

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
June 25, 2008 – 4:30 p.m.
Eagan Bus Garage

Board Members Present:

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

Others Present:

Beverley Miller, Executive Director
Michael Abegg, Planner
Corrine Heine, Kennedy & Graven
Barb Ross, Best & Flanagan
Robin Selvig, Customer Relations Manager
Lois Spear, Finance Officer
Tom Lovelace, Apple Valley TWG
Tom Bright, Facilities Manager
Wally Lyslo, At-large Alternate
Troy Beam, Scott County
Tina Blaz, Schmitt & Sons
David Pritzlaff, Farmington Councilmember
Steve Mielke, Lakeville Administrator
Glenn Boden, Fleet Maintenance Manager
Char Lueders, Kaleidoscope Marketing
Arlene McCarthy, Met Council

I. Call to Order

The meeting was called to order at 4:30 p.m. by Chair Elizabeth Kautz.

II. Public Comments

There were no comments from the public.

III. Approval of Agenda

Motion by Ruth Grendahl and seconded by Margaret Schreiner to approve the agenda.
Motion carried.

IV. Consent Agenda

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

V. New Business

A. Award 140th St. & 147th St. Engineering Services Contract

A memo regarding awarding of a contract to SRF for design and consulting services at the 140th and 147th St. Transit Stops was distributed. Beverley Miller reviewed the process explaining that an RFP was issued, that a committee including MVTA staff, Bruce Nordquist (Apple Valley Community Development Director) and Dan Krom (Dakota County Transit Manager) reviewed the proposals, interviewed three firms and are recommending awarding the contract to SRF. It is proposed that Collaborative Design Group be a sub-contractor under SRF, as their building design was preferred. Bonestroo completed the independent cost estimate. Negotiations have been under way with SRF. Motion by Will Branning and seconded by Meg Tilley to approve an agreement with SRF in an amount not too exceed \$906,893. Motion carried.

B. Award Apple Valley Design/Engineering Services Contract

A memo regarding awarding of a contract to SRF for design and consulting services at the new Apple Valley Transit Station was distributed. Beverley Miller again reviewed the process followed to get to this point. She also noted that again, Collaborative Design Group is proposed as a sub-contractor under SRF, in order to have a common building design. Again, Bonestroo completed the independent cost estimate. Negotiations have been under way with SRF. Motion by Will Branning and seconded by Meg Tilley to approve an agreement with SRF not to exceed \$913,893. Motion carried.

C. Award Consulting Services Contracts

Michael Abegg explained the process regarding the proposed pool of consulting vendors. This updated a list created in 2002, and included issuance of an RFP, receipt of proposals, a review committee, interviews, and the recommendation of three firms with differing strengths to be available resources to the MVTA. Further, several additional firms may be recommended in the future for more specific project types. Motion by William Droste and seconded by Jane Victory approving the on-call consulting contracts for non-Federally funded projects to BWBR Architects, URS Corporation and Bonestroo. Motion carried.

D. University of Minnesota Memorandum of Understanding

Motion by Ruth Grendahl and seconded by Meg Tilley to continue this item to the next Board meeting. Motion carried.

VI Committee Reports

A. Marketing Committee

Shar Lueders of Kaleidoscope Marketing presented the Marketing Committee report, providing findings from three recent focus groups, and offering recommendations to the MVTA that are consistent with the Strategic Plan. Recommendations included: Community-specific Marketing, Creation of an MVTA image (including a tag-line to accompany the logo), and Implementation a public relations campaign featuring special events at transit stations throughout the MVTA communities. These recommendations will be rolled into the MVTA 2009 budget.

B. Finance Committee

1. Report from Rosemount Task Force

Ruth Grendahl gave the Finance Committee Report. First, she spoke about the Rosemount Task Force, summarizing meetings that had been held, and noting that a lot of progress has been made. The MVTA has received a commitment from the Met Council for vehicles to operate the demonstration service, and sites are being reviewed for a location from which express service will begin. Express service is set to start in September 2008. Appreciation was expressed to the taskforce by Chair Kautz, and Commissioner Branning also expressed appreciation for the commitment and efforts to bring more service to Rosemount.

2. Reserve Policy

Commissioner Grendahl then presented a recommendation to change the MVTA's Financial Management Plan regarding the Reserve Policy, moving from a 10 percent of the budget to a minimum of four months of operating expenditures, and moving from a five percent contingency to a two percent contingency. The Board was questioned about if there needs to be a designation of these funds. It was explained that the MVTA's fund balance has been growing, and it is prudent to make modifications at this time, and begin to use some of the funds, while protecting the MVTA's ability to operate. Motion by Ruth Grendahl and seconded by Meg Tilley to adopt the policy change. Motion carried.

3. 2008 Budget Amendment

Commissioner Grendahl then presented the proposed budget amendment, that noted significant increases in fuel and decreases in MVST funding, which used the MVTA 2008 contingency fund. Additionally, the amended budget included the demonstration service in Rosemount. There were questions about fuel and if the MVTA has participated in some type of fuel program. To date, the MVTA has not due to lack of expertise in this area. Arlene McCarthy gave a brief description of what the Met Council and Metro Transit/Metro Mobility do, and indicated there could be room to talk about the MVTA perhaps participating in the program. Motion by Ruth Grendahl and seconded by Meg Tilley to adopt the amended budget. Motion carried.

4. UPA Sub-recipient Agreement

Corrine Heine indicated that conversations are continuing regarding the UPA Subrecipient Agreement. Terms have been agreed upon, but the final budget is pending approval by the FTA. It is expected that this will be completed soon, and will include the addition of a piece of the Lane Assist Technology that was previously to be part of the U of M's agreement.

C. Development Committee

1. Response to Letter from Peter Bell

The Development Committee met prior to the full Board meeting, talking in length about the Apple Valley Transit Station situation. Corrine Heine noted that the Department of Finance provided a letter stating that due to the use of State Bond funds, the property must be owned by the Met Council, but the MVTA was seeking a long-term lease agreement with the Council that would be equivalent to ownership, and that would provide for the reconveyance of the ownership to the MVTA should any

conditions change that would allow the MVTA to own the property. Arlene McCarthy asked that a formal letter be provided to Peter Bell with the terms being requested. It is understood that the Met Council is incurring some costs associated with the use of alternative funds until the issue is settled. Chair Kautz asked Board members to stand ready to have a special meeting in the near future to complete this transaction.

2. Slawick Properties

Barb Ross provided a memo and resolution regarding Slawik Properties and the Ground Lease with Apogee Investments, LLC. Given that Apogee is in default for failure to make required rent payments, it is recommended that the Board terminate the lease and require Apogee to deliver all MVTA documents and plans to the MVTA. Motion by Ruth Grendahl and seconded by William Droste to terminate the lease with Apogee Investments, LLC. Motion carried.

D. *Personnel Committee*

Jane Victorey presented the Personnel Committee report, distributing the updated Executive Director Evaluation Form, and noting the recommended changes in the document, where items are rated on a yes/no basis, rather than a 1-5 scale. It was noted that Board members need to be specific in their completion of the document. Motion by Jane Victorey and seconded by Meg Tilley to approve the document. Motion carried. Chair Kautz thanked Jane and Margaret for their work.

E. *STA*

Margaret Schreiner noted that STA is seeking to have a consistent meeting date each month, and that the date be maintained. Robin Selvig noted that they are looking at the fourth Thursday of the month in the morning. Robin Selvig also noted that there is a STA Legislative Committee meeting scheduled at BTS for July 22 to discuss the M&K contract.

VII. **Old Business**

A. *BRT Site Visits*

Michael Abegg discussed options for the Board regarding BRT Site visits. It was determined that Board members will participate in site visits to York, Ontario, Kansas City, MO and Los Angeles, CA. The visits will be scheduled in September, and will be coordinated by MVTA staff. Each visit is expected to take 1 to ½ days (plus travel).

VIII. **Staff Reports**

Steve Mielke noted that there will be a meeting regarding the Lakeville Cedar Avenue park & ride sites on Thursday, June 26.

Beverly Miller mentioned that the MVTA was featured on WCCO-TV 10 p.m. news (lead story) on Monday, June 23. Robin Selvig distributed the general UPA brochure presented at the Stakeholder's meeting, noting that as the coordinator of the brochure, the MVTA received significant attention.

IX. Adjournment

Motion by Ruth Grendahl and seconded by Meg Tilley to adjourn the meeting. The meeting was adjourned at 6:38 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: July 23, 2008, 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: _____