

**St. Paul Smart Trips Board of Directors Meeting  
March 26, 2009**

**Present:** Fielding, Warden, Crain, Baso, Dallman, Hyers, Nimmer, Stark, Iosso

**Absent:** Belean, Lindstrom, Morrison

**Staff:** Treat, Clark, Goebel

Call to order 8:07

**I. Approval of Agenda**

Stark motioned to approve agenda, Crain seconded, motion carried.

**II. Approval of Minutes**

Hyers moved to approve minutes, Baso seconded, motion carried

**III. Approval of Financials**

Introduction of narrative report

Warden reported that for February that CMAQ was less than budgeted due to actual expenditures that came in. UPA Telework & CMAQ are sitting at Mn/DOT. Metro Transit is confident that the agreements will be signed. March we'll be spending as normal, no \$20,000 spend. Maps were purchased for RSM. As it sits today we have around \$50k cash. \$8,300 from the City of St. Paul has been received.

Warden expressed interested in opening a discussion about funding for next year regarding funding being delayed. She reported that the McKnight Foundation doesn't want to consider funding us until we have 501(c)(3) status. Additionally we won't know until April about funding through Bike Walk Twin Cities (NTP funding).

The question was raised whether the organization can survive until June without revenue from grants. Treat reported that we may have news on the UPA Telework contract next week.

Re: delay in CMAQ funding

Treat reported that Bruce Howard is speaking with his grants staff about timeline and opportunities for us to put pressure on appropriate parties. Fielding asked how it is different this year from last year, to which Treat answered that this is the start of a new two-year contract, and that this delay has been experienced in the past. She went on to say that what is different this time around is that the economic stimulus funding is slowing down Mn/DOT's process. Stark offered from his experience that this happens every time and that Metro Transit has improved on their end in making the process as streamlined as possible. Iosso offered that he has connections to state representatives in area and may be able to help make connections. He went on to ask how the Midway TMO handled the delay in the past to which Stark replied that University United had floated the funds in the past. The St. Paul TMO had a \$70k buffer and didn't need to be floated when it was under the St. Paul Chamber of Commerce. Warden reported that there is a 10k shortfall in local match money and that a grant from Bike Walk Twin Cities would meet this. Crain inquired if any progress had been made on a line of credit to which

Warden replied that she will check with Wells Fargo. Nimmer offered that he felt it was worth starting a conversation about obtaining loans. Crain suggested going to a smaller community bank if larger banks are scared off by the funds being promised by Metro Transit. Stark offered that he felt confident that the funds are held up and will be allocated.

Treat reported that the Residential Social Marketing program (RSM) has been pushed back to launch in June due to timing with hearing from Bike Walk Twin Cities. She expects to hear from them by April 17.

Warden recommended that we don't spend anything that we don't need to. Treat offered that the organization needs to keep doing the programming that justifies it as a CMAQ-qualified organization. Treat reported as an example that we're planning a Bike Walk Clinic in downtown St. Paul over the lunch hour. Hyers suggested that a sponsor could be found for the event. Warden offered that overhead and staff salaries are essentials and that other expenses should be minimized.

On a separate point, Nimmer told fellow board members that the board should use language of "accepting financials," rather than "approving financials" from this point forward.

Hyers motioned to file the financials (file a copy, accept a copy for filing), Iosso seconded, motion carried.

**Action:** Speak with Wells Fargo and other banks about opening a line of credit

# Saint Paul Smart Trips - Narrative Financial Report

February 28, 2009

## **Cash Position:**

Checking Account: \$40,265  
Savings Account: \$5,326  
Total Cash: \$45,591

Goal to have a two month cash reserve or approximately \$50,000 in Savings Account.

Due to the pending contracts, there might be cash flow concerns in early 2009. Metro Transit feels comfortable our CMAQ grant will be signed but it is sitting at MNDOT. UPA Telework grant is also sitting at MNDOT. April 2009 revenue will come from FY 2008 CMAQ grant but only guaranteed revenue in May and after is Ramsey County. Staff and Executive Committee are exploring options.

## **Grant & Local Match Report:**

### **CMAQ Grant (FY 2008) \$246,405**

Contract period (11 months) 5/1/08– 3/31/09 – Local match requirement fulfilled through the McKnight Grant for the grant period. We have not spent the full grant amount but due to cash flow position will leave some money on the table and try to utilize balance next year if Metro Transit allows carry over.

### **CMAQ Grant (FY 2009) \$239,479 - pending**

Grant **pending** for 4/1/09-3/31/10 is \$239,479; grant **pending** for 4/1/10-3/31/11 is \$251,453. Our budget for FY 2009 is based on \$251,453 per year which will result in an unfavorable variance of (\$11,974.). 20% local match required (\$59,870 in FY 2009 and \$62,863 in FY 2010.)

### **McKnight Grant (FY 2008) - \$50,000**

Funded for current year through fiscal-agent agreement with University United. McKnight is interested in continuing funding for next year **after we have a 501C3**. We anticipate applying for a grant in the August 2009 cycle.

### **UPA Telework Grant (FY 2009) – total contract 18 month - \$75,249 - pending**

Contract **pending** for period 4/1/09-3/31/09 - \$63,124

This will cover our local match requirement for CMAQ in FY2009

### **Bike Walk Twin Cities (FY 2009) - \$110,000 - pending**

Requested funding for evaluation (\$73,000) & support for RSM program

Board meets beginning of month – likely hear in April

City would need to be fiscal agent – federal \$ only goes to taxing agent

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**Variance Report:**

**Monthly Variances greater than \$1,000 and 10%.**

<b>INCOME</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>CMAQ Grant Income</b>	\$15,228	\$21,835	(\$6,607)	(30%)
Budget was based on equal CMAQ revenue each month. Actual revenue based on expenditures from the previous month.				
<b>Local Match Income</b>	\$8,250	\$0	\$8,250	100%
Payment from McKnight Foundation. Budgeted one time receipt of \$50,000 grant, but payments come from University United monthly or bi-monthly.				

<b>EXPENSE</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>Marketing &amp; Printing</b>	\$6,864	\$417	(\$6,447)	(1,546%)
In an effort to spend unused CMAQ grant income we completed printing for the FY 2009 RSM in February.				
<b>Office Rent</b>	\$3,127	\$1,250	(\$1,901)	(152%)
Paid rent due to University United in February. This rent was outstanding from earlier in the year per our contract from University United for the Midway TMO.				

**Year-to-Date Variances greater than \$5,000 and 10%.**

<b>INCOME</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>CMAQ Grant Income</b>	\$211,505	\$240,193	(\$28,688)	(12%)
Budget was based on equal CMAQ revenue each month. Actual revenue based on expenditures from the previous month.				
<b>Local Match Income – Partners</b>	\$8,442	\$23,375	(\$14,933)	(64%)
Budgeted revenues from County, City, Port, CCP, and BOMA. Actual revenues from County and Port. Revenues from County are less than budgeted. City revenue of \$8,300 was received after February month end.				
<b>Total Income</b>	\$265,866	\$313,568	(\$47,702)	(15%)
See explanations above. Expenses are less than budget so reimbursement from CMAQ is less than budgeted. Local Match revenue from Community Partners is also less than budgeted.				

<b>EXPENSE</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>NONE</b>				

#### **IV. Approve 2009-10 Board Slate**

Nimmer thanked Treat for work on recruiting. Treat reported that she had reached out to Ecolab, Travelers, and the property manager for Alliance Bank Center. She went on to mention John Marc Lucas (see biography in the board packet) as a potential business representative. This would leave one vacancy for business representation on the board. Hyers suggested recruiting someone to represent elderly and handicapped as a key issue for transportation. Warden offered that it would be ideal for business contacts to be potential funders, or have leads with funders. She went on to say that the Central Corridor Funders Collaborative has \$5mil available for educational programs, residential and business outreach and suggested that someone from that group could be a potential.

losso mentioned that he was under the assumption that someone from downtown business community would be a representative. Nimmer suggested that we continue to recruit for the open vacancy and fill it in the near future. Stark mentioned that a possible conflict of interest to be mitigated at later point with Lucas being a consultant in our line of work, but felt that it was not a reason to not accept him.

Treat read biographies from board packet and reported that Jung may be moving out of St. Paul in the next year. losso and Hyers voiced support of Tibbets. Crain asked if there would be positions coming open later that could be offered to people that require further consideration. Treat replied that there would be in 2010. Nimmer voiced support of Lucas, Adams and Tibbets as candidates.

Hyers motioned to nominate Tibbets and Adams as community representatives, Baso seconded, motion carried.

losso motioned to accept Lucas and Greenway Consulting as a business representative, Crain second, motion carried.

Warden asked the group how we will go about finding another business representative. Hyers supported the idea of finding someone who would further us with funding connections. Treat will meet with Jonathan Sage-Martinson from Central Corridor Funders Collaborative, and asked for help with Ecolab & Travelers. Crain will contact Ecolab. Hyers suggested searching James J. Hill for transportation funding available. Warden shared a list of funders who are part of Central Corridor Funders Collaborative. Dallman asked the board to consider funders in broader St. Paul. Treat called upon the board to commit to speaking with funders. Baso suggested that MAP for Nonprofits can help with board recruitment.

Baso asked what is being done to welcome new board members. Nimmer supported this idea with the suggestion that we do an orientation. losso offered that it would be good to re-up veterans as well as new members and that honoring those leaving is important as well. Nimmer suggested that the executive committee could orient new members and that this should happen before next board meeting. Hyers asked if we have an annual meeting, to which Warden replied that we do in April. Hyers suggested having the orientation before April. Warden added that in the future, the orientation could be tied to the open house in March. Stark offered that he would be happy to participate in a lunch orientation.

**Action:** Treat will work with Baso to put together book to help orient new board members.

**Action:** Treat will propose lunch orientation meeting to new board members with the executive committee and Stark.

**Action:** Treat will contact Jonathan Sage-Martinson, Hyers will contact Aeon (formerly CCHT), Warden will contact Flint Hills Research, Crain will contact Ecolab, Iosso will contact the president of Park Midway Bank, Nimmer will contact Julio Fesser at Securian to make in roads. Baso will speak with MAP for Nonprofits. All will report back to executive committee.

## **V. Mn/DOT Statewide Transportation Plan**

Treat called out highlights from a letter included in the board packet and reported that we relied on Transit for Livable Communities' expertise as a statewide organization to inform the letter. Treat asked for support of board. Baso suggested including our mission statement in letter if the mission statement is finalized at this meeting.

## **VI. Bike/Ped Bridges over I94**

Treat talked about idea of forming a committee to address topics including the improvement of bicycle/pedestrian bridges as important connections to Central Corridor LRT. She reported that the Griggs bicycle/pedestrian bridge over I-94 was recently torn down and planned to be replaced, but that the process was rushed and left community members frustrated. The idea she shared with the board is to form a committee of members from multiple district councils coordinated by St. Paul Smart Trips. She suggested that in the short term (6 months) our nre board member Lucas could lead the committee. Hyers asked if anyone else working on this issue and if there is anyone more appropriate to which Treat responded that there isn't. Hyers cautioned that it seemed like a lot of work though offered her support. Stark suggested that the committee instead be called a task force. He went on to suggest that the group talk about all bike/ped bridges over freeways in St. Paul, involve Public Works, develop a community vision of what the bridges should look like and vet it through an engineering lens.

Iosso motioned to form a task force to focus on bike/ped bridges over freeways in St. Paul and to come up with community-approved design standard, Hyers second. Discussion: Warden suggested that the committee work closely with the people who would approve planning (i.e. Mn/DOT, PED). Motion carried.

## **VII. Program Update**

Nimmer suggested people review included notes outside of meeting in the interest of time.

Included notes:

### **Transportation Summit**

Our Transportation Summit was held on March 18 at the 317 on Rice Park. 46 people joined us for lunch and to hear our speakers discuss transportation topics in St. Paul. We emailed a survey to attendees the day of even and received 14 responses. 78% responded that they received the information that they expected out of the event and 100% responded that they are now more aware of transportation Topics affecting St. Paul. We also received some very good, constructive feedback on what information could be included in future events.

### **Commuter Challenge**

At the Transportation Summit we announced this year's Commuter Challenge theme, "Don't Lose the Challenge" and launched our online order form for materials and Commuter Fairs at <http://www.smart-trips.org/challenge>. As a follow up reminder, we're mailing printed employer guides for the promotion along with a letter reminding them to use our online order form (new this year). Fairs scheduled to date: April 15 - Alliance Bank Center Skyway, April 16 - Employers Association Sustainability Conference, April 20 - MPCA, April 22 - Macalester College, May 2-3 - Living Green Expo, May 20 - Capitol Complex

### **Bike Walk Clinic**

We will be hosting a biking and walking clinic on May 6 from 11:00 am to 1:00 pm at the Alliance Bank Center. We plan to have 10-12 vendor tables to give attendees information on gear, safety, route planning and other assorted biking and walking topics.

### **Residential Social Marketing (RSM)**

We are continuing to work with Bike Walk Twin Cities to try to secure funding for the evaluation portion of the Smart Trips Union Park program. We have submitted a request for funding and shaped our evaluation plans based on a meeting with Christie Manning, a professor at Macalester (one of TLC's experts on social marketing). Due to this funding question, we have moved the launch date for the program to June 1 (from May 1). Work on the Union Park Map is progressing well. We put out an RFP for the survey and focus group work, with proposals due on April 1. We expect the survey work to begin as early as April 17, which is when we expect to hear about funding from Bike Walk Twin Cities. We are currently working on soliciting businesses for the coupon book and planning events.

### **E-Workplace (UPA Telework)**

Metro Transit is finalizing our sub-contracts for UPA. We should have them to sign by the end of next week. We continue to work with project partners to develop project elements such as our recruitment plan and supporting marketing and web based tools. We are looking to hire an intern to support this project.

### **Sustainable Saint Paul Awards**

We'll hear on April 1 if we've been honored with an award in the Transportation Options category of the annual Sustainable Saint Paul Awards. We submitted an application that focused on our Residential Social Marketing program in the Summit-U neighborhood last year.

### **Website**

Prior to this month's board meeting, we launched a Board of Directors page on our website that indicates who our board members are and what seat/role they occupy along with their term end date. Also available are minutes and agendas for previous and upcoming meetings.

### **Mn/DOT Draft Transportation Plan Action Alert**

On March 23 we sent an alert to our electronic newsletter subscribers to inform them about public hearings later that week on the Draft Minnesota Statewide Transportation Plan for 2009-2028. The plan lays the foundation for Mn/DOT's decisions, and we wanted to make sure that it provides as much support as possible for a balanced transportation system. The plan can be viewed on Mn/DOT's website: <http://www.dot.state.mn.us/planning/stateplan/index.html>

### **Bicycle Advisory Board**

The BAB workshop to develop a work plan for the remainder of 2009 was rescheduled for April 2<sup>nd</sup>.

### **Central Corridor**

The Central Corridor Project Office (CCPO) is finalizing plans for locating the signal bungalows and transit

power substations along the line. They took their initial plans out to the neighborhoods along the corridor and received feedback and suggestions for relocating some of the structures. On March 4<sup>th</sup> Councilmember Thune proposed a resolution to withhold municipal consent to study alternative locations for the operation maintenance facility (OMF) than the proposed location in Lowertown. Lowertown residents are concerned that the OMF will detract from the character of their community and inhibit redevelopment opportunities. The decision was delayed 2 weeks for further study. On March 18<sup>th</sup> Councilmember Thune withdrew his resolution and the city council passed a resolution to adopt a memorandum of understanding (MOU) with the Metropolitan Council and provide municipal consent for the project to move forward. The MOU included stipulations regarding the design and character of the OMF so that it fits with the character of Lowertown.

## **VIII. Mission**

Warden offers that she supports the draft that she saw in advance of meeting and excuses self.

Baso gave background on the mission statement development process and offered that he believed that the draft mission statement presented reflected this process. He Thanked everyone for participating, and encouraged the board to adopt the mission statement today if the board they could get behind it. Nimmer supported this notion. Baso shared the draft statement: "St. Paul Smart Trips is a non-profit that works with individuals, organizations and government to improve access and mobility for those who travel in and around St. Paul." Hyers, Crain and Nimmer offered their support without discussion. Baso credited to staff member Baum, and commended her for synthesizing the process thus far into something succinct. Stark and Iosso offered their support. Stark suggested that "with individuals, organization and government" could be removed to make it more concise. Treat explained why we included that sentence. Stark thought that when there is a list provided, people may question if they fit in it. Nimmer suggested that a definition of who we serve could be provided in our vision. Baso agreed. Staff agreed that it could be removed in the interest of being concise. Iosso asked the group if the mission still contained a challenge (in reference to the development process). Baso proposed striking "to" and changing "improve" to "improves." Crain questioned if "is a non-profit that" is necessary. Baso replied that this part can be struck when verbally communicating the mission.

Baso motioned to adopt "St. Paul Smart Trips is a non-profit that improves access and mobility for those who travel in and around St. Paul." The underline part of the statement is optional in marketing materials. Hyers seconded. Discussion: Nimmer thanked staff, Baso. Stark recommended that literature not necessarily include "is a non-profit that". Motion carried.

**Adjourn: 9:19 am**