

MINNESOTA VALLEY TRANSIT AUTHORITY

Regular Board Meeting
August 24, 2011 – 4:30 p.m.
Burnsville Bus Garage

Board Members Present:

Will Branning, Dakota County
Gary Hansen, Eagan
Clint Hooppaw, Apple Valley
Jane Victorey, Savage
Dan Kealey, Burnsville
William Droste, Rosemount
Wally Lyslo, At-large
Jon Ulrich, Scott County

Others Present:

Beverley Miller, Executive Director
Michael Abegg, Planning Manager
Robin Selvig, Customer Relations Manager
Lois Spear, Finance Officer
Tom Bright, Facilities Manager
Shaun Morrell, Planner
James Strommen, Kennedy & Graven
Steve Albrecht, Burnsville TWG
Samantha Porter, Operations Manager
Joe Zanmiller, at large alternate
Connie Massengale, Schmitt & Sons
Tom Pepper, Eagan TWG
Steve Albrecht, Burnsville TWG
Joe Morneau, Dakota County Staff
Dustin Koch, RouteMatch
Laura Vernon, RouteMatch

I. Call to Order

The meeting was called to order at 4:31 p.m. by Chair Will Branning. Roll-call was taken and a quorum was present.

II. Public Comments

Connie Massengale of Schmitt & Sons announced that corn was being distributed to riders at the Apple Valley Transit Station, and will be at various other transit facilities in each of the MVTA cities within the next few days. Joe Morneau of Dakota County Transit Staff was introduced as the new TWG from Dakota County.

III. Approval of Agenda

One item was added under “New Business:” Meetings with the Met Council. Motion by Dan Kealey and seconded by Clint Hooppaw to approve the revised agenda. Motion carried.

IV. Consent Agenda

Item E. was pulled from the Consent Agenda so a revised memo could be distributed. Motion by Jane Victorey and seconded by Gary Hansen to approve the remainder of the Consent Agenda. Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes.

A new background was distributed regarding the hiring of a consultant to update Cafeteria Plan documents and provide other consulting services. There was some discussion about how the consultant was chosen (informal review of firms), if the MVTA were able to team up with one of the Cities for its benefits (in past discussions this has not been an option) and how SouthWest Transit handles benefits (is part of the City of Eden Prairie’s plan going back to the formation of the agency). Motion by Jane Victorey and seconded by Dan Kealey. A roll-call vote followed.

William Droste – Aye
Clint Hooppaw – Aye
Will Branning – Aye

Wally Lyslo – Aye
Gary Hansen – Aye
Jon Ulrich – Aye

Dan Kealey – Aye
Jane Victorey – Aye

Motion carried.

V. Old Business

A. None

VI. New Business

A. Approve Fiber Lease Agreement

Jim Strommen presented information regarding the Fiber Lease Agreement with the City of Eagan and how several items had been revised after discussion with Eagan’s attorney. Several other non-material changes were made to the agreement. Strommen said he would review the item with the Eagan attorney, but we were seeking approval so the item could be before the Eagan City Council at their meeting on Sept. 6. Motion by Gary Hansen and seconded by Clint Hooppaw. A roll-call vote followed.

William Droste – Aye
Clint Hooppaw – Aye
Will Branning – Aye

Wally Lyslo – Aye
Gary Hansen – Aye
Jon Ulrich – Aye

Dan Kealey – Aye
Jane Victorey – Aye

Motion carried.

B. Concrete Repairs at BTS and BBG

Tom Bright presented information about the need for concrete repairs at both the Burnsville Transit Station and the Burnsville Bus Garage. Graham Construction proposed a stronger solution (thicker concrete with rebar) and was very competitive when looking at both projects. The Board discussed the need to issue specifications or standards when obtaining quotes. The repaired concrete is expected to have a life of 20-25 years. Motion by Clint Hooppaw and seconded by Dan Kealey. A roll-call vote followed:

William Droste – Aye
Clint Hooppaw – Aye
Will Branning – Aye

Wally Lyslo – Aye
Gary Hansen – Aye
Jon Ulrich – Aye

Dan Kealey – Aye
Jane Victorey – Aye

Motion carried.

C. Meetings with Met Council

D. Beverly Miller presented the issue of additional meetings with the Metropolitan Council, how often they should be held and if they should be in conjunction with a Board meeting or a separate meeting. The Board agreed it would be useful to have Met Council representatives at Board meetings, and that the MVTA Board would consider changing its meeting date for 2012. The third Wednesday of the month was proposed and additional research will be conducted prior to preparing the draft 2012 meeting calendar. This will also be discussed at a scheduled meeting between the MVTA and the Met Council on Aug. 25.

VII. Committee Reports

A. Finance Committee

Jane Victorey provided information about the draft budget. She indicated that the proposed budget maintains service levels and there is no fare increase. Reserves are lowered to 2.5 months of operating expenditures, but the Met Council has agreed to pre-pay estimated

CTIB/MVST-funded expenditures in advance, which will help cash-flow issues. It was noted that at this time, BRT is not part of the preliminary budget, but could be in the final budget to be approved in December. Motion by Bill Droste and seconded by Jane Victorey to approve the preliminary budget. A roll-call vote followed:

William Droste – Aye	Wally Lyslo – Aye	Dan Kealey – Aye
Clint Hooppaw – Aye	Gary Hansen – Aye	Jane Victorey – Aye
Will Branning – Aye	Jon Ulrich – Aye	

Motion carried.

VIII. Staff Reports / Update

A. Construction at AVTS

Samantha Porter provided an update on the construction at Apple Valley Transit Station, indicating that so far, everything is progressing smoothly and cars are parking in an orderly manner at the old and new stations. Construction on the roadway is expected to take 1-1/2 to 2 months, then the MVTA canopy and platform expansion work will occur.

B. JPA Update

Jim Strommen gave a brief update on his work to make updates to the Joint Powers Agreement. He said many of the proposed comments offered by the Strategic Working Group triggered other changes that would need to be made. He and his team are doing research and will meet with the Strategic Working Group in September. He will also be talking to the County Attorneys about the possible inclusion of the counties as parties.

C. Presentations to Dakota County

Beverly Miller noted that she made a presentation to the Dakota County Board regarding the Cedar BRT service plan. She also noted that the “FONSI” or “Finding of No Significant Impact” by the FTA regarding the Station-to-station service Environmental Assessment has been received, which means that process is winding down and other work can begin to proceed related to the Cedar BRT.

IX. Adjournment

Motion by Dan Kealey and seconded by Clint Hooppaw to adjourn the meeting at 5:31 p.m.

Dustin Koch and Laura Vernon of RouteMatch then offered a short presentation on the Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) software that the MVTA is beginning to implement to interested Board members.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: September 28, 2011, 4:30 p.m., Burnsville 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: Wally M. Lyslo Date: 26 Oct 2011

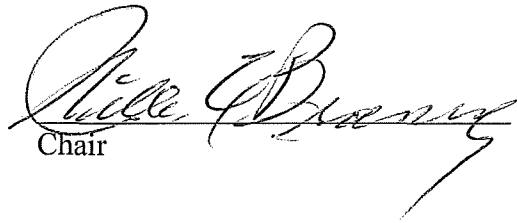
MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

AMEND AGREEMENT WITH METROPOLITAN COUNCIL FOR APPLE VALLEY
LAYOVER PROJECT AND CEDAR AVENUE STATION-TO-STATION EA

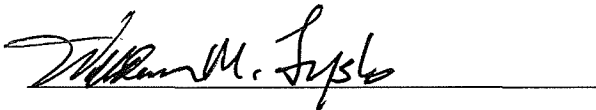
WHEREAS, the Minnesota Valley Transit Authority (MVTA) receives grant funds from the Metropolitan Council;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA amend its agreement with the Metropolitan Council (SG-2010-050) eliminating the Apple Valley Siting Project, reducing the amount to \$152,500 for the Apple Valley Layover Project and the Cedar Avenue Station-to-Station Service EA, and extending the agreement termination date to December 31, 2011.

Whereupon said Resolution was declared duly passed and adopted by MVTA on August 24, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

ACCEPT FUNDS FROM MET COUNCIL FOR APPLE VALLEY TRANSIT STATION
PLATFORM AND CANOPY EXPANSION

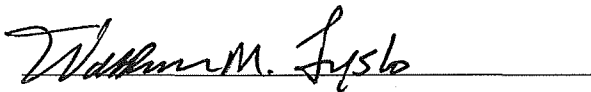
WHEREAS, the Minnesota Valley Transit Authority (MVTA) receives grant funds from the Metropolitan Council;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve execution of a new agreement with the Metropolitan Council (SG-2011-051) for the design and construction administration of the Apple Valley Platform and Canopy Expansion in the amount of \$300,000;

Whereupon said Resolution was declared duly passed and adopted by MVTA on August 24, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

EXERCISING OPTION TO EXTEND LEASE
WITH CHRUSTUS VICTOR LUTHERAN CHURCH

WHEREAS, the Minnesota Valley Transit Authority (MVTA) has a lease with the Christus Victor Lutheran Church which expires on Aug. 1, 2011;

WHEREAS, MVTA legal counsel worked with the Church to amend the lease to provide for up to ten (10) one-year extension periods, and to provide for a 60-day termination period;

WHEREAS, the lease was extended for one-year beginning Aug. 1, 2010, and the rent, for a term commencing Aug. 20, 2010 was set at \$2,020.71. Rent will increase by 2.5 percent for each additional one-year period that the lease is extended.

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an additional one-year extension of the lease beginning August 1, 2011 and the rent, for a term commencing August 20, 2011, will be \$2,071.23.

Motion to approve Resolution:

Jane Victory

Motion seconded by:

Gary Hansen

ADOPTED by the Minnesota Valley Transit Authority this 24th day of August, 2011.

Will E. Branning
Chair

Attest:

William M. Lysto

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVE AGREEMENT BETWEEN MINNESOTA VALLEY TRANSIT AUTHORITY
AND THE DATABANK FOR E-MAIL SERVICES

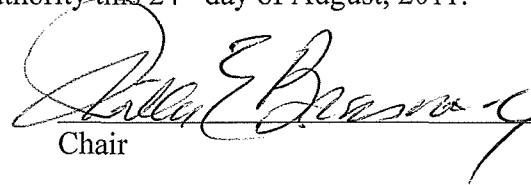
WHEREAS, the Minnesota Valley Transit Authority has been using the services of the databank for a number of years;

WHEREAS, the MVTA continues to have need to send out e-mail alerts and the database and tools provided by the databank meet that need;

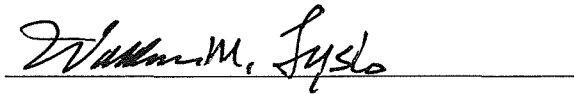
NOW, THEREFORE, BE IT RESOLVED, that a two-year Agreement between the Minnesota Valley Transit Authority and the databank be approved for the period of September 1, 2011-August 31, 2013 at the initial rate of \$206.25 per month (based on up to 4,999 records).

BE IT FURTHER RESOLVED, that the MVTA prepare one year in advance in order to take advantage of a 10 percent discount, making the fee for the next 12 months \$2,227.50.

ADOPTED by the Minnesota Valley Transit Authority this 24th day of August, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

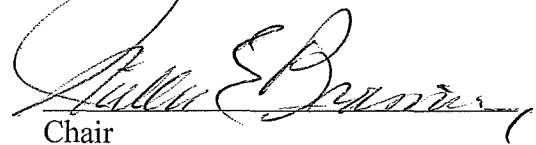
APPROVE EXTENSION OF AGREEMENT BETWEEN MINNESOTA VALLEY TRANSIT AUTHORITY AND THE CITY OF ROSEMOUNT (ROSEMOUNT COMMUNITY CENTER)

WHEREAS, the Minnesota Valley Transit Authority has been operating a park & ride facility at the Rosemount Community Center;

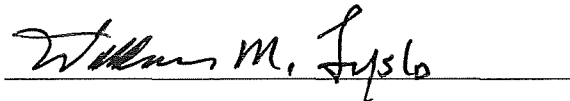
WHEREAS, the MVTA and the City of Rosemount plan to continue express service from this location (parking for up to 75 vehicles at the Rosemount Community Center, 13885 S. Robert Trail in Rosemount) until the opening of the new Rosemount Park & Ride;

NOW, THEREFORE, BE IT RESOLVED, that the Agreement between the Minnesota Valley Transit Authority and the City of Rosemount be extended for a period of one year (September 1, 2011-August 31, 2012) at the approved rate of \$150 per month.

ADOPTED by the Minnesota Valley Transit Authority this 24th day of August, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVING REVISED AGREEMENT BETWEEN MVTA AND EARL F. ANDERSON
FOR BUS STOP SIGNAGE AND INSTALLATION IN MVTA CITIES

WHEREAS, the Minnesota Valley Transit Authority (MVTA) is transitioning from a “flag” system to a system of Bus Stops;

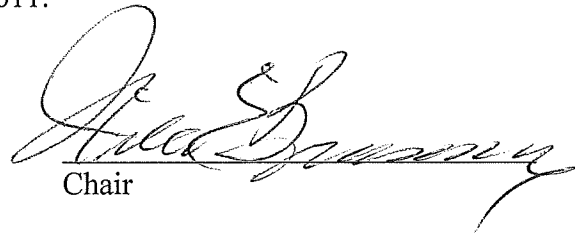
WHEREAS, MVTA sought proposals from three firms and Earl F. Anderson provided the lowest estimate and has also satisfactorily provided that service to MVTA;

WHEREAS, the MVTA has received grant funds from the Metropolitan Council to cover bus stop signage and installation;

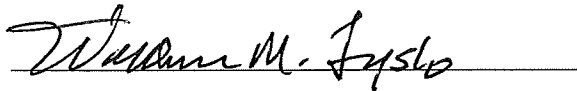
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an 18-month agreement (July 1, 2011-Dec. 31, 2012) with Earl F. Anderson for bus stop signage and installation in the cities of Apple Valley, Burnsville, Eagan, Rosemount and Savage at a cost not to exceed \$18,000 per year for signage and installation.

BE IT FURTHER RESOLVED, that the agreement includes three one-year options for years 2013, 2014 and 2015 with price increases, if any, not to exceed three percent.

Resolution adopted by MVTA on August 24, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVING CONTRACT BETWEEN MINNESOTA VALLEY TRANSIT AUTHORITY
AND HITESMAN AND WOLD, PA FOR REVISIONS TO CAFETERIA PLAN DOCUMENTS
AND CONSULTING SERVICES ON PLAN DESIGN OPTIONS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) has a cafeteria plan for MVTA employees;

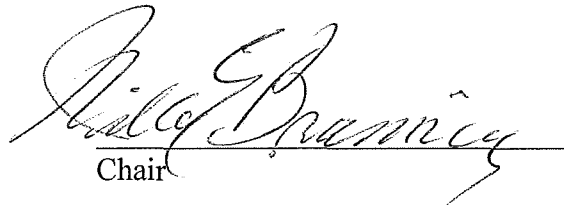
WHEREAS, the plan was last amended in 2006 and since then, federal regulations affecting the plan have been revised causing the MVTA plan to need to be revised;

WHEREAS, there are now other plan design options and benefits that may be made available to employees;

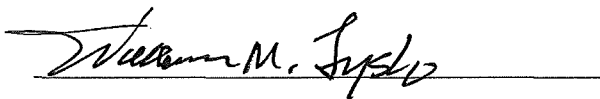
WHEREAS, the firm completing previous updates is no longer doing work in the field;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA Board authorize staff to prepare a contract with Hitesman and Wold, P.A. to revise the cafeteria plan documents and consult on plan design options at a cost not to exceed \$4,000, subject to staff approval of terms.

Resolution adopted by MVTA on August 24, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVING A LEASE AGREEMENT BETWEEN CITY OF EAGAN AND
MINNESOTA VALLEY TRANSIT AUTHORITY FOR TWO STRANDS OF DARK
FIBER TO CONNECT TO STATE OF MINNESOTA NETWORK

WHEREAS, the Minnesota Valley Transit Authority (MVTA) has a need for high-speed communications between the Eagan Bus Garage, the Burnsville Transit Station and the Burnsville Bus Garage; and,

WHEREAS, the City of Eagan owns fiber that can provide a link to the State of ~~5~~ Minnesota Network and is willing to lease two strands of dark fiber to the MVTA for a ~~10~~-year period with ~~two~~ ^{one} 5-year options ^{to} extend the lease; and,

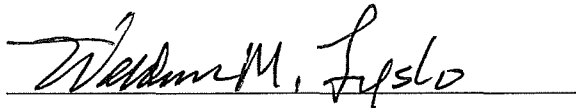
WHEREAS, MVTA recently executed a lease agreement to connect the Burnsville Transit Station and Burnsville Bus Garage to City of Burnsville fiber and then the State Network (currently under construction);

NOW, THEREFORE BE IT RESOLVED that the chair and executive director be authorized to execute a lease agreement between the City of Eagan and the MVTA for access to dark fiber to connect Eagan Bus Garage to City of Eagan and ultimately the Burnsville Transit Station, Burnsville Bus Garage and the State Network at a rate of \$2,255 annually.

ADOPTED by the Minnesota Valley Transit Authority this 24th day of August, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVING AGREEMENT BETWEEN MVTA AND GRAHAM CONSTRUCTION
FOR CONCRETE REPAIRS TO THE BTS BUSWAY


WHEREAS, the concrete busway at the Burnsville Transit Station was constructed in 1995 and has accommodated all bus traffic in and out of the site for the past 16 years;

WHEREAS, there is a portion of the busway (approximately 2450 square feet), that approaches Nicollet Avenue where significant deterioration has occurred in the past several years and despite patching, it requires demolition and replacement to ensure continued functionality (the concrete busway is the sole bus exit from the site and the repair has been noted in TKDA's Facilities Survey, Analysis & Recommendations as needing 'immediate attention');

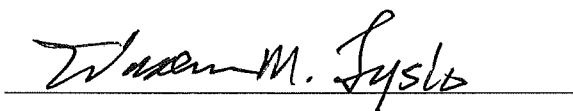
WHEREAS, the MVTA sought proposals from three contractors to do the necessary repairs;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with Graham Construction for concrete repair at the Burnsville Transit Station Busway at a cost of \$29,056 with funding to be provided via a facilities grant the MVTA has with the Metropolitan Council.

Resolution adopted by MVTA on August 24, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVING AGREEMENT BETWEEN MVTA AND GRAHAM CONSTRUCTION
FOR CONCRETE REPAIRS BETWEEN 116TH STREET AND BURNSVILLE BUS GARAGE

WHEREAS, the concrete apron between 116th Street and the south entrance to the Burnsville Bus Garage has seen significant deterioration over the past several years and needs to be rebuilt;

WHEREAS, This is the sole entrance to the site, includes a full-width trench drain, and the repair has been noted in TKDA's Facilities Survey, Analysis & Recommendations as needing 'immediate attention';

WHEREAS, the MVTA sought proposals from three contractors to do the necessary repairs;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with Graham Construction for concrete repair at the Burnsville Transit Station Busway at a cost of \$30,257 with funding to be provided via a facilities grant the MVTA has with the Metropolitan Council.

Resolution adopted by MVTA on August 24, 2011.


Chair

Attest:

