

DATE: Dec. 8, 2011
TO: Board Members unable to attend Dec. 7 Regular MVTA Board meeting/TWGs
FROM: MVTA
RE: Meeting Summary

Here is a meeting summary of the MVTA December 7, 2011 regular meeting of the MVTA Board of Directors.

1. The meeting was called to order at 4:30 p.m. by Vice Chair Gary Hansen (Will Branning and Dan Kealey were attending the STA Legislative Recognition Event). Roll-call was taken and a quorum was present. Tom Lovelace of the City of Apple Valley commended MVTA staff for providing quality service in quickly resolving an issue in the city.
2. One item was added to the agenda under New Business regarding a grant agreement with Met Council regarding 2012 Allocated MVST funds. The revised Agenda and the Consent Agenda were approved.
3. Michael Abegg provided background regarding the purchase of BRT vehicles for the Station-to-Station service, noting that it was a very momentous occasion and the next visible element of the Cedar Avenue BRT. He explained the process used for the procurement, including the expectation that it would be a regional procurement for buses on I-35W and Cedar, but then became a Cedar-only procurement. He described the need to meet certain technical capabilities (level boarding at Apple Valley Transit Station) and said only the Gillig and Nova buses met this qualification. Dakota County preferred the “look and feel” of the Nova BRT bus and it is available for purchase off the State of Minnesota Contract, so was endorsed as the vehicle of choice by the Dakota County Regional Railroad Authority (DCRRA) on Nov. 15. The Metropolitan Council is expected to take action authorizing grant funds at its meeting on Dec. 14.
4. Abegg noted that there will likely be some operational challenges with the Nova bus, as it is new to the MVTA’s fleet and has more roof-monitored equipment. He said the bus is similar to the Gillig vehicle in handling, but additional driver training will be required. Motion by Clint Hooppaw and seconded by Wally Lyslo to authorize the purchase of the NovaBus vehicles for Station-to-Station BRT Service on Cedar Avenue. Motion carried on a unanimous, roll-call vote.
5. Bruce Howard and Charles Decker of Metro Transit led a presentation on branding for LRT and BRT vehicles, seeking feedback on the logo design concepts and how they might be presented on the vehicles. Comments offered during the discussion included concerns about advertising on the vehicles and how it would be incorporated into the design (Mr. Howard commented that a final decision had not been made regarding advertising, but noted that it could generate \$10,000 per month in revenue; he later contacted the MVTA and asked that the Board be informed that he misspoke and it would be about \$10,000 per year for advertising on the seven BRT vehicles). Additional comments were in regard to the first logo and its look being similar to graffiti and whether or not this is an appropriate suburban message. It was also suggested that the provider logo be on both the front and the back of the vehicle (especially given that it would be behind bike racks on the front of the vehicle). The Met Council is seeking feedback quickly and is scheduled to make a final recommendation to the full Council in early February.
6. Robin Selvig reviewed the process used in previous years regarding selection of a nominating committee for selection of officers. She also offered a staff recommendation for the at-large positions given the proposed changes to the Joint Powers Agreement and by-laws, as well as the proposed 2012 meeting calendar which would be formally adopted in January. Volunteers for the Nominating Committee were sought and Jane Victorey, Clint Hooppaw and Gary Hansen agreed to serve. Board members were asked to consider running for office.
7. Lois Spear presented information requesting approval of a sole-source procurement of plastic curbing to use at the Apple Valley Transit Station to support docking of buses as close to the platform as possible. Motion by Clint Hooppaw and seconded by Wally Lyslo to approve a sole-source procurement from

Ultra Poly, Inc. in an amount not to exceed \$40,000 for plastic curbing at the Apple Valley Transit Station. Motion carried on a unanimous, roll-call vote.

8. Lois Spear also sought approval to enter into a grant agreement with the Metropolitan Council for the 2012 allocated MVST in the amount of \$3,942,000. Motion by Jane Victorey and seconded by Clint Hooppaw to execute a grant agreement with Met Council for the 2012 allocated MVST funding in the amount of 43,942,000. Motion carried on a unanimous, roll-call vote.
9. Beverley Miller updated the Board on a number of STA-related meetings, including hearings related to governance issues.
10. Jane Victorey asked the Board to approve the 2012 Operating Budget, which had previously approved in draft form. Only change to final document is the inclusion of Station-to-station BRT service. Motion by William Droste and seconded by Clint Hooppaw to approve the 2012 operating budget. Motion carried on a unanimous, roll-call vote.
11. Jane Victorey also asked the Board to approve the final 2012-2017 Capital Improvement Program, which was also previously approved in draft form. No changes to the final document. Motion by Clint Hooppaw and seconded by Wally Lyslo to approve the 2012-2017 CIP. Motion carried on a unanimous, roll-call vote.
12. Jane then asked Lois Spear to discuss the 2012 Employee Benefit Increase. The recommendation was for the Board to approve an increase in the cafeteria plan of \$50 per month as well as to procure insurance (life, ADD and long-term disability) through the City of Eagan and its vendor on behalf of MVTA employees. Motion by Steve Albrecht and seconded by Jane Victorey to approve the benefits recommendation. Motion carried on a unanimous, roll-call vote.
13. Lois Spear provided background on the Finance Committee's recommendation for audit of the MVTA's financial statements and to conduct a single audit, if required for years ending Dec. 31, 2011, 2012 and 2013 with options for an additional two years. Motion by William Droste and seconded by Clint Hooppaw to approve entering into a contract with HLB Tautges Redpath. Motion carried on a unanimous, roll-call vote.
14. Lois Spear also presented information regarding updated Cafeteria Plan documents. Motion by Clint Hooppaw and seconded by Jane Victorey to approve the updated Cafeteria Plan documents. Motion carried.
15. Jane Victorey reviewed a discussion that took place at the Finance Committee meeting regarding authorizing the Executive Director to approve purchases up to \$25,000 which are budgeted and are competitively procured. Motion by Jane Victorey and seconded by Steve Albrecht to approve the authorization of purchases up to \$25,000 by the Executive Director, when budgeted and competitively bid. Motion carried on a unanimous, roll-call vote. The director will report such purchases to the Board at the following meeting.
16. Motion by Clint Hooppaw and seconded by Steve Albrecht to close the meeting for purposes of discussing the Executive Director Review at 6:09 p.m. Motion carried.
17. Motion by Gary Hansen and seconded by Wally Lyslo to re-open the meeting at 6:55 p.m. Motion carried.
18. Motion by Clint Hooppaw and seconded by Wally Lyslo approving a ½ percent merit increase for the Executive Director retroactive to her anniversary date in addition to the 1 percent Cost of Living Increase effective Jan. 1, 2012. Motion carried on a unanimous, roll-call vote.
19. Motion by Clint Hooppaw and seconded by Steve Albrecht to adjourn the meeting at 6:58 p.m.

Page 3

Next Regular Meeting Scheduled for Jan. 25, 2012 at 4:30 p.m. at the Burnsville Bus Garage.