



Minnesota Regional Transit
Board: Records.

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

**Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
July 11, 1994**

MEMBERS PRESENT: Sally Evert, Chair; Michael Beard; Sharon Feess; Ruth Franklin; Val Higgins; James Hovland; Gary Humphrey; Ruby Hunt; Harry Mares

MEMBERS EXCUSED: Morgan Grant

OTHERS PRESENT: Tom Sather, Metropolitan Council Transit Operations;
George Bentley, Opt-Out Communities

DISCUSSION

The meeting was called to begin the informal discussion of priorities that the board will convey to the Metropolitan Council before the board dissolves on October 1, 1994. No action was taken and the meeting adjourned at 5:20 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of July 11, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 15th day of August 1994.

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: Board Retreat

Member Name Present Vote Vote Vote Vote Vote Vote Vote Vote

ISSUE

Michael Beard - A

Sharon Feess - A

Ruth Franklin, Chair - A

Morgan Grant - P

Val M. Higgins, Chair - P

James Hovland - P

Gary Humphrey - P

Ruby Hunt - P

Harry Mares A

District D - A

Sally Evert

Visitors

Saunders

Bentley

Staff

LaShant

Anderson

Hollander

Fitzgerald

CHART OF MOTIONS

(In Order of Precedence Through #13; No Order of Precedence Among Remaining 10 Motions)

	Type of Motion	Interrupt Speaker	Require Second	Amendable	Debatable	Required Vote	Purpose
1. Fix the Time to Which To Adjourn	Privileged	No	Yes	Yes	Yes	Majority	to set time for continuation of meeting
2. Adjourn	Privileged	No	Yes	No	No	Majority	to close the meeting
3. Take a Recess	Privileged	No	Yes	Yes	No	Majority	to interrupt the meeting
4. Raise a Question of Privilege	Privileged	Yes	No	No	No	---	to request a personal privilege
5. Call for the Orders of the Day	Privileged	Yes	No	No	No	---	to require adherence to agenda
6. Lay on the Table	Subsidiary	No	Yes	No	No	Majority	to interrupt business for some urgent reason
7. Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	to close debate on pending motion
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	to limit or extend debate
9. Postpone to a Certain Time (Postpone Definitely)	Subsidiary	No	Yes	Yes	Yes	Majority	to postpone to another, specified time
10. Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	to send to a committee for further study
11. Amend	Subsidiary	No	Yes	Yes	Yes	Majority	to alter or modify the wording of a motion
12. Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	to avoid a direct vote on a motion
13. Original Main Motion	Main	No	Yes	Yes	Yes	Majority	to introduce new business
14. Point of Order	Incidental	Yes	No	No	No	---	to enforce rules and orders
15. Appeal	Incidental	Yes	Yes	No	Yes	Majority	try to reverse ruling
16. Questions or Points of Information	Incidental	Yes	No	No	No	---	obtain answers to questions and seek information
17. Suspend the Rules	Incidental	No	Yes	No	No	2/3	set aside rules that interfere with action desired
18. Object to Consideration	Incidental	Yes	No	No	No	2/3	to avoid unprofitable questions
19. Division of a Question	Incidental	No	Yes	Yes	No	Majority	to divide a question
20. Consideration by Paragraph — Seriatum	Incidental	No	Yes	Yes	No	Majority	to consider by sections
21. Division of the Assembly	Incidental	Yes	No	No	No	---	to provide for a more accurate count of the vote
22. Rescind	Bring back before assembly	No	Yes	Yes	Yes	2/3	to nullify a motion previously adopted
23. Reconsider	Bring back before assembly	Yes	Yes	No	Yes	Majority	to bring back for review

Handwritten: 7/11/94

REGIONAL TRANSIT BOARD

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

DATE: June 6, 1994
TO: Members of the Regional Transit Board
FROM: Regional Transit Board Staff
SUBJECT: RTB Priorities, Activities and Issues

Currently, RTB staff and board members are involved in a number of activities and working toward the resolution of a variety of issues. In order to ensure a smooth transition to its new governing body, existing activities and priorities are being presented to inform the Metropolitan Council.

In a staff brainstorming session on May 19, 1994, an effort was made to identify :

- (1) High priority activities and issues;
- (2) Issues requiring discussion and action during the next 12 months;
- (3) Issues related to relationships and organization that need to be addressed as the transition moves forward; and
- (4) Concerns of RTB staff as it relates to the transition.

The results of this brainstorming session have been summarized into the attached draft document for the board's review. It is suggested that once board members review, comment and add to this document, that it be presented to the Metropolitan Council staff and board.

These issues and activities are quite specific, as are other administrative matters such as merging the agencies' MIS, payroll, benefits, human resources, etc. Additionally, the board may want to discuss and actively pursue discussions with the Metro Council about key principles and policies that will be used to design the new organization.

RTB Priorities, Activities and Issues
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- **Regional Fleet**

The RTB's Provider Advisory Committee is currently examining issues surrounding the creation of a regional fleet of buses. This fleet, which would include existing MTC buses, would be allocated among all providers.

- **High-Subsidy Routes**

Board action will be necessary on a number of routes which are not meeting performance standards for regular route service. Public hearings will be held to solicit feedback to include in the board's decision-making.

- **1995 Regional Transit Board Budget (including MTC budget)**

RTB has begun to prepare its 1995 budget. General direction to providers is generally that funding is tight and that only same level service will be funded. Public hearing must be held by August 15 and the budget must be approved by December 15.

MTC is expected to submit its budget to the RTB in late summer. RTB staff will evaluate the budget in terms of its consistency with the Five-Year Transit Plan and available funding. Approval of the MTC budget is scheduled for September.

- **Signage**

The RTB has directed the use of the international bus symbol to be used on all metropolitan area bus stop signage. The board should approve the final design.

- **Advisory Committees**

Currently the RTB has three active advisory committees:

- Transportation Accessibility Advisory Committee (TAAC)
- Rideshare Advisory Committee (RAC)
- Providers' Advisory Committee (PAC)

Members have been appointed by RTB members and are anxious to know if they will continue in these positions. Both TAAC and RAC are legislatively mandated activities; the PAC was established in response to federal guidelines several years ago that are no longer in place.

- **School Education**

In December, 1992, the RTB and nine other transit-related organizations (including the Metropolitan Council) combined to create the Metropolitan Transit Education Committee. A strategic communications and education plan was developed. The group's goals are to increase understanding of the need for transit improvements and to generate support for those improvements among transit users and non-transit users.

One tactic planned to accomplish these goals is the development of transit curricula for the schools. Thomas Learning Consultants was hired this past March to create a plan for developing school education. The plan will be completed June 15, 1994. This plan will outline how the Committee should proceed with the development of school curricula. The Committee applied for ISTEA funding to support this project. The results of the ISTEA selection process will be available on June 15 as well. So far, the committee is optimistic about receiving funding for the project.

If full funding is available, the Committee would like to release an RFP this summer, get a school curricula developer to prepare curricula this fall, field test the curricula in the spring and have a completed curricula available for a summer workshop sponsored by Hamline University as well as the 1994-1995 school year.

II. Twelve-Month Priorities

- **Accessibility Issues**

Efforts in this region toward making transit services accessible to persons with disabilities have focused primarily on Metro Mobility and accessible regular route transit service, as required by the Americans with Disabilities Act (ADA). The RTB staff is currently taking an inventory all of the other providers, under contract, to determine how accessible those services are. With that information and additional information regarding ADA requirements, RTB staff is planning to develop a regional transit accessibility plan which will outline policies and funding needs for making the transit system accessible. Furthermore, the MTC, in conjunction with the RTB, is revising its accessible regular route transit plan which addresses where and how accessible buses should be deployed as they are purchased.

There has been considerable discussion about the financial impacts of ADA and how the region will comply with ADA mandates to provide both accessible regular route transit service and complementary paratransit service. Council members may wish to have a briefing and extended discussion on this topic.

- **Service Contracting**

Two significant services are due to be re-bid within the next year--University of Minnesota Route 52 and the Roseville Area Circulator. As indicated below, the Route 52 service, in particular, raises some wide-reaching policy issues and there may be an effort to simply extend the existing contract at this time. The RFP for the Roseville Circulator, on the other hand, needs to be released in July 1994. Some opt-out contracts are also scheduled to be bid out in 1995.

Currently, the RTB is revising its competitive transit guidelines which sets forth the specific requirements for competitively contracting service. In progress, as well, is some preliminary work on a more general contracting policy that would address the circumstances under which it makes the most sense to contract or sub-contract service. A background paper on this topic is being prepared and should be ready for review mid-summer.

- **Travel Demand Management**

The RTB staff has identified the need to develop a new regional strategy for ridesharing, particularly given that the rate of carpooling and vanpooling in the region has declined in recent years. Currently, Minnesota Rideshare services are provided by the MTC under contract to the RTB. There is a need to establish regional TDM goals and then determine how to best structure and organize TDM services. This is particularly important given Downtown Minneapolis TMO, 35W and 494 efforts.

- **Funding Existing Services**

RTB did not receive all of the funding it requested from the legislature for transit services. The impact of this shortfall can be specifically identified once the providers submit their management plan proposals. A decision will then need to be made whether or not to request additional funding for existing transit services.

Additionally, given changes in the transit system over the past several years, RTB staff has identified the need for a revision in the transit funding formulas now established in state law. A background paper with options is currently being prepared on this topic and should be ready by late summer for incorporation into the legislative program discussion.

- **Funding Vision for Transit**

There exists strong support and endorsement of the RTB's Vision for Transit. This scheme for designing transit services has been adopted by the Metropolitan Council as part of its Transit Facilities Plan. Although some efforts have been made to implement certain components of this plan, additional funding is needed in order to significantly carry out the plan and program. Legislative support has been strong for the concept, but, to date, no funding has been provided.

- **Marketing**

- Identity

- There are a variety of issues related to establishing a regional identity for transit services versus retaining individual service identities. How will the Metro Council be identified with services?

- Marketing All Transit Services

- Transit marketing has occurred on a number of levels in the region for the various transit services. The new merger creates the opportunity to look at marketing transit as a regional service making better use of resources, and communicating more clearly to the public.

- **Route 52**

- The University of Minnesota has completed a transportation study which recommends that Route 52--the commuter bus network serving the university--be merged into the regional regular route system. Doing so has financial implications for the RTB since currently the cost of providing this service is shared between the University and the RTB.

- **Administration**

- The RTB needs to close out provider audits, negotiate contracts and conduct other administrative functions.

- **Legislative Program**

- A unified, single legislative program is desirable. A variety of legislative remedies may be pursued included:

- additional funding for existing services, including Metro Mobility shortfall
 - additional funding for Vision for Transit
 - change in funding formulas

- **Metro Mobility**

- The Metro Council has determined that it will conduct an evaluation of the Metro Mobility program in July, 1995.

III. Relationship/Organization Issues

Additionally, there are a variety of relationship and organizational issues that need to be addressed as the Metropolitan Transit Commission, the Regional Transit Board and the Metropolitan Council are merged.

It is generally the view of RTB staff and board members that there are some key organizational elements that have been developed over the past decade that should be preserved as part of the general approach and organizational structure related to public transit services. These elements include:

- The region needs to continue to support a "family of transit services" approach--i.e., a variety of transit services and transit providers should be offered in an effort to match the diverse needs of the community. Needs and expenditures also need to be established from a regional point of view to ensure that services are well matched to needs and available resources.
- Services should be provided in a cost-effective manner.
- There are many advantages to maintaining some separation of policy development and planning from operations yet closely linking them in the collection and sharing of information. Operations can tend to dominate agendas and interests.
- There are also advantages to maintaining organizational separation between the actual provision of service from contracting and regulating services. There is an inherent conflict of interest in being able to provide the service and to regulate others who provide this service. This was substantiated by the courts in 197_ when it was concluded that...
- A commitment to innovation and service demonstration should be continued in an effort to continually seek new and better ways to provide service and to more effectively reach and serve potential transit markets. Also, a culture that encourages and facilitates alternative policy options is very desirable.
- The RTB has an excellent staff with a great deal of expertise in transit. This expertise should be maintained not only in planning and programs, but also in public information.
- Transit advocacy is important. Not only should the Metropolitan Council strongly advocate for public transit interests but also work toward cultivating transit constituencies.
- Distinctions between various transit planning functions needs to be acknowledged and organizationally addressed. Different levels exist including service planning for MTC services, service planning for non-MTC services, development of community plans, overall regional planning, etc.

RTB Priorities, Activities and Issues
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- Recognizing the close relationship of transit and land use is important and deserving of ongoing and increased attention.
- The use and development of measures of performance for transit services is important, especially when developing policies to direct and assess the activities of transit management.
- Maintaining a choice of providers creates a healthy, competitive environment.

IV. RTB Personnel Issues

Finally, there are a number of issues related to RTB personnel which deserve attention during next few months. These include:

- RTB staff is committed toward making the consolidation smooth and productive. They are anxious to share their ideas, participate on committee, provide feedback, etc. in order to optimize the new organization's success.
- RTB staff would like to see committees established that deal with transportation/transit issues and how organizational structure can ensure that these issues are dealt with most effectively.
- RTB staff members are concerned about their job security, but would request if staffing cuts/changes need to be made that they are treated humanely and offered outplacement services, severance pay and benefits, etc. Particular, since RTB staff members don't join the new organization until October, there is some concern that our interests and positions will be considered the lowest priority.
- RTB staff members encourage the transition to be considered a merger, not an absorption whereby RTB employees have the opportunity to be considered for key positions within the new organization.
- RTB staff members would like to communicated with on a regular basis about transition issues.

SCHEDULE FOR IMMEDIATE ACTIVITIES/ACTIONS

June 1 --September 30, 1994

June

- FYTP

July

- FYTP
- Initial presentation of high subsidy routes

August

- FYTP
- High subsidy route hearings
- School education

September

- Action on high subsidy route hearings
- 1995 Contracts
- MTC Budget Approval
- RTB Budget Approval

handout 7/11/99

Please list one or two items in each category:

What are you most proud of accomplishing during your tenure on the RTB?

What would you most like the RTB to resolve or accomplish before October 1?

What is the most important transit issue that must be resolved by the Metropolitan Council after October 1?

What is the major long-term issue in transit that the Metropolitan Council should address?



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Notice

The Administration and Finance Committee meeting normally scheduled for July 11 has been cancelled. In its stead, the members of the Regional Transit Board will hold a meeting at the time and place shown below for the purpose of discussing long-term priorities and issues that should be communicated to the members of the Metropolitan Council for their consideration in the transition process. No action will be taken.

Mosquito Control Commission
2099 University Avenue West
St. Paul, Minnesota
Monday, July 11, 1994
3:00 p.m.

No action will be taken.

Sally Evert
Chair

mff
July 6, 1994