

DATE: June 23, 2011  
TO: Board Members unable to attend June 22 Regular MVTA Board meeting/TWGs  
FROM: MVTA  
RE: Meeting Summary

Here is a meeting summary of the MVTA June 22, 2011 regular meeting of the MVTA Board of Directors. Supplemental materials are posted at [http://www.mvta.com/MVTA\\_Board.html](http://www.mvta.com/MVTA_Board.html).

1. The meeting was called to order at 4:34 p.m. by Vice Chair Gary Hansen. A quorum was present.
2. There were no public comments and both the agenda and the Consent Agenda were approved as presented.
3. Steve Wischmann of KDV presented information about the MVTA comprehensive Annual Financial Report (CAFR), the Compliance Report and the Management Letter. He stated the MVTA received a “clean, unqualified” audit – the highest level possible. He referenced the transmittal letter in the CAFR as well as the section on Statistical Information as good references for Board members. In terms of the Compliance Report, he stated that as long as we received more than \$500,000 in federal funds, we are required to have this report. He stated that our audit was “as clean as possible” and that only about five percent of the similar audits done by KDV achieve that level. In the Management Letter, he referenced that there are no major deficiencies, only a couple of house-keeping issues. There was a question about the capital asset policy and staff indicated that the policy should be drafted for Board approval by year end (pulling together established procedures and practices into a policy for the Board to adopt).
4. He touched on the fact that MVST revenue was up slightly and fare revenue was down slightly from the previous year. Expenses exceeded revenues for the second year in a row, resulting in a lowering fund balance. MVTA was also slightly over budget (\$16.9 million vs. \$16.7 million), primarily due to fuel increases and increases to contractor costs. Wischmann said “these are challenging times,” and he offered thanks to the Finance Committee, Lois Spear and MVTA staff for their assistance in preparing the documents.
5. Bill Droste congratulated staff on the clean audit. Gary Hansen thanked management and staff for their work resulting in a clean audit. The Board then accepted the report.
6. Jane Victorey provided a brief update on the MVTA’s financial status, noting that the board is awaiting a response to the June 9 letter to Pat Born at the Metropolitan Council regarding allocated MVST. Will Branning thanked Jane Victorey and the Finance Committee for the work in drafting the letter to Pat Born. Jane Victorey, in turn, thanked Lois Spear for her work and significant number crunching.
7. Beverley Miller noted that the year-end report from the Suburban Transit Association (STA) was included in the packet. The message is “stay tuned.”
8. Michael Abegg reviewed the Board item regarding on-call (task-work) consulting contracts, indicating that we solicited rates from our list of firms in order to exercise the two one-year options we have with the four firms. Responses were received from TKDA, Bonestroo and BWBR (URS did not respond) and these agreements were unanimously extended for two years on a roll-call vote. MVTA will go back to the marketplace in 2015.

9. Michael Abegg then presented a recommendation from the special AVL Committee and staff to award a contract to RouteMatch Software of Atlanta, GA in the amount of \$587,762 – including the base bid and one optional component (Cubic SmartCard interface). He noted that the MVTA was able to obtain an additional \$400,000 from the Met Council (subject to Council approval on June 22) which allows award of the ITS Base Architecture project. The Board approved awarding the contract on a unanimous roll-call vote. It was noted that staff will work to schedule a presentation of this system at an upcoming Board meeting.
10. A revised memo was distributed regarding shelter purchase, delivery and installation and Lois Spear provided a review of the requested action, given that no bids were received on the shelter purchase and delivery portion of the contract (due to the custom design and small number of shelters to be purchased in 2011). Staff then received quotes for standard shelters and is recommending that the MVTA procure six shelters from Handi-Hut for placement in 2011, with options to purchase additional shelters through 2015. The Board unanimously approved the agreement on a roll-call vote, including options for the addition of wind skirting and schedule holders, as funding is available. The MVTA expect to have additional funding for shelters in 2012.
11. Lois Spear also presented the bus shelter installation contract information. Schmittty and Sons bid on the shelter installation piece on the Request for Bid and was the only bidder. The base bid was for installation of three shelters in 2011 and the MVTA will also exercise options to install the three additional shelters. These shelters will be installed on pads placed by MnDOT along Highway 13. There was a question about a shelter for Rosemount, but at this time, the MVTA has been unable to place a shelter at the Rosemount Community Center. The Board unanimously approved the shelter installation contract to Schmittty and Sons.
12. Robin Selvig provided updated background information regarding a lease agreement with the City of Burnsville to connect MVTA's Burnsville Transit Station and Burnsville Bus Garage to the City of Burnsville's fiber network and then out to the state network. The City of Burnsville approved the lease agreement on Tuesday night. She also requested authorization to issue a purchase to MP Nexlevel to make the connections between the MVTA facilities and the City of Burnsville fiber locations, as well as make the connection between the Eagan Bus Garage and the City of Eagan's fiber at their maintenance facility on Coachman Road/Yankee Doodle. The Board unanimously approved the actions on a roll-call vote. Robin Selvig thanked Tom Venables of the City of Burnsville and Kristi Peterson at the City of Eagan for their help on this project. A lease agreement will be forthcoming from the City of Eagan.
13. Michael Abegg presented proposed projects to be submitted for federal funding during the 2015-2016 cycle, which must be submitted this year. There was discussion about the type of projects that might be funded and how the MVTA could implement additional service improvements. Michael Abegg explained that this federal funding process emphasizes park & ride projects. A concern is that projects are to include three years of operating funding, but region-wide there is concern about finding resources to continue funding operations of such projects. He also mentioned the regional Service Improvement Program, but stated that given current funding realities, the Met Council seems to have dropped the momentum on the SIP. Concern was expressed regarding service to/from Dakota County Technical College (DCTC) in Rosemount, included from the Apple Valley site. Bill Droste has an upcoming meeting with Ron Thomas, president of DCTC, and he will broach the subject of another meeting about this topic, including Clint Hooppaw of Apple Valley and MVTA staff. The Board approved the submittals for federal funding in the 2015-2016 cycle, including Apple Valley North Park & Ride, Blackhawk Bike Facility and Cedar Grove Pedestrian Improvements.

14. Beverley Miller presented a request from the Metropolitan Council to amend our agreement for the Cedar Avenue BRT service to include a clause that would add the ability to “suspend” rather than “terminate” an agreement in the event of a state shutdown. The Board approved the amendment.
15. Beverley Miller commented that as best she knows right now, all transit providers will continue to operate in the event of a state shutdown. MVTA expects to be able to operate for 60 days. Will Branning reported that he had a request that if the Met Council were to shut down operations, that all Suburban Transit Providers do the same. Branning indicated he may call a special meeting of the Board if necessary.
16. The meeting was adjourned at 6:05 p.m.

Next Regular Meeting Scheduled for July 27, 2011 at 4:30 p.m. at the Burnsville Bus Garage.