

MINNESOTA VALLEY TRANSIT AUTHORITY

Regular Board Meeting  
January 26, 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  
Jon Ulrich, Scott County  
William Droste  
Wally Lyslo

**Others Present:**

Beverley Miller, Executive Director  
Tom Pepper, Eagan TWG  
Tom Lovelace, Apple Valley TWG  
Robin Selvig, Customer Relations Manager  
Michael Abegg, Planning Manager  
Tom Bright, Facilities Manager  
Joe Zanmiller, At-Large Alternate  
Glenn Boden, Fleet Maintenance Manager  
Samantha Porter, Operations Manager  
Connie Massengale, Schmitt & Sons  
Lois Spear, Finance Officer  
Katie Bengen, Schmitt & Sons  
Corrine Heine, Kennedy & Graven

**I. Call to Order**

The meeting was called to order at 4:30 p.m. by Chair Will Branning, followed by roll-call. A quorum was present. Greg Lind was unable to attend the meeting, but submitted a letter that was read by Chair Branning

Gary Hansen announced that he had spoken with Dan Kealey and Clint Hooppaw and that Wally Lyslo would continue as the at-large commissioner and Joe Zanmiller of Rosemount would be the at-large alternate commissioner. Will Branning then administered the Oath of Office to Clint Hooppaw, representing the Apple Valley City Council and Joe Zanmiller of Rosemount as the at-large alternate commissioner.

**II. Election of Officers**

Will Branning asked if there were any nominations from the floor. Being none, there was a Motion by Gary Hansen and seconded by Jon Ulrich to adopt the slate of officers as presented, by acclamation. Motion carried. Officers were elected as follows:

Chair – Will Branning  
Vice Chair – Gary Hansen  
Treasurer – Jane Victorey  
Secretary – Wally Lyslo

The sign-up sheet for committee assignments was passed around the room. It was noted that the Board will focus on two committees in 2011 – Finance and STA. Jane Victorey suggested that the duties of the Personnel Committee be incorporated into the duties of the Finance Committee and the Board approved this action.

**III. Public Comments**

There were no comments from the public. It was suggested that a formal statement be drafted, inviting public comments.

**IV. Approval of Agenda**

Motion by Wally Lyslo and seconded by Gary Hansen to approve the agenda. Motion carried.

**V. Consent Agenda**

Item D – Designation of Official Newspaper – was pulled from the Consent Agenda. Motion by Gary Hansen and seconded by Jane Victorey to approve the remainder of the Consent Agenda. Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes.

Bill Droste raised questions about the designation of the Burnsville *SunCurrent* as the Official Newspaper. Robin Selvig indicated that Article X of the MVTA's Bylaws state "The Authority designates as its official newspaper the official newspaper designated by the City of Burnsville." We confirmed that the City of Burnsville has designated the *SunCurrent* as its official newspaper for 2011. Selvig also explained that this has nothing to do with issuing of news releases (which are submitted to all community newspapers) and she indicated that specific projects might also be advertised in special or designated local newspapers, depending on the project. Motion by William Droste and seconded by Wally Lyslo to approve the *SunCurrent* as the MVTA's Official Newspaper. Motion carried.

**VI. Old Business**

- A. Motion by William Droste and seconded by Clint Hooppaw to adopt the Board's 2011 meeting calendar, with meetings for the Burnsville Bus Garage. Motion carried.

There was also discussion about the Driver of the Year dinner in February. Motion by William Droste and seconded by Gary Hansen authorizing staff to prepare for the annual Driver of the Year Awards Dinner. Motion carried. The February meeting will be at the Mediterranean Cruise Café. The dinner location will be rotated amongst the MVTA cities.

- B. A draft of a letter regarding the Transitway Guidelines was distributed to the Board, to be submitted under Chair Branning's signature. Chair Branning talked about the process and how the guidelines were rushed and very top-down driven by staff. He stated that the Advisory Committee seldom had an opportunity to comment during a presentation, and then there was no time left after the presentation. The Board agreed that sending the letter was a good idea. It will also be forwarded to Daniel Wolter and Craig Peterson.

**VII. New Business**

A. Lois Spear presented information regarding amending the contract with Bonestroo for the Rosemount Park & Ride from a not-to-exceed cost of \$117,415 to a not-to-exceed cost of \$141,515. The current design includes a restroom and mechanical room for the site at a cost estimate of approximately \$247,900. The cost estimate submitted with the CMAQ grant included only \$150,000 for a 50 foot by 30 foot shelter with canopy. Additional environmental work is also required. The funds would come from the MVTA's Reserve/Contingency budget. The Board discussed whether these increased costs include anything for any mitigation that might be needed on the site after the additional environmental work. There are no funds currently designated for remediation, and Spear said that any additional expenditure would require Board approval. Motion by Wally Lyslo and seconded by William Droste to approve the contract amendment for Bonestroo and approve the 2011 Budget amendment. A roll-call vote followed:

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

Motion carried.

B. Lois Spear requested approval of the Pay Equity report required by the Minnesota Department of Employee Relations. It is consistent with the last report, submitted in 2008, with the addition of one transit planner. Motion by Gary Hansen and seconded by Jane Victory to approve and electronically submit the report by Jan. 31, 2011. Motion carried.

**VIII. Committee Reports**

A. STA - Beverley Miller reviewed some of the major findings and key recommendations included in the Office of the Legislative Auditor (OLA) Evaluation Report on Governance of Transit in the Twin Cities Region. She noted that a key recommendation was "We do not recommend eliminating the suburban transit providers, although there are opportunities for some consolidation." Miller also noted that CTIB and the Met Council have publicly stated that they believe some of the findings are overstated.

Will Branning reviewed the rigorous process of examining and commenting on the study – that some three drafts were reviewed with minimal time to offer comment. Numerous meetings were conducted of STA members as well as with the Legislator Auditor and his staff. He indicated he has great respect for the OLA staff despite not agreeing with everything in the report. Hearings have already started at the Legislature.

The Board also discussed the draft 2011 Suburban Transit Association Legislative Agenda. Beverley Miller mentioned that STA will continue to support regional bonding for transit, but would like to see the list before it is submitted. She mentioned the request to increase the speed limit on bus shoulders and several items consistent with the OLA

findings. Board members suggested that Hastings be included as one of the cities needing additional transit investment. Further, it was recommended that MVTA have coffee with Farmington and Northfield regarding future cooperation.

Jon Ulrich noted that Scott County is continuing to study the over-reaching authority taken by the Metropolitan Council by not using the Transportation Advisory Board (TAB) in the adoption of the Transportation Policy Plan. Further information is expected in the near future.

Will Branning commented that he participated in a meeting in Rochester sponsored by Goodhue County and the Mayo Clinic regarding "Zip Rail," the proposed high-speed passenger rail service between Rochester and the Twin Cities.

**IX. Staff Reports / Update**

*None.*

**X. Adjournment**

Motion by Gary Hansen and seconded by William Droste to adjourn the meeting at 6:08 p.m.

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

**Next Regular Meeting Scheduled: Feb. 23, 2011, 4:30 p.m. Mediterranean Cruise Café in Burnsville, followed by Driver of the Year awards dinner**

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: William M. Lyslo

Date: 23 Feb 2011

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 11- \_\_\_\_\_

AUTHORIZED LIST OF INVESTMENT BROKERS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) Finance Committee approved investing in other types of investment products;

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate the following organizations as the MVTA's investment brokers:

Piper Jaffray  
RBC Dain Rauscher  
Wells Fargo Brokerage Services

Motion to approve Resolution:

Gary Hansen

Motion seconded by:

Jane Victorey

ADOPTED by the Minnesota Valley Transit Authority this 26<sup>th</sup> day of January 2011.

Patricia Branning  
Chair

Attest:

William M. Jysb

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 11 \_\_\_\_\_

DESIGNATING DATA PRACTICES COMPLIANCE OFFICIAL

BE IT RESOLVED, that the Minnesota Valley Transit Authority (MVTA) designates the Executive Director as the Data Practices Compliance Official pursuant to the Minnesota Data Practices Act.

Motion to approve Resolution:

*Gary Hansen*

Motion seconded by:

*Jane Vickrey*

Ayes:

*7*

Nays:

*0*

ADOPTED by the Minnesota Valley Transit Authority this 26<sup>th</sup> day of January, 2011.

*John E. Brannan*  
\_\_\_\_\_  
Chair

Attest:

*William M. Jyslo*  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 09-\_\_\_\_\_

AUTHORIZED LIST OF FINANCIAL INSTITUTIONS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) maintains funds in varying financial institutions in order to operate its business,

WHEREAS, the MVTA currently has accounts only at US Bancorp;

WHEREAS, the financial institutions in which funds are kept for MVTA needs to be approved by the Board,

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate US Bancorp as the official depository of funds for the year 2011.

Motion to approve Resolution:

Gary Hansen

Motion seconded by:

Jane Vickrey

ADOPTED by the Minnesota Valley Transit Authority this 26<sup>th</sup> day of January 201109.

John E. Deansing  
Chair

Attest:

William M. Jyslo

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 11-\_\_\_\_\_

DECLARE RR DONNELLY AS A NON-RESPONSIVE BIDDER FOR PRINTING OF SYSTEM  
MAPS AND POCKET SCHEDULES; AWARD CONTRACT TO SECOND LOW BIDDER,  
AMERICAN FINANCIAL PRINTING, INC. (AFPI), AS PRINTER OF POCKET SCHEDULES  
AND SYSTEM MAPS

WHEREAS the Minnesota Valley Transit Authority (MVTA) has need to produce pocket  
schedules annually that spell out all of the times and routes of MVTA buses four times annually;

WHEREAS the Minnesota Valley Transit Authority (MVTA) needs to print a system map of  
MVTA routes as often as twice per year;

WHEREAS, in December, the MVTA awarded the contract for printing of pocket schedules  
and system maps to low bidder RR Donnelly;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA declare RR Donnelly as a non-  
responsive bidder given that we couldn't agree to terms as specified in the bid documents;

BE IT FURTHER RESOLVED, that the MVTA award a contract to the second low bid,  
American Financial Printing, Inc. (AFPI) as the schedule and system map printer for the MVTA for  
2011 and 2012 with an option to continue for 2013;

ADOPTED by the Minnesota Valley Transit Authority this 26<sup>th</sup> January, 2011.

  
Chair

Attest:

  
\_\_\_\_\_



MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 11-\_\_\_\_\_

APPROVING AGREEMENT BETWEEN MVTA AND MINNESOTA ELEVATOR INC. (MEI)  
FOR ELEVATOR MAINTENANCE SERVICES AT APPLE VALLEY TRANSIT STATION

WHEREAS, the Minnesota Valley Transit Authority (MVTA) requires elevator service at the Apple Valley Transit Station;

WHEREAS, MEI has satisfactorily provided that service in a warranty environment for the past year;

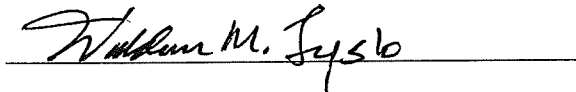
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve a three-year agreement with MEI for elevator maintenance at the Apple Valley Transit Station at a cost of \$239/month or \$2868/year, with rate increases after year one, if any, not to exceed two percent (2%) per year.

Motion by: Gary Hansen  
Seconded by: Jane Vickrey  
Ayes: 7 Nays: 0

Resolution adopted by MVTA on January 26, 2011.

  
Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 11-\_\_\_\_\_

APPROVING 2011 OFFICIAL PUBLICATION

WHEREAS, from time-to-time, the Minnesota Valley Transit Authority (MVTA) has need to publish official notices regarding the business of the MVTA;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA adopt the following official newspaper for 2011: *Burnsville SunCurrent*

BE IT FURTHER RESOLVED, that official public notices also be posted on the MVTA's web site at [www.mvta.com](http://www.mvta.com).

Motion to approve Resolution:

William Droste

Motion seconded by:

Wally Lyslo

ADOPTED by the Minnesota Valley Transit Authority this 26<sup>th</sup> day of January, 2011.

Bill Branning  
Chair

Attest:

William M. Lyslo

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 11-\_\_\_\_\_

APPROVE AMENDMENT WITH BONESTROO; APPROVE AMENDMENT TO MVTA 2011  
BUDGET RELATED TO ROSEMOUNT PARK & RIDE

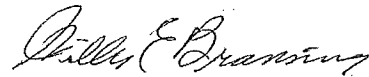
WHEREAS, the MVTA has an agreement with Bonestroo for design and construction administration for the Rosemount Park & Ride in an amount not to exceed \$117,415;

WHEREAS, the size of the Rosemount Park & Ride has increased to include a restroom and a mechanical room (to be covered by a Dakota County Community Development Agency grant received by the City of Rosemount) and there is additional environmental work to be done on the site;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an amendment to the Bonestroo contract to a not to exceed amount of \$151,515.

BE IT FURTHER RESOLVED, that the MVTA 2011 budget be amended by reducing the Reserve/Contingency budget by \$24,100 and increasing the Professional Services – Engineering Services budget by \$24,100.

ADOPTED by the Minnesota Valley Transit Authority this 26<sup>th</sup> day of January 2011.



Chair

Attest:

