

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
October 26, 2011 – 4:30 p.m.
Burnsville Bus Garage

Board Members Present:

Will Branning, Dakota County
Gary Hansen, Eagan
Tom Lovelace, Apple Valley TWG
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
Glenn Boden, Fleet Maintenance Manager
Connie Massengale, Schmitt & Sons
Tom Pepper, Eagan TWG
Joe Morneau, Dakota County Staff

I. Call to Order

The meeting was called to order at 4:34 p.m. by Chair Will Branning. Roll-call was taken and a quorum was present.

II. Public Comments

There were no public comments, but the MVTA Board enjoyed cake celebrating the MVTA being named Transit System of the Year by the Minnesota Public Transit Association.

III. Approval of Agenda

Motion by Gary Hansen and seconded by Dan Kealey to approve the agenda. Motion carried.

IV. Consent Agenda

Motion by Jane Victorey and seconded by Bill Droste to approve the Consent Agenda, with corrections noted to the Minutes that Bill Droste was not in attendance for the votes listed on pages 23 and 24 of the packet. A roll-call vote followed.

William Droste – Aye

Wally Lyslo – Aye

Dan Kealey – Aye

Clint Hooppaw – Aye

Gary Hansen – Aye

Will Branning – Aye

Jon Ulrich – Aye

Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes and the Minutes will be corrected to reflect the appropriate votes.

V. Old Business

A. Joint Powers Agreement

James Strommen distributed a memo regarding the status of the Joint Powers Agreement, indicating that no action was required. He has been in contact with all City Attorneys and the Scott and Dakota County Attorney offices. Scott County will be taking the issue up in November and Dakota County has a Committee of the Whole meeting scheduled for Nov. 29. Jim will work with Beverley and others, if necessary, regarding presentations at the County meetings. Strommen also noted that he has talked with League of Minnesota Cities regarding these changes as well.

Gary Hansen asked about the Mike Dougherty question of becoming a non-profit. Strommen indicated that this would certainly be a possibility, but was not something directly researched as a result of the Strategic Working Group initiative. He said it can take time to do so, and it may be best to await responses from the Counties (all cities and counties have been made aware of this question). The Board did not provide specific direction regarding becoming a non-profit. It could still be possible to complete this process by year end.

B. Resolution of Support for BRT Financing Plan

Beverley Miller presented information requesting a resolution of support for the BRT financing plan. She made a presentation to TAC last Thursday and there are numerous other meetings in the coming weeks. Policy issues are of most concern (moving funds from one corridor to another.) It was suggested that the fact that the UPA provided funding to do some of the work of the grant be strongly mentioned as the reason for the change. Met Council, CTIB, Dakota County have all supported the project. Motion by Gary Hansen and seconded by Dan Kealey to adopt a resolution of support for the BRT Financing Plan. A roll-call vote followed.

| | | |
|----------------------|---------------------|---------------------|
| William Droste – Aye | Wally Lyslo – Aye | Dan Kealey – Aye |
| Tom Lovelace – Aye | Gary Hansen – Aye | Will Branning – Aye |
| Jon Ulrich – Abstain | Jane Victorey – Aye | |

Motion carried.

C. Eagan Fiber Project

Robin Selvig updated the Board with regard to the connection of fiber to the Eagan Bus Garage. There is not sufficient time to prepare for and do the work yet this year, so a short-term solution will be devised to meet the needs of the AVL install and the project will get prepared to be the first done by the City of Eagan as part of their Phase Two. The MVTA will reimburse the City for expenses incurred, but the thought is that by sharing resources, this becomes a win-win for the City of Eagan and the MVTA. Robin expressed appreciation to the staff (Tom Garrison, Kristi Peterson and Dan Cook) at the City of Eagan for their assistance on getting this project moving. The Board will be asked for final approval in the new year – perhaps February.

VI. New Business

A. Dakota County 2030 Draft Transportation Plan

Joe Morneau provided a presentation regarding the Dakota County 2030 Transportation Plan, highlighting changes from previous plans and the needs of the county in the next 20 years. He highlighted the plan principles: Sustainability, Connectedness, Collaboration, Economic Vitality and Growing and Nurturing People. He briefly reviewed the goals of the plan, focusing on Transit. He discussed transitways, the growing transit-dependent population, the need for mobility management and potential for travel demand management, the role of technology and integration with land use. There will be a public hearing on the plan on Nov. 15 at 9 a.m. at the Administrative Center in Hastings. Comments on the plan are due by Dec. 2.

B. Purchase of Fleet Maintenance Software

Glenn Boden provided background regarding the request to purchase Fleet Focus Fleet Maintenance software in the amount of \$192,051 via the State of Minnesota Cooperative Purchasing Agreement. This system is used by many transit agencies (Metro Transit has their own proprietary system). Dan Kealey asked if this were in partnership with our provider. The provider is not being asked to contribute to the cost of the software, but will be responsible for doing all data entry. Motion by Wally Lyslo and seconded by Dan Kealey to approve the software purchase. A roll-call vote followed:

| | | |
|----------------------|-------------------|---------------------|
| William Droste – Aye | Wally Lyslo – Aye | Dan Kealey – Aye |
| Tom Lovelace – Aye | Gary Hansen – Aye | Jane Victorey – Aye |
| Will Branning – Aye | | |

Motion carried.

VII. Committee Reports

A. Finance Committee

1. Personnel Issues

Jane Victorey provided some background about the Personnel Committee that took place before the Finance Committee. She said the Personnel Committee agreed to a one percent Cost of Living Adjustment (COLA) for all staff for 2012. Motion by Jane Victorey and seconded by Bill Droste that the Board adopt the committee recommendation. A roll-call vote followed:

| | | |
|----------------------|-------------------|---------------------|
| William Droste – Aye | Wally Lyslo – Aye | Dan Kealey – Aye |
| Tom Lovelace – Aye | Gary Hansen – Aye | Jane Victorey – Aye |
| Will Branning – Aye | | |

Motion carried. Merit Pay Range recommendations were also adjusted, indicating there should be “consistency of application” of the ranges based on ratings. Lori Peterson will be sending out information for conducting the Executive Director review this week. Responses will be due in three weeks and a final decision will be made at the December Board meeting.

2. Adopt Draft CIP

Jane then asked Lois Spear to discuss the 2012-2017 Capital Improvement Program (CIP). Spear referred to the spreadsheets detailing the NTD spending plan, the authorization summary (what will be purchased in which year) and the Funding Summary, which includes the entire plan. There are some unfunded items at this time, and some projects that have just recently been submitted through the Federal Grant process, but we want to make sure everything is included in the CIP. This is a draft and the final document will be before the Board in December. Motion by Jane Victorey and seconded by Bill Droste to follow the Finance Committee recommendation and adopt the draft CIP. Motion carried.

3. Amend 2011 Budget

Lois Spear also presented information regarding an amendment to the 2011 Operating Budget, indicating that both revenues and expenses have been reduced by about \$800,000, leaving a fund balance of 3.2 months – consistent with the Metropolitan Council policy. There are no proposed cuts in service for 2011. Motion by Jane Victorey and seconded by Bill Droste to approve the Finance Committee recommendation and adopt the revised 2011 Operating Budget. A roll-call vote followed:

| | | |
|----------------------|-------------------|---------------------|
| William Droste – Aye | Wally Lyslo – Aye | Will Branning – Aye |
| Tom Lovelace – Aye | Gary Hansen – Aye | Jane Victorey – Aye |

Motion carried.

B. STA

Beverly Miller noted that the Legislative Committee is beginning to meet to discuss the legislative agenda for 2012. Additionally, there will be a committee meeting to conduct a performance review of the consultant. Will Branning noted that Pat Born spend nearly one hour with STA at its annual meeting, talking about communication and coordination. Born told the STAs that policy issues should be directed to him and operations or other issues should be directed to the appropriate staff member. Born will be attending another upcoming STA meeting to discuss Transit-oriented development.

VIII. Staff Reports / Update

A. Cubic Transportation Systems Non-Disclosure Agreement

Michael Abegg gave a brief update on the Cubic Transportation System non-disclosure agreement and that he believes it is not necessary at this time – RouteMatch can do their work without MVTA signing a non-disclosure with Cubic.

B. 157th St. Resolution

Robin Selvig updated the Board on the 157th St. issue, indicating that after significant study, buses will be moving off 157th St. on Dec. 3 and this seemed agreeable with residents of the area.

IX. Adjournment

Motion by Gary Hansen and seconded by Tom Lovelace to adjourn the meeting at 6:45 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: December 7, 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: William M. Lyslo Date: 7 DEC 2011

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

SUPPORTING AND AGREEING TO PARTICIPATE AS A PROJECT PARTNER IN
THE UNIVERSITY OF MINNESOTA'S PROPOSAL FOR THE US DEPARTMENT
OF TRANSPORTATION'S TRANSIT RETROFIT PACKAGE DEVELOPMENT

WHEREAS, MVTA and the University of Minnesota have previously worked
closely to develop, install, train on, and deploy technology improvements to enhance bus
operations; and,

WHEREAS, the United States Department of Transportation has issued a Request
for Proposals for the Transit Safety Retrofit Package Development ("TRP"); and,

WHEREAS, participation by MVTA in this project would provide outside
funding for MVTA operating costs and contribute significantly to the success of the
project;


NOW, THEREFORE BE IT RESOLVED that the Minnesota Valley Transit
Authority supports the University of Minnesota's proposal for the TRP; and,

BE IT FURTHER RESOLVED that the Minnesota Valley Transit Authority
agrees to participate as a partner in the proposal by providing staff time and simulator
resources to be reimbursed by the project as well as non-revenue vehicle resources.

ADOPTED by the Minnesota Valley Transit Authority this 26th day of October, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVE AGREEMENTS FOR SNOW PLOW SERVICES
AT MVTA TRANSIT STATIONS, PARK & RIDES AND BUS STOPS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) maintains the transit stations and park & ride sites throughout its communities, including snow plowing services;

WHEREAS, the MVTA's vendors have provided dependable and reliable snow removal during the past several years;

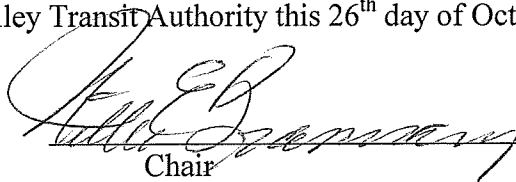
WHEREAS, MVTA sought costs for snow plow services for all MVTA Transit Stations, Park & Ride lots and bus stops for the 2010-2011 season, with the option to renew for each of the next two seasons at a price not to exceed an increase of 2.5 percent;

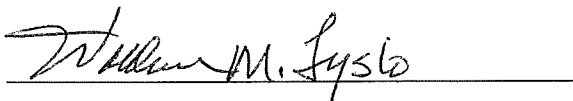
NOW, THEREFORE, BE IT RESOLVED, that the MVTA exercise its options to extend the snowplow agreements with estimates as follows for the period of November 1, 2011 through April 15, 2012:

| | | |
|----------------------------|------------------|---|
| BTS | \$36,900 | Gallagher's |
| ETS | \$14,863 | Gallagher's |
| Blackhawk P&R | \$7,380 | Gallagher's |
| Bus Stops | \$17,938 | Gallagher's |
| <i>Subtotal</i> | <i>\$77,080</i> | |
| AVTS - Cedar Ave./Gaslight | \$65,000 | Carefree Services, Inc. |
| <i>Subtotal</i> | <i>\$65,000*</i> | <i>*increased from 2010 due to parking at both old and new AVTS</i> |
| Palomino Hills P&R | \$18,450 | Reliakor Services, Inc. |
| Savage P&R | \$14,350 | Reliakor Services, Inc. |
| <i>Subtotal</i> | <i>\$32,800</i> | |
| Cedar Grove | \$15,375 | TPC Landscaping, Inc. |
| 157th | \$19,475 | TPC Landscaping, Inc. |
| Lakeville/Cedar | \$19,475 | TPC Landscaping, Inc. |
| <i>Subtotal</i> | <i>\$54,325</i> | |
| <i>TOTAL</i> | <i>\$210,330</i> | |

ADOPTED by the Minnesota Valley Transit Authority this 26th day of October, 2011.

Attest:


 Chair



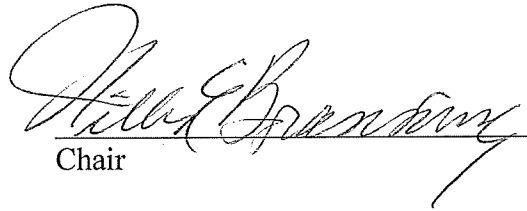
MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

ACCEPT FUNDS FROM MET COUNCIL

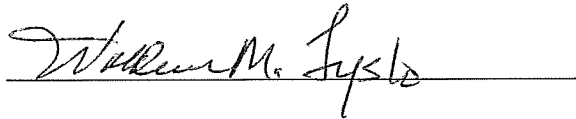
WHEREAS, the Minnesota Valley Transit Authority (MVTA) receives grant funds from the Metropolitan Council;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve execution of a new agreements with the Metropolitan Council for the replacement of three small buses (\$439,000), bus camera replacement (\$20,000), bus stop amenities (\$75,000), customer facilities improvement (\$125,000), support facilities improvement (\$125,000) and fleet maintenance software (\$210,000);

Whereupon said Resolution was declared duly passed and adopted by MVTA on October 26, 2011.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
APPROVAL OF RESOLUTION OF SUPPORT FOR BRT FINANCING PLAN
RESOLUTION NO. 11- _____

WHEREAS, Minnesota Valley Transit Authority (MVTA) was awarded Federal Congestion Mitigation Air Quality (CMAQ) grant for projects in the I-35W and Cedar Avenue Corridors;

WHEREAS, operational funding for Cedar Avenue is in jeopardy due to the state budget crisis and funding needs for the I-35W corridor have changed as a result of work done via the Urban Partnership Agreement (UPA);

WHEREAS, the MVTA and the Metropolitan Council have collaborated to present a mutually agreeable plan to TAC, TAB, CTIB and the Council itself to address funding needs and allow projects to proceed;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA adopts this resolution of support of the BRT Financing Plan in the form before the Board.

Motion by: Gary Hansen
Seconded by: Dan Kealey
Ayes: 7 Nays: 0 Abstain Jon Ulrich

Resolution adopted by MVTA Board on October 26, 2011.

Bill E. Bannerman
Chair

Attest:

William M. Lipsko

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 11-_____

APPROVING PURCHASE OF FLEET FOCUS MAINTENANCE SOFTWARE
VIA THE STATE OF MINNESOTA COOPERATIVE PURCHASE AGREEMENT

WHEREAS, the MVTA has always relied on its contractor(s) to keep all of the vehicle maintenance records and vehicle information of the MVTA fleet;

WHEREAS, this practice can cause issues when compiling data for reporting and monthly monitoring because data must be requested from our provider and is frequently provided in paper form;

WHEREAS, the MVTA previewed a total of four fleet maintenance software products

WHEREAS, with the acquisition of the Fleet Focus fleet maintenance software, staff can monitor vehicle maintenance and repair costs, costs per mile, vehicle availability, monitor the useful life of vehicles, aid in decision making of vehicles, and monitor fuel usage with the integration with current Petro Vend software;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA Board authorize staff to execute a contract with Asset Works via the State Purchasing Agreement for the purchase of Fleet Focus in the amount of \$191,051, and includes the first year of maintenance and support.

BE IT FURTHER RESOLVED, that the Board include the expenditure of \$13,688 for Fleet Focus annual maintenance and support in the MVTA's annual operating budget.

Resolution adopted by MVTA on Oct. 26, 2011.



Chair

Attest:

