

MINNESOTA VALLEY TRANSIT AUTHORITY  
Regular Board Meeting  
September 26, 2007 – 4:30 p.m.  
Eagan Bus Garage

**Board Members Present:**

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

**Others Present:**

Beverley Miller, Executive Director  
Tom Lawell, Apple Valley  
Barb Ross, Best & Flanagan  
Samantha Porter, Operations Manager  
Troy Beam, Scott County TWG  
Glenn Boden, Maintenance Manager  
Robin Selvig, Customer Relations Manager  
Tom Bright, Facilities Manager  
Lois Spear, Finance Officer  
Mike Abegg, Planner  
Tom Knier, Laidlaw Transit  
John Mathews, Laidlaw Transit  
Connie Massengale, Schmitt & Sons  
Dan Schmitt, Schmitt & Sons  
Paul Leidner, Schmitt & Sons  
Andy Sandstrom, Schmitt & Sons  
Jay Young, Schmitt & Sons  
Tom Pepper, Eagan TWG

**I. Call to Order**

The meeting was called to order at 4:34 p.m. on 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 Meg Tilley to approve the agenda. Motion carried.

**IV. Consent Agenda**

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

**V. Old Business**

Elizabeth Kautz reviewed action items and timelines that are part of the Strategic Planning Process. One of the items called for discussions to begin with Lakeville and Farmington, and Kautz indicated she has been talking with Lakeville, while Bill Droste has been talking with Farmington Mayor Kevan Soderberg. Motion by Elizabeth Kautz and seconded by Margaret Schreiner to invite representatives from Lakeville and Farmington to sit at the table with the MVTA Board as ex-officio (non-voting) members in order to begin educating them about issues and policies associated with transit. Bill Droste noted that it made sense to have Lakeville and Farmington engaged so as things progress, there is unity and not divisiveness. Elizabeth Kautz

indicated that as budgets, CIPs and other planning documents are reviewed, it would be helpful to understand what the future might bring. Motion carried.

## **VI. New Business**

There was no new business.

## **VII. Committee Reports**

### *A. Finance Committee – Approve Transit Operator Contract*

Jane Victorey began the Finance Committee report with a new memo regarding the selection of a transit operator for the MVTA. Motion by Jane Victorey and seconded by Meg Tilley to award a five-year contract for transit service and operation of the Burnsville and Eagan bus garages to Schmitt & Sons with two one-year options. Victorey described the process followed in reaching this recommendation, including issuance of an RFP, four meetings of the Finance Committee, including interviews of the providers and detailed analysis of the cost proposals. She indicated that the contract value is \$10.3 million, which is less than the MVTA is currently paying (\$10.6 for 2007) and less than was included in the preliminary budget. The Board memo dated Sept. 26, 2007, and specifically the sections on “Past Experience” and “Findings” were key issues in reaching the recommendation to give all the work to Schmitt & Sons. Motion carried.

Motion by Jane Victorey and seconded by Elizabeth Kautz to direct staff to monitor the facilities during the transition process. Motion carried.

### *B. Finance Committee – Approve Operating Budget*

Motion by Margaret Schreiner and seconded by Meg Tilley to approve the preliminary operating budget. Jane Victorey explained that this is a preliminary budget because it was prepared prior to the selection of a transit vendor. Concerns were expressed regarding use of fund balance, but it was noted that when the final budget is presented, it is expected not to include use of fund balance. Motion carried.

### *C. Finance Committee – Approve Capital Budget*

Motion by Jane Victorey and seconded by Elizabeth Kautz to approve the Capital budget for 2008-2012. Bill Droste questioned the Rosemount project being moved from 2010 to 2011 budget. Beverley Miller explained it was tied to the CMAQ application that was submitted for 2011 and 2012. There were also questions about the Cedar corridor funding, which is the transit component only and does not include road improvements. Source of funds for that project is identified as the UPA. Motion carried.

### *D. Finance Committee – Approve one-time Expenditures*

Motion by Jane Victorey and seconded by Margaret Schreiner to approve \$65,000 in one-time expenditures to complete the restriping of buses in 2007 and to exhaust fan replacement at the Burnsville Bus Garage. Victorey explained that staff submitted a list of requests and were asked to prioritize the remaining items. Motion carried.

### *E. STA*

Beverley Miller reported that STA met last week and reviewed the CMAQ application process, and expressed interest in working more closely with the region regarding the qualifying criteria. There was also discussion of other regional issues, such as fareboxes (SouthWest Transit has buses sitting waiting for farebox equipment). Nancy Tyra Lukens and Sandy Hewitt (and possibly Elizabeth Kautz) will be meeting with the Transportation Committee to establish a closer working relationship. MVST came in above forecast for the first time in a long time.

Margaret Schreiner reported that the reception with Sen. Dibble was well-received and time well spent. Rep. Hornstein had a family obligation at the last minute, so will attend the Oct. 25 STA meeting.

*F. Personnel Committee*

Elizabeth Kautz reported that the Personnel Committee met last week and is continuing its work with regard to the job study. She indicated that Lori Peterson of Eagan has done an excellent job of working on this project and preparing information for the Committee. She will also be distributing the Executive Director’s annual performance appraisal and Board members are asked to complete and return it as quickly as possible.

**VIII. Staff Reports/Update**

Beverley Miller indicated that the MVTA is working in the Cedar and I-35W corridors and the implementation of BRT in both. She also indicated that a letter was received from the attorney for Watson’s requesting that the Dakota County Regional Rail Authority proceed with its plans for condemnation. Watson’s would like certainty as to when they can vacate. They have requested that the MVTA take formal action asking that the Dakota County Regional Rail Authority approve the proceeding of the condemnation process. It was further requested that Apple Valley be made aware of the process. Motion by Elizabeth Kautz and seconded by Meg Tilley to direct staff to send a letter to the Dakota County Regional Rail Authority as requested by the attorney for Watson’s. Motion carried.

There was interest expressed by Tom Lawell to keep Watson’s in the City of Apple Valley. Barb Ross noted that a relocation expert has been hired to assist in the relocation process, and they will be advised of Apple Valley’s interest to retain the business, with suggestions that Watson’s be in contact with Bruce Nordquist or Tom Lawell regarding potential relocation assistance.

Beverley Miller reported that there will be a meeting with MnDOT on Monday regarding the Cedar Grove station and right-of-way. Further, the appraisal for the 140<sup>th</sup> St. property will be revised, as the Polvony Group has expressed interest in talking.

Dan Krom also reported that Dakota County is proceeding with the issuance of an RFP for the Lakeville Station.

**IX. Adjournment**

The meeting was adjourned at 5:30 p.m.

**Minutes Prepared By: Robin L. Selvig**

**Next Regular Meeting Scheduled: October 24, 2007, 4:30 p.m. Eagan Bus Garage.**

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

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_