

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
June 28, 2006 – 4:30 p.m.
Eagan Bus Garage

Board Members Present:

Elizabeth Kautz, Burnsville
Will Branning, Dakota County
Margaret Schreiner, At Large
Meg Tilley, Eagan
Tom Lovelace, Apple Valley
Jane Victorey, Savage

Others Present:

Beverley Miller, Executive Director
Mike Abegg, Planner
Tom Knier, Laidlaw Transit
Robin Selvig, Customer Relations Manager
Lois Spear, Finance Officer
Sam O'Connell, Dakota County
Barb Ross, Best & Flanagan
Samantha Porter, Operations Manager
Wally Lyslo, At-Large Alternate
Tom Bright, Facilities Manager
Terry Olsen, TKDA
Larry Morgan, TKDA
Steve Wischmann, KDV
Connie Massengale
Tom Pepper

I. Call to Order

The meeting was called to order at 4:34 p.m. by Elizabeth Kautz.
Motion by Tom Lovelace and seconded by Meg Tilley electing Elizabeth Kautz as Chair for this meeting only. Motion carried.

II. Public Comments

There were no comments from the public.

III. Approval of Agenda

Three items were added to the agenda: Agreement with LSA Design for BTS Renovation (replacing approval for an agreement with BWBR), MCI in-plant Bus Inspections to be done by Schmitt & Sons; and correspondence between the MVTA Chair and the Met Council Chair regarding a pending funding shortfall in 2007. Motion by Meg Tilley and seconded by Margaret Schreiner to approve the agenda with these additions. Motion carried.

IV. Consent Agenda

Item B – ADA Policy – was pulled from the consent agenda at the request of Barb Ross. Motion by Margaret Schreiner and seconded by Meg Tilley to approve the remainder of the Consent Agenda. Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes.

Barb Ross requested more time to review the proposed ADA policy. Motion by Meg Tilley and seconded by Tom Lovelace to table this item until the next meeting. Motion carried.

V. Old Business

A. TKDA Update

Terry Olsen of TKDA distributed information regarding the status of the three projects they are working on: Apple Valley Transit Station, Cedar Grove Transit Station and the 140th St. Transit Station.

Apple Valley: After discussion with all of the property owners, no one seems willing to work with the MVTA at this point, leaving the only option to build up on the existing site. Board members expressed concern with that concept given the expense to create a pedestrian bridge to Cedar Avenue, which is required to obtain the necessary federal funding for the project. Motion by Will Branning and seconded by Meg Tilley for staff to schedule a face-to-face meeting with key elected officials (i.e., Mayor of Apple Valley, MVTA Chair, MVTA Representative from Apple Valley, Dakota County Commissioner Branning and appropriate staff) and the owners of Watsons. Motion carried.

Cedar Grove: The option that has emerged as the best in the Cedar Grove area is concept 1, with a center-running BRT system. A draft potential station design was created for use at the Cedar Avenue BRT Open House and was well received. TKDA will continue to work with this option.

140th St.: TKDA is seeking direction on this project, as there has been recent discussion that instead of the stoplight, there may be an interchange added at this intersection. This would impact which corner might work best for a BRT station. Until the Interchange/stoplight issue has been addressed between Dakota County, MnDOT and the City of Apple Valley, TKDA is on hold on this project.

B. Board Meeting Location

Motion by Meg Tilley and seconded by Tom Lovelace that Board meetings will continue to be held at the Eagan Bus Garage for the foreseeable future. Motion carried.

C. LSA Design Agreement

Beverly Miller distributed information about a change with regard to the BTS Renovation. At a previous Board meeting, the MVTA approved BWBR as the designer and construction manager. However, MVTA then requested a quote from LSA Design, original designers of the building, and their quote came in nearly \$8000 below that of BWBR. Motion by Meg Tilley and seconded by Will Branning to approve the work to be done by LSA Design. Motion carried with one “nay” vote.

VI. New Business

A. MCI Bus Inspection

Michael Abegg explained the importance of in-plant bus inspections for the MCIs. These have previously been completed very successfully by Schmitt & Sons, and he recommends that we hire Schmitt again for the 10 buses due next month. Motion by Meg Tilley and seconded by Margaret Schreiner to approve \$8,000 for bus inspections, funds which are reimbursable by the Met Council. Motion carried.

VII. Committee Reports

A. Finance Committee

Tom Pepper introduced Steve Wischmann of KDV to review the MVTA Audit. Wischmann first noted that it was a clean audit with an unqualified opinion (the highest that can be issued), and that all went well this year. He expressed appreciation for the support received from Lois Spear. He drew the Board's attention to the Management's Discussion and Analysis letter in the beginning of the audit, and stated it was a good summary of the past year. He highlighted that the MVTA has responded well to changing financial conditions with the decrease in MVET funding and the need for additional capital funding. He stated that the MVTA's asset base increased nicely due to the completion of the Eagan Bus Garage. The MVTA fund balance improved because operations came in under budget, but dropped some due to capital expenditure needs.

Reportable Conditions, listed in the KDV Management Letter, included the "segregation of duties" which is due to small staff. It was noted that the MVTA has good procedures in place, and more will be implemented as part of the renovation and the fact that a safe will be secured for petty cash and bus passes security. Wischmann indicated he was satisfied with the information he has received on the MVTA's plans to improve the areas identified in the audit as needing additional attention.

As part of the discussion, it was mentioned that neither Board members nor staff know what the impact on the MVTA will be with regard to the wheelage tax that Dakota County (and other counties) have adopted. This will be investigated, and Mr. Wischmann may be involved in some of these discussions. Motion by Meg Tilley and seconded by Jane Victorey to accept the 2005 MVTA Financial Statements. Motion carried.

B. STA

Margaret Schreiner briefly reviewed the last STA meeting, noting that there will be a social event in July to honor legislative leadership. The Met Council will be invited to this event. Also, the name is officially changed to the Suburban Transit Association Providers (STAP). A meeting is also scheduled with the Met Council to begin discussions regarding the Transit Taxing District.

VIII. Staff Reports / Update

A. 157th St. Station Lease

Barb Ross reported on a meeting with Dakota County Staff regarding the 157th St. Station. It was noted that the County had agreed to pay the sewer and water connections. That left the special assessments to be dealt with (the city owns 90 percent of the property and the county only owns 10 percent). Will Branning will coordinate a meeting with the Physical Development Committee and/or the entire County Board to get a final answer on this. A letter of agreement will be produced to document the final decision for the MVTA.

B. Letter to Met Council

Beverly Miller distributed a letter she had the Chair sign before he headed to the League of Minnesota Cities conference in St. Cloud with respect to the MVTA's concerns about 2007 funding. The letter requests one-time monies, if the Council is not going to levy the difference between MVET from 2005 to 2006. It was suggested that this item be discussed by STAP as it will impact all providers.

C. Other

Elizabeth Kautz brought an issue before the Board that she had been contacted about, which was displaying flags at MVTA facilities. Currently no facilities have a flag or flag pole. It was specifically requested for the Eagan Bus Garage. Currently, the MVTA does not have staff or funding to support this request, so it was referred to the Finance Committee for consideration as part of the 2007 budget process.

IX. Adjournment

Motion by Will Branning and seconded by Meg Tilley to adjourn the meeting at 6:22 p.m.

Minutes Prepared By:

Robin L. Selvig

Next Regular Meeting Scheduled: July 26, 2006, 4:30 p.m. Eagan Bus Garage

All regularly Scheduled Board Meetings will be held on the **FOURTH** Wednesday of the month at the posted time and location unless otherwise notified.

Approved by: _____

Date: _____