

**St. Paul Smart Trips Board of Directors Meeting
April 28, 2011**

Present: Barbeau, Christiansen, Flynn, Jameson, Iosso, Lucas, Mann, Morrison, Schwartz, Stark, Swanson

Absent: Dallman, Merz, Nimmer, Welna

Staff: Goebel, Heer-Forsberg, Treat

Call to order: 8:09 am

I. Approval of December Minutes

Stark motioned to move staff update up until Jameson and Iosso arrive, Barbeau seconded. Motion Carried.

Barbeau motioned to approve minutes, Stark 2nd. Motion Carried.

II. Staff update

Introduce staff – Mary Heer-Forsberg, Emma Pachuta

Staff is participating in a parking meter work group.

**Program Update
April 2011**

PROMOTING

Commuter Challenge

The Commuter Challenge kicked off April 1 this year. So far, we have 13 fairs and events scheduled for Commuter Challenge and will be ramping up outreach for events in the coming weeks. A few of these fairs and events include an Earth Day fair at the Science Museum and in the skyway of the First National Bank Building, Grand Old Day, Cinco de Mayo and Mn/DOT's annual Walk Around the Capital day.

If you would like to schedule a Commuter Challenge fair or would like workplace materials for your worksite, please contact Damian Goebel at damian@smart-trips.org or 651-224-8555 x 24. To take the challenge yourself, visit www.mycommuterchallenge.org/smarttrips.

Bike Walk Week

The regional Bike Walk Week will be taking place this year from June 4 – 12 with events happening all over town. The Grand Old Day parade will feature a biking and walking contingent promoting Bike Walk Week again this year and the Saints have agreed to host a Bike to the Ballgame day on Sunday, June 12.

Bike Walk to Work Day will be held once again in Rice Park on the Thursday of the week, June 7, from 6:30 – 9:00 am. We are finalizing vendors and entertainment for the event and will have more details soon.

For more information and to register, visit www.bikewalkweek.org.

eWorkPlace

Contract objective: 275 teleworkers added by June 2011

Progress – 167 committed participants, 143 actual participants as of 4/26/2011

The regional TMOs were informed this week that eWorkPlace funding will expire in June 2011 as originally planned rather than run through the end of 2011. Staff will be reaching out to organizations interested in the

past who are not participating in the coming weeks to gauge their level of interest and to inform them of the end of the funding.

Travel Demand Management Activities

We are continuing to work with the University of St. Thomas on their Travel Demand Management plan in advance of the completion of their new student center. They are in the process of goal setting and budgeting for the plan and should be ready to submit their final draft to the city by their June 30 deadline.

Macalester College is finishing a survey of students commuting patterns with our assistance this week. They will analyze the data after students have left for the school year.

Awareness Opportunities

Grand Old Day

We will be working with the Bike Walk Week Partners and Nice Ride this week to organize this year's parade entry for Bike Walk Week. Nice Ride has expressed interest in participating because of the presence they will have on Grand Ave. around the time of the festival.

We will also be looking for volunteers in the coming weeks to help with tabling and being a part of the parade.

Cinco de Mayo

Staff will be tabling both days at this year's Cinco de Mayo Fiesta on May 6-7. We have formed a good partnership with the event organizers and have assisted them with providing free transit passes to the event and donated bike parking.

We are looking for volunteers to staff our table for 1.5 hour shifts both Friday evening and all day Saturday. If you are interested in helping, please contact Damian Goebel at damian@smart-trips.org or 651-224-8555 x 24.

Central Corridor and TN Zoning Code Study

Damian testified at the City Council's public hearing on the proposed Zoning Code text amendments and property rezoning on April 6th. Those comments included:

- Support for removing parking requirement in station areas
- Support for making TDM plans applicable to downtown St. Paul
- Support for including bike parking provisions in station areas

ORGANIZATIONAL DEVELOPMENT

Fundraising

- Monthly E-mail Newsletter subscribers: 1905 people
- Quarterly Parking Update subscribers: 1101 people
- Smart Trips Neighborhoods on Facebook: 159 fans
- St. Paul Smart Trips on Twitter: 478 followers

85% increase over April 2010.

Work Plans

Staff will begin formulating work plans this month to align our work plans with the strategic plan.

III. March Financials

St. Paul Smart Trips - Narrative Financial Report March 31, 2011

Cash Position:

Bremer Checking Account: \$78,775
Total Cash: \$78,775

Grant & Local Match Report:

CMAQ Grant (FY 2010)

\$251,453 Awarded - \$188,102 Received - \$15,852 Receivable

Expires 3/31/11

Grant for 4/1/10-3/31/11 is \$251,453. We used \$203,954 in CMAQ for the fiscal year. Local Match required in the current year is \$50,989. The excess CMAQ balances from all TMO's will be reallocated by the Metropolitan Council in the next fiscal year. The CMAQ reporting period is switching to a calendar year, so we will have a partial year from April 2011- December 2011. CMAQ allocation for the upcoming year is \$204,649, which will require a local match of \$51,162.

UPA Telework Grant (FY 2009-FY2010)

\$75,249 Awarded – \$48,592 Received - Expires 6/30/11

UPA Telework grant is direct reimbursement for all costs (including staff time) for expenses related to the eWorkplace program. This can be counted toward our local match, but we need to spend it to receive it. Eligible expenses have been less than anticipated as the timeline for getting companies to participate has been much longer than anticipated. The funding expires 6/30/11. \$35,868 of this revenue has come in this fiscal year and counts toward local match.

Bike Walk Twin Cities (FY 2009 Program) - July 21, 2009 effective date

Some of the expenses for the FY 2009 Program (Union Park) are still being incurred. Costs from surveys have totaled \$40,727 to date but all expenses from this grant are 100% reimbursable and also show up as revenue. This revenue does not count toward local match.

Bike Walk Twin Cities (FY 2010 Program) – April 27, 2010 effective date

Bike Walk Twin Cities awarded Smart Trips for a new program (Highland Park) in 2010. Expenses incurred are reimbursable effective April 27, 2010. All revenues from this grant reimburse expenses incurred for this program. To date we have received \$103,500 in revenue from this grant and this does not count toward local match.

Local Match Community Partners (FY 2010)

- Ramsey County: Contract for \$10,000 - \$2,086 revenue received for reimbursed services. Next year's contract is reduced to \$7,500.
- City of Saint Paul: \$8,300 – received in July.
- Other Local Partners: Budget \$6,000 – \$9,110 received. This revenue was from our Give-to-the-Max Campaign, sponsorships of Transportation Summit, in-kind donation of bus passes from Metro Transit for our RSM Program and in-kind donation toward strategic planning.

Variance Report:

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

| INCOME | | | | |
|---|----------|----------|-----------|------------|
| | Actual | Budget | Variance | Variance % |
| CMAQ Grant Income | \$24,934 | \$20,166 | \$4,768 | 23.6% |
| January and February CMAQ was received in March. Monthly reimbursable CMAQ dollars were less than budgeted because our largest expense is staff, which was less than budgeted in both January and February. | | | | |
| Local Match – Partners | \$5,180 | \$6,625 | (\$1,445) | (21.8%) |

| | | | | |
|--|---------------|---------------|-----------------|-------------------|
| Received income from sponsorships of the Transportation Summit in March. We also received in-kind income for strategic planning and for bus passes from Metro Transit for the RSM program. We budgeted for more revenue from Ramsey County and Port Authority. | | | | |
| Local Match – Grants | \$1,303 | \$45,000 | (\$43,697) | (97.1%) |
| Received money from UPA Telework in March. Budgeted for more revenue from St Paul Foundation, Central Corridor Funders, and Bremer | | | | |
| Total Income | \$31,420 | \$71,791 | (\$40,371) | (56.2%) |
| Our budget included making up for some unknown fundraising in the last month of the fiscal year. This did not happen, although we did meet our local match requirement for the year through UPA Telework and Local Match Partner revenue throughout the year. | | | | |
| EXPENSE | | | | |
| | Actual | Budget | Variance | Variance % |
| Personnel | \$8,888 | \$17,157 | \$8,269 | 48.2% |
| Actual salary costs in March reflect being down two employees. | | | | |
| Contract/Recruitment | \$3,612 | \$83 | (\$3,529) | (100%+) |
| UPA contract work (\$1,137) for all TMO's to bring in an expert consultant for training. The general contract work (\$2,475) was for strategic planning. | | | | |
| Events | \$165 | \$1,449 | \$1,284 | 88.6% |
| The Transportation Summit employer outreach event was paid for in February and budgeted for in March when the event occurred. | | | | |
| Incentives | \$3,217 | \$133 | (\$3,083) | (100%+) |
| RSM incentives purchased in March – this was an in-kind expense for bus passes. Metro Transit provided bus passes as an incentive for our RSM program. | | | | |
| Total Expense | \$20,805 | \$23,361 | \$2,556 | 10.9% |
| See detail above. | | | | |

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

| | | | | |
|--|---------------|---------------|-----------------|-------------------|
| INCOME | | | | |
| | Actual | Budget | Variance | Variance % |
| CMAQ Grant Income | \$206,065 | \$268,565 | (\$62,500) | (23.3%) |
| CMAQ is less than budgeted this year. | | | | |
| Local Match – Grants | \$35,868 | \$102,907 | (\$67,039) | (65.2%) |
| UPA Telework grant eligible expenses have been less than anticipated. Other grant funding sources that were budgeted for the year did not come through as income. | | | | |
| Other Income | \$144,227 | \$118,695 | \$25,532 | 21.5% |
| We received Bike Walk Grant money from last year's program this year that we were expecting would come earlier. The RSM reimbursement for this year's program is in line with our budget. | | | | |
| Total Income | \$405,681 | \$511,967 | (\$106,286) | (20.8%) |
| See detail above. | | | | |
| EXPENSE | | | | |
| | Actual | Budget | Variance | Variance % |
| Personnel | \$197,796 | \$219,782 | \$21,986 | 10% |
| Most of the variance comes from health/retirement benefits and transportation stipend. Our budget estimated all employees would take advantage of the benefits. Salaries are slightly lower than budget due to decreased staff for a couple of months. | | | | |

| | | | | |
|---|-----------|-----------|-----------|-------|
| Contract/Recruitment | \$80,522 | \$110,965 | \$30,444 | 27.4% |
| Less contract work than anticipated for RSM and UPA programs. | | | | |
| Accounting/Legal Fees | \$5,601 | \$11,000 | \$5,399 | 49.1% |
| These costs were less than budgeted. We did not have an audit. | | | | |
| Printing | \$19,878 | \$28,103 | \$8,224 | 31.5% |
| We budgeted more printing for RSM work. More participants would have been more \$\$ | | | | |
| Events | \$6,198 | \$11,950 | \$5,752 | 48.1% |
| Events cost less than we budgeted. Events for UPA, Employer Outreach and RSM. | | | | |
| Office Equipment/Software | \$1,321 | \$17,414 | \$16,093 | 92.4% |
| Budgeted for incentives/supplies (i.e. laptops) for UPA participants. No participants took advantage of this incentive. | | | | |
| Postage | \$9,813 | \$18,307 | \$8,494 | 46.4% |
| General postage is running less than budget. | | | | |
| Bike Rack Purchase/Install | \$0 | \$5,000 | \$5,000 | 100% |
| Did not purchase any bike racks using this money. | | | | |
| Total Expense | \$381,495 | \$483,182 | \$101,687 | 21.1% |
| See detail above. | | | | |

\$75K in bank for the end of the year. \$400K income year, largest ever. Spent less than we generated.

losso moved to accept, Christianson 2nd. Motion carried.

III. Chair Report

Board election

losso advised board roster must be elected. Nominated Martha and Eric by Acclimation. Motion carried.

losso nominated Swanson and Lucas by Acclimation. Motion carried.

Executive Committee: Existing committee has agreed to stay on. losso nominated existing board to current seats by Acclimation. Motion carried.

Summer Meeting Schedule

losso reported that, per usual, there will be one less board meeting June through August. Board members will be asked about times and meeting dates and times will be confirmed.

Staff evaluations

losso will be conducting Treat's review upcoming.

Adjourn: 9:00 am