

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
September 22, 2010 – 4:30 p.m.
Burnsville Bus Garage, 11550 Rupp Dr., Burnsville, MN 55337

Board Members Present:

Gary Hansen, Eagan
Jane Victorey, Savage
Sharon LaComb, Apple Valley
William Droste, Rosemount
Wally Lyslo, At-Large
Jon Ulrich, Scott County

Others Present:

Beverley Miller, Executive Director
Shaun Morrell, Planner
Robin Selvig, Customer Relations Manager
Tom Bright, Facilities Manager
Lois Spear, Finance Officer
James Strommen, Kennedy & Graven
Samantha Porter, Operations Manager
Lori Peterson, Eagan Personnel Consultant
Terri Heaton, Springstead
Connie Massengale, Schmitt & Sons
James Clark, Messerli & Kramer
Rep. Will Morgan, Burnsville

I. Call to Order

The meeting was called to order at 4:36 p.m. by Vice Chair Gary Hansen, in the absence of Chair Will Branning. A quorum was present.

Legislator of the Year Award Presentation

James Clark of Messerli & Kramer presented a Legislator Recognition Award to Rep. Will Morgan on behalf of the Suburban Transit Association (STA) for his efforts in support of transit (including authoring a bill to adjust the formula increasing the amount of MVST collections available to the Suburban Transit Providers as the funding becomes fully phased in at 36 percent.

Rep. Morgan thanked STA for the Award and thanked the MVTA and the other suburban transit providers for the good work they do. The MVTA Board congratulated Rep. Morgan on his award. Jon Ulrich noted that it would be beneficial to legislators if this award were presented in the spring rather than in the fall. Photographs were taken.

II. Public Comments

There were no comments from the public.

III. Approval of Agenda

Motion by Wally Lyslo and seconded by Jon Ulrich to approve the agenda. Motion carried.

IV. Consent Agenda

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

V. Old Business

A. Revised SRF/Apple Valley Transit Station Agreement

Beverley Miller presented information about the revised SRF proposal for the Apple Valley Transit Station, indicating that costs have been broken out in phases and includes the possible enclosure of platform and canopy space at the northbound platform. Motion by Jon Ulrich and seconded by Wally Lyslo. A roll-call vote followed:

Sharon LaComb – Aye	Wally Lyslo – Aye	Jane Victorey – Aye
William Droste – Aye	Gary Hansen – Aye	Jon Ulrich – Aye

Motion carried.

VI. New Business

A. EBG Design and Construction Management Contract

A revised memo was provided to Board members and Beverley Miller presented a request to issue a work order for design and construction administration services to BWBR for the Eagan Bus Garage expansion at a cost not to exceed \$939,500. Board members were reminded that BWBR did the original design and construction management for EBG, including a percent of plans for the expanded site.

Motion by Sharon LaComb and seconded by Jane Victorey to approve issuing of the work order. A roll-call vote followed:

Sharon LaComb – Aye	Wally Lyslo – Aye	Jane Victorey – Aye
William Droste – Aye	Gary Hansen – Aye	Jon Ulrich – Aye

Motion carried.

Miller noted that the MVTA is proceeding toward a closing on the property to be acquired in November.

VII. Committee Reports

A. Finance Committee

1. Bond sale

Finance Officer Lois Spear introduced Terri Heaton of Springsted to make a presentation regarding financing for the Eagan Bus Garage Expansion, and introducing the Board to Build America Bonds (BABs), a program that may save the MVTA some money but that expires Dec. 31, 2010. She informed the Board about Certificates of Participation (COP) and proposed process/timelines for this project. Initial estimates on a proposed \$8,000,000 COP indicate the MVTA could save more than \$500,000 by using Build America Bonds. The Finance Committee recommended that Springsted go ahead with preliminary work on this project, having more specific numbers at the Oct. 27 MVTA Board meeting.

Motion by Jane Victorey and seconded by Wally Lyslo to adopt a resolution authorizing staff and its consultants to arrange for issuance of Certificates of Participation in a lease-purchase agreement to finance expansion of the Eagan Bus Garage. A roll-call vote followed.

Wally Lyslo – Aye
Sharon LaComb – Aye
Motion carried.

Jane Victorey – Aye
Jon Ulrich – Aye

William Droste – Aye
Gary Hansen – Aye

2 Draft Operating Budget

Jane Victorey had MVTA Finance Office Lois Spear walk Board members through the draft 2011 Operating Budget. Assumptions included ridership holding steady with no fare increases in 2011 and MVST based on the February 2011 forecast. The MVTA dips deeper into reserves, but anticipates allocated MVST funds from the Met Council to bring the MVTA's fund balance to three-months of operations and possibly four months of operations per MVTA's Financial Management Plan. The six percent (6%) increase in budget expenditures was based on \$3 per gallon of fuel (higher than the current retail price) and a jump in security costs for both the Apple Valley and Burnsville Transit Stations.

Motion by Bill Droste and seconded by Jon Ulrich to adopt a draft operating budget consisting of revenues of \$15.9 million, expenditures of \$18.6 million and use of fund balance of \$2.7 million (round numbers). A roll-call vote followed:

Sharon LaComb – Aye Wally Lyslo – Aye Jane Victorey – Aye
William Droste – Aye Gary Hansen – Aye Jon Ulrich – Aye
Motion carried.

The Final 2011 Operating Budget is expected to be adopted in December.

3 Personnel Issues

Lori Peterson proceeded to take the Board through a number of Personnel issues that were run through the Finance Committee. Jane Victorey expressed appreciation to both Ms. Peterson and Finance Committee members for the extra time spent on Finance and Personnel items. The first item on the agenda was information about the Executive Director Review. The form was provided in the packet for Board members and will also be e-mailed to Board members on 9/23. Information about how to complete the form was included, along with the job description and information provided by the Director. Board members are asked to return forms to Lori by Oct. Oct. 11 for compilation and presentation at the Oct. 27 Board meeting. There was discussion by the Board about whether or not information should be tallied "unanimously" and it was agreed that it would be presented in that manner, but that the Board would go into closed session to discuss the specific ratings and why someone rated something one way or another.

Ms. Peterson then indicated that there were a couple of changes to be made to the MVTA Personnel Policies based on changes to law. These included "time off to vote" and "extended leave of absence." Motion by Jane Victorey and seconded by Wally Lyslo to approve the policy changes. A roll-call vote followed.

Gary Hansen – Aye Jane Victorey – Aye Wally Lyslo – Aye
Bill Droste – Aye Sharon LaComb – Aye Jon Ulrich – Aye
Motion carried.

Next, information was presented regarding a Paid Time Off policy rather than specific time-off for vacation, sick and bereavement leave and paid holidays. This was an initial discussion and the Board directed Ms. Peterson to draft some options for consideration at the next meeting.

The next items related to compensation, changing the Board's merit pay ranges for 2010 and 2011 to be anywhere from zero to the appropriate percent (0 to 5%) based on the overall rating. Annual "COLA" adjustments as determined by the MVTA Board were also adopted for 2010 and 2011 at a rate of zero to three percent (0 to 3%). Motion by Jane Victorey and seconded by Wally Lyslo to approve the adjustments. A roll-call vote followed.

Gary Hansen – Aye	Jane Victorey – Aye	Wally Lyslo – Aye
Bill Droste – Aye	Sharon LaComb – Aye	Jon Ulrich – Aye

Motion carried.

The final recommendation presented to the Board was that there are no market adjustments for 2010. Motion by Jane Victorey and seconded by Sharon LaComb to approve this recommendation. A roll-call vote followed.

Gary Hansen – Aye	Jane Victorey – Aye	Wally Lyslo – Aye
Bill Droste – Aye	Sharon LaComb – Aye	Jon Ulrich – Aye

Motion carried.

B. STA

1. Prior Lake Resolution

Beverly Miller presented the request that Prior Lake be admitted as a member of the Suburban Transit Association. It was noted that this needed to be approved by all MVTA cities. Thus far, Plymouth and Shakopee have adopted a resolution in support of this. Motion by Jon Ulrich and seconded by Bill Droste to approve the City of Prior Lake as a member of the Suburban Transit Association. A roll-call vote followed.

Gary Hansen – Aye	Jane Victorey – Aye	Wally Lyslo – Aye
Bill Droste – Aye	Sharon LaComb – Aye	Jon Ulrich – Aye

Motion carried.

MVTA staff will alert City Staff regarding this agenda item, including providing a sample memo and resolution.

2. Legislative Agenda / Web-Site

Beverly Miller also noted that the STA Legislative Committee is beginning to prepare the 2011 Legislative Agenda, noting that much might depend on the report from the Office of Legislative Auditor. Finally, she brought Board members' attention to the new STA web-site. Discussion followed about "Facebook" pages and it was noted that both MVTA and STA have "Facebook" pages.

VIII. Staff Reports / Update

Staff Reports and Updates called the Board attention to the UPA Change Orders approved by the Executive Director, to the MVTA’s increase from 2009 to 2010 in State Fair ridership, that the Draft Station-to-Station service Environmental Assessment has been reviewed by the Met Council and Dakota County and is expected to be submitted to the FTA in early October for their review and comment.

Miller noted that the MVTA was granted the Management Innovation award for the Driver Assist System (DAS) by the Minnesota Public Transit Association (MPTA) and she called the Board’s attention to Peter Bell’s response to the MVTA’s approach to AVL.

Wally Lyslo asked about the letter STA letter to Robert McFarlin regarding adoption of the five Met Council policies. Miller reported that the Transportation Committee adopted the policies with one small change allowing Suburban Transit Providers to initiate their own procurements. The Full Met Council was expected to vote at its meeting on Sept. 22.

IX. Adjournment

Motion by Jon Ulrich and seconded by Sharon LaComb to adjourn the meeting at 6:31 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: October 27, 2010, 4:30 p.m. Burnsville Bus Garage, 11550 Rupp Dr., Burnsville.

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: _____