

MVTA Regular Board Meeting
Feb. 28, 2007 - 4:30 p.m.
Cherokee Sirloin Room
Driver-of-the-Year Ceremony Follows at 5 p.m.

Board Members: Jon Ulrich (Chair), William Droste, Elizabeth Kautz, Jane Victorey, Will Branning, Margaret Schreiner, Ruth Grendahl, Meg Tilley

Alternates/TWGs: Bud Osmundson, Burnsville; Tom Lovelace, Apple Valley; Tom Pepper, Eagan; Eric Zweber, Rosemount; Bryan Tucker, Savage; Margaret Schreiner (At-large); Tom Egan (Alternate), Dan Krom (TWG), Dakota County; Barbara Marschall (Alternate), Troy Beam (TWG), Scott County; Wally Lyslo (At-Large Alternate)

Board Staff: Beverley Miller (Executive Director), Mike Abegg (Planner), Samantha Porter (Operations Manager); Robin Selvig (Customer Relations Manager), Tom Bright (Facilities Manager), Lois Spear (Finance Officer); Glenn Boden (Transit Fleet Maintenance Manager)

- I. Call the Meeting to Order
- II. Public Comments
- III. Approval of Agenda¹
- VI. Consent Agenda¹
 - A. Operations/Expenses Reports
 - B. Approve Additional Blanket PO's
 - C. Prouty Project Revised Pricing
 - D. Accept Wage Compliance Report – KDV
 - E. Approve Lease at ETS for Tobacco Outlet
 - F. January Meeting Minutes
 - G. Strategic Planning Workshop Meeting Minutes
 - H. February 2 Special Meeting Minutes
- V. Old Business
 - A. Confirm Committee Assignments¹
 - B. Teresa Daly – Strategic Planning (hand-outs)¹
- VI. New Business
- VII. Committee Reports
 - A. STA – James Clark²
- VIII. Staff Reports / Update²
 - A. Driver of the Year Awards Dinner Follows Meeting
- IX. Adjourn¹

¹Decision Information

²Monitoring Information

³Incidental Information

MINNESOTA VALLEY TRANSIT AUTHORITY

2007 Board Member Listing

Jon Ulrich '01, Chair
(SCOTT Cty)
14043 Walters Way
Savage, MN 55378
Home: (952) 447-2286 cell: (612) 716-6724
Fax: (952) 447-6278
email: jon@jonulrich.com
Committees: Development

William Droste, '03
13832 Danbury Path
Rosemount, MN 55068-3630
home: 651/423-1944 City Hall: 651/322-2050
Pager: 651/847-0004 fax: 651/423-4424
email: wdroste@frontiernet.net
Committees: Development, Personnel, Strat Planning

Jane Victory, '06
4897 W. 139th St.
Savage, MN 55378
home: (952) 894-2105 work: 952/935-1432 ext 1207
email: jvictory@ci.savage.mn.us (prefer e-mail to work) or j.victory@ihmcs.org
cell: 952-210-8240
Committees: Finance, Personnel

Meg Tilley, '01, Vice Chair
1018 Boston Hill Road
Eagan, MN 55123
home: 651/454-7819 work: 651/296-4001
Cell: 651/485-5558
email: megtilley2002@hotmail.com
Committees: Development, STA

Elizabeth B. Kautz, '97, Secretary
2104 West Manor Blvd
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home: (952) 894-5138 fax: (952) 707-6418
Work:
Cell: (612) 834-0600
email: elizabeth.kautz@ci.burnsville.mn.us
Committees: STA, Personnel, Marketing, Strat Plan

Ruth Grendahl, '97 Treasurer
13685 Pennock Avenue
Apple Valley, MN 55124
h: (952) 432-3828
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Committees: Finance, Development
email: rgrendahl@charter.net

*Margaret Schreiner '01.
1590 West Highway 55
Hastings, MN 55033-2372
Phone: (651) 438-4529 fax: (651) 438-4405
Cell: 651/303-6050 Home: 651/454-1744
home fax: (651) 454-0718
email: margaret.schreiner@co.dakota.mn.us
home: mschreiner@ispwest.com
Committee: STA, Marketing, Strat Planning

Will Branning, '97
(Dak Cty)
13775 Guild Av.
Apple Valley, MN 55124
Home: (952) 432-7825 VM/Fax: (952) 891-8319
Cell: (612) 790-5840
Committees: Development, Strat Planning, Personnel
email: will.branning@co.dakota.mn.us

TWG/Alternate Listing

Barbara Marschall '97/Alt
6701 Rustic Road
Prior Lake, MN 55372
Home: (952) 447-5748
Troy Beam '05 TWG
Scott County Transit
200 Fourth Ave. W.
Shakopee, MN 55379
(952) 496-8277
email: tbeam@co.scott.mn.us
committee:

Eric Zweber
Senior Planner
2875 145th St. West
Rosemount, MN 55068
Work: (651) 322-2052
Committee:
email: eric.zweber@ci.rosemount.mn.us

Alt/TWG - Bryan Tucker, 03
City of Savage
6000 McColl Dr.
Savage, MN 55378
Work: (952) 882-2692
email: btucker@ci.savage.mn.us

Tom Pepper, '98
City of Eagan - Chief Financial Officer
3830 Pilot Knob Road
Eagan, MN 55122
Work: (651) 675-5017 fax: (651) 675-5012
Committee: Finance
email: tpepper@ci.eagan.mn.us
Lori Peterson, '06
City of Eagan - Personnel Director
3830 Pilot Knob Road
Eagan, MN 55122
Work: (651) 675-5002 fax: (651) 675-5012
Committee: Personnel
lpeterson@cityofeagan.com

Bud Osmundson, '05
City of Burnsville
100 Civic Center Dr.
Burnsville, MN 55337
Work: (952) 895-4544
Committee:
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Tom Lovelace, '06
City of Apple Valley
7100 W. 147th St.
Apple Valley, MN 55124
Work: (952) 953-2572
Committees:
Email: tovelace@cityofapplevalley.org

Wally Lyslo '00
913 Woodlawn Ct.
Burnsville, MN 55337
home/fax: (952) 894-1583
email: wallylyslo@msn.com
Committee: Finance, Development

Dan Krom '05 (TWG)
14955 Galaxie Ave.
Apple Valley, MN 55124
Phone: (952) 891-7146 fax: (952) 891-7031
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Committee: Development
Tom Egan '05 (alt)
864 Great Oaks Trail
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Home: (651)452-3957 Office: (651) 438-4429
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MVTA Information

MVTA Offices:
Burnsville Transit Station
100 East Highway 13
Burnsville, MN 55337
Phone: (952) 882-7500 Fax: (952) 882-7600

Burnsville Bus Garage Eagan Bus Garage
11550 Rupp Dr. 3600 Blackhawk Rd
Burnsville, MN 55337 Eagan, MN 55122
Phone: (952) 882-7500

Apple Valley Transit Station Eagan Transit Station
15584 Gaslight Dr. 3470 Pilot Knob Rd
Apple Valley, MN 55124 Eagan, MN 55122
Phone: (952) 432-1710 (651) 209-0581

MVTA Staff:

General email: mvta@mvta.com
Beverly Miller, Executive Director
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Michael Abegg, Planner
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Robin Selvig, Customer Relations Manager
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Tom Bright, Facilities Manager
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Lois Spear, Finance Officer
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Samantha Porter, Operations Manager
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Glenn Boden, Fleet Maintenance Manager
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MVTA Attorney:

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Best & Flanagan
4000 First Bank Place
225 S. 6th St.
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Met Council Reps

Brian McDaniel - District 16 Jules Smith - District 4
13954 Flagstaff 230 E. Fifth St.
Apple Valley, MN 55124 St. Paul, MN 55101
952/997-9731 952/831-1788
brian.mcdaniel@metc.state.mn.us julius.smith@metc.state.mn.us

Daniel Wolter - District 15
230 E. Fifth St.
St. Paul, MN 55101
651/882-7814
daniel.wolter@metc.state.mn.us

City Managers:

Tom Lawell - Apple Valley Craig Ebeling - Burnsville
Tom Hedges - Eagan Barry Stock - Savage
Jamie Verbrugge - Rosemount

County Administrators:

Brandt Richardson - Dakota Dave Unmacht - Scott

City Hall Phone Numbers:

Apple Valley (952) 953-2500 Fax: (952) 953-2515
Burnsville (952) 895-4400 Fax: (952) 895-4404
Eagan (651) 675-5000 Fax: (651) 675-5012
Rosemount (651) 423-4411 Fax: (651) 423-5203
Savage (952) 882-2660 Fax: (952) 882-2656
Dakota Cty (651) 437-3191 Fax: (651) 438-4405
AV Office: (952) 891-7570 Fax: (952) 891-7031
14955 Galaxie Av., Apple Valley, MN 55124
Scott Cty (952) 496-8100 Fax: (952) 496-8430

City Council/County Commission Meetings:

Apple Valley 2nd/4th Thursdays
Burnsville 1st/3rd Mondays
Eagan 1st/3rd Tuesdays
Rosemount 1st/3rd Tuesdays
Savage 1st/3rd Mondays
Scott County Tuesdays
Dakota County Tuesdays

Consent Agenda

Description	12/31/2006	12/31/2006	2006	2006	2006	2005		Per Cent Used	Per Cent Used
	Current	Current	Year to Date Actual	Year to Date Budget	Annual Budget	Year YTD Budget	Year YTD Actual		
6004 Salaries	49,333.92	43,317.00	514,369.36	562,549.00	562,549.00	525,060.00	479,600.43	91.44	91.34
6003 Salaries	49,333.92	43,317.00	514,369.36	562,549.00	562,549.00	525,060.00	479,600.43	91.44	91.34
6010 Benefits									
6011 Employer FICA	3,670.16	3,313.00	40,367.21	43,035.00	43,035.00	40,167.00	37,118.49	93.80	92.41
6012 Employer PERA	2,129.03	2,599.00	28,695.06	33,753.00	33,753.00	29,456.00	24,788.88	85.01	84.16
6013 Cafeteria Plan	12,512.84	10,327.00	63,131.78	68,850.00	68,850.00	61,583.00	55,850.68	91.69	90.69
6014 Auto Allowance	550.00	500.00	6,600.00	6,000.00	6,000.00	5,700.00	5,800.00	110.00	101.75
6015 Employer 401 Contribution	250.00		250.00				33,610.16		
6016 ADP/Unemployment	1,891.05	150.00	3,339.24	1,800.00	1,800.00	1,800.00	1,030.49	185.51	57.25
6010 Benefits	21,003.08	16,889.00	142,383.29	153,438.00	153,438.00	138,706.00	158,198.70	92.80	114.05
6002 Salaries and Benefits	70,337.00	60,206.00	656,752.65	715,987.00	715,987.00	663,766.00	637,799.13	91.73	96.09
6025 Professional Services									
6026 Prof Svcs - Banking/Trust	505.00	208.00	3,390.48	2,500.00	2,500.00	2,500.00	2,078.00	135.62	83.12
6027 Prof Svcs - Engineering		833.00	5,260.44	10,000.00	10,000.00	10,000.00		52.60	
6028 Prof Svcs - Temporary Svcs	953.70	1,250.00	7,690.39	15,000.00	15,000.00	15,000.00	34,813.64	51.27	232.09
6029 Prof Svcs -Comp Consulting	705.00	3,333.00	13,227.95	40,000.00	40,000.00	44,500.00	28,456.93	33.07	63.95
6030 Prof Svcs - Maintenance Mgmt		1,250.00	10,459.00	15,000.00	15,000.00	15,000.00	8,356.00	69.73	55.71
6031 Prof Svcs - Auditing/Acctg			13,950.00	15,442.00	15,442.00	15,957.00	11,050.00	90.34	69.25
6032 Prof Svcs - Legal	763.90	3,916.00	28,449.11	47,000.00	47,000.00	47,000.00	45,315.98	60.53	96.42
6033 Prof Svcs - Other	4,374.53	1,750.00	14,900.03	21,000.00	21,000.00	21,000.00	37,080.94	70.95	
6034 Prof Svcs - Security	186.38	841.00	9,620.48	10,112.00	10,112.00	8,782.00	8,243.86	95.14	93.87
6025 Professional Services	7,488.51	13,381.00	106,947.88	176,054.00	176,054.00	158,739.00	175,395.35	60.75	110.49
6040 Marketing									
6041 Public Information & Events		666.00	3,233.30	8,000.00	8,000.00	8,000.00	5,379.85	40.42	67.25
6042 Advertising	252.95	833.00	11,453.04	10,000.00	10,000.00	16,000.00	7,616.67	114.53	47.60
6043 Promotional	24,431.10	470.00	27,130.58	39,650.00	39,650.00	5,650.00	5,750.50	68.43	101.78
6044 Research		333.00		4,000.00	4,000.00	6,000.00			
6040 Marketing	24,684.05	2,302.00	41,816.92	61,650.00	61,650.00	35,650.00	18,747.02	67.83	52.59
6050 Materials									
6051 Printing	926.55	3,330.00	33,089.32	39,960.00	39,960.00	38,000.00	23,818.84	82.81	62.68
6052 Postage	1,071.64	291.00	5,183.85	3,500.00	3,500.00	5,000.00	3,034.82	148.11	60.70
6053 Office Supplies	2,885.10	1,115.00	10,981.90	13,390.00	13,390.00	13,000.00	17,046.34	82.02	131.13
6054 Computer Supplies	1,144.94	558.00	25,535.09	6,700.00	6,700.00	381.12	3,350.31	381.12	
6055 Signage		4,215.00	7,820.07	50,590.00	50,590.00	5,433.00	6,064.13	15.46	111.62
6056 Maintenance Materials	2,369.66	1,586.00	33,807.26	19,075.00	19,075.00	17,158.00	4,184.32	177.23	24.39
6050 Materials	8,397.89	11,095.00	116,417.49	133,215.00	133,215.00	78,591.00	57,498.76	87.39	73.16

MINNESOTA VALLEY TRANSIT
Monthly Financial Report w/ YTD Budget

Description	12/31/2006		2006		2006		2005		Per Cent Used
	Current	Period Budget	Year to Date Actual	Year to Date Budget	Annual Budget	Year YTD Budget	Same Period Prior	Year YTD Actual	
6060 Utilities									
6061 Gas	13,907.97	16,880.00	116,403.08	202,577.00	202,577.00	164,259.00	137,371.14	83.63	
6062 Electric	16,216.18	9,166.00	166,888.42	110,054.00	110,054.00	106,145.00	115,329.38	108.65	
6063 Water/Sewer	2,958.33	3,330.00	28,628.09	40,000.00	40,000.00	39,850.00	12,452.31	31.25	
6064 Communications	4,077.59	2,145.00	35,266.18	25,761.00	25,761.00	32,411.00	25,898.64	79.91	
6065 Pay Phone						798.00	435.39	54.56	
6066 Waste Removal	376.76	459.00	3,301.93	5,584.00	5,584.00	6,120.00	3,127.66	51.11	
6067 Hazardous Waste Removal	3,475.36	125.00	5,997.98	1,515.00	1,515.00	500.00	3,739.29	747.86	
6060 Utilities	41,012.19	32,105.00	356,485.68	385,471.00	385,471.00	350,083.00	298,353.81	85.22	
6080 Other Expenses									
6081 Memberships/Dues/Subscriptions	2,000.00	1,545.00	44,799.17	52,000.00	52,000.00	52,000.00	41,084.33	79.01	
6082 Training/Tuition		666.00	2,015.00	8,000.00	8,000.00	8,000.00	1,727.00	21.59	
6083 Board Activities	15.00	500.00	14,609.18	6,000.00	6,000.00	6,000.00	2,160.09	36.00	
6084 Travel/Mileage Reimbursement	833.46	716.00	7,581.98	8,600.00	8,600.00	8,600.00	4,923.17	57.25	
6085 Taxes & Fees			7,690.38	16,800.00	16,800.00	16,050.00	7,594.42	47.32	
6086 Capital Outlay (Items)	40.94	416.00	132,584.33	167,500.00	167,500.00	46,000.00	134,032.27	291.37	
6087 Other			2,462.05	5,000.00	5,000.00	10,000.00	2,706.70	27.07	
6088 Reserve/Contingency	2,889.40	24,227.00	290,729.00	290,729.00	290,729.00	269,482.00	194,227.98	46.67	
6080 Other Expenses		42,028.00	211,742.09	554,629.00	554,629.00	416,132.00			
6100 Bus Operations									
6101 Operating Costs	827,431.94	808,688.00	10,456,730.12	10,697,366.00	10,697,366.00	10,247,749.00	9,933,906.01	96.94	
6102 Promotional Svc	289.31		111,216.93	101,038.00	101,038.00	98,000.00	96,370.55	98.34	
6103 Fuel & Lubricants	122,604.08	85,710.00	1,339,877.88	1,126,211.00	1,126,211.00	792,159.00	1,083,511.37	136.78	
6104 Fuel Tax Credit	4,132.12		4,077.42				5,518.10		
6100 Bus Operations	946,193.21	894,398.00	11,903,747.51	11,924,615.00	11,924,615.00	11,137,908.00	11,108,269.83	99.73	
6110 Bus Maintenance & Repair									
6111 Material & Supplies	493.05	22,864.00	43,829.36	274,373.00	274,373.00	127,755.00	46,042.33	36.04	
6112 Maintenance Labor	1,411.34		79,370.24				69,903.30		
6110 Bus Maintenance & Repair	1,904.39	22,864.00	123,199.60	274,373.00	274,373.00	127,755.00	115,945.63	90.76	
6120 Facilities Debt Svc/Rental									
6121 COP Principal	280,000.00	125,000.00	400,000.00	245,000.00	245,000.00	572,500.00	235,000.00	41.05	
6122 COP Interest	36,430.10	35,838.00	74,644.10	74,052.00	74,052.00	195,957.00	83,457.00	42.59	
6123 Rent			1,797.91	1,798.00	1,798.00	5,354.00	2,054.03	38.36	
6120 Facilities Debt Svc/Rental	316,430.10	160,838.00	476,442.01	320,850.00	320,850.00	773,811.00	320,511.03	41.42	
6130 Contract Services									
6131 Maintenance Services	3,036.69	7,206.00	173,994.24	86,520.00	86,520.00	76,837.00	78,153.88	101.71	

MINNESOTA VALLEY TRANSIT
Monthly Financial Report w/ YTD Budget

Description	12/31/2006		2006		2006		2006		2005		Per Cent Used
	Current	Period Budget	Year to Date Actual	Year to Date Budget	Per Cent Used	Annual Budget	Year YTD Budget	Year YTD Actual	Per Cent Used		
6132 Snowplowing	10,740.99	19,196.00	68,324.50	108,742.00	62.83	108,742.00	103,070.00	129,342.13	125.49		
6133 Lawn Care		259.00	60,054.90	44,070.00	136.27	44,070.00	43,188.00	32,947.08	76.29		
6134 Janitorial/Laundry	4,758.43	4,354.00	62,153.28	52,307.00	118.82	52,307.00	49,502.00	49,531.41	100.06		
6135 Other	1,635.82	475.00	15,764.16	5,706.00	276.27	5,706.00	2,497.00	21,339.50	854.61		
6130 Contract Services	20,171.93	31,492.00	380,291.08	297,345.00	127.90	297,345.00	275,094.00	311,314.00	113.17		
6140 Insurance											
6141 Property		2,470.00	36,193.00	29,646.00	122.08	29,646.00	31,253.00	31,176.00	99.75		
6142 Liability		2,080.00	23,582.00	24,967.00	94.45	24,967.00	29,478.00	24,240.00	82.23		
6143 Workers Comp	452.00	358.00	5,156.00	4,304.00	119.80	4,304.00	3,945.00	4,522.00	114.63		
6144 Auto		56.00	1,055.00	682.00	154.69	682.00	850.00	662.00	77.88		
6145 Other		76.00	954.00	918.00	103.92	918.00	912.00	977.70	107.20		
6140 Insurance	452.00	5,040.00	66,940.00	60,517.00	110.61	60,517.00	56,438.00	61,577.70	92.68		
6200 Depreciation Expense											
6220 Claims			4,765.00					338.93-			
6221 Claims Expense			4,765.00					338.93-			
6220 Claims											
6001 Expenditures	1,439,960.67	1,275,749.00	14,445,547.91	14,904,706.00	96.92	14,904,706.00	14,083,967.00	13,299,301.31	94.43		
00100 General	545,161.00-	268,222.00	808,189.19-	752,354.00	107.42-	752,354.00	1.00	85,477.36-	*****		

<u>Ck Date</u>	<u>GL Date</u>	<u>Type</u>	<u>Check #</u>	<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	<u>Void Amount</u>	<u>Payment Type</u>
1/10/2007	1/10/2007	PK	16903*	100039	BURNSVILLE ELECTRIC	273.00		Check Payment
1/10/2007	1/10/2007	PK	16904	100140	**VOID VOID VOID VOID VOID**			Check Payment
1/10/2007	1/10/2007	PK	16905	100140	LAILAW TRANSIT SERVICES	328,827.34		Check Payment
1/10/2007	1/10/2007	PK	16906	100253	LOIS SPEAR	1,411.88		Check Payment
1/10/2007	1/10/2007	PK	16907	100189	NCPERS GROUP LIFE INS.	32.00		Check Payment
1/10/2007	1/10/2007	PK	16908	100243	SCHMITTY & SONS	499,038.42		Check Payment
1/10/2007	1/10/2007	PK	16909	100262	SPEEDWAY SUPER AMERICA LLC	286.31		Check Payment
1/10/2007	1/10/2007	PK	16910	100260	SUBURBAN TAXI	24.00		Check Payment
1/10/2007	1/10/2007	PK	16911	100564	SWANSON, GREG	25.00		Check Payment
1/10/2007	1/10/2007	PK	16912	100324	ALLIED WASTE SERVICES	376.76		Check Payment
1/10/2007	1/10/2007	PK	16913	100045	CAREFREE SERVICES, INC.	8,771.49		Check Payment
1/10/2007	1/10/2007	PK	16914	100071	DAKOTA ELECTRIC ASSOCIATION	1,055.61		Check Payment
1/10/2007	1/10/2007	PK	16915	100540	GA CONSTRUCTION, INC.	39,847.75		Check Payment
1/10/2007	1/10/2007	PK	16916	100109	HANNON SECURITY SERVICES, INC.	857.33		Check Payment
1/10/2007	1/10/2007	PK	16917	100118	HCS HUBER COMM'L SERV.	100.61		Check Payment
1/10/2007	1/10/2007	PK	16918	100403	KELLEY FUELS, INC.	14,568.17		Check Payment
1/10/2007	1/10/2007	PK	16919	100147	LEAGUE OF MN CITIES INS TRUST	5,861.00		Check Payment
1/10/2007	1/10/2007	PK	16920	100002	MICHAEL L. ABEGG	313.20		Check Payment
1/10/2007	1/10/2007	PK	16921	100479	MINNESOTA ENERGY RESOURCES	6,816.71		Check Payment
1/10/2007	1/10/2007	PK	16922	100181	MN.GOV'T FINANCE OFFICERS	40.00		Check Payment
1/10/2007	1/10/2007	PK	16923	100444	SELLWOOD, KRISTI	29.15		Check Payment
1/10/2007	1/10/2007	PK	16924	100286	XCEL	5,655.24		Check Payment
1/10/2007	1/10/2007	PK	16925	100288	YOCUM OIL COMPANY, INC.	14,579.25		Check Payment
1/18/2007	1/18/2007	PK	16926	100014	AMERICAN LASER-CUT GRAFIX	24,431.10		Check Payment
1/18/2007	1/18/2007	PK	16927	100013	AMERIPRIDE	218.07		Check Payment
1/18/2007	1/18/2007	PK	16928	100567	BRKW APPRAISALS, INC.	2,800.00		Check Payment
1/18/2007	1/18/2007	PK	16929	100051	CHRISTUS VICTOR LUTHERAN CHURC	455.97		Check Payment
1/18/2007	1/18/2007	PK	16930	100053	CITY OF APPLE VALLEY	198.89		Check Payment
1/18/2007	1/18/2007	PK	16931	100055	CITY OF EAGAN	251.78		Check Payment
1/18/2007	1/18/2007	PK	16932	100085	EARL F. ANDERSEN, INC.	545.55		Check Payment
1/18/2007	1/18/2007	PK	16933	100395	FACILITECH	164.00		Check Payment
1/18/2007	1/18/2007	PK	16934	100095	FLOYD SECURITY	180.85		Check Payment
1/18/2007	1/18/2007	PK	16935	100097	GALLAGHERS'	3,827.22		Check Payment
1/18/2007	1/18/2007	PK	16936	100118	HCS HUBER COMM'L SERV.	159.75		Check Payment
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1/18/2007	1/18/2007	PK	16938	100120	ICMA RETIREMENT TRUST-457	175.00		Check Payment
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1/18/2007	1/18/2007	PK	16941	100403	KELLEY FUELS, INC.	28,025.00		Check Payment
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1/18/2007	1/18/2007	PK	16943	100343	OFFICE OF ENTERPRISE TECH - A/	101.35		Check Payment
1/18/2007	1/18/2007	PK	16944	100202	ONVOY	1,197.78		Check Payment
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1/18/2007	1/18/2007	PK	16948	100225	PUBLIC EMPLOYEES RETIREMENT AS	2,571.83		Check Payment
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1/18/2007	1/18/2007	PK	16951	100244	SCHADEGG MECHANICAL	2,342.00		Check Payment
1/18/2007	1/18/2007	PK	16952	100444	SELLWOOD, KRISTI	23.76		Check Payment
1/18/2007	1/18/2007	PK	16953	100254	SRSI	354.17		Check Payment
1/18/2007	1/18/2007	PK	16954	100030	THE BERRY COMPANY	184.69		Check Payment
1/18/2007	1/18/2007	PK	16955	100078	THE DATABANK	141.81		Check Payment

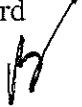
* Indicates Skip in Check Sequence

Ck Date	GL Date	Type	Check #	Vendor	Name	Amount	Void Amount	Payment Type
1/18/2007	1/18/2007	PK	16956	100496	THINK GRAPHIC DESIGN	4,374.53		Check Payment
1/18/2007	1/18/2007	PK	16957	100378	TKDA	869.65		Check Payment
1/18/2007	1/18/2007	PK	16958	100266	TRANS-ALARM	419.75		Check Payment
1/18/2007	1/18/2007	PK	16959	100263	TWIN CITY GARAGE DOOR CO.	150.00		Check Payment
1/18/2007	1/18/2007	PK	16960	100271	URBAN PLANET	1,050.00		Check Payment
1/18/2007	1/18/2007	PK	16961	100550	VIKING BUSINESS INTERIORS	608.38		Check Payment
1/25/2007	1/25/2007	PK	16962	100011	ALL AMERICAN LAWN CARE	1,658.50		Check Payment
1/25/2007	1/25/2007	PK	16963	100556	BOYER TRUCK PARTS	1,244.52		Check Payment
1/25/2007	1/25/2007	PK	16964	100043	CA COMMUNICATIONS	2,311.50		Check Payment
1/25/2007	1/25/2007	PK	16965	100174	CENTERPOINT ENERGY	7,091.26		Check Payment
1/25/2007	1/25/2007	PK	16966	100175	CENTERPOINT ENERGY	2,329.49		Check Payment
1/25/2007	1/25/2007	PK	16967	100053	CITY OF APPLE VALLEY	98.69		Check Payment
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1/25/2007	1/25/2007	PK	16969	100055	CITY OF EAGAN	922.67		Check Payment
1/25/2007	1/25/2007	PK	16970	100064	CORNERSTONE COPY CENTER	374.61		Check Payment
1/25/2007	1/25/2007	PK	16971	100065	COVERALL CLEANING CONCEPTS	894.60		Check Payment
1/25/2007	1/25/2007	PK	16972	100071	DAKOTA ELECTRIC ASSOCIATION	3,405.41		Check Payment
1/25/2007	1/25/2007	PK	16973	100230	DEX MEDIA EAST LLC	252.95		Check Payment
1/25/2007	1/25/2007	PK	16974	100410	E-FRAME	705.00		Check Payment
1/25/2007	1/25/2007	PK	16975	100095	FLOYD SECURITY	587.25		Check Payment
1/25/2007	1/25/2007	PK	16976	100096	FRONTIER COMMUNICATIONS	202.35		Check Payment
1/25/2007	1/25/2007	PK	16977	100118	HCS HUBER COMM'L SERV.	1,225.19		Check Payment
1/25/2007	1/25/2007	PK	16978	100495	HENRICKSEN	1,453.00		Check Payment
1/25/2007	1/25/2007	PK	16979	100122	ICMA RETIREMENT CORP	250.00		Check Payment
1/25/2007	1/25/2007	PK	16980	100120	ICMA RETIREMENT TRUST-457	175.00		Check Payment
1/25/2007	1/25/2007	PK	16981	100125	INTEGRA TELECOM	503.28		Check Payment
1/25/2007	1/25/2007	PK	16982	100129	JANI-KING	1,448.41		Check Payment
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1/25/2007	1/25/2007	PK	16984	100149	LSA DESIGN	2,069.89		Check Payment
1/25/2007	1/25/2007	PK	16985	100152	MARCO	47.20		Check Payment
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1/25/2007	1/25/2007	PK	16987	100200	ONE CALL CONCEPTS	52.20		Check Payment
1/25/2007	1/25/2007	PK	16988	100204	ORCHARD TRUST CO. AS	175.00		Check Payment
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1/25/2007	1/25/2007	PK	16993	100263	TWIN CITY GARAGE DOOR CO.	311.10		Check Payment
1/25/2007	1/25/2007	PK	16994	100286	XCEL	2,403.47		Check Payment
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				Account Number	1000.1011	1,066,602.25		1,066,602.25 Net
						1,066,602.25		1,066,602.25 Net

* Indicates Skip in Check Sequence

To: MVT A Board

Date: February 21, 2007

From: Lois Spear 

Re: Approve Update to 2007 Blanket Purchase Orders

Requested Action

Approve the following vendors to the list of blanket purchase orders.

Background

In December 2006, the Board approved a list of blanket purchase orders for 2007 use. Since that time, additional blanket purchase orders are needed. Following is a list of the additional blanket purchase orders needed.

Berry Co.	Advertising	\$1,000
CA Communications	Phone Line Maintenance Srvcs.	\$1,000
Chase (EFrame)	Computer Equipment & Supplies	\$5,000
Home Depot	Facilities Materials	\$2,000
Plunkett's Pest Control	Pest Control Services	\$ 350
Thyssenkrupp Elevator	Elevator Maintenance Srvcs.	\$1,000

Impact

If the blanket purchase orders are not approved or increased, staff will have to submit a purchase order for each service or acquisition. This method will cost the agency more in staff time than the item is worth. Funds for these expenses are included in the budget.

Recommendation

It is recommended that the Board approve the issuance of new blanket purchase orders to the above named vendors.

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07-_____

APPROVING AMENDMENT TO 2007 BLANKET PURCHASE ORDERS

WHEREAS, each year the Minnesota Valley Transit Authority (MVTA) is required to procure various goods and services on an "as needed" basis (including office supplies, building and copying supplies, taxi services, etc.);

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;

WHEREAS, it has become necessary to issue additional blanket purchase orders and to update the amounts approved for existing purchase orders;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve the issuance of updated blanket purchase orders as follows:

Berry Co.	Advertising	\$1,000
CA Communications	Phone Line Maintenance Svcs.	\$1,000
Chase (EFrame)	Computer Equipment & Supplies	\$5,000
Deluxe Business Forms	Business Supplies	\$ 300
Home Depot	Facilities Materials	\$2,000
Plunkett's Pest Control	Pest Control Services	\$ 350
Thyssenkrupp Elevator	Elevator Maintenance Svcs.	\$1,000

ADOPTED by the Minnesota Valley Transit Authority this 28th day of February, 2007.

Chair

Attest:

TO: MVTA Board
FROM: Robin Selvig
RE: Strategic Planning

DATE: February 20, 2007

Requested Action

Approve the revised estimate from the Prouty Project for facilitation of MVTA's Strategic Planning effort.

Background

On January 31, 2007, the MVTA Board gathered at the Prouty Project to conduct a Strategic Planning Workshop. The Board spent about five hours covering such items as:

- How the MVTA is perceived in the community
- What value does the MVTA bring the community
- What important is placed on "local control of the MVTA"

Subsequent to the session, Beverley Miller met with Teresa Daly to discuss next steps. She plans to attend the MVTA's February Board meeting to review progress made on Jan. 31, as well as to continue the work. We would also like to schedule another ½ day session to complete the necessary work. This will bring the total fee to the \$15,000-\$17,000 range.

Impact

The MVTA has funds in the Board's budget to cover this expense.

Recommendation

Approve revised fee estimate from the Prouty Project.



Bigger Goals • Bolder Strategies • Better Collaboration

*"Most organizations don't fail for lack of talent or lack of vision. They fail for lack of execution."
--T.J. Rodgers, CEO, Cypress Semiconductor*

REVISED ESTIMATE OF INVESTMENT

With the addition of the additional half-day with the Board, the revised fee estimate will be in the range of \$15,000 – \$17,000 for the design, prep, materials and deliverables as outlined above. Reasonable out of pocket expenses such as travel, room rental, etc., would be billed as incurred.

We look forward to your feedback and discussion of our proposal.

Once again, Bev, we appreciate the chance to partner with you on this important work and look forward to next steps!!

Teresa

To: MVTA Board

Date: February 21, 2007

From: Lois Spear 

Re: Accept Prevailing Wage Audit Report

Requested Action

Accept the prevailing wage audit report conducted by Kern, DeWenter, Viere.

Background

In December 2006, Kern, DeWenter Viere (KDV) was hired by MVTA to conduct a prevailing wage audit on an Ebert subcontractor because of an informal complaint received by the State. That audit has now been completed and KDV has found that the subcontractor, Minkota Building Systems/Erectors, Inc., was in compliance with prevailing wages at the time the work was performed.

Impact

The audit has shown that the subcontractor was in compliance with the prevailing wage portion of the contract.

Recommendation

It is recommended that the Board accept the prevailing wage audit report conducted by Kern, DeWenter, Viere.



KERN · DEWENTER · VIERE

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

Beverly Miller, Executive Director
Board of Commissioners
Minnesota Valley Transit Authority
100 East Highway 13
Burnsville, MN 55377

We have performed the procedures enumerated below, which were agreed to by the Minnesota Valley Transit Authority (MVTA), solely to assist you in evaluating certain elements of contract compliance relating to wages paid to Minkota Building Systems/Erectors, Inc. for work performed at the Eagan Bus Garage Facility. MVTA's management is responsible for the adequacy of these procedures. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We were engaged to apply agreed-upon procedures for selected records and transactions of wage compliance for Minkota Building Systems/Erectors, Inc. The testing of these items took place from November, 2006 through January 15, 2007. The following procedures were performed:

- a. Researched and obtained the applicable federal wage rate requirements applicable to the project.
- b. Obtained applicable certified labor reports from Minkota Building Systems/Erectors, Inc. and compared rates paid to applicable federal rate requirements.
- c. Obtained labor reports from Minkota Building Systems/Erectors, Inc. to ensure applicable fringe benefits were paid as required under federal wage rate requirements.
- d. Obtained copies of payroll stubs/deposits to ensure actual amounts paid agreed to the labor reports submitted.

By performing the above procedures, we concluded the following results:

- a. Minkota Building Systems was subcontracted through Ebert Construction, the general contractor, to provide and install metal panels at the facility. Minkota Building Systems did not perform any labor on the project. The labor was performed by Erectors, Inc., another contractor assigned to perform the installation of the panels.
- b. The applicable federal wage rate was determined to be classified as ironworker, and required a base hourly wage rate of \$29.50 plus fringe benefits of \$11.84 for a total hourly compensation of \$41.34. This information was determined through wage decision MN20030007 dated 05/14/2004 for construction in Minnesota.

- c. The actual wages paid to employees of Erectors, Inc. was \$30.18 per hour for payrolls dated from February, 2005 through September, 2005 and was based on certified payroll reports submitted to Ebert Construction that were certified on December 8, 2006. In addition to the wages paid, Erectors, Inc. certified that in addition to the rates paid, fringe benefits in the required amounts will be or were paid to approved plans on the Statement of Compliance form 21658.
- d. Federal contract provisions state "The general contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses" in federal provisions. We noted that the applicable certification forms were dated after the actual payroll dates, but did contain the exact dates of the work performed. Upon further inquiry of MnDOT's labor investigation department, dating the form after the payroll dates is deemed acceptable, if the certification form specifies the exact dates of the work performed.
- e. We also obtained on a sample basis, copies of payroll deposits for individual Erectors, Inc. employees. We selected 6 pay periods and traced actual payment information from the pay stubs to the certified payrolls provided to us. We noted that all payroll amounts agreed to the certified payroll reports. We did note, however, that year to date balances on the pay stubs for February 26, 2005 and July 23, 2005 were identical. Upon further inquiry, it was noted that the actual pay stubs were taken off site and were unavailable for further review. This was not deemed to be an instance of noncompliance, as the pay rates and wages were in agreement with the certified payroll reports.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion, on various records and transactions of the Minnesota Valley Transit Authority. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report is intended solely for the information and use of the Authority and is not intended to be and should not be used by anyone other than this specified party.

Kern, DeWenter, Viere, Ltd.

KERN, DEWENTER, VIERE, LTD.

St. Cloud, Minnesota

January 17, 2007

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07-_____

ACCEPTING PREVAILING WAGE AUDIT

WHEREAS, the Metropolitan council received an informal complaint from a subcontractor of Ebert (construction manager at the Eagan Bus Garage);

WHEREAS, the Minnesota Valley Transit Authority (MVTA) was, in turn, asked to conduct a prevailing wage audit on this informal complaint;

NOW, THEREFORE, BE IT RESOLVED that the MVTA adopt the prevailing wage audit conducted by Kern, DeWenter, Vierre.

ADOPTED by the Minnesota Valley Transit Authority this 28th day of February, 2007.

Attest:

Chair

TO: MVTA BOARD
FROM: Robin Selvig 
DATE: February 21, 2007
RE: **EAGAN TRANSIT STATION – Sublease with Tobacco Outlet**

Minnesota Valley Transit Authority has a ground lease with Baker-Eagan Station, LLC for retail development at the Eagan Transit Station at I-35E / Pilot Knob and Yankee Doodle Roads. The Ground Lease requires that Baker-Eagan Station, LLC submit proposed subleases with subtenants to MVTA for approval. In 2001 MVTA approved a sublease with Mist ‘N Tan, which has subsequently closed. Baker-Eagan Station, LLC is proposing a sublease with Tobacco Outlet as a replacement subtenant in the Mist ‘N Tan space, which is adjacent to Brueggers.

Staff recommends approval of the sublease.

**MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07-_____**

APPROVING SUBTENANT AT EAGAN TRANSIT STATION SITE

WHEREAS, the Minnesota Valley Transit Authority (MVTA) has a ground lease with Baker Partners for retail development at the Eagan Transit Station at I-35E/Pilot Knob and Yankee Doodle Roads;

WHEREAS, Baker Partners has negotiated a sublease with Tobacco Outlet to lease space at the Eagan Transit Station site as a replacement subtenant in the Mist ‘N Tan;

WHEREAS, Baker Partners requests approval of the sublease with Tobacco Outlet to operate a store under the terms of the sublease;

NOW, THEREFORE, BE IT RESOLVED, that MVTA approves Tobacco Outlet as a subtenant at the Eagan Transit Station.

Motion to approve Resolution: _____

Motion seconded by: _____

Ayes: _____ Nays: _____

ADOPTED by the Minnesota Valley Transit Authority this 28th day of February 2007.

Chair

Attest:

Meeting Minutes

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
January 24, 2007 – 4:30 p.m.
Eagan Transit Station

Board Members Present:

Meg Tilley, Eagan
William Droste, Rosemount
Ruth Grendahl, Apple Valley
Margaret Schreiner, At Large
Bryan Tucker, Savage
Will Branning, Dakota County
Jon Ulrich, Scott County

Others Present:

Beverley Miller, Executive Director
Michael Abegg, Planner
Barb Ross, Best & Flanagan
Tom Knier, Laidlaw Transit
Robin Selvig, Customer Relations Manager
Lois Spear, Finance Officer
Wally Lyslo, At Large Alternate
Tom Bright, Facilities Manager
Samantha Porter, Operations Manager
Connie Massengale, Schmitt & Sons
Glenn Boden, Fleet Maint. Manager
Tom Pepper, Eagan TWG

I. Call to Order

The meeting was called to order by Chair William Droste.

II. Election of Officers

Motion by Meg Tilley and seconded by Will Branning to elect Jon Ulrich as Chair. Motion carried. There being no further nominations, motion by Will Branning and seconded by Ruth Grendahl to cast a unanimous ballot for Jon Ulrich as Chair. Motion carried.

Motion by Jon Ulrich to elect Meg Tilley as Vice Chair. Motion by William Droste to elect Elizabeth Kautz as Vice Chair. There being no further nominations, Motion by Will Branning and seconded by Margaret Schreiner to close nominations and cast a unanimous ballot for Meg Tilley as Vice Chair. Motion carried.

Motion by Meg Tilley to elect Elizabeth Kautz as Secretary. There being no further nominations, Motion by Meg Tilley and seconded by Ruth Grendahl to close nominations and cast a unanimous ballot for Elizabeth Kautz as secretary. Motion carried.

Motion by Margaret Schreiner and seconded by Meg Tilley to elect Ruth Grendahl as Treasurer. There being no further nominations, Motion by Margaret Schreiner and seconded by Meg Tilley to close nominations and cast a unanimous ballot for Ruth Grendahl as treasurer. Motion carried.

Meg Tilley announced that Margaret Schreiner would continue as the At-Large commissioner and Wally Lyslo as the At-Large alternate commissioner.

The sign-up sheet for committee assignments was passed around the room. It was noted that there should be at least three Board members per committee. It was noted that Elizabeth Kautz would like to serve on the same committees in 2007 as she served on in 2006.

III. Public Comments

There were no comments from the public.

IV. Approval of Agenda

Two changes were made to the agenda: the STA Legislative Agenda was changed from a “decision” item to an “Informational” item. Also a third item was added regarding a hearing in Burnsville on Feb. 7. Motion by William Droste and seconded by Meg Tilley to approve the agenda as revised. Motion carried.

V. Consent Agenda

Motion by Margaret Schreiner and seconded by Meg Tilley to approve the Consent Agenda. Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes.

VI. Old Business

A. Approve Agreement for 157th St. Station

Beverley Miller commented that she added a couple of items to the resolution accepting the property for the 157th St. Station. The agreement indicates that the property will revert to Dakota County if the MVTA no longer uses it for transit purposes. Ms. Miller indicated that the MVTA intends to operate service from the site unless there is no operational funding or access is limited/eliminated to the site. According to Barb Ross, the agreement is written broadly enough to cover these situations. Motion by Margaret Schreiner and seconded by Ruth Grendahl to accept the property from Dakota County per the resolution. Motion carried.

B. Accessibility Policy

The accessibility policy was brought back before the Board because no action has taken place by the Metropolitan Council. It was suggested that language be changed that the providers establish a policy regarding non-conforming devices, to remove liability by the MVTA. Motion by Margaret Schreiner and seconded by Meg Tilley to adopt this policy. Motion carried. It was asked that the provider policies be brought back to the Board for informational purposes, at a future meeting.

VII. New Business

A. Approve Quit Claim Deed with Shelter Corp.

Barb Ross discussed the Quit Claim Deed for the Savage Park & Ride, indicating that Shelter Corp was to file for tax exempt status, but did not. The property was re-assessed, and the taxes are now \$25,000. They have since filed for tax-exempt status, but would like to turn the property over to MVTA for the \$25,000 figure. Motion by Margaret Schreiner and seconded by Meg Tilley to accept the property. Motion carried.

B. Approve Agreement with BRKW for Appraisals

Motion by Will Branning and seconded by Meg Tilley approving agreements with BKRW and Gergen Associates for appraisals and a review appraisal of property at 140th & Cedar and the Watson’s property at 155th & Cedar. Motion carried.

C. Approve Engine Contract

Michael Abegg reviewed the need for engine replacements for six buses acquired in 1999. The MVTA received bids for the replacements and installation of the engines, and recommends authorizing purchase orders for purchase of engines from Boyer Ford Minneapolis and installation of same by Boyer Ford of Savage. Motion by Ruth Grendahl and seconded by Meg Tilley to approve this purchase. Motion carried. The purchase will be covered by the master lease agreement between the MVTA and the Met Council.

VIII. Committee Reports

A. STA

The Board discussed the STA Legislative Agenda, but did not adopt it as it will become part of the discussion at the Board’s Strategic Planning Session on Jan. 31. Margaret Schreiner

noted that there is one key item for Suburban Transit Association Providers this year, and that is to get the funding formula into state statute, rather than have the funds disbursed by the Metropolitan Council.

B. Strategic Planning Committee

Beverley Miller distributed information regarding the Strategic Planning Session scheduled for 8 a.m. – 1 p.m. on Wednesday, Jan. 31. It will be facilitated by Teresa Daly of the Prouty Group in Eden Prairie. Instructions on how to reach The Prouty Group offices were also distributed. MVTA staff will be carpooling, or could arrange for a bus, so any Board members wishing to join this group should contact Beverley Miller or Robin Selvig as soon as possible. Motion by Margaret Schreiner and seconded by William Droste to approve the proposal from The Prouty Group to lead the MVTA Board in a Strategic Planning Session. Motion carried.

C. Upcoming Legislative Hearing

The Board discussed an upcoming legislative hearing in Burnsville on February 7. Beverley Miller will prepare comments for any elected official who wishes to testify. Beverley will also be prepared to testify.

IX. Staff Reports / Update

A. Driver of the Year

The 2006 Drivers-of-the-Year were announced, with the dinner after the February Board meeting at Casper's Cherokee Sirloin Room in Eagan. Winners are: Liban Hassan of Laidlaw Transit and Bob Gangloff of Schmitt & Sons. Damon Banks, Operations Manager of Laidlaw Transit will also receive a special recognition award for his service to the MVTA and the transit industry.

X. Adjournment

Motion by William Droste and seconded by Meg Tilley to adjourn the meeting at 5:45 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: Feb. 28, 2007, 4:30 p.m. Casper's Cherokee Sirloin Room, Eagan, followed by Driver of the Year awards dinner

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: _____

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 001

AUTHORIZED LIST OF FINANCIAL INSTITUTIONS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) maintains funds in varying financial institutions in order to operate its business,

WHEREAS, the below listed types of accounts and the associated financial institutions are needed for efficient and cost effective financial processes:

<u>Type of Account</u>	<u>Financial Institution</u>
Operating (checking) Accounts	US Bancorp
Money Market Account (4M Fund)	MBIA Municipal Investors Service Corporation
Certificate of Participation	Zions National Bank
MVTA Ticket Sales	Wells Fargo

WHEREAS, the financial institutions in which funds are kept for MVTA needs to be approved by the Board,

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate the following financial institutions as official depositories of funds for the year 2007: US Bancorp, Wells Fargo, Zions National Bank and MBIA Municipal Investors Service Corporation.

Motion to approve Resolution:

Margaret Schreiner

Motion seconded by:

Meg Tilley

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January 2007.

Attest:

Meg Tilley

Jan Ullrich
Chair

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 002

DESIGNATING DATA PRACTICES COMPLIANCE OFFICIAL

BE IT RESOLVED, that the Minnesota Valley Transit Authority (MVTA) designates the Executive Director as the Data Practices Compliance Official pursuant to the Minnesota Data Practices Act.

Motion to approve Resolution: *Margaret Schreiner*

Motion seconded by: *Meg Tilley*

Ayes: *7* Nays: *0*

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January, 2007.

John H. Hurd

Chair

Attest:

Meg Tilley

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07-003

APPROVING 2007 OFFICIAL NEWSPAPER

WHEREAS, from time-to-time, the Minnesota Valley Transit Authority (MVTA) has need to publish official notices regarding the business of the MVTA;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA adopt the following official newspaper for 2007: *Burnsville Sun Current*

BE IT FURTHER RESOLVED, that official public notices will also be posted on the MVTA's web site at www.mvta.com.

Motion to approve Resolution:

Margaret Schreiner

Motion seconded by:

Ms. Tilley

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January, 2007

John Ulnick
Chair

Attest:

M. J. Tilley

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07-004

AUTHORIZED LIST OF INVESTMENT BROKERS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) Finance Committee approved investing in other types of investment products;

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate the following organizations as the MVTA's investment brokers:

Piper Jaffray
RBC Dain Rauscher
Wells Fargo Brokerage Services

Motion to approve Resolution:

Margaret Schreier

Motion seconded by:

Aly Tilley

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January 2007.

Attest:

M. J. Tilley

John Ulmer
Chair

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 006

APPROVING 2007 MEETING CALENDAR

WHEREAS, the Minnesota Valley Transit Authority (MVTA) meets on a monthly basis at the MVTA Offices in the Burnsville Transit Station to conduct the business of the MVTA;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA adopt the proposed meeting calendar for 2007.

Motion to approve Resolution:

Margaret Schreiner

Motion seconded by:

Meg Tilley

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January, 2007.

Chair

John Ulaic

Attest:

M. J. Seiler

MVTA 2007 Board of Directors Meeting Schedule

Wednesday, January 24, 2007 - 4:30 p.m.
Eagan Bus Garage

Wednesday, January 31, 2007 – 8 a.m. – 1 p.m.
Strategic Planning Session – location to be determined

Wednesday, February 28, 2007 - 4:30 p.m.
Casper's Cherokee Sirloin Room, 4625 Nicols Road, Eagan

Wednesday, March 28, 2007 – 4:30 p.m.
Eagan Bus Garage

Wednesday, April 25, 2007 - 4:30 p.m.
Eagan Bus Garage

Wednesday, May 23, 2007 - 4:30 p.m.
Eagan Bus Garage

Wednesday, June 27, 2007 – 4:30 p.m.
Eagan Bus Garage

Wednesday, July 25, 2007 – 4:30 p.m.
Eagan Bus Garage

Wednesday, August 22, 2007 – 4:30 p.m.
Eagan Bus Garage

Wednesday, September 26, 2007 - 4:30 p.m.
Eagan Bus Garage

Wednesday, October 24, 2007 - 4:30 p.m.
Eagan Bus Garage

Wednesday, December 12, 2007 – 4:30 p.m. (combined November/December meeting)
Eagan Bus Garage

The Minnesota Valley Transit Authority 2007 meetings are scheduled for the fourth Wednesday of the month unless otherwise notified in advance or canceled.

All meetings will be held as noted on the calendar, unless otherwise notified or canceled. When a meeting needs to be changed, all efforts will be made by staff to accommodate the wishes of the commissioners such as offering alternate dates to choose from and giving sufficient advance notice. **If a meeting is canceled, staff will notify all commissioners as far in advance as possible.**

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 005

APPROVING SUBTENANT AT EAGAN TRANSIT STATION SITE

WHEREAS, the Minnesota Valley Transit Authority (MVTA) has a ground lease with Baker Partners for retail development at the Eagan Transit Station at I-35E/Pilot Knob and Yankee Doodle Roads;

WHEREAS, Baker Partners has negotiated a sublease with Lonjen, Inc., d/b/a Bruegger's Bakery Cafe to lease space at the Eagan Transit Station site as a replacement subtenant in the Premier Cleaners space;

WHEREAS, Baker Partners requests approval of the sublease with Lonjen, Inc., to operate a Bruegger's Bakery Café store under the terms of the sublease;

NOW, THEREFORE, BE IT RESOLVED, that MVTA approves Lonjen, Inc., d/b/a Bruegger's Bakery Cafe as a subtenant at the Eagan Transit Station.

Motion to approve Resolution:

Margaret Schreiner

Motion seconded by:

Meg Tilley

Ayes:

7

Nays:

0

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January 2007.

Chair

Jim Ulnah

Attest:

Meg Tilley

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MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 007

APPROVE AGREEMENT BETWEEN KDV AND MVTA
FOR PRODUCTION OF FINANCIAL STATEMENTS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) has an annual financial audit;

WHEREAS, for the past five years, the annual audit has been satisfactorily conducted by Kern, DeWenter, Viere, Ltd (KDV);

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority (MVTA) exercise its option to continue the agreement with Kern, DeWenter, Viere, Ltd for production of the 2006 audits. The fee for the 2006 audit is \$14,438.

Motion to approve Resolution: Margaret Schreiner

Motion seconded by: M. J. Tilley

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January, 2007.

Jon Ulard
Chair

Attest:

M. J. Tilley

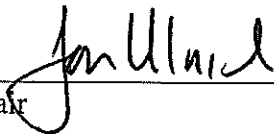
MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07-008

APPROVING AGREEMENT WITH WENCK ASSOCIATES, INC.
FOR MVTA DATA COLLECTION

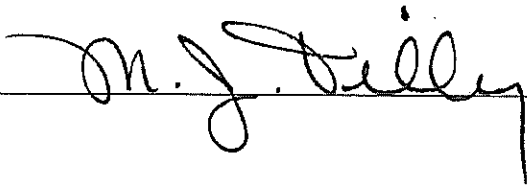
WHEREAS the Minnesota Valley Transit Authority (MVTA) has need of information associated with service changes in Apple Valley, including the possibility of weekend bus service;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with Wenck Associates of Maple Plain, MN for data collection for an amount not too exceed \$14,500.

ADOPTED by the Minnesota Valley Transit Authority this 27th January, 2007.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 010

CONVEYANCE OF SAVAGE PARK AND RIDE LOT

WHEREAS, the Minnesota Valley Transit Authority (MVTA) has an easement to operate the Park & Ride Lot located in the City of Savage and legally described as Lot 2, Block 2, Highview Commons, Scott County, Minnesota (the "Property"); and

WHEREAS, the owner of the Property, CHC Winfield II, LLC has offered to convey title to the Property to MVTA for \$00.00, provided that MVTA agree to assume responsibility for payment of real estate taxes, including \$24,552.00 payable for tax year 2006, plus interest and penalties;

NOW THEREFORE, BE IT RESOLVED, that MVTA approves the conveyance of Lot 2, Block 2, Highview Commons, Scott County, Minnesota from CHC Winfield II, LLC to MVTA for \$00.00, with the condition that MVTA agrees to assume responsibility for the payment of outstanding real estate taxes, with interest and penalties, assessed against the Property.

Motion to approve Resolution:

Margaret Schreier

Motion seconded by:

Meg Tilley

Ayes:

7

Nays:

0

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January 2007.

Chair

Jon Ulric

Attest:

Meg Tilley

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 011

APPROVING AGREEMENTS WITH BKRW AND GERGEN APPRAISALS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) is working on the siting of transit stations along the Cedar Avenue Corridor in preparation for the implementation of BRT; and

WHEREAS, the MVTA needs appraisals on two properties as part of this project – at 140th & Cedar and at Watsons at 155th & Cedar; and

WHEREAS, MVTA has contracted with BKRW to complete the appraisals for fees of \$2,800 and \$,800 respectively; and

WHEREAS, a review appraisal is required due to the use of federal funds on this project, and Gergen Appraisals will be conducting the review appraisals for a total fee of \$800;

NOW, THEREFORE, BE IT RESOLVED, That the MVTA approve agreements with BKRW and Gergen Appraisals for the aforementioned amounts, with funds to be provided by the Metropolitan Council.

Motion to approve Resolution:

Will Branning

Motion seconded by:

Meg Tilley

Ayes:

7

Nays:

0

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January, 2007.

Chair

for Ulrich

Attest:

M. J. DeLoey

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 07- 009

ACCEPTING CONFEYANCE OF 157TH St. STATION FROM DAKOTA COUNTY

WHEREAS, Dakota County constructed the 157th Street Transit Station through County Project (CP) 31-54; and

WHEREAS, on September 15, 1999, the Minnesota Valley Transit Authority (MVTA) Board resolved to operate and maintain the facility and has budgeted for both activities; and

WHEREAS, MVTA would like the County to convey the County's interest in Parcels 3A, 4B, 5B, and 6B, and 7, Dakota County Road Right of Way Map No. 288, and transfer ownership of the improvements to MVTA; and

WHEREAS, negotiations between Dakota County and MVTA staff have resulted in a Dakota County staff recommendation to convey the County's interest in the transit station property and improvements to MVTA with the condition that the County retains the right of reversion if MVTA no longer operates and maintains the transit station for public transit purposes.

WHEREAS, the Physical Development Committee unanimously approved the staff recommendation at its meeting on Jan. 16 and the full County Board is expected to approve the conveyance at its meeting on Jan. 23;

WHEREAS, the MVTA intends to operate the 157th St. Station contingent upon operating funding and access, for public transit purposes;

NOW, THEREFORE, BE IT RESOLVED, That the MVTA accept conveyance of Dakota County's quitclaim deed for the County's interest in Parcels 3A, 4B, 5B, and 6B, and 7, Dakota County Road Right of Way Map No. 288, which transferrs ownership of the improvements to MVTA.

BE IT FURTHER RESOLVED that Dakota County retains the right of reversion if MVTA no longer operates and maintains the transit station for public transit purposes, subject to approval by the County Attorney's Office as to form.

Motion to approve Resolution:

Margaret Schreiner

Motion seconded by:

Ruth Gendell

Ayes:

7

Nayes:

0

ADOPTED by the Minnesota Valley Transit Authority this 24th day of January, 2007.

Chair

Jim Ulland

Attest:

M. J. DeLoey

MINNESOTA VALLEY TRANSIT AUTHORITY
Special Board Meeting
January 31, 2007 – 8 a.m. – 1 p.m.
The Prouty Project

Board Members Present:

Meg Tilley, Eagan
William Droste, Rosemount
Margaret Schreiner, At Large
Jane Victorey, Savage
Will Branning, Dakota County
Jon Ulrich, Scott County
Elizabeth Kautz, Burnsville

Others Present:

Beverley Miller, Executive Director
Michael Abegg, Planner
Glenn Boden, Fleet Maint. Manager
Robin Selvig, Customer Relations Manager
Lois Spear, Finance Officer
Wally Lyslo, At Large Alternate
Tom Bright, Facilities Manager
Samantha Porter, Operations Manager
Teresa Daly, The Prouty Project

I. Call to Order

The meeting was called to order at 8:05 a.m. by Chair Jon Ulrich.

II. Public Comments

There were no comments from the public.

III. Approval of Agenda

Board members asked for time at the end of the session to discuss the MVTA's lobbying efforts, the STA legislative agenda and scheduling a special Board meeting to review it in the context of a memo written by Barb Ross. Motion by Elizabeth Kautz and seconded by Margaret Schreiner to discuss this at the end of the meeting. Motion carried. Given that the focus of the session was to review the MVTA's Strategic Plan, there were no other items on the agenda.

IV. Strategic Planning Discussion

Teresa Daly of the Prouty Project led MVTA Board members and staff through a variety of exercises attempting to focus on the MVTA's strengths, perceptions and areas of focus.

V. Update

Motion by Margaret Schreiner and seconded by Elizabeth Kautz to schedule a special Board meeting to review the MVTA's lobbyist, the memo prepared by Barbara Ross, and the STA Legislative Agenda. Discussion ensued. Elizabeth Kautz called the question. Motion carried, with Will Branning abstaining. It is anticipated that the special meeting will be Feb. 2, but details will be forthcoming.

X. Adjournment

Motion by Elizabeth Kautz and seconded by William Droste to adjourn the meeting at 12:55 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: Feb. 28, 2007, 4:30 p.m. Casper's Cherokee Sirloin Room, Eagan, followed by Driver of the Year awards dinner

Next Special Meeting Scheduled: Feb. 2, 2007, 4:30 p.m. at the Burnsville Transit Station

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: _____

MINNESOTA VALLEY TRANSIT AUTHORITY
Special Board Meeting
February 21, 2007 – 4:30 p.m.
Burnsville Transit Station

Board Members Present:

Meg Tilley, Eagan
William Droste, Rosemount
Margaret Schreiner, At Large
Jane Victorey, Savage
Will Branning, Dakota County
Jon Ulrich, Scott County
Elizabeth Kautz, Burnsville

Others Present:

Beverley Miller, Executive Director
Lois Spear, Finance Officer
Robin Selvig, Customer Relations Manager
James Clark, Messerli & Kramer
Tom Poul, Messerli & Kramer
Wally Lyslo, At Large Alternate

I. Call to Order

The meeting was called to order at 4:30 p.m. by Chair Jon Ulrich.

II. Public Comments

There were no comments from the public.

III. Approval of Agenda

Motion by Elizabeth Kautz and seconded by Margaret Schreiner to approve the agenda as presented. Motion carried.

IV. Old Business

Board members who attended the STA meeting earlier in the day reviewed the discussion at this meeting. James Clark and Tom Poul were invited to attend the special MVTA Board meeting. Barb Ross was unable to attend, but James Clark had spoken with her earlier in the day.

There was significant discussion regarding transit funding, how we need to be vigilant in supporting a bill that will have the most advantage for the MVTA. The Board also expressed concern about Messerli & Kramer and wanted to make sure that we were providing clear direction to them, and that we have established deliverables on which to evaluate their performance.

A variety of bills and pending bills were discussed. Motion by Elizabeth Kautz and seconded by Meg Tilley to adopt the STA Legislative Agenda, with the notation that the MVTA supports the 38-2 split on the MVST revenues. Motion carried.

The Board expressed interest in regular updates from Messerli & Kramer, who agreed to attend MVTA Board meetings to the extent possible.

Motion by Margaret Schreiner and seconded by Elizabeth Kautz asking Messerli & Kramer, the STA Lobbyists, to create an e-mail to all STA legislators supporting the 38-2 split, and separating out the prospect of a regional sales tax. Motion carried.

James Clark and Tom Poul also addressed some other concerns of the Board, indicating that they take Conflict of Interest very seriously, and they do not consider representation of the Dakota County Regional Rail Authority for the Cedar Corridor Project a conflict with the interests of the MVTA and other STA members – especially this year as they are simply monitoring issues and not seeking funding.

V. Staff Reports / Update

Board members were offered a tour of the remodeling MVTA facilities.

VI. Adjournment

Motion by Elizabeth Kautz and seconded by Meg Tilley to adjourn the meeting at 5:53 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: Feb. 28, 2007, 4:30 p.m. Casper's Cherokee Sirloin Room, Eagan, followed by Driver of the Year awards dinner

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: _____

Old Business

MVTA 2007 Committees

Committee	Mtg date/time	Current Members	2007 Board Members	2006 TWGs/Alternates
Development Committee		Will Branning	Will Branning	Dan Krom
		Bill Droste	Bill Droste	Jon Hohenstein
		Ruth Grendahl	Jon Ulrich	Tom Lovelace
		Wally Lyslo	Meg Tilley/Wally Lyslo	Bud Osmundson
		Meg Tilley	Ruth Grendahl	Eric Zweber
Finance Committee		Jon Ulrich (chair)		
		Ruth Grendahl (chair)	Ruth Grendahl	Tom Pepper
		Wally Lyslo	Jane Victory	
		Open slot	Wally Lyslo	
Legislative Committee (STA)	1 st Friday, 8:30-10:30 a.m. League of Mn Cities Bldg, St. Paul	Jon Ulrich	Meg Tilley	Beverly Miller (Alt)
		Meg Tilley	Elizabeth Kautz	
		Elizabeth Kautz	Margaret Schreiner	
		Margaret Schreiner (alt)		
Marketing Committee		Margaret Schreiner	Margaret Schreiner	Beverly Miller
		Meg Tilley (chair)	Elizabeth Kautz	Robin Selvig
		Open slot		
Personnel Committee		Will Branning	Will Branning	Lori Peterson, Eagan
		Bill Droste	Bill Droste	
		Elizabeth Kautz (chair)	Elizabeth Kautz	
		Open slot	Jane Victory	
Strategic Planning Committee		Will Branning	Will Branning	
		Bill Droste	Elizabeth Kautz	
		Elizabeth Kautz (chair)	Bill Droste	
		Margaret Schreiner	Margaret Schreiner	
		Jon Ulrich		