

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
December 7, 2005 – 4:30 p.m.
Burnsville Transit Station

Board Members Present:

William Droste, Rosemount
Kevin Lienau, Savage
Bud Osmundson, Burnsville
Will Branning, Dakota County
Tom Pepper, Eagan
Jon Ulrich, Scott County
Margaret Schreiner, At-large

Others Present:

Lois Spear, Finance Officer
Barb Ross, Best & Flanagan
Dan Krom, Dakota County Transit Manager
Tom Bright, Facilities Manager
Wally Lyslo, At-Large Alternate
Beverley Miller, Executive Director
Robin Selvig, Customer Relations Manager
Samantha Porter, Operations Manager
Michael Abegg, Planner
Tom Knier, Laidlaw Transit
Troy Beam, Scott County TWG
Sue McComber, Dakota County
Jean Erickson, Dakota County

I. Call to Order

The meeting was called to order by Chair William Droste at 4:30 p.m.

II. Public Comments

There were no comments from the public

III. Approval of Agenda

The agenda was re-ordered slightly, to accommodate to ensure a quorum was present for the discussion of the BTS retail development. Motion by Margaret Schreiner and seconded by Kevin Lienau to approve the agenda with the one change. Motion carried.

IV. Consent of Agenda

Motion by Margaret Schreiner and seconded by Kevin Lienau to approve the Consent Agenda. Motion carried. Resolutions approved as part of the Consent Agenda are attached to these minutes.

V. Development Committee

A. BTS Retail Development

Barb Ross distributed a letter for discussion by the MVTA Board regarding conditions identified by the Development Committee during its recent meeting with Mr. Baker and his associates. It was noted that the proforma has been received and is being reviewed by MVTA consultant, PFM. With regard to item 4 and the extension of brick pavers to the east end of the building pad, it was noted that there was discussion of a railing between the sidewalk and the drop-off, and also of a deck for pedestrian use. The letter would be reworded to cover a broader pedestrian path. Given that the Development Committee

only meets periodically, it was suggested that Mr. Baker attend all Development Committee meetings during the project, to update the Committee on the status of things.

Motion by Margaret Schreiner and seconded by Bud Osmundson to delegate review of Mr. Baker's compliance with the issues identified in the letter to the Development Committee, including final approval on the architectural components of the design. Motion carried. A Development Committee meeting has been scheduled for 8 a.m. on Thursday, Dec. 29.

VI. New Business

Robin Selvig reviewed the MVTA's need for computer consulting services and reasons why a change in vendors is appropriate at this time. Staff recommends a one-year contract with e-Frame. If things do not work out, the contract would include a 60-day written cancellation clause at which time the MVTA would arrange service with LOGIS on a time-and-materials basis. Motion by Kevin Lienau and seconded by Margaret Schreiner to approve an agreement with e-Frame. Motion carried.

VI. Old Business

A. 40' Bus Procurement Addition

Michael Abegg reviewed the MVTA's 40' bus procurement, and indicated that funding is available to procure four additional vehicles. These vehicles would be delivered in September or October 2006. Motion by Margaret Schreiner and seconded by Kevin Lienau to purchase four additional 40' New Flyer, low-floor buses via the Council's contract.

B. County Road 46/County Road 31

Service started on Monday (Dec. 5) at the new park & ride, with some 10 riders on the first day. It may take a while to move riders, as the site still appears to be a construction site. The building is scheduled to open in February. Signage is now posted at the Apple Valley Transit Station, and a second mass e-mail to riders has generated some interest in parking at the site.

C. Report on Meeting with Peter Bell

Beverley and Margaret reported on the STA meeting with Peter Bell, noted that the transit taxing district will not be address in an "election" year but will be studied to determine the best means of expansion during the 2007 legislative session. STA is interested in starting the dialogue that will break ground for the 2007 legislation session.

VII. Staff Reports / Update

A. Draft 2006 Calendar

The Draft 2006 calendar was reviewed for approval at the January Board meeting. Meeting locations are to be determined, as some Board members expressed a preference to hold occasional meetings at the Eagan Bus Garage.

B. Small Bus Procurement

Michael Abegg reported that the small bus procurement has again been delayed, given that MnDOT had just completed the specifications and MVTA staff has not yet had an opportunity to review the document. It is anticipated that the Board will be expected to approve procurement for small buses in January 2006.

VIII. Committee Reports

A. STA

Margaret Schreiner indicated that there was a healthy discussion at the STA meeting, and that things are much more formal now – with votes recorded on issues, and a more thorough record maintained. Beverley Miller also pointed out that the STA accomplishments from the past four years were included in the packet, as requested by the Board. STA is expected to adopt its legislative agenda in January, and then bring it to the MVTA Board for adoption or adjustment.

B. Development Committee- Cedar Corridor

Will Branning introduced Dan Krom, the new Transit Manager for Dakota County. He has an extensive background at MnDOT. The Development Committee reviewed the options presented by TKDA for expansion at the Apple Valley Transit Station. There is concern that given current parking and ridership figures, it is important to plan for the 2030 scenario immediately. The initial Cedar Grove concepts were also provided. A work plan and cost are being developed by TKDA for the Cedar Grove site. Will Branning also noted that the Cedar Group has received approval from the Met Council for some administrative support and costs, some of which may flow to the MVTA given the time and energy Beverley Miller is spending on these projects. She also noted that she has agreed to help Scott County with the Park & Ride RFP process.

D. Personnel Committee

Kevin Lienau offered the Personnel Committee Report. The first items included updating of the Personnel Policies, clarifying a number of issues. Motion by Margaret Schreiner and seconded by Jon Ulrich to approve the Personnel Policies changes. Motion carried.

Beverley Miller reviewed the Benefits program increase for the staff Cafeteria Plan. Staff members can purchase their preferred insurance products via this plan, and may have all of their coverage provided, or may have extra funds allocated for benefits. Motion by Margaret Schreiner and seconded by Bill Droste to approve the benefits increase from \$625 per month to \$675 per month. Motion carried.

Kevin Lienau presented the proposed range adjustments, which are completed every two years based on a variety of peer cities, including cities within Region 3 (where MVTA is located). Motion by Margaret Schreiner and seconded by Kevin Lienau to adopt the range adjustments. Motion carried.

Beverley Miller reviewed the Legal Counsel evaluation and recommendation that the contract be extended for two years with Best & Flanagan. Although there were few responses to the legal counsel evaluation, the Personnel Committee noted that this was “not a negative response to legal counsel. They were silently happy.” Motion by

Margaret Schreiner and seconded by Jon Ulrich to approve the Legal Counsel contract extension. Motion carried.

Beverley Miller noted that just before the Board meeting she received word that a news release would be issued tomorrow stating that Arlene McCarthy, director of Service Development, would succeed Nacho Diaz as director of Metropolitan Transportation Services.

IX. Adjournment

The meeting was adjourned at 6 p.m.

Minutes Prepared By:

Robin Selvig

**Next Regular Meeting Scheduled: Jan. 25, 2006, 4:30 p.m. Burnsville Transit Station
Second Floor, Conference Room**

All regularly Scheduled Board Meetings will be held on the **FOURTH** Wednesday of the month at the posted time at the Burnsville Transit Station Second Floor Conference Room unless otherwise notified.

Approved by: _____

Date: _____