

**St. Paul Smart Trips Board of Directors Meeting
May 28, 2009**

Present: Baso, Dallman, Fielding, Hyers, Iosso, Lucas, Nimmer, Stark, Tibbetts, Warden

Absent: Adams, Belean, Crain, Morrison, Swanson

Staff: Treat, Baum, Goebel

Call to order 8:06

Presentation: Transportation for America

Christine Goepfert

612 991 9497

www.t4america.org/bluprint

www.mycommutesucks.org

Nimmer proposed moving the presentation to the first item on the agenda.

Iosso asked who would be against the programs that Transportation for America advocates for. Goepfert responded that the primary opposition comes from road builder groups.

Nimmer asked how transportation funds are currently spent. Stark replied that it is up to each municipality to determine how to spend federal transportation dollars.

Stark asked what the plan is for funding some of the projects they are advocating for. Goepfert replied that they are exploring several revenue sources, but a tax on Vehicle Miles Traveled (VMT) is the primary focus.

Tibbetts suggested that the presentation could be improved somewhat. She suggested including measurable goals and consequences of status quo in the presentation.

Lucas suggested that advocacy for a streamlining of federal agencies, such as DOT and EPA and that "World Class Transportation" language alludes to highways more so than an array of transportation options. Goepfert advised that the DOT and HUD are already partnering with some of the programs. Dallman suggested that the CDC would be another governmental organization that would fit well with the plan.

Goepfert advised that the next Transportation for America Community Meeting is on June 12 at the Transit for Livable Communities offices.

Treat asked what it would mean for our organization if the Board of Directors were to support Transportation for America's cause. Goepfert advised that we would be added to their list of supporters as well as added to their website as a supporting organization. Nimmer stated that he didn't see a reason that we wouldn't support the organization. Treat added that the goals of both organizations overlap with funding.

I. Approval of Agenda

Dallman requested to have the Snelling Ave. Median issue added to the agenda. Nimmer proposed adding it to the program update.

Stark moved to approve the agenda, Baso Seconded, motion carried.

II. Approval of Minutes

Baso moved to approve the minutes, Hyers seconded, motion carried.

Tibbetts suggested that issue surrounding lane configuration along the Central Corridor LRT route from last month's meeting continue to be monitored.

III. Acceptance of Financials

Saint Paul Smart Trips - Narrative Financial Report

April 30, 2009

Cash Position:

Checking Account: \$43,436

Savings Account: \$5,287

Total Cash: \$48,723

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

Grant & Local Match Report:

CMAQ Grant (FY 2008) \$246,405

Contract period (11 months) 5/1/08– 3/31/09 – We spent \$231,414 of the grant (\$22,477 was received as revenue in April 2009.) We did not spend \$15,490 which will return to Metro Transit to be reallocated to the TMO's with execution of next year's contract.

CMAQ Grant (FY 2009) \$239,479 – pending – not signed

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, however we project we will spend \$274,000 of CMAQ dollars in FY 2009 because of the significant investment in the Residential Social Marketing Program funded by Bike Walk Twin Cities. The remaining balance of the two-year CMAQ contract will be spent in FY2010

McKnight Grant (FY 2008) - \$50,000 – fully spent and reimbursed.

McKnight Grant (FY 2009) - \$40,000 – invitation to apply for August allocation

McKnight invited Smart Trips to apply for a \$40,000 general operating grant in FY2009. The grant application is due June 1 and will be awarded in August. There is no match or reimbursement requirement to this grant.

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

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

This will cover our local match requirement for CMAQ in FY2009. UPA Telework grant is direct reimbursement for all costs (including staff time) for UPA expenses.

Bike Walk Twin Cities (FY 2009) - \$112,000 - pending

Requested funding for evaluation (\$73,000) & support for RSM program and proposal was accepted by Board. Working on details of contract and using City of Saint Paul as fiscal agent. Anticipate contract starting July 1 and reimbursements would start in August.

Local Match Community Partners (FY 2009)

- Ramsey County: Contract for \$10,000 anticipate \$5,000-\$7,500
- Port Authority: \$1,000
- City of Saint Paul: Working on contract for \$8,300
- Downtown or surrounding business or community opportunities???
 - Travelers (last year \$300 for sponsorship)
 - Ecolab (last year sanitizers for give-away)
 - Flint Hills Resources
 - Central Corridor Funders Collaborative & Learning Network
 - Chamber Contacts
 - BOMA Contacts
 - Convention & Visitors Association
 - Others??

GAP Financing is Necessary

- **Non-Profits Assistance Fund:** Kelly and Jessica met with loan officer. There is a loan program available but they suggested talking to a bank for better terms.
- **Line of Credit or Loan with Wells Fargo:** Kelly and Jessica met with business banker and applied for a \$100,000 line of credit. Waiting for underwriting and response.

Variance Report:

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

| INCOME | | | | |
|---|---------------|---------------|-----------------|-------------------|
| | Actual | Budget | Variance | Variance % |
| Local Match Income – Partners | \$0 | \$14,925 | (\$14,925) | 100% |
| Anticipated all of the local match would come in April. Anticipate receipt later in the year. | | | | |
| Local Match Income – Partners | \$0 | \$3,749 | (\$3,749) | 100% |
| Expected to collect on grants starting in April, but anticipate collection later in the year. | | | | |

| EXPENSE | | | | |
|--|---------------|---------------|-----------------|-------------------|
| | Actual | Budget | Variance | Variance % |
| Personnel | \$11,546 | \$7,588 | (\$3,958) | (52%) |
| Anticipated some of the salary would be reimbursed by programs but due to delay in getting grants, program costs have not begun yet. | | | | |
| RSM (Residential Social Marketing) | \$2,323 | \$4,149 | \$1,826 | 44% |
| See above | | | | |
| UPA Telework | \$290 | \$3,749 | \$3,459 | 92% |
| See above | | | | |
| Reserve | 0 | \$4,167 | \$4,167 | 100% |
| Anticipated generating excess income to start building a reserve. Did not happen in April. | | | | |

Warden reported that we are at the start of the new fiscal year. Local match income was not collected in April, but will be collected throughout year. Grant income is starting to come in, so we can begin to draw on the Urban Partnership Agreement (UPA) grant. Personnel time is now being expensed to the program that it is attributed to, salary in April and previous months was not expensed to specific programs. Reserve was budgeted for April as a line item, but reserve was not built because grant income did not come in.

There is good news to report on grant income, but there are timing stipulations with when grant monies must be spent. Because of these timing issues, Warden and Treat met with the Nonprofit Assistance Fund and Wells Fargo for a line of credit. They asked each institution for a \$100,000 line of credit, although it is anticipated that only \$50,000 will be needed. Treat and Warden felt it would be prudent to ask for more in the event that additional money would need to be drawn. In their conversation, the Nonprofit Assistance Fund advised that banks will offer better terms and they do not offer lines of credit to first time borrowers, meaning that a loan would be the only option through their organization.

Fielding asked if the organization would turn to other lenders if Wells Fargo were to turn down the application for a line of credit. Warden reported that if Wells Fargo were to turn down the application, it is very likely that most other banks would as well. The organization would also need to move all checking and savings accounts to any new bank if it were to apply for a line of credit with them. Warden was also concerned with the timing of going to multiple other lenders because of the cash flow need in the coming months. Fielding stated that he is uncomfortable with a loan versus a line of credit. Warden advised that, if we were to receive a loan, we can repay it within three months when the grant income can be drawn upon.

Warden stated that, to continue pursuing a loan or a line of credit, a board resolution would be required.

Stark asked what the terms of the loan are. Warden advised that Wells Fargo offers a variable rate. Nimmer asked if there are any pre-payment penalties. Warden confirmed that there are not, interest is paid only on the money that is drawn and there is no prepayment penalty. Once the grants from Bike Walk Twin Cities and CMAQ are available for reimbursement, we will be able to repay the loan. Warden stated that the organization should apply for a line of credit or a loan to be safe and that we would hopefully not need to draw on the funds. Treat advised that the Nonprofit Assistance Fund's interest rates for loans vary between 7.5 - 8.5 percent and that they are purposefully higher because most nonprofits are a greater risk.

Iosso asked if the reason that lending is being pursued is because most grant income is reimbursed. Treat reported that Bike Walk Twin Cities funds cannot be paid until we are under contract. A pre-survey must be conducted in June to ensure the program proceeds in the way that it was proposed for the funding. CMAQ, UPA, Bike Walk Twin Cities grants are all reimbursements.

Nimmer inquired as to the status of signed contracts. Treat reported that the 2009-10 CMAQ contract has not yet been executed by Mn/DOT, we are still awaiting the confirmation number to draw against. Surplus from our 2008 CMAQ grant can be drawn upon, but the provision allowing us to draw funds from it has not yet been drawn up by Metro Transit. There is a \$20,000 gap for the Residential Social Marketing (RSM) program that we will have to draw from our 2010 CMAQ budget; those funds will require fundraising in 2010 to make up the difference. Warden added that our CMAQ funding for 2009 is just over \$239,000, we are budgeted for

\$274,000 in 2009 to cover costs associated with the RSM program. Because of this variance, we will have less CMAQ funds in 2010 than were budgeted for.

Fielding asked if we will have to fundraise because we are spending monies earmarked for 2010 in 2009. Treat confirmed that the organization will have to raise funds to make up that difference.

Treat reported that the organization submitted a request to the McKnight foundation for a \$50,000 grant. McKnight asked that a proposal for \$40,000 be submitted. The McKnight Foundation Board will make a decision on funding the proposal in August. Stark added that if The McKnight Foundation asks an organization to submit a proposal at a certain amount it will probably be funded.

Treat reported that the UPA project has a signed contract, but not much has been billed against it because the program is not slated to officially begin until June 1.

Treat reported that the Bike Walk Twin Cities grant is in process. A project number has been assigned and she has drafted a Project Memorandum (PM). She will be attending a kickoff meeting on May 29 to review the PM and learn more about required steps to move forward. She has also been working with the City of St. Paul to ensure that everything is in line for them to become our fiscal agent for the program. We have one month to ensure that everything is in line with the city for reimbursement of the program.

Treat reported that Ramsey County's \$10,000 contract for service is in place and we are billing against it.

Treat reported that the invoice to the St. Paul Port Authority for \$1,000 has not been billed. Funds from the Port Authority are now coming from the marketing department instead of parking funds. The decision was made to wait to bill until the parking guide is further along to show the marketing department that there is value in their fiscal relationship.

Treat reported that the contract with the City of St. Paul for \$8,300 has been signed.

Nimmer noted that any bank would look at the organization's ability to repay, and this is shown through signed contracts for service. The reimbursement contracts create a cash flow problem and this is why a line of credit is needed. At this point, only one contract has been signed, but the others are coming. Warden suggested that since signed contracts are not in hand, perhaps the Metropolitan Council could provide a document confirming the contracts are in process to prove our ability to repay any lending.

losso said that the idea of line of credit is appealing. He expressed that whatever documentation is used to show our ability to repay a line of credit through Wells Fargo would be the same at any other bank, so if there is a red flag at one there would be a red flag at all. Warden agreed, but stated she would be open to looking at other banks in the future if a line of

credit was not approved through Wells Fargo. She suggested moving forward with a resolution to pursue either a line of credit with Wells Fargo or a loan with Nonprofit Assistance Fund.

Nimmer clarified that the resolution should be for the Executive Committee or the Treasurer to negotiate terms on the organization's behalf for either a loan or a line of credit. Baso asked if there is specific language that would need to be used for the resolution. Warden replied that there is not.

Stark moved for a resolution that a combination of staff and the Treasurer first pursue a line of credit through a bank and, as a second option, a loan through the Nonprofit Assistance Fund for the same purpose. Iosso suggested a limit on the dollar amount to be applied for. Nimmer added that either the loan or line of credit could not exceed \$100,000.

Iosso seconded the motion

Fielding proposed to split into two separate resolutions. He does not have a problem with \$100,000 line of credit, but is not comfortable with a \$100,000 loan. Stark proposed to change the language of the motion to reflect the line of credit will not exceed \$100,000 and any loan will not exceed \$50,000.

Treat stated that the Nonprofit Assistance Fund is really careful of whom they lend money to, and they will not give a loan if the organization cannot repay. Their application process is good for the organization to ensure that the financials are sound. She stated that the interest rate is not as low as through a bank, but the organization is very professional and above board. Baso asked what the cost of a loan to the organization would be through the Nonprofit Assistance Fund. Stark estimated the cost to be between \$800 and \$1,000 if repaid within three months.

Motion carries.

Fielding noted that the stated goal is for the organization to have a cash reserve of \$50,000. He stated that pursuing lending would solve the immediate cash flow problem, but not the issue of building a reserve. Warden advised that the reserve is built into budget and will be built up by the end of the fiscal year. The current cash flow issues are a fluke of timing given the status of contracts.

Iosso moved to accept financials, Baso seconded, motion carries.

Action Items: Staff and Treasurer will continue to pursue financing, first as a line of credit through a bank and as a secondary option as a loan through the Nonprofit Assistance Fund.

IV. Chair report

Nimmer reported that the only issue of note is regarding the lease renewal, which can be discussed at next month's meeting. The current lease expires in October and there is a minor increase in rent.

Action Item: Discuss lease renewal at June Board meeting.

V. Program update:

Program Report May 28, 2009

eWorkPlace

The UPA Telework project, which is now called eWorkPlace, is on track to kickoff officially June 1. The public website, www.eworkplace-mn.com, and marketing campaign are scheduled to begin that week, with the possibility of an event at the State Capitol. We have begun preliminary outreach to Securian and Lutheran Social Services, both of whom have expressed interest in the program. We are currently in the process of vetting intern applications for assistance with the project and will be moving forward with outreach in conjunction with the project rollout.

Commuter Challenge

We are on pace to exceed our goal of 25 Commuter Challenge fairs this year, with 23 scheduled and outreach ongoing. We are however behind on our goal of 2000 Commuter Challenge Pledges for the year. Thus far we have an estimated 1000 pledges but we are expecting to make strides with two upcoming events, Grand Old Day and the Minnesota Bike Fest. Upcoming fairs include Securian, Minnesota Department of Health and Agriculture and the Golden Rule Building.

If you wish to order materials or schedule a Commuter Challenge Fair for your worksite, please visit <http://www.smart-trips.org/commuterchallenge09.php>.

Bike Walk to Work Day

Bike Walk to Work Day was held May 14. Over 200 people biked or walked to Rice Park for the yearly celebration, despite the cold and windy conditions. This year we had participation from several elected officials including Mayor Coleman, Ramsey County Commissioners Rafael Ortega and Toni Carter, Councilmember Russ Stark and State Senator Mike Jungbauer.

Special thanks to board members Christina Morrison for volunteering, Ken Iosso for working with Commissioner Ortega to lead a walk and participating in the walk and Russ Stark for participating in a ride and speaking at the event.

Grand Old Day

The Grand Avenue Business Association has invited us to host a booth at this year's Grand Old Day celebration on June 7. We will be staffing a booth promoting the Commuter Challenge and shooting video of people who are taking or will take the Commuter Challenge. Metro Transit has agreed to provide free ride coupons to the event and Dero Bike Racks will be providing temporary bike parking along Grand Ave. to complement the new bike racks that are being installed all along the avenue.

If you would like and excuse to get to Grand Old Day, we can use your help. We are looking for volunteers for two-hour shifts from 9:00 a.m. to 7:00 p.m. If you can help, please contact Damian Goebel at Damian@smart-trips.org or 651-224-8555 x 24. Special thanks to Amber and Alice who have both signed up to take a shift.

Bike Racks

Ramsey County has asked us to purchase a number of bike racks on their behalf to be installed in several of their buildings. They will be placing new outdoor racks at their JFJC and Plato facilities and creating indoor bike parking spaces in the East and West RCGC buildings. The racks are being ordered this week to be installed within the next month.

Grand Avenue is also in the process of installing new racks all along the avenue. Upwards of \$6000 was contributed by the Grand Avenue Business Association, with the City of St. Paul matching the funds to purchase and install the new racks. Their hope is to have all of the racks installed before Grand Old Day.

Smart Trips Union Park

St. Paul Smart Trips received a funding award from Bike Walk Twin Cities in early May and we are moving forward with the Smart Trips Union Park program for a July 1 launch. The telephone survey has been drafted and surveying should begin late this week or early next week. The Union Park Map is in final revisions and is due to be delivered from the designer this week. Events are being scheduled for the summer and fall. Finalized events include "Errands on Two Wheels," "Public Art and Photography in Union Park," "Mississippi River History Walk" and "Ride to the Midtown Greenway." We expect to host at least 20 events from August-November. A student from Macalester College, Ainsley Judge, will be interning with St. Paul Smart Trips this summer and will focus her efforts on the Smart Trips Union Park program. She is working from June 1 through early August and will assist in planning events, working with volunteers and kit compilation and delivery. The Association for Commuter Transportation (ACT) has accepted our session proposal on the Smart Trips Summit-U program for their 2009 International Conference in Washington, DC, August 30-September 2.

Pedestrian Safety Campaign

The Pedestrian Safety Campaign, which will target Snelling Avenue between Summit and Selby Avenues, is set to take place June 22-26, with a media and crossing event to take place Monday, June 22. We are finalizing the poster design, which will be used for neighborhood outreach about the week. Ramsey County has agreed to pay for printing and the Union Park District Council will organize its members to volunteer and distribute flyers.

Snelling Median

Dallman provided background on the issues surrounding the medians proposed on Snelling Ave. between Grand Ave and St. Clair. These medians have been several years in the works. They are currently at the point where the issue must be brought to St. Paul City Council by October 1 or federal funding cannot be used.

Tibbetts voiced concern that Councilmember Pat Harris seems to be against installing medians. Stark clarified that Councilmember Harris would like better access to businesses on Snelling than the medians would allow. Tibbetts said that Councilmember Harris isn't laying out his objections very well and the perception is that he is not cooperating. Dallman advised that a meeting with proponents of the median in the neighborhood has been scheduled with Councilmember Harris for next week.

Nimmer asked if the median is consistent with complete streets specifications. Stark advised that the purpose of these medians is safety. There are a high number of crashes this stretch of

Snelling. Medians have been shown to reduce accidents because there are less turning points. It also beautifies the street. Macalaster is very interested in having the medians installed, but businesses are concerned that if patrons can't make left turns, they won't patronize their shops

Tibbetts understands that existing left turns are inadequate and that Mn/DOT wants to install a concrete median along Snelling. She asked what the sunset date for spending the allocated money is. Stark advised that funds set aside by the state for the project have been extended by a year, but there is a sunset date on federal monies.

Tibbetts stated that she would like to see the TMO take a position. She motioned for a resolution that the organization send a letter to the City of St. Paul and recommend that a median be moved forward as planned.

Dallman, seconded.

Iosso said Councilmember Harris wants a median so long as it stops before the turn area, which is what the federal money is predicated on and that Councilmember Harris is on the side of the businesses that are worried about this.

Lucas asked how many junctions are closing. Stark advised that the newest incarnation would allow for a left turn at Lincoln, allowing 2-3 left turns on Snelling –which would allow for u-turns to access the businesses. Lucas asked how many intersections would be cut off. Iosso advised that the configuration would go from five intersections down to three. Stark added that a main concern of the businesses is that the median would cut off access to their driveways.

Lucas asked if the resolution would be to support the compromise plan. Iosso suggested that the resolution say that the organization supports a median that addresses the highest crash areas.

Warden said that she is not completely comfortable supporting a resolution not knowing all of the specifics of the plan. In the future, a committee should be formed on a subject prior to a resolution being brought forward.

Baso suggested that we work with businesses along Snelling and Councilmember Harris to educate them on other modes patrons can use to access the businesses.

Nimmer suggested that discussion be shelved until next month so that the board could make a better informed decision. Tibbetts stated she was willing to hold off until next month, and suggested that Treat attend the community meeting with Councilmember Harris to make him aware of our mission.

Iosso asked if staff should look into the issue more so that the board can feel more comfortable making an informed decision. Stark noted that this is an opportunity for the board to start looking at these issues together as well. Nimmer agreed, saying that the objective is to be

engaged in and be a resource for the community. The organization should focus first on being a community resource in this situation and the board can lead a better informed discussion that may lead to a resolution.

Lucas asked if the board could issue support in principal to the project, but not necessarily on the technical aspects of the median. Stark said that he felt that taking a generic position would not be as effective as revisiting the issue at next month's meeting to make an informed decision.

Treat advised that the information surrounding the median was included in our May newsletter, but that following up and getting more engaged with the community is something that staff will do.

Lucas asked if the pedestrian safety campaign can be tied into our engagement. Baum advised that the stakeholders in the pedestrian safety campaign are connected to the median issue so that is a possibility, but the campaign is happening in late June so timing may not work out.

Stark pointed out that there may be funding to continue the median north on Snelling once this project is completed. Iosso pointed out that Smart Trips is working with the community on crosswalks two blocks north, so there is opportunity for additional community engagement at the site of the proposed median.

Action Item: Staff to further research Snelling Ave median for potential board action at June meeting.

VI. Committee updates

Greenway committee

Treat reported that there has been little action with this committee to date. Stark recently called together a group of advocates to discuss to status of the greenway. The City of St. Paul is now dealing with right of way along Ayd Mill, so now may be an opportune time to start putting together the committee to make suggestions on the process. Paul Nelson, a former member of the Midway TMO advisory board has agreed to serve as the committee chair.

Bike/ped bridge committee

Treat reported that Lucas has expressed interest in chairing the committee. One area that would be a good starting point are the proposed changes to the Larpentuer Ave. bridge over highway 280 and how the proposed changes will affect biking and walking connections in that area.

VII. Other business

Baso reported that he and Baum are submitting an application to the Minnesota Nonprofit Council's annual award committee for the Smart Trips Summit-U program.

Adjourn 9:40