000
93-23 Light Rail Transit	0					1,071,690	1,071,690	1,071,690
93-26 New Services/Grants	91,523						0	91,523
93-27 Community Relations	57,636						0	57,636
Cost allocation	0	0		0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>3,477,205</b>	<b>67,740,928</b>	<b>13,482,000</b>	<b>7,012,625</b>	<b>2,174,636</b>	<b>1,071,690</b>	<b>91,481,879</b>	<b>94,959,084</b>
Excess Revenues Over (Under) Expenditures	-348,405	1,004,644	134,000	1,529,656	-311,814	-71,690	2,284,796	1,936,391
*1/1/93 Beginning Fund Balance	2,975,973	1,116,237	156,574	0	387,976	211,159	1,871,946	4,847,919
Authorized Transfers	-485,000	-15,000		0	500,000		485,000	0
12/31/93 Ending Fund Balance	2,142,568	2,105,881	290,574	1,529,656	576,162	139,469	4,641,742	6,784,310

\* General fund includes \$473,020 in restricted funds for new services

## REGIONAL TRANSIT BOARD

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

DATE: December 7, 1993  
TO: Chair and Members of the Administration and Finance Committee  
FROM: Assata Brown, Project Administrator   
SUBJECT: Jobseekers Program 1994

### SUMMARY

The purpose of this memorandum is to request approval for participation of six new agencies and continued participation of 39 agencies to provide discounted convenience fares to unemployed people in the metropolitan area for calendar year 1994.

### DISCUSSION

The Regional Transit Board (RTB) is responsible for the establishment and implementation of the Jobseekers program in the metropolitan area pursuant to MS 473.387, Section 101, Subd. 3. The RTB provides reduced transportation cost for persons seeking employment who lack a private means of transportation. The RTB contracts with various government agencies, civic, community and non-profit organizations to implement the program. The Jobseekers program provides discounted convenience fares through a user-side subsidy approach where the RTB subsidizes 75 percent of a convenience fare and the remaining 25 percent is the responsibility of the jobseeker or approved agency. The RTB provides convenience fares to approved agencies that in turn distribute the fares to jobseekers. Jobseekers are eligible to participate in the program for six months. In 1992, 40 agencies distributed 15,967 convenience fares to people looking for work. Some of the benefits of the program include:

- access to public transportation for job search;
- agencies with transportation budgets are able to serve more clients; and
- expands the jobseekers living expenses.

The trend of the Jobseekers program has followed the trend of the economy and unemployment. According to the research and statistics office of the Minnesota Department of Jobs and Training, there are 23,002 people (as of 12-6-93) in the metro area receiving unemployment benefits. In addition, the average number of unemployed people per month in the metro area is 66,606 (as of October, 1993). However, the Jobseekers program serves a very small number of unemployed people in the seven county metro area. As of October, 1993, 11,175 monthly passes and 1,878 ten-ride tickets have been used by unemployed people. Forty-four agencies will be providing Jobseeker convenience fares to their clients as of January 1994. The RTB contracts with each agency to distribute convenience fares to their clients.

**Jobseekers Contracts**  
**December 7, 1993**  
**Page 2**

The RTB 1994 budget for Jobseekers is \$525,537 compared to the projected 1993 expense of \$412,013. The increase expense for 1994 is due to the most recent fare increase and the addition of six new agencies.

Highlights of the agencies are attached.

**RECOMMENDATION**

That the Regional Transit Board approve the Jobseekers budget of \$525,537 for calendar year 1994 to offer discounted convenience fares through participating agencies.

Attachment

### **Existing Agencies**

Contracts will remain in place for 1993 with the following agencies:

- American Indian OIC is a training organization that trains and assist the American Indian community in finding employment.
- Anishinabe Council of Job Developers provides direct employment services to the "hard to employ" populations.
- Catholic Charities is a social service agency composed of three programs that assist people in finding and keeping employment. Includes two satellite offices.
- County of Anoka has a county job program serving Anoka County residents in need of employment and a program that assists offenders serving sentences in the Anoka County Jail to find employment and become eligible for the Corrections Workhouse Program.
- Centre for Asians and Pacific Islanders is a organization that helps Asians and Pacific Islanders become self-sufficient through employment and training.
- Eastside Neighborhood Service Inc. is a nonprofit human service agency that provides employment and training programs.
- Education Is Our Goal is a nonprofit program assisting people of color in attaining short term training for full time employment.
- Employment Action Center is a nonprofit human service organization with a variety of job programs. Includes nine job programs.
- Freeport West/Project Solo is a nonprofit agency dedicated to providing jobs, housing and independent living skills training for 16-18 year old youth.
- Hennepin County administers the Work Readiness program and the Refugee program which assist people in gaining full time employment.
- HIRED is a nonprofit organization that helps disadvantaged and unemployed people become self sufficient. Includes two satellite offices.
- Hmong American Partnership a nonprofit organization committed to reducing welfare dependence in refugee families through placement and retention of employment.
- Loring Nicollet-Bethlehem is a community based social service agency with a number of job programs.
- Minneapolis Chamber of Commerce works with low income disadvantage youth to find employment to supplement family income.
- Minneapolis. Employment and Training. administers a federal job program known as JPTA.
- Minneapolis Society for the Blind assist people with disabilities in their job search and to become self-sufficient.
- Minneapolis Urban League has two programs that work with unemployed and economically disadvantaged people of color to achieve self sufficiency.
- MN Dept. of Jobs and Training DVR serves the metro area by providing rehabilitation services that assist individuals with a physical or mental disability in gaining and staying employed. Includes nine branch locations.

- Minnesota Teamsters Service Bureau provides retraining and re-employment assistance to dislocated workers.
- Multi Resource Centers, Inc./Recovery Resource Center is a human service program that helps chemically dependent clients obtain gainful employment.
- 180 Degrees, Inc., this halfway house residential program assists the ex-offender in gaining employment.
- Phillips Community Development Corp. provides employment programs for Phillips neighborhood residents.
- Pillsbury Neighborhood Services assist neighborhood residents to self sufficiency with a variety of job programs. Includes three neighborhood centers.
- Project for Pride in Living is a nonprofit agency. The self-sufficiency program works with low income tenants of their housing unit to intervene in the cycle of unemployment.
- Project Offstreets is a program that serves homeless youth. Their employment program assist these youth in obtaining and maintaining employment.
- Putting It All Together is a nonprofit employment assistance agency which empowers single parents, non-degreed women to achieve self-sufficiency. Includes one satellite office.
- Ramsey Action Programs Inc. operates a self-sufficiency program which assist low income individuals.
- Ramsey County Job Training Program assist individuals who are low income or have been laid off from work to gain employment.
- Ramsey County Work Readiness program provides comprehensive job preparation skills.
- Re-Entry Services, Inc., this halfway house works with ex-offenders during the transitional period from prison to community. Includes two satellite offices.
- Rise Inc., Central is a nonprofit agency that assist people with disabilities in gaining competitive employment.
- Turning Point is a halfway house designed to rehabilitate chemically dependent African Americans and assist them with attaining full time employment.
- Twin Cities OIC trains and places people of all races who are economically disadvantaged into viable employment.
- Washington County Job Training Center operates a variety of jobs and training programs for county, state and federal governments.
- Wayside House, Inc. is a halfway house with an employment development program that places women involved in chemical dependency treatment in employment.
- Wilder Foundation a human service organization has a Community Assistance program which is a joint venture with the Ramsey County Community Corrections department.

## **New Agencies**

Agencies to begin in program January 1994

- Insight, Inc. assists ex-offenders to become economically self-sufficient through employment.
- Lao Family Community of Minnesota, Inc. is vendor for the STRIDE program which assist AFDC recipients in gaining employment.
- Minnesota Department of Jobs and Training Veterans Job Seeking Program is designed to assist veterans who are seeking work.
- New Beginning Center works with young African Americans to gain full time employment through internships, job shadowing and mentorships.
- Power Program of Hennepin County is designed to provide comprehensive services to incarcerated residents so that, upon release, they become tax paying citizens.
- St. Paul Rehabilitation Center serves disadvantage and disabled persons seeking employment.

## REGIONAL TRANSIT BOARD

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

**DATE:** December 7, 1993  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Len Simich, Senior Project Manager  
Michael Opatz, Project Administrator  
**SUBJECT:** North Suburban Lines 1994 Contract



### SUMMARY

This memorandum presents a staff recommendation to approve the North Suburban Lines (NSL) 1994 contract in an amount not to exceed \$852,653. On December 6, 1993, the Board approved a restructured service plan for the NSL service, which will go into effect January 31, 1994.

### DISCUSSION

#### Background

NSL provides local radial and peak-hour express service in the communities of Anoka, Coon Rapids, Blaine, Lino Lakes, Centerville, Mounds View, Circle Pines, North Oaks, Vadnais Heights, Shoreview, Little Canada, Roseville, and downtown St. Paul. This 16 bus system operates Monday through Saturday. On December 6, 1993, the Board approved a restructured service plan for the NSL service.

#### Contract Structure

Previous to 1993, NSL contracts were structured on an operations deficit arrangement. The 1993 contract was approved based upon an hourly rate charge minus operating revenue received. Operating revenue includes cash fares, ticket sales, and advertising revenue.

For 1994, staff proposes a one year demonstration contract structure that has an incentive component whereby the provider retains operating revenue. The fixed subsidy amount available for 1994 would simply be divided by the annual services hours to establish an hourly rate. Instead of subtracting operating revenue from each monthly billing invoice, NSL would retain these revenues. The following outlines the justification for the incentive based contract structure:

- NSL has long requested that the RTB offer an incentive based contract. Under this arrangement it is in the best interest of the provider to increase ridership. Increasing ridership will improve the performance measures and revenue to the provider. Improved marketing efforts will also be an end result, because now the provider has a greater stake with this incentive based contract.

- Under the current contract formula, the contract is more prone to possible contract amendments. It is becoming increasingly more difficult to project annual ridership, and what fare payment method passengers will choose. As more passengers switch to MTC convenience passes, NSL will receive less than the anticipated cash fare, thus impacting the total revenue stream NSL projected it needed to cover expenses and turn a profit.
- Given the 1994 budget outlook, only modest increases were available to RTB programs. NSL requested a nine percent increase in subsidy for 1994, the RTB budget only allotted a three percent increase. Due to the RTB fixed budget situation, the incentive contract allows the provider to potentially capture additional revenue. Further, no matter what the contract scenario, the bottom line contract amount is fixed at \$852,653.

NSL will still be required to submit detailed ridership and revenue reports with the monthly request for reimbursement, so this contract arrangement can be adequately analyzed and performance measures calculated. Staff will evaluate this contract structure to determine if this structure would benefit the region, and examine if it should be applied to other services.

#### **Pocket Schedule & Marketing**

Proposed with this agreement is that staff control the development and printing of the new pocket schedule. A separate budget allowance from the operating subsidy in the amount of \$10,000 is requested. NSL would be responsible for actual schedule dissemination and other marketing activities, but the RTB would supply the schedules. Increased schedule dissemination will be necessary to promote the restructured service plan to existing riders, and attract new riders. The RTB will provide the technical assistance in developing a broader scope of marketing activities for this service, such as direct-mail, newspaper, cable, and free-ride promotions.

#### **Premium Express Fare**

Staff is also seeking continued approval for a premium fare on the Commuter 1 & 2 express-routes. Historically, NSL has provided these routes using high-amenity over-the-road coaches in exchange for charging a \$2.00 premium fare. The Commuter 2 route does experience seasonal fluctuations in ridership warranting NSL to down size to a mini-coach from-time-to-time.

#### **Budget**

Based upon the new service plan, 12,632 service hours will be operated in 1994, which represents an increase of 85 hours. Weekday service hours total 12,026 and Saturday service hours total 606. Based upon the service hours and the base subsidy level available of \$852,653: the weekday service rate would be \$68.789 and the Saturday service rate would be \$41.899. The following table illustrates the three percent increase in the NSL 1993 subsidy versus the 1994 subsidy:

**NSL 1994 Contract**  
**December 7, 1993**  
**Page 3**

	<u>1993 NSL Approved Budget</u>			<u>1994 NSL Proposed Budget</u>			<u>Variance</u>
	<u>Weekday</u>	<u>Saturday</u>	<u>Total</u>	<u>Weekday</u>	<u>Saturday</u>	<u>Total</u>	<u>'93 vs. '94</u>
Service Hours	11,998	549	12,547	12,026	606	12,632	85
Hourly Rate	\$77.80	\$41.90	NA	\$68.789	\$41.899	NA	NA
Total Cost	\$933,444	\$23,003	\$956,447	NA	NA	NA	NA
Fare Revenue	\$117,029	\$3,600	\$120,629	NA	NA	NA	NA
Other Revenue	\$8,000	\$0	\$8,000	NA	\$0	NA	NA
RTB Subsidy	\$808,415	\$19,403	\$827,818	\$827,262	\$25,391	\$852,653	\$24,835

*Note: The above 1994 service hours take into account the current service plan effective through 1/30/94 and the new service plan effective 1/31/94.*

**RECOMMENDATION**

That the Regional Transit Board: 1) authorize its executive director to enter into a 1994 contract with North Suburban Lines in an amount not to exceed \$852,653, 2) approve the \$2.00 premium express fare for the NSL Commuter 1 & 2 routes, and 3) approve a RTB controlled NSL schedule printing budget of \$10, 000.

## REGIONAL TRANSIT BOARD

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

**DATE:** December 7, 1993  
**TO:** Chair and Members of the Administration & Finance Committee  
**FROM:** Robert Dietrick, Mgr. of Administrative Services *Bob D*  
**SUBJECT:** Additional Premium for Workers Compensation Insurance

### SUMMARY

The Administration and Finance Committee is asked to authorize the expenditure of an additional \$1,116 for the renewal of the Regional Transit Board's workers compensation coverage. The Administration and Finance Committee is also asked to approve the Regional Transit Board's Return to Work Policy and the agency's participation in State Fund Mutual's Managed-Care Plan.

### BACKGROUND

On October 18, 1993, as part of the Board's action to approve the renewal premiums for the Regional Transit Board's insurance coverage's, the Board approved a renewal premium of \$5,225 for the renewal of the workers compensation coverage with State Fund Mutual. Since that action, the RTB's insurance agent has informed us that the renewal premium for workers compensation coverage came in at \$6,342, or \$1,116 more than had been authorized.

The main reason for this increase appears to be State Fund's decision to raise the rates for its lowest rated risk classifications at a higher rate than its average rate increase, which was filed at 8%. Our insurance agent based the renewal premium at this 8% increase, but later found out that the risk classifications of office/clerical and sales, which are the two risk classes that RTB employees are assigned to, were subject to rate increases at a much higher rate than the overall average. This high rate of increase was taken by State Fund in order to overcome some financial problems encountered the past year. Despite these financial problems, the State of Minnesota's Insurance Commissioner has determined that the company has sound underwriting and business practices.

The RTB's insurance agent, Insurance & Surety Specialists (ISS), has looked for other carriers for this coverage and recommends that the RTB continue to purchase workers compensation coverage from State Fund. Even with this increase, State Fund's rates are lower than most carriers. In addition, the small size of the RTB limits the number of competitive alternatives.

Administration and Finance Committee  
Workers Compensation Coverage  
Page 2

Our insurance agent has notified us that we may be able to reduce the premium by formally adopting a return to work procedure, which is attached to this memo. In addition to this return to work procedure, State Fund is instituting a managed-care system for workers compensation. This managed care system helps to reduce costs by allowing employers to direct their injured employees to a designated provider within a certified managed-care network for the treatment of work-related injuries. The Regional Transit Board has enrolled in this program and will begin implementing the managed-care network the first of the year. Any savings that are realized by this action would be retroactive to the beginning of the policy period, which is October 24, 1993.

Even with this increase to the workers compensation coverage, the total premiums for all RTB insurance coverage's (workers compensation, business auto, property, liability and employee fidelity bond), amount to \$10,409, which compares to \$12,431 for the same level of coverage just 3 years ago, a 16.2% decrease.

**RECOMMENDATION**

That the Administration and Finance Committee authorize the expenditure of an additional \$1,116 for workers compensation coverage, which brings the total premium for the coverage to \$6,342. In addition, the Administration and Finance Committee is asked to approve the Regional Transit Board's Return to Work Policy and the Regional Transit Board's enrollment in State Fund Mutual's managed-care system.

## REGIONAL TRANSIT BOARD RETURN TO WORK POLICY

The Regional Transit Board supports the practice of returning injured employees, as soon as medically possible, back to work at their position at the Regional Transit Board in a capacity compatible with any restrictions the employee may have. This policy is being instituted with the cooperation of the Regional Transit Board's Workers Compensation Carrier, State Fund Mutual.

The prompt return of an injured employee to a position within his/her medical restrictions will help to regain the employee's sense of job security, retain the employee's self-esteem, and help to re-establish the employee's pre-injury lifestyle while also helping to control our overall workers compensation costs.

We believe this practice serves the best interests of both the injured employee and the Regional Transit Board.

All injuries, no matter how minor, should be reported to your supervisor immediately. Your supervisor will report the injury to the claim coordinator within 24 hours, and will assist you with transportation to our primary medical provider, **United Occupational Health**, 280 N. Smith Avenue, St. Paul, MN 55102, or to any of the clinics in State Fund Mutual's **Preferred WorkCare Provider Network**, or to your own clinic, if you choose.

Our claim coordinator is **Bob Dietrick**. Any questions concerning your workers compensation claim should be addressed to him.

The injured employee's current position may be modified to fit medical restrictions. This may include possible modifications to the desk or other office equipment used by the employee, or it may include the potential of working on a part-time basis, if medically necessary, during recovery.

## REGIONAL TRANSIT BOARD

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

**DATE:** December 7, 1993  
**TO:** Administration and Finance Committee  
**FROM:** Robert Dietrick, Affirmative Action Officer *RD*  
**SUBJECT:** Regional Transit Board's 1994 Affirmative Action Plan

### SUMMARY

The Administration and Finance Committee is asked to review and approve the Regional Transit Board's 1994 Affirmative Action Plan for submission to the Minnesota Department of Employee Relations.

### DISCUSSION

Minnesota Statutes 473.143 requires the Regional Transit Board to develop an affirmative action plan and submit it annually to the Minnesota Department of Employee Relations for approval. The Department of Employee Relations reviews and approves the Regional Transit Board's affirmative action plan and submits a report to the Governor and legislature by March 1 detailing the progress of the Regional Transit Board and all metropolitan agencies with regard to our affirmative action responsibilities.

Each year the Department of Employee Relations requires revisions and updates to several sections of the affirmative action plan in order to be submitted for approval. The revisions that are required by the Department are:

- Staff workforce analysis - this is an analysis of staff by race, sex, and disability status and affirmative action hiring goals for 1994.
- Program Objectives for 1994 - these are action-oriented steps which the agency is committed to undertaking in 1994 in order to help in addressing affirmative action and diversity issues in the agency.

These revisions for 1994 are attached to this memo. The rest of the agency's affirmative action plan is unchanged from 1993. Copies of the entire Plan can be obtained from staff.

### RECOMMENDATION:

That the Regional Transit Board approve the 1994 revisions to the existing affirmative action plan for submission to the Minnesota Department of Employee Relations.

## STATEMENT OF COMMITMENT

As Executive Director of the Regional Transit Board, I affirm the policy of the Regional Transit Board to provide an employment environment free of any form of race, sex, or disability harassment as prohibited by federal, state, or local human rights laws.

In addition, no person or organization shall be subject to discrimination by the Regional Transit Board on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation, or sexual orientation.

All Regional Transit Board standards, policies, and procedures will be reviewed periodically in order to identify and eliminate any barriers to equal employment opportunity within the existing systems.

I wholeheartedly endorse and support the Regional Transit Board's Affirmative Action Plan. Affirmative Action is the concept of taking positive steps to improve the work opportunities of groups who have been discriminated against in the past and who continue to suffer the effects of that discrimination. The Minnesota legislature has designated three protected groups: women, racial/ethnic minorities, and persons with disabilities. The Regional Transit Board will make every effort to recruit, hire and promote qualified protected-group members, especially in job categories where they are under-represented.

The Affirmative Action Plan will be posted on the bulletin board in the employee lunchroom and will be distributed to the entire staff. I urge all employees to become familiar with the Plan. It is the responsibility of all employees to cooperate fully with the Regional Transit Board's Affirmative Action Plan. Managers will be held accountable for their performance in implementing the Affirmative Action Plan and in preventing harassment and discrimination at the Regional Transit Board. I have designated Robert Dietrick as the RTB's Affirmative Action Officer and he reports directly to myself for this job responsibility. I urge you to join us in an continuing effort to make equal employment opportunity a reality at the Regional Transit Board.

---

Gregory Andrews  
Executive Director

---

Date

## PROGRAM OBJECTIVES - 1994

The following program objectives are action-oriented steps that the Regional Transit Board feels can help in addressing affirmative action and diversity issues within the agency. These objectives build on the progress made in previous years affirmative action plans. As in 1993, the objectives for 1993 focus on 4 main areas:

- education and information
- staff training
- recruitment
- retention

### EDUCATION AND INFORMATION

**Objective:** To provide education, information and awareness to the staff concerning the Regional Transit Board's affirmative action plan and policies.

**Action Steps :** Make necessary revisions and updates to the affirmative action plan for submission to the Minnesota Department of Employee Relations for 1994. In addition, Affirmative Action Officer will re-write the entire plan during 1994 in order to update the document and ensure that it complies with all federal, state, and local laws. Plan was initially written in 1988.

Affirmative Action Officer and Executive Director will attend each section's staff meeting to present the 1994 plan and answer questions on the plan and discuss the agency affirmative action program with the staff.

Affirmative Action Officer will provide information to the management staff regarding their employment obligations under the Americans with Disabilities Act.

Affirmative Action Officer will participate in the planning of the Metropolitan Waste Control Commission's Cultural Conference, scheduled for November of 1994.

Affirmative Action Officer will attend monthly meetings of the metropolitan agencies affirmative action staff in order to share information and discuss means of sharing resources.

**Persons Responsible:** Affirmative Action Officer and Executive Director.

**Time Frame:** Ongoing throughout the year.

### STAFF TRAINING

**Objective:** To create a work environment which is supportive of diversity.

**Action Steps:** Provide mandatory training to staff and management. Training will focus on issues identified in the staff survey to be conducted during the first quarter of 1994.

All senior staff managers will be encouraged to attend a course or seminar on affirmative action or managing in a racially and culturally diverse workforce.

**Persons responsible:** Affirmative Action Officer will set up training session. Managers are responsible for seeking out their own individual training to supplement the agency training.

**Time frame:** Full-staff training to be scheduled either 2nd or 3rd quarter of 1994.

## RECRUITMENT

**Objective:** To increase the pool of qualified protected-group candidates.

**Action Steps:** Affirmative Action Officer will attend relevant job fairs.

Affirmative Action Officer will continue to revise and refine agency affirmative action mailing list.

Affirmative Action Officer will work to develop and establish relationships with minority recruiters at local colleges.

**Persons Responsible:** Affirmative Action Officer

**Time frame:** Ongoing throughout the year.

## RETENTION

**Objective:** To determine if there are any particular issues or problem areas in the agency that need to be addressed in order to ensure that the agency retains its "protected-group" employees.

**Action Steps:** Develop a survey to be given to the staff in order to determine employee attitudes towards the RTB's affirmative action program. Develop an action plan to deal with issues which surface from this survey.

**Persons Responsible:** Affirmative Action Officer will develop and distribute the survey.

**Time frame:** Will be completed by end of first quarter 1994.

## Appendix A - RTB Workforce Analysis & Hiring Goals

### Workforce Analysis - as of December 7, 1993:

Job Classification	Total	Male	Female	Minority	Disability
Managers	8	6	2 - 25%	0 - 0%	0 - 0%
Professional	15	9	6 - 40%	1 - 6.7%	0 - 0%
Office/Clerical	7	1	<u>6 - 85.7%</u>	<u>1 - 14.3%</u>	<u>1 - 14.3%</u>
<b>RTB Total:</b>	<b>30</b>	<b>16</b>	<b>14 - 46.7%</b>	<b>2 - 6.7%</b>	<b>1 - 3.3%</b>

### 1994 Hiring Goals:

The Equal Opportunity Division of the Minnesota Department of Employee Relations annually sets hiring goals for the Regional Transit Board based on an analysis of the availability of women, racial/ethnic minorities and persons with disabilities in the relevant labor market and recruitment areas. The hiring goals as established by the Minnesota Department of Employee Relations for the Regional Transit Board for 1994 are:

Job Class	Female	Minority	Disability
Manager	40.3%	7.0%	8.2%
Professional	50.4%	6.6%	8.2%
Office/Clerical	-----	5.8%	8.2%

Based on the RTB's workforce as of December 7, 1993, the agency shows hiring disparities in the following areas:

Job Group	Disparity
Manager	Female/minority/disability
Professional	Female/disability
Office/Clerical	none

Presently, the agency is recruiting for 3 professional positions: Project Administrator II, Planner I, and Program Auditor. We are making an effort to recruit and hire affirmatively for these positions - we have advertised them in the minority newspapers and have sent the job announcements to individuals and organizations on our affirmative action mailing list.

In addition to the 3 professional positions that are in the recruitment process, there are 4 other professional positions in the 1994 budget that will be filled in 1994: Assistant to the Chair, Public Information Specialist, Transit Analyst, and ADA Planner.

**Hiring Goals for 1994:**

**Managers:** No vacant positions.

**Goal:** If there is turnover in 1994, will make affirmative effort to correct present hiring disparity, which exists for female, minority and disability.

**Professional:** 4 vacancies in 1994.

**Goal:** To correct present disparities in female and disability and to ensure that minority representation does not fall below target goal.

**Office/**

**Clerical:** No vacant positions.

**Goal:** As there are presently no disparities, goal is to maintain this position if there is turnover in 1994.



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## REPORT OF THE TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE

At its meeting of December 1, 1993, the Transportation Accessibility Advisory Committee (TAAC) approved the following recommendations:

### Metro Mobility Assessment

- That the RTB contract with Ecosometrics, Incorporated to conduct a random survey of Metro Mobility ridership using a large enough sample to be statistically valid in order to determine current customer satisfaction with, and confidence in, the current Metro Mobility system.

### TAAC Legislative Initiatives

- That the final decision on the TAAC's Legislative Initiatives be tabled until the next regularly scheduled TAAC meeting on January 5, 1993.

**Dianna Krogstad**  
**Acting Chair**