



Minnesota Regional Transit  
Board: Records.

**Copyright Notice:**

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit [www.mnhs.org/copyright](http://www.mnhs.org/copyright).



**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  
Monday, January 24, 1994  
3:30 p.m.**

**AGENDA**

*Note: Please bring your meeting packet for the January 18 meeting, which was canceled due to severe weather.*

*At 5:00 p.m. there will be a public hearing on the draft Americans with Disabilities Act Paratransit Plan Update.*

- 1. CALL TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. Legislative Committee Meeting, December 13, 1993
  - B. Regional Transit Board Meeting, December 13, 1993
  - C. Committee of the Whole Meeting, December 13, 1993
  - D. Legislative Committee Meeting, December 20, 1993
  - E. Regional Transit Board Meeting, December 20, 1993
  - F. Nominating Committee Meeting, January 6, 1994
  - G. Legislative Committee Meeting, December 27, 1993
  - H. Committee of the Whole Meeting, December 27, 1993
- 4. CHAIR'S REPORT**
  - A. Appointment of Standing Committee Chairs and Members
  - B. Appointment of Chair of Litigation Committee
- 5. NOMINATING COMMITTEE REPORT**
  - A. Annual Election of Board Officers
- 6. MEMBERS' REPORTS**

**Regional Transit Board Agenda**  
**January 18, 1994**  
**Page Two**

- 7. EXECUTIVE DIRECTOR'S REPORT**
- 8. COMMITTEE OF THE WHOLE REPORT  
(Ruth Franklin, Chair)**
  - A. Financial Statements, November 1993
  - B. Anoka County Traveler 1994 Contract Amendment
  - C. Metropolitan Transit Commission (MTC) Federal Grant Applications
  - D. Contract for Brookdale Transit Hub Preliminary Engineering
  - E. North Suburban Lines 1993 Contract Amendment
  - F. Valley Transit 1993 Contract Amendment
- 9. OTHER BUSINESS**
- 10. PUBLIC COMMENT**

**Sally Evert**  
**Chair**

mff  
1/18/94

December 7, 1993

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: Jan 18, 1994

Member Name      Present   Vote   Vote   Vote   Vote   Vote   Vote   Vote   Vote

ISSUE

Chair	✓								
Michael Beard	✓								
Sharon Feess	✓								
Ruth Franklin									
Morgan Grant	✓								
Val M. Higgins	✓								
James Hovland	✓								
Gary Humphrey	✓								
Ruby Hunt	<u>etc.</u>								
Harry Mares	✓								
-----									

Visitors

B Miller

G Bantley

E Madley

H Benson

Staff

gh, jh, kb

mj, Fuhrman

RL, DU

mff



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 27, 1993**

**MEMBERS PRESENT:** Mike Beard, Chair; Sally Evert; Ruth Franklin; Morgan Grant; Val Higgins; Gary Humphrey; Ruby Hunt; Harry Mares

**OTHERS PRESENT:** George Bentley, Opt-Out Communities; Tom Sather, Metropolitan Transit Commission (MTC); Mike Robertson, legal counsel, Margaret Schreiner, Dakota County; Diane Harberts, State Advisory Committee on Metropolitan Governance; Gregory L. Andrews, Judy Hollander, Mary Fitzgerald

**CALL TO ORDER AND ROLL CALL**

Chair Beard called the meeting to order at 2:20 p.m. in the Regional Transit Board (RTB) offices and roll was taken.

**APPROVAL OF AGENDA**

Mares moved and Grant seconded approval of the agenda, amended to include discussion of the position of assistant to the chair. The motion was unanimously approved.

**1994 OPT-OUT LEGISLATIVE PROGRAM**

Bentley explained Item 1, seeking amendment to the 1992 bond authorization to expand the use of bond funds and to allow RTB to use bond proceeds for capital assistance to private, for-profit operators of public transit. Further discussion with a number of bodies must take place within the next few weeks. Grant directed staff to develop information on the effect of Item 1.b (use of bond proceeds) on the deficit.

Item 2, opt-out access to the regional fleet, may not require legislative action. Sather said questions will arise over which vehicles would actually go to the opt-out communities if MTC lost a contract. A great many details that would have to be worked out. Franklin said it has always been a problem that the opt-outs require new vehicles while the rest of the system is served with older equipment. The treatment should be more uniform.

Sather pointed out that a maintenance nightmare could develop if there is no consistency in the kinds of vehicles that the various providers acquire.

Beard said he has wanted to talk about the Vision for Transit and how the board should proceed in pushing for implementation. Item 4 may be an important part of that.

(Hunt assumed the chair.) There was discussion of Items 7, 8 and 9. In discussing Item 10, supplemental appropriations for transit and an adequate and dedicated funding source for transit, Hunt asked for a report on the legislative program supported by the board last year. Andrews said he will provide that to the board, adding there are other segments of the legislative initiatives supported by other groups that the RTB agreed not to oppose.

Sather said the only major change MTC would request would be changing statute to allow termination of any employee for substance abuse. The public would be outraged if they were aware that MTC cannot terminate a driver or mechanic who had been arrested or had some problem but the individual. State troopers must live to a higher standard because of their responsibility to the public. Trucking firms can terminate a driver for substance abuse immediately. This change would be consistent with the U.S. Department of Transportation regulations. Beard, having reassumed the chair, asked Bentley to continue to work with staff.

#### VACANT POSITION OF ASSISTANT TO THE CHAIR

Evert said she has been calling members and questioned them about this critical position. She would like feedback to develop a profile on who this person should be--what qualities are most important? She would welcome recommendations on possible candidates. Higgins said he would highly recommend avoiding high profile people. Whoever we get has to be able to work both sides of the aisle with diplomacy, tact and enthusiasm. Beard said it is important that the person be able to be a spokesperson for the agency, and able to work with the Metro Council, opt-outs, disability user groups and groups like the Senior Federation. He or she must be able to coordinate their efforts.

Hunt said it must be clear the person is an assistant to the chair and not a lobbyist because there is a very negative attitude at the Legislature about spending public funds on lobbying. According to RTB's Bylaws, the chair is the spokesperson for the board. Franklin said that since the chair is now a part-time position, this position becomes much more important. The assistant should be able to fill in when the chair is not available, making the position much more important. Andrews said there is a provision for hiring a part-time employee. The assistant would handle the administrative responsibility of organizing the chair's schedule and meeting groups. The vice chair serves in the absence of the chair. Mares said no one would be interested in such a short-term assignment. Humphrey said it might be necessary to change the job description.

Harberts, representing the Minnesota Public Transit Association, discussed the activities and goals of the Minnesota Partnership. They do not believe they are being treated fairly compared with what the metro area is getting. The assistant

will have to be able to work with those interests and help prevent a severing of our communication with them. Transit groups need to talk to legislators with one voice. She had invited Beard to speak with the group this week.

Beard asked staff to develop figures showing what will make us whole after what was lost in the last session.

**OTHER BUSINESS**

Members agreed that the next meeting will be on Monday, January 3, 1994.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 27, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 24th day of January 1994.



**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  
December 27, 1993**

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

**OTHERS PRESENT:** Dottie Rietow, Metropolitan Council Chair; Bob Winter, Project Manager, Minnesota Department of Transportation (Mn/DOT); Carol Kummer, Metropolitan Council; Diane Harberts, Southwest Metro Transit; Tom Mahowald; Tom Sather, Metropolitan Transit Commission (MTC); Kathy DeSpieglaere, Ramsey County Regional Railroad Authority; Eddie Maddox; Gregory L. Andrews, Judy Hollander, Howard Blin, Mark Fuhrmann, 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 noted that the new chair has been appointed by the governor and the chair of the Metropolitan Council will administer the Oath of Office. Grant moved and Feess seconded approval of the agenda. The motion was unanimously approved.

**OATH OF OFFICE**

Sally Evert was given the Oath of Office for her new position by Dottie Rietow.

**CENTRAL CORRIDOR ALTERNATIVES ANALYSIS/DRAFT ENVIRONMENTAL IMPACT STATEMENT**

Bob Winter used slides to explain the Central Corridor Transit Study. Congestion, population and pollution are increasing, but transit ridership may be holding steady; therefore, we can expect more congestion, environmental damage and urban sprawl which will be accompanied by a decline in the central cities. The issues raised in the public hearings will have to be addressed in the final Environmental Impact Statement study. There has been a great deal of concern in Downtown Minneapolis over the surface alignment of light rail. The cost of tunneling Downtown Minneapolis is in the range of approximately \$180 to

\$200 million. Responding to members' questions, Winter said the most recent discussions with the Federal Transit Administration have indicated the funds would have to be allocated over a long time span or they will not be approved. The most recent formula has been about 50-percent federal funds and 50-percent local funds.

Winters said the Metropolitan Council and the Regional Transit Board established the central corridor as the first segment of a light rail system. If the region wants to start a system, it is important to start with a winner.

Through good design and construction, problems with vibration of light rail vehicles can be eliminated. Using new technology, the rails are continuously welded, the electric vehicles would be new and the problems caused by the squealing in sharp turns can be designed out. Some people are concerned because the vehicles are so quiet that pedestrians can't hear them coming.

#### **RELOCATION OF THE NORTHTOWN TRANSIT HUB**

Blin reviewed the December 21 staff report. Responding to members' questions, he said, as opposed to a transit hub, a bus staging area is a concrete slab with minimal amenities. Staff envisions, for this and other hubs, more park-and-ride, more staging space for buses and a better, more comfortable, waiting area for passengers. Presently passengers have to wait on the curb or sidewalk for the bus. In bad weather they can stand inside.

This piece of property is vacant and is in the old ditch along the old University Avenue, between the service road and the highway. It would encompass the service road. The Northeast Corridor is not one of the routes planned for LRT in the immediate future. Northtown does not want to sacrifice parking. The current parking spaces are usually filled and MTC is completing another park-and-ride about one and a half miles away.

Regarding questions on legal arrangements, Blin said we have an agreement with the City of Blaine to whom RTB provided funding; they have entered into an agreement with Northtown. Staff is considering about 400 spaces in the new facilities. Beard moved and Hovland seconded:

That the Regional Transit Board authorize the executive director to execute a memorandum of understanding with Anoka County for a preliminary engineering study of a Northtown Transit Hub facility. The Regional Transit Board's contribution to this study shall not exceed \$42,500.

The motion was unanimously approved.

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

Hollander reviewed the committee report and recommendation approved at the December 1 meeting. It was discussed internally and it is the staff's recommendation that RTB should not proceed with this survey at this time since such a survey will not be helpful until Metro Mobility is up to standard. Further,

staff is concerned about automatically contracting with this firm since there are local firms that may do a very effective job. The study that Ecosometrics did is different. Higgins said that because of our relationship with the committee, a motion is necessary. He would like to table the matter for a minimum of three months. Hunt moved and Beard seconded:

That the Regional Transit Board table consideration of a random survey of Metro Mobility ridership for a period of no less than three months.

Higgins said any legal action would still be pending at that time. Humphrey said the time period might be too long. Because of the strong interest in this issue; the board does not want to give the appearance of avoiding it. Hunt withdrew her original motion and offered the following amended motion:

That the Regional Transit Board table consideration of a random survey of Metro Mobility ridership for a period no longer than three months.

Beard accepted the amendment. Mares said staff should be directed to look at other options and costs for accomplishing the survey. The motion was unanimously approved.

#### **OTHER BUSINESS**

Humphrey directed that his nomination for the Transportation Accessibility Advisory Committee be on the agenda of the next board meeting.

Beard asked that an executive session be held at the end of the next board meeting. The chair ruled the motion is too broad and asked if the intent of the motion is to discuss the lawsuit on Metro Mobility, in which case it would be in order. The law is very specific regarding the circumstances under which a meeting may be closed.

Hunt said there had been some discussion with the attorney regarding a small Litigation Committee and she suggested that the chair return to the board with a recommendation on how to proceed. Franklin said the entire board should be updated periodically. Evert agreed. The purpose of the smaller committee is to act as a sounding board and take immediate action.

Humphrey said he has received a complaint from the City of Eagan and the Minnesota Valley Transit Authority about the unfeathering of Eagan's transit tax load with RTB's resolution certifying ad valorem taxes. Everything seems to have been done properly by staff, but there are some communication areas RTB should improve upon next year and the board has to receive some clarification of the process. The Mall of America route was changed to a 60-minute interval in June and, as a result, Eagan was unfeathered. He assumes staff will develop a solution.

PUBLIC COMMENT

Maddox gave Evert written material on personal rapid transit, Ed Anderson's concept, which would utilize electric vehicles carrying up to four people. Maddox said the board should give the idea serious consideration. He has a letter from Senator Florian Chmielewski about a legislative hearing he plans to hold on transit alternative modes. Humphrey said there is a lot of interest in new technologies. FTA is looking for demonstration areas for the IVHS Highway Corridor Study it is sponsoring and Minnesota has made application for a forerunner of that kind of transportation. Higgins encouraged Maddox to make an appointment and bring the proposal to staff. Evert said she will make sure the other board members get the information.

Tom Mahowold commented on the EIS presentation. This study has gone on for a long time and he has concerns that were not addressed in the study. The Washington Avenue Bridge will be closed for two years, but there is no mention of how that problem will be resolved. The study does not mention that after construction Downtown Minneapolis and Washington Avenue will be at 50-percent capacity. About 25,000 vehicles go through the intersection and there is a problem with eliminating one lane on Washington Avenue Bridge. He feels the current EIS is totally lacking in certain areas. The TSM option does not mention use of Guidestar technology. There is a pilot project proposed for I-94 which would track buses and tell passengers how when their bus will arrive. These enhancements are not mentioned; nor did Winter mention the 98 additional buses that would be needed to support LRT. TSM requires only 25 more buses.

There being no other business, Hunt moved and Humphrey seconded that the meeting be adjourned. The motion carried 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 Committee of the Whole meeting of December 27, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 24th day of January 1994.



**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, Room A  
Tuesday, January 18, 1994  
4:00 p.m.

**AGENDA**

*Note: At 5:00 p.m. there will be a public hearing on the draft Americans with Disabilities Act Paratransit Plan.*

- 1. CALL TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. Legislative Committee Meeting, December 13, 1993
  - B. Regional Transit Board Meeting, December 13, 1993
  - C. Committee of the Whole Meeting, December 13, 1993
  - D. Legislative Committee Meeting, December 20, 1993
  - E. Regional Transit Board Meeting, December 20, 1993
  - F. Nominating Committee Meeting, January 6, 1994
- 4. CHAIR'S REPORT**
  - A. Appointment of Standing Committee Chairs and Members
  - B. Appointment of Chair of Litigation Committee
- 5. NOMINATING COMMITTEE REPORT**
  - A. Annual Election of Board Officers
- 6. MEMBERS' REPORTS**
- 7. EXECUTIVE DIRECTOR'S REPORT**

**Regional Transit Board Agenda  
January 18, 1994  
Page Two**

- 8. COMMITTEE OF THE WHOLE REPORT  
(Ruth Franklin, Chair)**
  - A. Financial Statements, November 1993
  - B. Anoka County Traveler 1994 Contract Amendment
  - C. Metropolitan Transit Commission (MTC) Federal Grant Applications
  - D. Contract for Brookdale Transit Hub Preliminary Engineering
  - E. North Suburban Lines 1993 Contract Amendment
  - F. Valley Transit 1993 Contract Amendment
- 9. OTHER BUSINESS**
- 10. PUBLIC COMMENT**

**Sally Evert  
Chair**

mff  
1/10/94



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 13, 1993**

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

**OTHERS PRESENT:** Tom Sather, George Bentley, Gregory L. Andrews, Mary Fitzgerald

**CALL TO ORDER AND ROLL CALL**

Acting Chair Humphrey called the meeting to order at 3:20 p.m. in the Regional Transit Board (RTB) offices and roll was taken.

**APPROVAL OF AGENDA**

Mares moved and Hovland seconded approval of the agenda. The motion was unanimously approved.

**DISCUSSION OF 1994 LEGISLATIVE PROGRAM**

Andrews asked the members whether RTB should approach the Legislature with the need to start implementing the Vision for Transit programs. (Beard arrived and assumed the chair.)

Responding to Grant's question about supplemental funding for paratransit, Andrews said at this point the board is still indicating a need for \$8.7 million for next year. pGrant said it will be very important to have the figures to back up the dollar requests. The board has been criticized for not having that information in the past. Hovland cautioned that the board must not be seen as asking for more than it actually needs.

Grant said that several years ago the Legislature passed legislation prohibiting the board from taking money from any other fund to support Metro Mobility. If the program starts to function smoothly the demand for rides may increase dramatically. Under the Americans with Disabilities Act, those requests must be met. If there is a surplus in LRT planning funds, the board should be able to use it for Metro Mobility. Under current legislation, if we had a blank check for Metro Mobility, it could not be used. Beard said this touches on the issue of the agency's relationship with the Legislature. Bentley said that privately legislators felt the Metro Mobility was becoming a run-away train. Senator DeCramer, then

chair of the Transportation Committee, was one of the people in favor of capping Metro Mobility. Beard said that with ADA in effect, it may be time to ask the Legislature to remove the cap.

Bentley and Sather explained how the transit providers lobby for their interests. Nearly everything is done in concert, but there are times when an opt-out community may have an issue related only to itself. Bentley said the board will be asked to support the opt-out legislative agenda. Beard said RTB may not have to strive for unanimity as much as for cooperation. Higgins said legislators told transit advocates to speak with one tongue or stay away. Sather said most of the MTC projected expenditures are strictly operational. The 1994 budget is their best attempt to address the customers' needs.

Schreiber said, if the Vision for Transit is that good, it needs a cheerleader and that has to be the RTB. The board will have to revisit all the numbers in light of what happened this year. It was very exciting, but in his judgment, the board will be remiss if it does not bring it back before the Legislature. If it makes sense, RTB has to make it happen. Grant asked for a side-by-side wish list, including all the elements so the board can go to the Legislature with a total amount. He asked if the MTC appropriation figure includes all the things that were talked about, such as rehabilitating buses more often and expanding service staff. Sather said there is an \$800,000 differential between available RTB subsidy, projected revenue, and projected expenses. Many of those things are being funded internally. They will be able to pay for more street time for part-time drivers by eliminating overtime. Members discussed the wisdom of asking the Legislature for more than the amount needed to cover the shortfall.

The hour being 4:00 p.m., the meeting was adjourned to order to hold the meeting of the full board.

The next committee meeting will be December 20, 1993.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 13, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 18th day of January 1994.



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 13, 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

**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 4:10 p.m. and roll was taken.

**APPROVAL OF AGENDA**

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

**GENERAL BUSINESS**

**METROPOLITAN TRANSIT COMMISSION (MTC) 1993 BUDGET AMENDMENT**

Simich reviewed the December 7 staff report. Feess moved and Beard seconded:

That the Regional Transit Board authorize its executive director to amend the Metropolitan Transit Commission's 1993 budget by \$2.6 million for a total contract amount not to exceed \$67.7 million. For this to occur, the total 1994 Regional Transit Board subsidy amount available for MTC transit operations should be reduced by \$2.6 million, leaving a balance available of \$65.75 million .

The motion was unanimously approved.

**1994 BUDGET DISCUSSION**

Several members felt that the discussion of the 1994 MTC budget should go through the committee process. There was consensus that the MTC presentation should be made on January 10 to the Administration and Finance Committee with approval by the full board on January 17. Members want more information on Special Events, service accommodations for school districts, costs of maintaining lift equipment and costs to improve the reliability of the lift-equipped vehicles. Franklin said there will be several national conferences held in the Twin Cities next year; MTC should present its plans for handling the need for service at the next meeting.

**RESOLUTION LEVYING ACTUAL AD VALOREM PROPERTY TAXES FOR 1993,  
RESOLUTION NO. 93-12**

Ulrich reviewed the December 6, 1993 staff report. Beard moved and Grant seconded:

That the Regional Transit Board adopt Resolution No. 93-12,  
"Resolution Certifying Ad Valorem Property Taxes for 1993,  
Payable 1994."

Hovland asked if there is a way to calculate the effect per household of this tax. Ulrich said he can get estimates on various property levels. On a roll call vote, the motion and Resolution 93-12 were unanimously approved.

Beard said this process should include a column of figures comparing this year's expenditures to next year.

**APPROVAL OF REGIONAL TRANSIT BOARD 1994 BUDGET**

Ulrich reviewed the December 7 staff report. There was discussion of the method of handling Metro Mobility farebox revenues. Feess said the document should be footnoted to explain the board's action in providing the \$2.6 million of 1994 dollars to the MTC in 1993. She would also like to see a note in the MTC budget document (Chief Administrator's Budget Message) clarifying "less assistance" because the reasons for taking a particular action tend to be forgotten over time.

Responding to Beard, Ulrich said there is no recognition of any revenues in the budget beyond those in the property tax levy plus legislative action already done. There would have to be a budget amendment if the resources came through. Beard said small rural and urban systems are picking up increased Metro Mobility rides. If there were money to maintain existing service, would it be reasonable to go back and revisit compensation of the counties? Ulrich said that is a board decision. He drew attention to the handout on the table dated December 10, 1993. Grant moved and Hovland seconded:

That the Regional Transit Board adopt a 1994 budget that recognizes operating revenues of \$98,374,614 and operating expenditures of \$97,731,307, incorporating all changes made to the Proposed 1994 Budget since its presentation and adoption in July 1993. In addition, capital expenditures are recognized that include \$3,670,000 of 1994 projects.

**OTHER BUSINESS**

In order to move onto the Committee of the Whole meeting as quickly as possible, the acting chair suggested that the reports of members and the executive director be delayed until the end of the business portion of the committee meeting. Members agreed.

Grant questioned why there was no update on Metro Mobility and asked that the update be a part of upcoming meetings.

There being no other business, Beard moved and Feess seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 4:55 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of December 13, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

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



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  
December 13, 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

**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 4:55 p.m. and roll was taken.

**APPROVAL OF AGENDA**

Feess moved and Hovland seconded that the agenda be amended to include the members' and executive director's reports that normally would have been part of the board's agenda. With that addition, the agenda was unanimously approved.

**FINANCIAL STATEMENTS**

Sutton reviewed the October financial statements. Higgins moved and Hovland seconded:

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

The motion was unanimously approved.

**CLOSING THE LIGHT RAIL TRANSIT ENGINEERING FUND**

Ulrich reviewed the December 6 staff report. Hovland moved and Beard 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**

Ulrich reviewed the December 6, 1993 staff report. An updated sheet will be provided to members on "Sources and Uses by Fund." Mares moved and Hovland 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**

Brown reviewed the December 7, 1993 staff report. Mares moved and Hovland 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.

Beard asked if this action makes the providers whole for carrying Metro Mobility riders to their destinations since October 1993. Brown said it does not; that is dealt with separately. Hollander said there is a policy context to what happened here. The funding shortage of RTB will hit the counties hardest. This occurred during the restructuring of Metro Mobility. RTB began negotiations of county contracts as though they would be funded by Small Urban/Rural only. The Americans with Disabilities (ADA) Paratransit Plan calls for the a high priority to be placed on the ADA service area and it was a fundamental mistake to conclude the Anoka County contracts first. A midcourse correction became necessary when staff saw the service was not reflecting board policy and meeting the ADA requirements. On December 14 there will be a meeting with Anoka to discuss a similar action to ensure they are consistent with ADA. Staff thinks all three of those counties can be brought into compliance through minor contract amendments. Franklin said the board will consider the Anoka contract amendment at the next meeting. It will include some sort of adjustment for 1993 and 1994. Hollander said Anoka may have some unexpended funds in 1993 that will help them attain full compliance in 1994.

Grant asked if any planning was done to implement service like this in those parts of Hennepin County that were formerly under Metro Mobility. Brown said that is not being done at this time because there are no available providers.

Higgins spoke in favor of the motion with the understanding that Anoka will be taken care of in the same manner. The motion was unanimously approved.

**APPROVAL OF 1994 JOBSEEKERS PROGRAM**

Brown reviewed the December 7, 1993 staff report. Responding to Higgins' question on monitoring, Brown said each jobs program can verify clients' interviews and other kinds of job search activities. RTB auditors review the program once or twice a year. Higgins said that does not seem to be close monitoring and he asked if there is a better way. Brown said it would take a great deal of time and money to monitor more closely. Beard moved and Higgins 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**

Simich reviewed the December 7 staff report. Hovland moved and Mares 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.

Higgins spoke in support of the motion, but said he has discussed with North Suburban his concerns about marketing. The present agreement requires the provider to market the service, which they did not do last year, even though it is in the contract. He will vote for the recommendation with the understanding they will do the marketing. He requested that NSL and review their marketing program. Ryan said they have made some efforts in the past but have not been as active as they might have been. The motion was unanimously approved.

#### **ADDITIONAL PREMIUM FOR WORKERS COMPENSATION INSURANCE**

Dietrick reviewed the December 7 staff report. Humphrey said, based on his 28 years of experience in the insurance field, he would support this additional expenditure and would like to visit with Dietrick to review the entire issue and advise him on ways to reduce premiums, specifically through the Minnesota League of Cities Insurance Trust. He moved and Feess 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 questioned the Managed Care provision. The issue is somewhat controversial because it forces the employee to go to a medical facility not his own. There is a lot of room for game-playing but with the kind of employees at RTB and the kind of work we do, he would like further discussion. Dietrick said there are a number of exceptions to that rule. If an employee has an established relationship with a doctor, he or she would not always have to use Managed Care. Feess said the point is to get into preventive things to reduce long-term costs. Hennepin County has always had the option of requiring an employee to see the doctor of their choice if they feel the employee's absence should be corroborated. In response to her question, Dietrick said the employee is not obliged to pay for the medical appointment if the employer directs it. Humphrey said the Managed Care network is very broad. With prior approval, employees may be able to go to a particular doctor. This is an attempt to control abuse of the system and control rates. The motion carried (Higgins opposed).

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

Dietrick reviewed the December 7, 1993 staff report. Mares moved and Hovland 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.

#### **MEMBERS' REPORTS**

Beard distributed the text of his comments made to the Metropolitan Council on December 9. Rietow has directed Diaz and Hollander to set up a date for a joint meeting. Hollander said a meeting of agency heads has been scheduled for December 28 with a meeting of the full council and board to follow. No date has been set for that second, joint meeting of the full board and council. Beard asked the members to think about the ramifications of electing the members of the Metro Council.

#### **EXECUTIVE DIRECTOR'S REPORT**

Andrews reviewed the meeting schedule for the State Advisory Council on Metropolitan Governance.

#### **UPDATE ON METRO MOBILITY**

Jacobson reviewed some of the provisions of the new Rider's Guide. Hibberts distributed the latest statistics. New standing order routes are being set up and will be phased in soon, which will be a big improvement in service. Beard asked what the time frame is for implementing these improvements. Hibberts said that in about a week and a half they will phase in about 20 percent of the hand-coded routes. Hovland asked about the percentage of on-time pickups. Hibberts said they are running better than 90 percent at peak hour. All three providers are performing consistently.

Humphrey said the figures do not include contracted agency trips. He asked if there is some way to can track rides in the group and individual trip categories to determine whether they are increasing.

#### **PUBLIC COMMENT**

Sather said he asked his staff on Friday to develop ways to continue the passenger gains made in 1993 at the two percent level or better. He is concerned that those gains will be lost because of the fare increase. The challenge was to develop a promotion without disrupting the revenue stream. They came up with the idea of marketing 50-cent cash fares for some week days and free social fares until 6:00 p.m for the last two weeks of December 1993. The lost revenue is projected to be \$660,000. At this point, revenue for the year is about at the budgeted level. With a Workers Compensation credit the figures will nearly balance out. He has been talking with the opt-out programs. If they agree to participate, the promotion can go forward. This may not require board approval, but he would like some tacit agreement.

Responding to members' remarks, Sather said there will be a revenue loss; the question is whether or not we have the will to continue to improve ridership. Figures are falling. These are the worst ridership days of the year so the capacity is already available. It would be sold as a way for a metro agency that met its numbers to turn something back to the public. He hopes it will be seen as positive and beneficial. It would help establish new patrons. MTC is well ahead of its figures and can cover the cost. He cannot speak for what Metro Mobility would do with its fares, which must be no more than double those of regular route. Southwest Metro Transit has a similar program like this every year.

Andrews said the board has a fare policy that requires board approval of any special fares because of their regional impact. The timing is not good; MTC is asking for nearly \$800,000 more in 1994 because RTB did not approve the increase in social fares that MTC had requested. MTC had urged RTB to implement the recent fare increases because of their need for additional revenue. He asked where the additional funds for this promotion would come from.

Hovland said it is hard to criticise good ideas, but he is reluctant to endorse this one. In a sense this is a loss leader, and the idea should get more scrutiny. Sather said the period could be shortened, which reduces the opportunity to change travel patterns. In any other time of the year the promotion would lose more money and the capacity would not be available. Beard moved and Humphrey seconded:

That the Regional Transit Board's Committee of the Whole recommend that the MTC's Reduced Fare Proposal be placed on the agenda of the board's December 20, 1993 meeting and the negotiations with the Opt-Out communities be concluded.

Beard said he would like to see the total cost of the program for one and for two weeks. Humphrey said it should be on the agenda for action at that meeting.

Franklin spoke against the motion. The notice is much too short and we need \$800,000 in additional funding. The commissioners have not approved it and there is not enough time to promote it. Sather said he appreciates the board's concerns, but very little is at risk. We have to start thinking in an entrepreneurial fashion. He is confident the commissioners will approve it at their December 14 meeting. MTC has to have some freedom. Franklin said promotions are good, but MTC encouraged the board to approve the fare increase that just went into effect. By policy RTB must review fare changes. This may affect the fund balance and there are unanswered questions about its effect on Metro Mobility. She complimented Sather on his innovative approach, but because of the factors she had cited, she will not support the recommendation. Higgins called the question. The motion to place the item on the board's agenda failed.

There being no other business, Beard moved and Humphrey seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 6:30 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Committee of the Whole meeting on December 13, 1993.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 18th day of January 1994.



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 20, 1993**

**MEMBERS PRESENT:** Mike Beard, Chair; Ruth Franklin; Morgan Grant; Val Higgins; James Hovland; Ruby Hunt

**OTHERS PRESENT:** Bill Schreiber, Bill Blohm, George Bentley, Beverley Miller, Diane Harberts, Mary Fitzgerald

**CALL TO ORDER AND ROLL CALL**

Chair Beard called the meeting to order at 3:00 p.m. in the Regional Transit Board (RTB) offices and roll was taken.

**APPROVAL OF AGENDA**

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

**DISCUSSION OF 1994 LEGISLATIVE PROGRAM**

Beard said this meeting is in preparation for the joint meeting with some RTB staff and the chairs of the Regional Transit Board and Metropolitan Council.

**Elected vs. Appointed Metropolitan Council Members**

Franklin moved and Higgins seconded:

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

Members discussed the need for citizens on the board, the cost of an election campaign for the office and the likelihood that the electorate would be unfamiliar with the candidates. The motion was unanimously approved.

**Opt-Out Legislative Issues**

Bentley distributed copies of the 1993-1994 Opt-Out Legislative Issues. Hunt said staff should review these proposals and make a recommendation to the board.

The hour being 4:00 p.m., the meeting was adjourned to order to begin the meeting of the full board.

The next committee meeting will be December 27, 1993.

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 18th day of January 1994.



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.



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

**Minutes of the Meeting of the  
NOMINATING COMMITTEE  
January 6, 1994**

**MEMBERS PRESENT:** Ruby Hunt, Chair; Val Higgins; Sally Evert

**OTHERS PRESENT:** Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 4:50 p.m. and roll was taken.

**SELECTION OF CANDIDATES FOR BOARD OFFICES**

The committee was appointed by the board for the purpose of recommending a slate of candidates for the board offices. New officers are to be elected by the board annually at the first meeting of the year or as soon as possible thereafter.

After a brief discussion on balancing members' assignments, Evert moved and Hunt seconded:

That the Regional Transit Board appoint James Hovland to the office of Vice Chair, effective immediately.

The motion was unanimously approved.

Higgins moved and Evert seconded:

That the Regional Transit Board appoint Sharon Feess to the office of Treasurer, effective immediately.

The motion was unanimously approved.

Higgins moved and Evert seconded:

That the Regional Transit Board appoint Mary Fitzgerald to the office of Secretary, effective immediately.

The motion was unanimously approved.

There being no other business, Higgins moved and Evert seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 3:59 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Nominating Committee meeting of January 6, 1994.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this 18th day of January 1994.



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

**DATE:** January 10, 1994  
**TO:** Members of the Regional Transit Board  
**FROM:** Sally Evert, Chair  
**SUBJECT:** Committee Assignments

Listed below are my recommendations for chairs and members of the Administration and Finance Committee and the Policy Committee. I have tried to honor as many requests as possible and still make sure that a broad range of constituencies is represented on each committee.

**RECOMMENDATION**

That the Regional Transit Board appoint the following chairs and members to the standing committees.

**Administration and Finance Committee**

Ruth Franklin, Chair  
Michael Beard  
Sharon Feess  
Harry Mares  
District D Member

**Policy Committee**

Val Higgins, Chair  
Morgan Grant  
James Hovland  
Gary Humphrey  
Ruby Hunt

The appointments are effective immediately.

mff



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

**DATE:** January 10, 1994  
**TO:** Members of the Regional Transit Board  
**FROM:** Sally Evert, Chair  
**SUBJECT:** Litigation Committee

As you know, the board recently appointed an ad hoc Litigation Committee.

**RECOMMENDATION**

That the Regional Transit Board appoint James Hovland to chair the ad hoc Litigation Committee, effective immediately.

mff



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

### **Report of the Nominating Committee**

At its meeting of January 6, 1994, the Nominating Committee made the following recommendations:

That the Regional Transit Board appoint James Hovland to the office of Vice Chair, effective immediately.

That the Regional Transit Board appoint Sharon Feess to the office of Treasurer, effective immediately.

That the Regional Transit Board appoint Mary Fitzgerald to the office of Secretary, effective immediately.

The board is expected to elect officers at its meeting of January 18, 1994.

**Ruby Hunt  
Chair**

RH/mff  
1/7/94

## REGIONAL TRANSIT BOARD

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

**DATE:** Monday, January 24, 1994  
**TO:** Members of the Legislative Committee  
**FROM:** Michael L Beard, Chair  
**SUBJECT:** Legislative and Community Contacts for the 1994 Legislative Session

1. We need to identify legislators and other key players at the State Capitol who you know sufficiently well to help us make contacts prior and during the Legislative Session. Please forward these names to Bob LaShomb by note or phone. His number is 229-2707. (If Bob is not available leave the information with Kathy Grochowski or Mary Fitzgerald) Since we will be making initial contacts very soon your immediate attention to this is very important.

2. In addition to item 1, we are also requesting that you provide Bob with the names of individuals or groups who should be contacted to bring them up to date on our legislative program and to solicit their support. Please also include the type of contact (letter, personal appearance etc) that you believe would be most beneficial. In addition, we need to be aware of any special issues or sensitivity this group may have. Also because it is important to keep the flow of information going during this process we have developed a worksheet which you can use to identify contacts you may have made so that we can make the appropriate followups.

3. We are presently looking at the process we need to use to keep you up to date on what is going at the State Capitol. We will probably where possible use the fax. If you have questions outside of the normal committee process please feel free to contact me, Sally, Greg or Bob.

Thank you for your assistance.

cc Sally Evert  
Greg Andrews  
Mary Fitzgerald



MINNESOTA SENIOR FEDERATION, METRO REGION  
1885 UNIVERSITY AVENUE, SAINT PAUL, MN 55104

*Hadnt*  
*RTB 1/24/94*

612/645-0261

LEGISLATIVE PROGRAM - TRANSPORTATION  
(PROPOSED - TENTATIVE - SUBJECT TO APPROVAL)

METRO MOBILITY - BY LEGISLATIVE DIRECTION, A TRANSPORTATION SYSTEM FOR THE METRO AREA MUST BE ESTABLISHED, WHICH:

MEETS ALL ADA REQUIREMENTS ON AN ONGOING BASIS, INCLUDING STEP HEIGHT AND SPOKEN INFORMATION FROM DRIVERS.

UTILIZES A COST-EFFECTIVE MIX OF VEHICLE SERVICES.

PROVIDES TRIP ASSURANCE AND ENSURES AN OPERATOR-ASSISTED ROUTING ALGORITHM, TO AVOID INDIRECT OR CIRCUITOUS TRIPS.

FULLY COMPLEMENTS SUBURBAN PARATRANSIT SERVICES AND ACCESSIBLE FIXED-ROUTE SERVICES.

METROPOLITAN TRANSIT LONG-RANGE PLANNING AND THE ALLOCATION OF DEDICATED STATE & FEDERAL FUNDS MAY BE PERFORMED BY A GENERAL-PURPOSE METROPOLITAN AGENCY; TRANSIT OPERATIONS BY ALL OPERATORS OF FIXED ROUTE SERVICE SHOULD BE PERFORMED UNDER THE COORDINATION OF AN OPERATING AGENCY RESPONSIVE TO RIDERS AND THE ELECTORATE.

INFORMATION CONCERNING THE STATUS OF TRANSPORTATION OPERATIONS IN MINNESOTA MUST BE CONTINUALLY AVAILABLE TO THE PRESS AND TO INTERESTED CITIZENS UNDER APPROPRIATE "FREEDOM OF INFORMATION" PROVISIONS.

STATEWIDE, ADEQUATE FUNDING MUST BE PROVIDED FOR DEMAND-RESPONSIVE AND FIXED ROUTE SERVICES, WITH EMPHASIS ON OPERATING FUNDS, AND PREFERABLY FROM A CONSTITUTIONALLY DEDICATED SOURCE TO PRECLUDE RANDOM CYCLICAL FLUCTUATIONS.

GREATER EMPHASIS MUST BE PLACED UPON THE SUBSIDIZATION AND/OR OPERATION OF FIXED ROUTE SCHEDULED INTER-CITY BUS AND RAIL SERVICES IN GREATER MINNESOTA.

TRANSIT FARES MUST BE SIMPLE IN STRUCTURE, AFFORDABLE TO THE ECONOMICALLY DISADVANTAGED, AND DIRECTLY RELATED TO DISTANCE TRAVELED AND COST OF PROVIDING THE SERVICE.



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

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

At its meeting of January 10, 1994, the committee approved the following recommendations:

### **FINANCIAL STATEMENTS, NOVEMBER 1993**

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

### **ANOKA COUNTY TRAVELER 1994 CONTRACT AMENDMENT**

That the Regional Transit Board authorize its executive direct to amend Anoka County Traveler's 1994 Transit Funding contract by \$48,619, from \$587,324 to \$635,943.

### **METROPOLITAN TRANSIT COMMISSION (MTC) FEDERAL GRANT APPLICATIONS**

That the Regional Transit Board approve the following Metropolitan Transit Commission grant applications:

1. Federal Transit Administration's Section 3 grant application for fiscal year 1994;
2. Federal Transit Administration's Section 9 grant application for fiscal year 1994; and
3. Federal Transit Administration's Congestion Mitigation and Air Quality grant application for fiscal year 1993.

### **CONTRACT FOR BROOKDALE TRANSIT HUB PRELIMINARY ENGINEERING**

That the Regional Transit Board authorize the executive director to negotiate and enter into a contract with LSA Design, Inc. for preliminary engineering and design of the Brookdale Transit Station at a cost not to exceed \$35,000.

**NORTH SUBURBAN LINES 1993 CONTRACT AMENDMENT**

That the Regional Transit Board authorize its executive director to amend the 1993 contract (Contract No. 92/09-11-38) with North Suburban Lines by \$11,678, to a total amount not to exceed \$839,496.

**VALLEY TRANSIT 1993 CONTRACT AMENDMENT**

That the Regional Transit Board authorize its executive director to amend the 1993 contract (Contract No. 92/09/11-39) with Valley Transit by \$465, to an amount not to exceed \$110,582.

**OTHER BUSINESS**

The committee agreed to hold a special meeting to review the MTC budget on January 20, 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: January 3, 1994  
TO: Chair and Members of the Administration and Finance Committee  
FROM: Gerri Sutton, Accountant *GS*  
SUBJECT: Financial Statements -November 1993

**SUMMARY**

The Administration and Finance Committee is asked to review the November 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 November 30, 1993, the total ending fund balance is \$5.8 million, down \$900,000 from the close of October 1993. The \$2.6 million in additional MTC Operating Subsidy is reflected in the November statements. With this amendment, the negative variance to date is \$1.4 million.

**RECOMMENDATIONS**

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

Attachment  
GS/me

REGIONAL TRANSIT BOARD  
FINANCIAL STATEMENTS  
Ending November, 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 NOVEMBER 30, 1993**

	GENERAL FUND	SPECIAL REV FUNDS	AGENCY FUND	FIXED ASSETS	TOTAL ALL FUNDS	NOV 1992 ALL FUNDS	CHANGE
<b>ASSETS</b>							
CASH	\$525,900	\$0	\$527,037		\$1,052,937	\$505,881	\$547,056
INVESTMENTS	\$1,750,000	\$0	\$8,732,554		\$10,482,554	\$7,279,240	\$3,203,314
TAXES RECEIVABLE	\$0	\$34,458,874	\$5,640,090		\$40,098,964	\$37,867,053	\$2,231,912
ACCRUED INTEREST RECEIVABLE	\$0	\$0	\$0		\$0	\$380	(\$380)
DUE FROM OTHER FUNDS	\$107,367	\$0	\$0		\$107,367	\$1,263,764	(\$1,156,397)
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$1,123,000	\$2,273,000	\$0		\$3,396,000	\$0	\$3,396,000
FEDERAL GOVERNMENT RECEIVABLE	\$331,219	\$419,458	\$0		\$750,677	\$101,861	\$648,817
OTHER ASSETS	\$15,166	\$691,710	\$394,208	\$578,851	\$1,679,935	\$2,394,171	(\$714,236)
<b>TOTAL ASSETS</b>	<b>\$3,852,652</b>	<b>\$37,843,043</b>	<b>\$15,293,889</b>	<b>\$578,851</b>	<b>\$57,568,434</b>	<b>\$49,412,348</b>	<b>\$8,156,086</b>
<b>LIABILITIES</b>							
ACCOUNTS PAYABLE	\$128,377	\$256	\$2,000		\$130,633	\$231,420	(\$100,787)
ACCRUED PAYROLL LIABILITIES	\$144,193	\$205			\$144,399	\$149,003	(\$4,605)
DUE TO OTHER GOVERNMENTAL UNITS	\$26,299	\$0	\$4,942,317		\$4,968,616	\$5,036,336	(\$67,720)
MTC PAYABLE	\$0	\$18,302,768	\$1,055,103		\$19,357,871	\$16,516,897	\$2,840,974
TRANSIT PROVIDERS PAYABLE	\$0	\$5,191,598	\$8,756,297		\$13,947,886	\$5,936,926	\$8,010,960
DUE TO OTHER FUNDS	\$0	\$107,367	\$0		\$107,367	\$1,263,764	(\$1,156,397)
DEFERRED REVENUE	\$202,415	\$11,756,355			\$11,958,770	\$10,623,321	\$1,335,449
OTHER LIABILITIES	\$1,290		\$143,973		\$145,263	\$11,900	\$133,363
DEFERRED COMP HELD			\$394,208		\$394,208	\$319,630	\$74,578
<b>TOTAL LIABILITIES</b>	<b>\$502,574</b>	<b>\$35,358,550</b>	<b>\$15,293,889</b>	<b>\$0</b>	<b>\$51,155,012</b>	<b>\$40,089,197</b>	<b>\$11,065,815</b>
<b>FUND EQUITY</b>							
INVESTMENTS IN FIXED ASSETS				\$578,851	\$578,851	\$568,602	\$10,249
RESERVED / DESIGNATED	\$631,041	\$0	\$0		\$631,041	\$1,131,041	(\$500,000)
UNRESERVED / UNDESIGNATED	\$2,719,038	\$2,472,593	\$0	\$0	\$5,191,631	\$7,623,508	(\$2,431,878)
<b>TOTAL FUND EQUITY</b>	<b>\$3,350,079</b>	<b>\$2,472,593</b>	<b>\$0</b>	<b>\$578,851</b>	<b>\$6,401,522</b>	<b>\$9,323,151</b>	<b>(\$2,921,629)</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$3,852,652</b>	<b>\$37,831,143</b>	<b>\$15,293,889</b>	<b>\$578,851</b>	<b>\$57,556,535</b>	<b>\$49,412,349</b>	<b>\$8,144,186</b>

**REGIONAL TRANSIT BOARD**  
**COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE—**  
**GENERAL AND SPECIAL REVENUE FUND TYPES—FOR ELEVEN MONTHS ENDED NOVEMBER 30, 1993**

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL BUDGET VARIANCE FAV/(UNFAV)
<b>BEGINNING FUND BALANCE</b>	\$2,975,973	\$1,871,946	\$4,847,919	\$4,847,919	\$0
<b>REVENUE</b>					
PROPERTY TAX		\$59,169,482	\$59,169,482	\$58,925,785	\$243,696
STATE APPROPRIATIONS	\$2,226,585	\$25,237,665	\$27,464,250	\$27,464,250	\$0
FEDERAL GRANTS	\$670,734	\$1,344,163	\$2,014,897	\$1,729,567	\$285,331
INTEREST	\$289,247	\$0	\$289,247	\$348,333	(\$59,087)
AGENCY REIMBURSEMENT	\$0	\$350,167	\$350,167	\$350,167	\$0
MISCELLANEOUS	\$18,854	\$0	\$18,854	\$2,750	\$16,104
<b>TOTAL REVENUE</b>	<b>\$3,205,420</b>	<b>\$86,101,477</b>	<b>\$89,306,897</b>	<b>\$88,820,852</b>	<b>\$486,045</b>
<b>EXPENDITURES</b>					
SALARIES & BENEFITS	\$1,440,655	\$47,428	\$1,488,084	\$1,625,672	\$137,588
MEMBER PER DIEMS	\$25,550		\$25,550	\$36,667	\$11,117
CONSULTING	\$68,395	\$0	\$68,395	\$123,750	\$55,355
LEGAL FEES	\$71,177		\$71,177	\$119,167	\$47,990
PROFESSIONAL SERVICES	\$61,933	\$696,847	\$758,780	\$374,688	(\$384,093)
MET' COUNCIL CHARGEBACKS	\$171,963		\$171,963	\$171,967	\$4
LOCAL TRAVEL	\$28,450	\$450	\$28,900	\$46,796	\$17,896
NON-LOCAL TRAVEL	\$22,025	\$0	\$22,025	\$43,083	\$21,058
MATERIALS & SUPPLIES	\$23,541	\$227	\$23,768	\$35,338	\$11,570
OCCUPANCY/TELEPHONE	\$192,461		\$192,461	\$198,261	\$5,800
PUBLIC COMMUNICATIONS	\$106,549	\$42	\$106,591	\$152,075	\$45,484
EQUIP RENTAL/MAINTENANCE	\$23,543	\$0	\$23,543	\$31,717	\$8,173
INSURANCE	\$8,126		\$8,126	\$58,850	\$50,724
CAPITAL EXPENDITURES	\$48,026	\$0	\$48,026	\$45,833	(\$2,193)
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$31,558	\$80	\$31,638	\$24,292	(\$7,347)
TRANSIT PROGRAMS/GRANTS	\$22,362	\$85,232,324	\$85,254,685	\$86,341,007	\$1,086,321
<b>TOTAL EXPENDITURES</b>	<b>\$2,346,315</b>	<b>\$85,977,397</b>	<b>\$88,323,712</b>	<b>\$89,429,160</b>	<b>\$1,105,448</b>
<b>EXCESS/(DEFICIENCY) REV OVER EXP</b>	<b>\$859,105</b>	<b>\$124,079</b>	<b>\$983,185</b>	<b>(\$608,308)</b>	<b>\$1,591,493</b>
<b>FUND BALANCE</b>					
TRANSFERS					
PRIOR PERIOD ADJUSTMENTS	\$0	(\$8,433)	(\$8,433)	\$0	\$8,433
BOARD AUTHORIZATIONS	(\$485,000)	\$485,000	\$0	\$0	\$0
COST ALLOCATIONS	\$0	\$0	\$0	\$0	\$0
NET TRANSFERS	(\$485,000)	\$476,567	(\$8,433)	\$0	\$8,433
<b>ENDING FUND BALANCE</b>	<b>\$3,350,078</b>	<b>\$2,472,593</b>	<b>\$5,822,671</b>	<b>\$4,239,611</b>	<b>\$1,599,925</b>

**REGIONAL TRANSIT BOARD**  
**COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE—**  
**ALL SPECIAL REVENUE FUNDS—FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 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/(UNFA)
<b>BEGINNING FUND BALANCE</b>	1,116,237	156,574	0	387,976	211,159	1,871,946	1,871,946	
<b>REVENUE</b>								
PROPERTY TAX	50,799,527	0	7,843,055	526,900		59,169,482	58,925,785	243,697
STATE APPROPRIATIONS	11,914,835	12,131,165	0	1,191,665	0	25,237,665	25,237,667	(2)
FEDERAL GRANTS	427,500				916,663	1,344,163	1,439,167	(95,004)
INTEREST	0	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT		350,167		0		350,167	350,167	0
MISCELLANEOUS	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>63,141,862</b>	<b>12,481,332</b>	<b>7,843,055</b>	<b>1,718,565</b>	<b>916,663</b>	<b>86,101,477</b>	<b>85,952,785</b>	<b>148,692</b>
<b>EXPENDITURES</b>								
MTC OPERATING SUBSIDY	61,895,927					61,895,927	60,495,805	(1,400,122)
MTC RIDESHARE	431,466					431,466	563,684	132,218
MTC JOBSEEKERS	348,557					348,557	394,772	46,215
MTC MMAC		552,096				552,096	575,692	23,596
ATE MMSC		636,079				636,079	\$692,240	56,161
NON-MTC FIXED ROUTE	2,538,659					2,538,659	3,024,923	486,264
OPT OUT			5,926,746			5,926,746	6,428,240	501,494
RURAL SYSTEMS				1,436,243		1,436,243	1,595,240	158,997
SMALL URBAN				394,908		394,908	398,176	3,268
METRO MOBILITY PROVIDERS		11,071,642				11,071,642	11,057,604	(14,038)
LIGHT RAIL TRANSIT					745,074	745,074	982,383	237,309
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>65,214,609</b>	<b>12,259,817</b>	<b>5,926,746</b>	<b>1,831,151</b>	<b>745,074</b>	<b>85,977,397</b>	<b>86,208,759</b>	<b>231,362</b>
<b>EXCESS/(DEFICIENCY)</b>								
REVENUE OVER EXPENDITURE	(2,072,747)	221,515	1,916,309	(112,586)	171,589	124,079	(255,973)	380,052
TRANSFERS								
PRIOR PERIOD ADJUSTMENTS	(8,433)	0	0	0	0	(8,433)	0	(8,433)
BOARD AUTHORIZATIONS	(15,000)	0	0	500,000	0	485,000	485,000	0
COST ALLOCATION	0	0	0	0	0	0	0	0
NET TRANSFERS	(23,433)	0	0	500,000	0	476,567	485,000	(8,433)
<b>ENDING FUND BALANCE</b>	<b>(979,943)</b>	<b>378,089</b>	<b>1,916,309</b>	<b>775,390</b>	<b>382,748</b>	<b>2,472,592</b>	<b>2,100,973</b>	<b>371,619</b>

**REGIONAL TRANSIT BOARD  
PROGRAM STATUS REPORT NOVEMBER 1993  
91.67% 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	\$208,993	\$135,887	60.60%
93-02	Executive Director's Office	\$246,820	\$204,250	\$42,570	82.75%
93-03	Programs/Planning Admin	\$205,976	\$130,072	\$75,904	63.15%
93-04	Transportation Planning Process	\$124,298	\$108,171	\$16,127	87.03%
93-10	Elderly and Disabled	\$254,161	\$132,784	\$121,377	52.24%
93-11	Rideshare Planning	\$306,743	\$83,835	\$222,908	27.33%
93-13	Transit System Planning & Impl.	\$323,590	\$219,737	\$103,853	67.91%
93-14	Transit Programs and Admin.	\$93,360,775	\$85,449,939	\$7,910,836	91.53%
93-15	Administrative Services	\$482,597	\$360,564	\$122,033	74.71%
93-16	Financial Management	\$279,740	\$243,404	\$36,336	87.01%
93-17	Personnel Administration	\$63,772	\$60,823	\$2,949	95.38%
93-19	Public Information	\$294,883	\$258,118	\$36,765	87.53%
93-22	Competitive Transit Services	\$0	\$6,019	(\$6,019)	0.00%
93-23	Light Rail Transit	\$1,071,690	\$745,074	\$326,616	69.52%
93-26	Transit Test Mktg of New Serv.	\$91,523	\$42,636	\$48,887	46.59%
93-27	Community Relations	\$57,636	\$53,343	\$4,293	92.55%
93-XX		\$0	\$0	\$0	0.00%
	Sub-Total	\$97,509,084	\$88,307,761	\$9,201,323	90.56%
93-20	Capital Expenditure Program	\$50,000	\$48,026	\$1,974	96.05%
	Total Programs and Capital Expenditures	\$97,559,084	\$88,355,787	\$9,203,297	90.57%

**SCHEDULE OF EXPENDITURES**  
**as of November 30, 1993**  
**91.67% of Year**

	Current Contract	1993 Budget	11 months Expense	Unexpended Budget	Expense % Of Budget
<b>REGULAR ROUTE</b>					
North Suburban	827,818	827,818	763,981	63,837	92.29%
U Of M – Route #52	1,035,611	583,766	503,002	80,764	86.17%
Valley Transit	110,117	108,000	100,330	7,670	92.90%
Roseville Circulator	2,236,716	580,000	534,639	45,361	92.18%
BE Line	859,147	590,000	445,055	144,945	75.43%
Western Suburbs–Rte 55	2,826,945	263,665	210,624	53,041	79.88%
<b>Regular Route Expense</b>	<b>7,896,354</b>	<b>2,953,249</b>	<b>2,557,632</b>	<b>395,617</b>	<b>86.60%</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>2,538,659</b>	<b>395,617</b>	<b>85.96%</b>
MTC–Western Suburbs	361,667	361,667	350,114	11,552	96.81%
MTC–Rideshare	599,928	599,928	431,466	168,462	71.92%
MTC–Jobseekers	430,660	430,660	348,557	82,103	80.94%
MTC–Regular Route	65,995,424	65,995,424	61,545,812	4,449,612	93.26%
<b>MTC–Regular Route Expense</b>	<b>67,387,679</b>	<b>67,387,679</b>	<b>62,675,950</b>	<b>4,711,729</b>	<b>93.01%</b>
<b>Total Regular Route Expense</b>	<b>75,284,033</b>	<b>70,340,928</b>	<b>65,214,609</b>	<b>5,107,346</b>	<b>92.71%</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	552,096	77,904	87.63%
ATE–MMSC–Administrative	1,825,889	800,000	636,079	163,921	79.51%
ATE–MMSC–Operating	0	3,442,000	2,761,302	680,698	80.22%
<b>Total Metro Mobility Expense</b>	<b>14,777,189</b>	<b>13,482,000</b>	<b>12,259,817</b>	<b>1,222,183</b>	<b>90.93%</b>

**SPECIAL REVENUE FUNDS**  
**SCHEDULE OF EXPENDITURES**  
as of November 30, 1993  
91.67% of Year

	Current Contract	1993 Budget	11 months Expense	Unexpended Budget	Expense % Of Budget
<b>OPT-OUT</b>					
City Of Plymouth	1,348,763	1,348,763	1,005,907	342,856	74.58%
City Of Shakopee	248,712	248,712	178,740	69,972	71.87%
Southwest Metro	1,474,226	1,639,226	1,458,273	180,953	88.96%
MN Valley Transit	3,202,402	3,202,402	2,781,663	420,739	86.86%
Maple Grove	573,522	573,522	513,501	60,021	89.53%
<b>Opt Out Expense</b>	<b>6,847,625</b>	<b>7,012,625</b>	<b>5,938,084</b>	<b>1,074,541</b>	<b>84.68%</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>7,012,625</b>	<b>5,926,746</b>	<b>1,074,541</b>	<b>84.52%</b>
<b>SMALL URBAN</b>					
Columbia Heights	83,000	83,000	83,000	0	100.00%
Hastings	82,172	82,172	71,630	10,542	87.17%
Hopkins	34,752	34,752	24,570	10,182	70.70%
NEST	111,434	111,434	85,157	26,277	76.42%
STEP	10,880	10,880	8,952	1,928	82.28%
White Bear	149,412	112,136	121,599	(9,463)	108.44%
<b>Small Urban Expense</b>	<b>471,650</b>	<b>434,374</b>	<b>394,908</b>	<b>39,466</b>	<b>90.91%</b>
<b>RURAL</b>					
Westonka	31,715	31,715	31,715	0	100.00%
Senior Transportation	27,217	24,179	24,398	(219)	100.90%
Delano Transportation	48,520	48,521	48,520	1	100.00%
Scott County	119,519	119,519	119,519	0	100.00%
H.S.I.	227,047	324,384	227,047	97,337	69.99%
DARTS	393,912	501,241	390,831	110,410	77.97%
Carver County	124,332	124,332	116,782	7,550	93.93%
Anoka County Volunteer	23,500	23,500	21,538	1,962	91.65%
Anoka County Linwood	15,796	15,796	13,664	2,132	86.50%
Anoka County Traveler	444,824	499,565	415,562	84,003	83.18%
Lakeville	27,510	27,510	26,667	843	96.93%
<b>Rural Expense</b>	<b>1,483,892</b>	<b>1,740,262</b>	<b>1,436,243</b>	<b>304,019</b>	<b>82.53%</b>
<b>Total Rural/Small Urban Exp.</b>	<b>1,955,542</b>	<b>2,174,636</b>	<b>1,831,151</b>	<b>343,485</b>	<b>84.20%</b>
<b>NON-PROVIDER EXPENDITURES</b>		0	0	0	N/A
<b>LIGHT RAIL TRANSIT</b>		1,071,690	745,074	326,616	69.52%
<b>Grand Total</b>	<b>98,864,389</b>	<b>94,081,879</b>	<b>85,977,397</b>	<b>8,074,171</b>	<b>91.39%</b>

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

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
<b>GENERAL FUND-</b>					
		Beginning balance	\$2,439,154		
		sold	(\$2,439,154)		
1-Nov-93	8-Nov-93	CP-MRG Finance	\$1,424,147	Smith Barney	3.082
	8-Nov-93	sold	(\$1,425,000)		
3-Nov-93	15-Nov-93	CP-Merrill Lynch	\$3,956,040	Dain Bosworth	3.003
	15-Nov-93	sold	(\$3,960,000)		
8-Nov-93	15-Nov-93	Repurchase Agreement	\$1,300,000	Smith Barney	3.080
	15-Nov-93	sold	(\$1,300,779)		
15-Nov-93	22-Nov-93	Repurchase Agreement	\$270,000	Smith Barney	3.125
	22-Nov-93	sold	(\$270,164)		
22-Nov-93	29-Nov-93	CP- American Express	\$187,895	American Bank	2.882
	29-Nov-93	sold	(\$188,000)		
30-Nov-93	6-Dec-93	Repurchase Agreement	\$1,750,000	Smith Barney	3.100
<b>TOTAL OUTSTANDING</b>			<b>\$1,750,000</b>		
<b>BOND ISSUE #2 - 1991 "G"</b>					
		Beginning Balance	\$2,013,900		
		sold	(\$2,013,900)		
1-Nov-93	8-Nov-93	Repurchase Agreement	\$2,014,996	First Bank St. Paul	2.900
	8-Nov-93	sold	(\$2,016,133)		
8-Nov-93	15-Nov-93	Repurchase Agreement	\$1,928,761	First Bank St. Paul	2.800
	15-Nov-93	sold	(\$1,929,811)		
15-Nov-93	22-Nov-93	Repurchase Agreement	\$1,884,103	First Bank St. Paul	2.800
	22-Nov-93	sold	(\$1,885,129)		
22-Nov-93	29-Nov-93	Repurchase Agreement	\$1,845,835	First Bank St. Paul	2.800
	29-Nov-93	sold	(\$1,846,839)		
29-Nov-93	6-Dec-93	Repurchase Agreement	\$1,846,653	First Bank St. Paul	2.850
		Balance	<u>\$1,846,653</u>		
<b>BOND ISSUE #3 - 1993 "D"</b>					
15-Sep-93	16-Sep-93	Repurchase Agreement	\$6,909,000	Smith Barney	3.300
	16-Sep-93	sold	(\$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 NOVEMBER 30, 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	\$69,773	\$0	\$69,773
<b>TOTAL RECEIPTS</b>	<b>\$6,978,773</b>	<b>\$7,000,000</b>	<b>(\$21,227)</b>
<b>DISBURSEMENTS</b>			
CAPITAL EXPENDITURES	\$1,167,202	\$3,244,000	\$2,076,798
MISCELLANEOUS	\$0	\$0	\$0
<b>TOTAL DISBURSEMENTS</b>	<b>\$1,167,202</b>	<b>\$3,244,000</b>	<b>\$2,076,798</b>
<b>EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS</b>	<b>\$5,811,571</b>	<b>\$3,756,000</b>	<b>\$2,055,571</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>\$8,756,287</b>	<b>\$6,700,716</b>	<b>\$2,055,571</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
City of Maple Grove	\$6,678
DARTS	\$80,694
City of Plymouth	\$45,708
MN Valley Transportation Atho	\$31,676
City of Plymouth	\$7,618
Visual Communications	\$186
<b>TOTAL</b>	<b>\$563,317</b>

\$603,884.92

## REGIONAL TRANSIT BOARD

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

**DATE:** January 3, 1994  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Assata Brown, Project Administrator *Assata Brown* *MF*  
**SUBJECT:** Anoka County Traveler 1994 Contract Amendment

### SUMMARY

This memorandum offers a staff recommendation to amend the Anoka County Traveler's 1994 transit funding contract to be in compliance with the "Americans with Disabilities Act (ADA)."

### BACKGROUND

With the restructured Metro Mobility program, community-based, accessible, transit programs have become an integral part 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.

The Traveler provides service for all eligible Metro Mobility riders in Anoka County. Metro Mobility riders who travel out of Anoka County or who travel into Anoka County from the Metro Mobility service area will have their trip coordinated with Metro Mobility and the Traveler.

### DISCUSSION

Upon further analysis of the funding needs for the Anoka County Traveler to provide ADA paratransit service, staff has identified the Traveler's 1994 budget to be inadequate. Additional funding being requested is for the first six-months of 1994. This is due to the uncertainty of the levels of funding after July 1, 1994. For this reason, the RTB could only reasonably offer additional funding for six-months. 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.

For specific budget information, please refer to the attached profile.

### RECOMMENDATION

That the Regional Transit Board authorize its executive director, to amend Anoka County Traveler's 1994 Transit Funding contract by \$48,619 from \$587,324 to \$635,943.

## RURAL: ANOKA COUNTY TRAVELER

Type of Service	General population dial-a-ride
Service Area	Andover, Anoka, Bethel, Blaine, Burns Township, Centerville, Circle Pines, Columbus Township, Coon Rapids, East Bethel, Fridley, Ham Lake, Lexington, Lino Lakes, Linwood Township, Oak Grove Township, Ramsey, St. Francis and Spring Lake Park
Operator	National School Bus
Vehicles	11 small buses, all lift-equipped
Service Hours	Monday-Friday - 6 a.m. to 11 p.m., core area Monday-Friday - 6 a.m. to 6 p.m., rest of county Weekend and Holidays - 8 a.m. to 6 p.m. entire county
Fares	\$1.00 - Seniors and children under 5 years old \$1.50 - Full fare \$0.50 - Convenience charge for standing orders and same-day service

### 1994 Budget Summary

	1994 <u>Approved</u>	1994 <u>Amended</u>
Total Expenses	\$1,125,077	\$1,020,569
<u>Funding Sources</u>		
RTB Subsidy	\$587,324	\$635,943
Fares	\$230,783	\$193,507
<u>Operating Statistics</u>		
Passengers	125,424	125,424
Hours of Service	41,285	37,729
Miles of Service	780,300	780,300
<u>Performance Measures</u>		
Cost/Passenger	\$8.97	\$8.14
Subsidy/Passenger	\$4.68	\$5.07
Passengers/Hour	3.04	3.32
Cost/Hour	\$27.25	\$27.05
Farebox Recovery	20.51%	18.96%

### Program Footnotes

- RTB subsidy includes an additional \$191,119 for the first six months of 1994 for ADA service. Subsidy is anticipated to increase after legislative session.
- The Traveler intends to reduce the subsidy per passenger through more efficient use of their vehicle resources by utilizing a new automated dispatching system.
- Service has been expanded into the City of Fridley.
- Total expenses are purchase of service only.

## REGIONAL TRANSIT BOARD

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

**DATE:** December 28, 1993  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Howard Blin, Planning Manager  
Michael Opatz, Planner II  
**SUBJECT:** MTC Section 3, Section 9, and CMAQ Grant Application Approval

### SUMMARY

This memorandum recommends approval of the MTC grant applications for Federal Transit Administration's Section 3, Section 9, and Congestion Mitigation and Air Quality funding programs.

### DISCUSSION

The MTC has submitted Section 3, Section 9 and Congestion Mitigation and Air Quality (CMAQ) grant applications to the Federal Transit Administration (FTA) to receive federal operating and capital funding assistance. Minnesota Statute 473.375 Subd. 8. requires the RTB to approve all applications for federal transit funding submitted by metro area cities, counties, and transit operators. The following describes each grant application:

#### Section 3

The FTA Section 3 discretionary grant program provides funding for rehabilitating and renovating rail systems, new fixed guideway systems, and bus and bus related projects. Federal funding typically provides 75 percent of project cost, and local funds are required for the remaining 25 percent.

For the 1994 Section 3 funding application process, the MTC is requesting \$7,000,000 for bus purchases. This request will fund 41 of the 97 forty-foot buses described in MTC capital project #3312, which will replace rehabilitated buses due to retire at the end of 1994. Funding for this project was earmarked by Representative Sabo in the recent federal transit appropriation bill.

#### Section 9

The FTA Section 9 grant program provides operating and capital funding to large metropolitan areas. The MTC is the designated recipient of Section 9 funds for the Twin Cities area. Federal Section 9 funds are awarded on an annual basis in an amount determined by formula. Over the past several years, Section 9 funding for the MTC has remained in the range of \$13 to \$14 million.

**MTC Grant Applications**  
**December 28, 1993**  
**Page 2**

The MTC Section 9 grant application was approved by the Board in November 1993. At that time, the amount of the Section 9 apportionment for the Twin Cities was only estimated at \$13.4 million. The FTA has since increased its apportionment to the Twin Cities.

The MTC, therefore, is revising its application for a total of \$16,708,106 in funding. The funding will be divided between operating and capital costs as follows:

- Section 9 operating funds are traditionally used for costs incurred in the previous calendar year. For calendar year 1993, \$7,281,433 is being sought. This funding represents about 6 percent of the MTC's 1993 operating budget.
- Section 9 capital funding is available on an 80 percent federal, 20 percent local matching basis. The \$9,426,673 capital portion of the MTC grant will also be used to purchase buses. This request will fund 51 of the 97 forty-foot buses described in MTC capital project #3312, which replaces rehabilitated buses due to retire at the end of 1994.

**Congestion Mitigation and Air Quality**

Congestion Mitigation and Air Quality (CMAQ) grants are funded through the Intermodal Surface Transportation and Efficiency Act (ISTEA). Cities which do not meet federal air quality standards (non-attainment areas) are eligible for CMAQ funds for projects that reduce emissions. The Twin Cities is in the non-attainment category for carbon monoxide emissions. Federal funds provide 80 percent of project cost, while a 20 percent local match is required.

The MTC has applied for \$2,400,000 in CMAQ funds for operating expenses associated with the new service demonstration project on the I-394 corridor retroactive to January 1, 1993. The local match is \$600,000. The service demonstration implements a change from a radial system to a timed transfer system and an enhanced suburb-to-suburb commute. This grant was originally awarded to the RTB as part of the local ISTEA funding process. Due to complications with federal labor rules, the RTB's executive director acted to transfer the grant to the MTC. As a result, a funding application from the MTC was necessary to obtain the funds.

**RECOMMENDATION**

That the Regional Transit Board approve the Metropolitan Transit Commission's:

- 1) Federal Transit Administration's Section 3 grant application for fiscal year 1994,
- 2) Federal Transit Administration's Section 9 grant application for fiscal year 1994, and
- 3) Federal Transit Administration's Congestion Mitigation and Air Quality grant application for fiscal year 1993.

## REGIONAL TRANSIT BOARD

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

**DATE:** January 6, 1994  
**TO:** Administration and Finance Committee  
**FROM:** Barb Quade, Planner  
**SUBJECT:** Authorization to Contract with Consultant for Brookdale Transit Station

### SUMMARY

Authorization is requested to contract with LSA Design, Inc. for preliminary design and engineering of the Brookdale Transit Station.

### DISCUSSION

The RTB's Five-Year Transit Plan established a transit hub development program. Transit hub or station development combines service restructuring and facility improvements. Service restructuring includes changing bus routes within a subarea to provide time-transfer opportunities at the hub and exploring the linkage of hubs with the downtowns and other hubs using express routes. Facility improvements include construction of bus staging and passenger waiting areas and the provision of park-and-ride spaces. Specific facilities improvements include transit information displays, bike parking and heated passenger shelters.

The RTB's "Vision for Transit" identifies fifteen hubs scheduled for development between 1993 and 1997. The RTB has Legislative authorization to issue bonds for hub construction costs. In the case of hubs located at shopping centers, the RTB provides funding to local communities which then enter into agreements with the owners of the shopping centers to construct and maintain the hub facility.

At the August 9, 1993 meeting of the Committee of the Whole, the committee approved authorization for the executive director to issue a request for proposal for consultant services associated with engineering and design of the Brookdale Transit Station. The committee recommendation was approved at the August 16, 1993 meeting of the Board.

A request for proposals was issued, and a selection committee was formed. The committee included the Manager of Street Operations, Manager of Public Facilities and service planning representative from the MTC in addition to the Director of Public Works with the City of Brooklyn Center, the General Manager of Brookdale Center and an RTB planner. The committee reviewed nine proposals submitted, and short-listed three consultants to interview.

**Authorization to Contract with Consultant for Brookdale Transit Station**  
**Page 2**

In reviewing the initial proposals, the committee rated each proposer on several criteria including project comprehension, project approach, qualifications, experience, organizational approach, project commitment, proposed schedule and project costs.

The short-listed firms included LSA Design, Inc., RLK Associates Ltd. and The Andersen Group Architects, Ltd. Each firm represented a consortium of disciplines. During oral interviews, each group was evaluated on their understanding of the project and their project approach, their qualifications and experience and on budget/schedules/ and cost control measures. Patterned questions supplemented consultant presentations and addressed the criteria on which the consultants were evaluated.

Following interviews with each of these firms, the committee selected LSA Design, Inc. to provide consultant services in the development of the Brookdale Transit Station. LSA Design's project team consists of LSA Design, The Alliance, Wells Engineers and Benshoof & Associates. This team represents all elements required in the design of the Brookdale Transit Station -- architecture/landscape architecture, engineering and traffic analysis.

The project budget of \$35,000 will take the project through Phase I, preparation of preliminary plans. This phase of the project includes programming, schematic design, surveying and reimbursable expenses. Because of the complexities of the project in terms of programming and the multiple clients and approval processes, a large portion of the project costs are absorbed in the initial stages of the project. A Phase II contract would need to be negotiated to take the project through construction. This contract authorization request would be brought to the Committee of the Whole for their recommendation.

With the Board's approval to enter into the Phase I contract, the consultant can begin work about January 20. Preliminary plans would be complete in early April. Depending on the expediency of the various approval processes of the City, Brookdale Center and RTB, it is likely that construction could begin in Fall 1994, with some interim transit facility in place so that service restructuring could be implemented.

**RECOMMENDATION**

That the Regional Transit Board authorize the executive director to negotiate and enter into a contract with LSA Design, Inc. for preliminary engineering and design of the Brookdale Transit Station at a cost not to exceed \$35,000.

## REGIONAL TRANSIT BOARD

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

**DATE:** January 5, 1994  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Len Simich, Senior Project Manager  
**SUBJECT:** North Suburban Lines 1993 Contract Amendment

### SUMMARY

This memorandum presents a staff recommendation to approve a North Suburban Lines (NSL) 1993 contract amendment in an amount not to exceed \$839,496.

### DISCUSSION

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.

The 1993 NSL contract was approved based upon an hourly rate charge minus operating revenue received. The need for a contract amendment is due to actual cash fares being less than the budgeted cash fares. Actual cash fares were less than budgeted due to two factors: 1) annual ridership overestimated, and 2) more riders than anticipated used convenience fares purchased through the MTC.

Staff has taken proactive steps to prevent future budget amendments for the NSL service. First, effective January 31, 1994, the Board approved a restructured service plan designed to increase ridership. Second, the Board has approved an incentive based contract with NSL for 1994 whereby the provider retains all fare revenue. Under this contract structure, the number of passengers and the payment method does not impact the RTB funding commitment to the provider.

The following table illustrates the \$11,678 increase in the 1993 NSL approved subsidy versus the 1993 proposed amended subsidy:

	<u>1993 NSL Approved Budget</u>	<u>1993 NSL Amended Budget</u>	<u>Variance</u>
Total Cost	\$956,447	\$941,776	(\$14,671)
Fare Revenue	\$120,629	\$93,543	(\$27,086)
Other Revenue	\$8,000	\$8,738	\$738
RTB Subsidy	\$827,262	\$839,496	\$11,678
Passengers	249,994	205,591	(42,693)
Service Hours	12,547	12,262	(359)

**1993 NSL Contract Amendment**  
**January 5, 1994**  
**Page 2**

**RECOMMENDATION**

That the Regional Transit Board authorize its executive director to amend the 1993 contract (Contract No. 92/09/11-38) with North Suburban Lines by \$11,678, to a total amount not to exceed \$839,496.

## REGIONAL TRANSIT BOARD

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

**DATE:** January 5, 1994  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Len Simich, Senior Project Manager  
**SUBJECT:** Valley Transit 1993 Contract Amendment

### SUMMARY

This memorandum presents a staff recommendation to approve a Valley Transit 1993 contract amendment by increasing the subsidy by \$465, to an amount not to exceed \$110,582.

### DISCUSSION

Valley Transit is a one bus circulator service in the communities of Stillwater, Bayport, and Oak Park Heights. This service operates Monday through Friday. The 1993 Valley Transit contract was approved based upon an hourly rate charge minus operating revenue received. The need for a contract amendment is due to:

- receiving less than budgeted cash fares, because more riders than anticipated used convenience fares purchased through the MTC,
- service hours were underestimated by three hours, and
- the amount of other revenue (fuel tax refund) was less than budgeted.

The following table illustrates the \$465 increase in the 1993 Valley Transit approved subsidy versus the 1993 proposed amended subsidy:

	<u>1993 Valley Approved Budget</u>	<u>1993 Valley Amended Budget</u>	<u>Variance</u>
Total Cost	\$121,381	\$121,499	\$118
Fare Revenue	\$8,760	\$8,619	(\$141)
Other Revenue	\$2,504	\$2,298	(\$206)
RTB Subsidy	\$110,117	\$110,582	\$465
Passengers	31,600	34,588	2,988
Service Hours	2,624	2,627	3

### RECOMMENDATION

That the Regional Transit Board authorize its executive director to amend the 1993 contract (Contract No. 92/09/11-39) with Valley Transit by \$465, to an amount not to exceed \$110,582.