



Board Meeting

January 25, 2023

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MINNESOTA VALLEY TRANSIT AUTHORITY

Board Meeting | January 25, 2023, 4:30 p.m.

BOARD OF COMMISSIONERS

Kevin Burkart, Chair	Prior Lake
Dan Kealey, Vice Chair	Burnsville
Jon Ulrich, Secretary/Treasurer	Scott County
Stacy Crakes	Savage
Paul Essler	Rosemount
Gary Hansen	Eagan
Clint Hooppaw	Apple Valley
Jay Whiting	Shakopee

EX-OFFICIO MEMBERS

Bryce Schuenke	Elko New Market
Lynn Gorski	Farmington

ALTERNATES

Bob Coughlen	Savage
Jeff Thompson	Burnsville
Josh Feldman	Eagan
Lisa Freese	Scott County
Tim Benetti	Apple Valley
Casey McCabe	Prior Lake
Vacant	Rosemount
Kyle Sobota	Shakopee

MVTA REPRESENTATIVES

Luther Wynder	Chief Executive Officer
Kyle Adahl	Connected Vehicle Specialist
Grace Almeida	Transit Planner
Aaron Bartling	Planning Manager
Patrick Chilton	Senior Manager, External Affairs
Richard Crawford	Public Information Manager
Chad Deegan	Transportation Administrator
Jason DeMoe	Customer Service Specialist
Tyre Fant	Director of Information Technology
Jason Francis	Transportation Administrator
Nene Israel	Accounting Supervisor
Hani Lanzi	System Administrator
Elle Larkin	Finance Manager, Procurement & Contracts
Vicky Loehrer	Program Manager
Cody Kruse	Safety and Risk Manager
Dawn McGuire	Accounting Specialist
Johnathan Miller	System Administrator
Max Peterson	Procurement & Contracts Analyst
Ben Picone	Transit Planner
Samantha Porter	Chief Operating Officer
Dan Rudiger	Director of Transportation
Heidi Scholl	Chief Administrative Officer
Joe Smetana	Facilities Technician
Matthew Tabaka	Scheduler, Data Analyst
Anthony Taylor	Manager, Infrastructure & Capital Projects
KaSondra Wiederich	Marketing & Community Engagement Specialist
Tanisha Zeiher	Support Specialist
Ben Reber	Wiley Reber Law, PC (contracted)

OATH OF OFFICE

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TO: MVTA Board of Commissioners

DATE: January 25, 2023

FROM: Richard Crawford, Public Information Manager

RE: Oath of Office - Stacy Crakes

Requested Action

MVTA Staff recommend that Oath of Office be administered for new member of the MVTA Board of Commissioners, Stacy Crakes.

Background

According to MVTA bylaws, the MVTA Board of Commissioners consists of a representative of each MVTA member city and county. Each Party shall appoint one commissioner and one alternate commissioner. The city of Savage has appointed Stacy Crakes to serve as its MVTA Board representative and Bob Coughlen to serve as alternate.

Recommendation

It is recommended that the MVTA Board Chair administer the Oath of Office to the new MVTA Board Commissioner Stacy Crakes.

TO: MVTA Board of Commissioners

DATE: January 25, 2023

FROM: Richard Crawford, Public Information Manager

RE: Oath of Office - Paul Essler

Requested Action

Oath of Office for new member of the MVTA Board of Commissioners, Paul Essler.

Background

According to MVTA bylaws, the MVTA Board of Commissioners consists of a representative of each MVTA member city and county. Each Party shall appoint one commissioner and one alternate commissioner. The city of Rosemount has appointed Paul Essler to serve as its MVTA Board representative.

Recommendation

MVTA Staff recommend that the MVTA Board Chair administer the Oath of Office to the new MVTA Board Commissioner Paul Essler.

AGENDA

I.	Call the Meeting to Order	
II.	Oath of Office	05
	A. Oath of Office – Stacy Crakes (Savage)	
	B. Oath of Office – Paul Essler (Rosemount)	
III.	Approval of Agenda¹	09
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	B. Chief Executive Officer Purchases	
	C. 2023 Blanket Purchase Orders ¹	
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	A. Suburban Transit Association	
	B. Management Committee	
	1. 2023 MVTA Board of Commissioners Assignments	
XI.	Board and Staff Reports/Updates	47
	A. Recapping 2022 and Looking Forward to 2023 and Beyond	
	B. MVTA Board of Commissioners Orientation Packet	
XII.	Adjourn¹	

¹ Decision Information/Resolution

² Monitoring Information

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RECOGNITION

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TO: MVTA Board of Commissioners DATE: January 25, 2023
FROM: Richard Crawford, Public Information Manager
RE: Recognition of Outgoing MVTA Board Commissioners

Requested Action

MVTA Staff recommend that the MVTA Board of Commissioners recognize outgoing MVTA Board Commissioners Gene Abbott and Bill Droste.

Background

Gene Abbott and Bill Droste completed terms on the MVTA Board of Commissioners in December 2022. Droste represented the city of Rosemount on the MVTA Board of Commissioners since 2003. Gene Abbott represented the city of Savage on the MVTA Board of Commissioners since 2020.

Recommendation

MVTA Staff recommend recognition of Gene Abbott and Bill Droste for their contributions to Minnesota Valley Transit Authority.

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ELECTION OF OFFICERS

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TO: MVTA Board of Commissioners DATE: January 25, 2023
FROM: Richard Crawford, Public Information Manager
RE: Election of MVTA Board of Commissioner Officers

Requested Action

Election of the 2023 officer positions of Chair, Vice Chair and Secretary/Treasurer to the MVTA Board of Commissioners.

Background

MVTA Amended and Restated Bylaws:

Section 1. As the first order of business at the January Meeting, the MVTA Board of Commissioners shall elect a Chair, a Vice Chair, a Secretary/Treasurer, and such other officers as it deems necessary to conduct its business and affairs. The current Chair shall facilitate these elections. If the current Chair is no longer their Party's representative to the MVTA, the Vice Chair shall facilitate the election process. The newly elected Chair shall then preside over the remainder of the meeting, and all meetings henceforth until a new Chair is elected.

The MVTA Board Management Committee has presented recommendations for the three leadership positions.

OFFICER ELIGIBILITY

Chair - Currently Kevin Burkart, elected 2022 - Burkart is eligible to be re-elected because he has not served two consecutive 1-year terms.

The Chair shall preside at all meetings of the MVTA Board of Commissioners. The Chair shall also appoint the members of each standing or temporary committee from among the members of the MVTA Board of Commissioners and the MVTA Technical Work Group and may designate a Chair of each such committee. The Chair and the Chief Executive Officer shall sign and execute all contracts, agreements, deeds, and other documents and instruments made by or on behalf of the MVTA. Kevin Burkart has indicated interest in serving as Chair.

2023 Nominee recommendation for Chair: Kevin Burkart

Vice Chair - Currently Dan Kealey, elected 2022

In absence of the Chair, the Vice Chair may exercise all duties and powers of the Chair. Dan Kealey has indicated interest in serving as Vice Chair.

2023 Nominee recommendation for Vice Chair: Dan Kealey

Secretary/Treasurer - Currently Jon Ulrich, elected 2019

The Chief Executive Officer shall be the official custodian of all the financial records of the MVTA under the guidance or direction of the Treasurer. The Secretary of the MVTA shall

maintain a record of all the proceedings of the MVT A Board of Commissioners, provided, however, the taking and preparation of minutes may be performed by a Recording Secretary. The Secretary may attest to the signatures or signature of such officer or officers of the MVT A authorized to execute any document or instrument on behalf of the MVT A. Jon Ulrich has indicated interest in serving as Secretary/ Treasurer.

2023 Nominee recommendation for Secretary/Treasurer. Jon Ulrich

Impact

Election of the 2023 Officer positions of Chair, Vice Chair, and Secretary/Treasurer will allow MVT A to have a fully staffed Board of Commissioners to conduct business.

Recommendation

MVT A Staff recommend taking nominations and election of the 2023 positions of Chair, Vice Chair, and Secretary/Treasurer.

PUBLIC COMMENTS

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CONSENT AGENDA

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**Minnesota Valley Transit Authority
Monthly Financial Report
General Fund Operating
October 2022**

	Amended Budget	October Actual	YTD Actual	2022 YTD Budget Balance	% YTD Budget
Revenues					
Passenger Fares -4011	500,000	56,972	371,194	128,806	74.2%
Farebox Revenue - 4012	1,150,000	112,624	909,644	240,356	79.1%
Federal Funds -4022	711,657	-	441,071	270,586	62.0%
Federal-FTA 5307 UrbAreaForm -4024	8,465,764	-	8,465,750	14	100.0%
State Funds (MVST)-4027	22,085,654	2,083,921	17,394,664	4,690,990	78.8%
Met Council Grants-4033	640,000	-	368,814	271,186	57.6%
Other Intergovernmental (Scott Cnty Grants) - 4037	178,000	-	-	178,000	0.0%
Interest on Investments - 4041	10,000	36,484	111,886	(101,886)	1118.9%
Contract Revenues - 4051	196,663	-	224	196,438	0.1%
Advertising & Concession Rev - 4052	64,000	723	56,538	7,462	88.3%
Facility Leasing Revenue - 4053	410,000	18,556	113,032	296,968	27.6%
Claims Reimbursements-4056		1,141	4,336		
Other Income - 4058		-	3,195		
State Fair		19,345	229,646		
Total All Revenues	34,411,737	2,329,766	28,469,994	6,178,920	82.7%

Expenditures					
Salaries and Benefits - 6002	3,755,730	276,822	2,681,347	1,074,383	71.39%
Professional Services - 6025	2,231,735	102,887	986,549	1,245,186	44.21%
Marketing - 6040	230,150	11,606	303,017	(72,867)	131.66%
Materials - 6050	790,362	26,765	208,888	581,474	26.43%
Utilities - 6060	701,600	55,983	660,213	41,387	94.10%
Other Expenses - 6080	202,700	18,415	156,238	46,462	77.08%
Bus Operations - 6100	23,924,100	1,917,206	18,696,644	5,227,456	78.15%
Maintenance & Repair - 6110	426,917	50,047	454,461	(27,544)	106.45%
Facilities Debt Service/Rental - 6120	3,500		2,669	831	76.25%
Contract Services - 6130	2,082,437	97,557	1,442,228	640,209	69.26%
Insurance - 6140	619,500	3,341	526,300	93,200	84.96%
Claims - 6221	5,000	5,968	24,604	(19,604)	492.08%
Total General Fund Expenditures	34,973,731	2,566,597	26,143,158	8,830,573	74.8%
Total Capital Outlay	3,668,000	135,707	1,474,184	1,279,767	40.19%
Total Expenditures	38,641,731	2,702,304	27,617,342	10,110,341	71%

2022 Original budget presented and approved by the board, Dec 15, 2021

2022 Amended budget presented and approved by the board, May 25, 2022

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CHIEF EXECUTIVE OFFICER PURCHASES

November 15, 2022 through January 14, 2023

Purchases Under \$10,000

CATEGORY DESCRIPTION	NUMBER OF PROCUREMENTS	TOTAL DOLLAR VALUE
Contracted Items/Micro-Level Purchases	367	606,839
Employee Benefits/Administration Costs	87	71,926
Utilities	84	61,052

Purchases Over \$10,000

CATEGORY DESCRIPTION	NUMBER OF PROCUREMENTS	TOTAL DOLLAR VALUE
Contracted Items - Over \$10,000	38	897,569.52
Employee Benefits/Administration Costs	10	226,208.29
Utilities	3	33,540.26

Non-Contracted Purchases Over \$10,000

VENDOR	DESCRIPTION	AMOUNT	TERMS	FUNDING	COMMENTS
Dodge of Burnsville	Non-Revenue Vehicle; 2022 Dodge Ram 2500	55,713.00	One-Time Purchase	Operating Funds	MN State CPV Contract
Master Electric	Apple Valley Transit Station; Electrical Services/Fiber	23,656.00	One-Time Purchase	Operating Funds	Quotes
Wenzel Heating & Air Conditioning	Eagan Bus Garage; Air Conditioner Unit Replacement	10,516.00	One-Time Purchase	Operating Funds	Quotes
Wenzel Heating & Air Conditioning	Eagan Transit Station; Furnace and Air Conditioner Replacements	31,850.00	One-Time Purchase	Operating Funds	Quotes
Braun Intertec Corporation	Burnsville Bus Garage Modernization; Special Inspection & Testing	14,366.25	One-Time Purchase	Operating Funds	RFB
CDW Government	Cisco Cloud Security Subscription	13,342.20	Annual Purchase	Operating Funds	Existing System

Aspen Equipment Co	Non-Revenue Vehicle Lights & Plow	12,900.00	One-Time Purchase	Operating Funds	MN State CPV Contract
Midwest Lift Works LLC	Burnsville Bus Garage Hoist	52,000.00	One-Time Purchase	Operating Funds	MN State CPV Contract
Truist Bank	Gross Revenue Refunding Bond	15,807.99	One-Time Purchase	Operating Funds	Existing Vendor Relationship
Pulse Electric	Apple Valley Transit Station; Cabling (southbound station)	11,772.00	One-Time Purchase	Operating Funds	Quotes
Premier Lighting Inc	Eagan Bus Garage; Lighting Upgrades (LED)	40,565.69	One-Time Purchase	Operating Funds	Rebate Opportunity
Freshworks Inc	MVTA Customer Service/IT Tracking Software	11,976.02	Annual Purchase	Operating Funds	RFI

TO: MVTA Board of Commissioners
 FROM: Heidi Scholl, Chief Administrative Officer
 RE: 2023 Blanket Purchase Orders

DATE: January 25, 2023

Requested Action

MVTA Staff recommend that the MVTA Board of Commissioners approve the 2023 blanket purchase order list and assigned amounts.

Background

Annually, MVTA provides a list of requested blanket purchase orders to be approved by the MVTA Board. The blanket purchase order list contains a list of vendors and associated annual dollar thresholds; these purchase orders are used frequently and for small dollar purchases.

When making a purchase under a blanket purchase order all procurement policies and procedures still apply; however, the process is streamlined by not having to enter a purchase order per transaction. The below list of blanket purchase order vendors has gone through a competitive process and have been awarded a MVTA Contract, have been awarded a CPV Contract, or are a single source vendor; and the purchase amount does not exceed MVTA's approved open market dollar amount (\$3,000).

VENDOR NAME	PO DESCRIPTION	ANNUAL AMOUNT
Action Overhead Garage Door	Garage Door Repair	20,000
Amery Co	Fleet Equipment & Services	30,000
Bituminous Roadways	Facility Services	20,000
Buckeye Cleaning Center	Cleaning Supplies	10,000
CDW Government	IT Equipment	20,000
CertaPro Painters	Painting Services	20,000
Cornerstone Copy Center	Marketing	20,000
Cummins Inc.	Facility Services	10,000
Dick's Valley Service	Fleet Equipment & Services	5,000
Dorglass, Inc.	Facility Services	10,000
Eagan General Repair	Fleet Repair metal/fab	10,000
Earl F. Andersen	Signage	10,000
Fastenal Company	Facilities Equipment	10,000
Forklifts of MN, Inc.	Fleet Inspection Services	7,500
iSpace	Office Furniture	20,000
Kloos Electric	Facility Services	20,000
Maaco	Fleet Equipment & Services	30,000
Marks Towing	Fleet Equipment & Services	5,000
Master Electric	Facility Services	20,000
Midwest Lift Works	Fleet Inspection Services	10,000
Minnesota Truck & Trailer	Fleet Equipment & Services	30,000
Modern Electrical Solutions	Facility Services	20,000

Performance Cable Systems/Airflex	IT Cable Services	20,000
Petrochoice Holdings, Inc.	Fleet Fuel	50,000
Safety Signs	Facilities Equipment	10,000
Seon Sales, Inc.	Security	5,000
Stantec	Industrial Stormwater SWPPP Services	10,000
Tennant	Scrubber Repairs	10,000
Tri-State Bobcat Burnsville	Equipment and repair	10,000
Twin City Garage Door	Garage Door Repair	20,000
Viking Electric Supply	Facilities Equipment	10,000
Visual Impact, LLC	Bus Equipment & Supplies	30,000
Zahl Petroleum Equipment	Facilities Testing	10,000

Impact

The MVTA blanket purchase order list assists with streamlining purchases; therefore, the MVTA Board approval is important in minimizing staff time and routine purchase order entry for routine, frequent, contract associated purchases.

Recommendation

MVTA staff recommend that the MVTA Board approve the 2023 blanket purchase order list and associated annual dollar thresholds.

**MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 23-_____**

APPROVAL OF 2023 BLANKET PURCHASE ORDERS

WHEREAS, each year the Minnesota Valley Transit Authority (MVTA) is required to procure various goods and services;

WHEREAS, the most cost-effective means to acquire these items is to establish blanket purchase orders with vendors for the estimated spending during the year;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA Board of Commissioners approve the list of blanket purchase orders for 2023 in the total amount of \$572,500.

ADOPTED by the Minnesota Valley Transit Authority on January 25, 2023.

Chair

Attest:

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MINNESOTA VALLEY TRANSIT AUTHORITY
BOARD MEETING
November 30, 2022 - 4:30 p.m.
Meeting conducted via video conference

Board Members Present:

Kevin Burkart, Prior Lake
Dan Kealey, Burnsville
Jon Ulrich, Scott County
Gene Abbott, Savage
Bill Droste, Rosemount
Gary Hansen and Josh Feldman, Eagan
Clint Hooppaw, Apple Valley
Jay Whiting, Shakopee

Others Present:

Luther Wynder, MVTA
Kyle Adahl, MVTA
Aaron Bartling, MVTA
Richard Crawford, MVTA
Chad Deegan, MVTA
Cody Kruse, MVTA
Elle Larkin, MVTA
Hani Lanzi, MVTA
Vicky Loehrer, MVTA
Dawn McGuire, MVTA
Ben Picone, MVTA
Dan Rudiger, MVTA
Heidi Scholl, MVTA
Matt Tabaka, MVTA
Anthony Taylor, MVTA
Tanisha Zeiher, MVTA
Ben Reber, Legal Counsel
Bill Forbord, Schmitt & Sons
Victoria Pena, Schmitt & Sons

I. Call to Order

The meeting was called to order at 4:33 p.m. by Chair Kevin Burkart. A quorum was present.

II. Approval of Agenda

Chair Kevin Burkart approved the agenda without objection.

III. Public Comments

There were no public comments.

IV. Consent Agenda

A motion by Jay Whiting and seconded by Gene Abbott to approve the Consent Agenda. A roll call vote was taken.

Abbott - Aye
Kealey -

Droste - Aye
Ulrich - Aye

Hansen - Aye
Whiting - Aye

Hooppaw - Aye
Burkart - Aye

V. Old Business

A. MVTA Transform 2028

Luther Wynder, MVTA Chief Executive Officer, provided an overview on the MVTA Transform 2028 initiative. Wynder said MVTA Transform 2028 is a culmination of initiatives MVTA has been preparing for in the past two years. Initiatives include modernizing our facilities, electrifying and decarbonizing our fleet, overhauling our existing route system, and improving the rider experience from the decision to use our bus to drop off.

Wynder said MVTA will be seeking grant funding to complete Transform 2028 phases. Items on the MVTA Transform 2028 list include:

- Mobile App and Website
- Burnsville Bus Garage Modernization
- Network Redesign
- CR 42 BRT Feasibility Study
- Bus Shelter Prototype and Design
- Real-Time Information
- Facility Enhancements/Bus Stop Signs
- Transit Oriented Development/Multimodal

In 2023, MVTA will be engaging the MVTA Board of Commissioners and regional stakeholders to learn about MVTA 2028 Transform.

VI. New Business

A. Burnsville Bus Garage Modernization Phase II Owner’s Representative

Anthony Taylor, MVTA Manager, Infrastructure and Capital Projects, presented an amendment request for a contract with Loeffler Construction and Consulting for Phase II of the Burnsville Bus Garage Modernization Project. Taylor said MVTA contracted with Loeffler for Phase I of the modernization project and has had success.

Loeffler presented a proposal cost of \$230,075. The scope of work for Phase II owner’s representative services includes preconstruction, construction, and closeout phases, with an option to include construction auditing services. Taylor said operating dollars have been budgeted in the 2023 budget. Taylor said the amendment would support MVTA’s desire to complete the project on time and within budget.

A motion by Gary Hansen and seconded by Bill Droste to approve the amendment. A roll call vote was taken.

Abbott - Aye
Kealey - Aye

Droste - Aye
Ulrich - Aye

Hansen - Aye
Whiting - Aye

Hooppaw - Aye
Burkart - Aye

VII. Committee Reports

A. Suburban Transit Association

MVTA Chief Executive Officer Luther Wynder provided a recap of the November Suburban Transit Association meeting.

Wynder said Met Council representatives were in attendance and gave a good presentation about partnerships and how we can look to the future and hopefully go to the Legislature this session with some joint initiatives.

Kevin Burkart attended the November TAB meeting, which included discussions about allocating federal ARPA funds. Burkart said MVTA had several projects identified for funding.

Regarding incoming legislators, Jon Ulrich encouraged MVTA to work on orientation efforts for new legislators along with recognition efforts for outgoing elected officials.

B. Management Committee

1. 2023 Operating Budget

Luther Wynder, MVTA Chief Executive Officer, provided an agency overview on 2022, which included examining systemwide study recommendations, preparing for MVTA Transform 2028, streamlining express routes, adding new suburb-to-suburb opportunities, modified and continued growth of on-demand service, and expanded special service to area festivals and events. Wynder said MVTA expects to return to pre-pandemic ridership levels in 2025.

Elle Larkin, MVTA Finance Manager, Procurement and Contracts, provided an overview of the proposed 2023 Operating Budget. The MVTA FY2023 budget is focused on building the framework to transform. The 2023 operating budget forecasts \$26,946,491 in revenues. MVTA has budgeted a Motor Vehicle Sales Tax increase in revenues of 2% and passenger fares are projected to increase \$1 million from 2022.

The 2023 operating budget proposes \$37,797,479 in expenditures. Administration costs include a cost-of-living adjustment of 3.5 percent. Employee salaries are 7 percent of the MVTA operating budget.

Transit Operations would be \$25,332,000, which includes growth in micro transit service and an anticipated rise in fuel costs as well as additional bus maintenance and repairs. Facility Management expenditures are expected to decrease in 2023 due to the evaluation of 2022 actuals and facility projects being completed in-house.

The 2023 budget includes a proposed fund balance of 35 percent or four months of operating expenditures.

Larkin said the proposed 2023 budget will allow MVTA to support the operational needs of the agency.

The proposed 2023 General Fund Operating Budget, supported by the MVTA Management Committee, totals \$26,946,491 in revenues, \$37,797,479 in expenditures, and \$10,850,989 in use of fund balance.

Kevin Burkart said the Management Committee discussed the amount of money MVTA will maintain in reserves. Clint Hooppaw noted that the MVST funding is unlike funding sources that cities and counties use. The MVST funding is returned to the region to support our needs, Hooppaw said, and not spending it doesn't mean it will go back to the taxpayers, but rather other places in the region.

A motion by Clint Hooppaw and seconded by Dan Kealey to approve the 2023 Operating Budget. A roll call vote was taken.

Abbott - Aye
Kealey - Aye

Droste - Aye
Ulrich - Aye

Feldman - Aye
Whiting - Aye

Hooppaw - Aye
Burkart - Aye

2. 2023-2027 Capital Improvement Plan and Debt Service Fund Budgets

Elle Larkin, MVTA Finance Manager, Procurement and Contracts, highlighted 2023 plans for the 2023-2027 capital budget. Due to MVTA's 2022 fiscal discipline and the need to identify matching grant dollars, the 2022 into 2023 carry forward is \$1,776,737.

Capital project initiatives in 2023 include:

- Technology Hardware and Software - \$100,000
- Transportation Projects - \$500,000
- BBG Modernization - Phase 3 - \$1,240,000
- Regional Solicitation - \$1,125,000
 - Apple Valley Transit Station (AVTS) Modernization
 - Technology, ADA Enhancements

Debt Service Fund expenditures include \$364,070 for Eagan Bus Garage modernization.

A motion by Clint Hooppaw and seconded by Jay Whiting to approve the 2023-2027 Capital Improvement Plan and Debt Service Fund Budgets. A roll call vote was taken.

Abbott - Aye
Kealey - Aye

Droste - Aye
Ulrich - Aye

Feldman - Aye
Whiting - Aye

Hooppaw - Aye
Burkart - Aye

3. 2023 Cost-of-Living Adjustment

Vicky Loehrer, MVTA Program Manager, presented information on the proposed 2023 Cost-of-Living Adjustment. On an annual basis, MVTA collects information from various sources to establish the upcoming year's cost-of-living adjustment, including data from partner cities and counties, and local transit agencies. Proposed COLA increases from those sources ranged from 2.5 percent to 9 percent. Additionally, the U.S. Bureau of Labor Statistics Consumer Price Index published in October 2022 reported a national CPI increase of 8.2 percent over the past 12 months.

Loehrer said an adjustment in employee wages will help accommodate for increased cost of living and allow MVTA to maintain competitive salaries to retain staff.

A motion by Jay Whiting and seconded by Gene Abbott to approve the 2023 Cost-of-Living Adjustment. A roll call vote was taken.

Abbott - Aye
Kealey - Aye

Droste - Aye
Ulrich - Aye

Feldman - Aye
Whiting - Aye

Hooppaw - Aye
Burkart - Aye

4. 2023 Cafeteria Plan Allocation

Vicky Loehrer, MVTA Program Manager, presented information on the proposed 2023 Cafeteria Plan Allocation.

On an annual basis, MVTA analyzes employee benefit plans and rates for the upcoming year and designates a Cafeteria Plan allocation that reflects changes in health and dental premiums as related to the impact on staff.

Analysis also includes rate evaluation with renewal of existing plans, as well as comparison of other carriers and plan options.

An increase of the MVTA Cafeteria plan allocation from \$20,100 in 2022 to \$20,400 in 2023 will help to ease health coverage premium and deductible increases for MVTA staff and their families.

A motion by Dan Kealey and seconded by Clint Hooppaw to approve the 2023 Cafeteria Plan Allocation. A roll call vote was taken.

Abbott - Aye	Droste - Aye	Feldman - Aye	Hooppaw - Aye
Kealey - Aye	Ulrich - Aye	Whiting - Aye	Burkart - Aye

5. 2023 MVTA Board and Management Committee Schedules

Heidi Scholl, MVTA Chief Administrative Officer, presented the proposed meeting schedules for the MVTA Board of Commissioners and the MVTA Management Committee. The Management Committee reviewed the calendars.

A motion by Clint Hooppaw and seconded by Jay Whiting to approve the 2023 MVTA Board and MVTA Management Committee Schedules. A roll call vote was taken.

Abbott - Aye	Droste - Aye	Feldman - Aye	Hooppaw - Aye
Kealey - Aye	Ulrich - Aye	Whiting - Aye	Burkart - Aye

VIII. Board and Staff Reports

A. 2022 Stuff the Bus Preview

Richard Crawford, MVTA Public Information Manager, presented a preview of the 2022 Stuff the Bus collection. MVTA and Schmitty & Sons are inviting customers and the community to help Stuff the Bus December 1 through December 11 to support food shelves. Local Cub, Hy-Vee and Lunds & Byerly's stores are supporting the effort.

The Stuff the Bus event serves the CAP Agency's Food Shelf in Shakopee and 360 Communities in Burnsville. CAP provides immediate food and resources to individuals and families to bridge them through difficult times and help them reach self-sufficiency. 360 Communities serves more than 10,000 people annually with emergency food at food shelves in Apple Valley, Burnsville, Farmington, Lakeville, and Rosemount.

IX. Adjourn

The meeting was adjourned without objection at 6:01 p.m.

Minutes Prepared by: Richard Crawford

Next Regular Meeting is Wednesday, Jan. 25, 2023 - 4:30 p.m. All regularly scheduled MVTA Board meetings will be held at the posted time and location unless otherwise notified.

Approved by: _____ Date: _____

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OLD BUSINESS

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NEW BUSINESS

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COMMITTEE REPORTS

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TO: MVTA Board of Commissioners
FROM: Luther Wynder, Chief Executive Officer
RE: Suburban Transit Association

DATE: January 25, 2023

Requested Action
Information only.

Background

Chief Executive Officer, Luther Wynder, to provide a Suburban Transit Association (STA) recap from the Monday, January 9th meeting.

1. MVST and Provider Update
2. TAB Update
3. Legislative Update
4. Legislative Breakfast Discussion

The Legislative Breakfast is scheduled for Monday, January 30th, 2023. The next STA meeting is scheduled for February 13th, 2023.

Recommendation
Information only.

TO: MVTA Board of Commissioners DATE: January 25, 2023
THROUGH: MVTA Management Committee
FROM: Richard Crawford, MVTA Public Information Manager
RE: 2023 MVTA Board of Commissioners Assignments

Requested Action

Identify interest in serving on 2023 committees for the MVTA Board of Commissioners.

Background

According to MVTA Board bylaws, the Board may establish standing and/or temporary committees. Committees may be comprised of Commissioners and members of the Technical Work Group who may call upon staff, or outside consultants pursuant to contracts approved by the Board, for assistance and advice as necessary. Commissioners and members of the Technical Work Group shall be appointed to the committees annually and when necessary, and assignments shall be reviewed at the February meeting.

The Chair shall also appoint the members of each standing or temporary committee from among the members of the Board and the Technical Work Group and may designate a chair of each such committee.

Recommendation

MVTA Commissioners are asked to identify interest in serving on committees for 2023. Assignments will be confirmed at the February MVTA Board of Commissioners Meeting.

Minnesota Valley Transit Authority
2023 COMMITTEE RECRUITMENT

To Be Adopted: February 15, 2023

Purpose: The below committees are tied to specific functional areas of the MVTA Strategic Plan.

Action: Register for preferred committee(s) under 2023 BOARD MEMBER column.

	COMMITTEE TASKS	MEETING FREQUENCY	2022 BOARD MEMBERS	2023 BOARD INTEREST	ALTERNATES, STAFF
MANAGEMENT COMMITTEE	<ol style="list-style-type: none"> 1. Assist in the preparation of the annual budget and recommend budget to Board for adoption. 2. Develop investment policies. 3. Develop capital planning needs inventory. 4. Develop capital investment plans. 5. Adopt a schedule for financial reporting by for presentation to the Board. 6. Serve as the Personnel Committee. 7. Serve as Strategic Planning Committee. 8. Other. 	Monthly (Established Schedule)	<ol style="list-style-type: none"> 1. Kevin Burkart 2. Gary Hansen 3. Clint Hooppaw 4. Jon Ulrich 	<ol style="list-style-type: none"> 1. Kevin Burkart 2. Clint Hooppaw 3. Dan Kealey 4. Jon Ulrich <p style="text-align: center;">*4 Board Members Maximum</p>	<ol style="list-style-type: none"> 1. Josh Feldman 2. Luther Wynder
LEADERSHIP & GOVERNANCE (STA)	<ol style="list-style-type: none"> 1. Serve as STA legislative committee members (MVTA is allowed seven votes; alternates can vote in the absence of a voting member. 2. Participate in the evaluation of lobbyists and legislative action groups. 3. Work to adopt legislative positions in the metropolitan area that support transit. 4. Other 	Monthly	Committee does not require pre-registration.	Committee does not require pre-registration.	<ol style="list-style-type: none"> 1. Luther Wynder
PARTNERSHIP COMMITTEE	<ol style="list-style-type: none"> 1. Provide oversight and support for MVTA public-private partnership initiatives. 2. Other. 	Quarterly		<ol style="list-style-type: none"> 1. 2. 3. <p style="text-align: center;">*3 Board Members sought</p>	<ol style="list-style-type: none"> 1. MVTA STAFF

SPECIAL COMMITTEES	1. 169 Corridor Coalition		1. Burkart	1. Burkart	
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BOARD AND STAFF REPORTS/UPDATES

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TO: MVTA Board of Commissioners

DATE: January 25, 2023

FROM: Patrick Chilton, Senior Manager, External Affairs

RE: Recapping 2022 and Looking Forward to 2023 and Beyond

Requested Action

Information only.

Background

MVTA staff to provide a recap of 2022 and an outlook for 2023 and beyond.

Impact

The presentation is considered information only; however, the vision being set impacts MVTA's future direction and highlights what is to come.

Recommendation

Information only.

TO: MVTA Board of Commissioners

DATE: January 25, 2023

FROM: Richard Crawford, Public Information Manager

RE: MVTA Board of Commissioners Orientation Packet

Requested Action

Information only.

Background

MVTA Staff have created a MVTA Board of Commissioners Orientation Packet for all MVTA Board Commissioners and Alternates and are distributing the packet in conjunction with the first MVTA Board of Commissioners meeting of 2023.

Impact

The packet includes contact information for MVTA Commissioners and Alternates and provides overview information on Minnesota Valley Transit Authority.

Recommendation

Information only.

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