

DATE: December 13, 2012
TO: Board Members unable to attend December 12 Regular MVTA Board Meeting/TWGs
FROM: MVTA
RE: Meeting Summary

Here is a meeting summary of the MVTA Dec. 12, 2012 regular meeting of the MVTA Board of Directors. Supplemental materials and meeting hand-outs are posted at http://www.mvta.com/MVTA_Board.html.

1. Prior to the meeting being called to order, Chair Gary Hansen recognized outgoing Board member Will Branning and presented with an MVTA model bus highlighting Mr. Branning's years of service. Unfortunately, neither Joe Zanmiller nor Wally Lyslo was able to attend the meeting, and they will be recognized at some point in the future. Tributes to them were read, and all were thanked for their years of service.
2. The meeting was called to order at 4:58 p.m. by Chair Gary Hansen. A quorum was present.
3. The Agenda and Consent Agenda were approved.
4. Purchases by the Executive Director were included in the Board packet.
5. The Metropolitan Council requested an amendment to the agreement that funds the Lakeville Cedar and Cedar Grove service, extending the expiration date of the contract and increasing the dollar amount of the contract. Beverley Miller noted that she and Lois Spear are regularly meeting with Arlene McCarthy and Gerri Sutton regarding the new contract the MVTA will have with the Metropolitan Council for operating the METRO Red Line service. Motion by Dan Kealey and seconded by Clint Hooppaw. Motion carried on a unanimous roll-call vote.
6. Tom Bright requested approval for a security monitoring system agreement with Trans Alarm for the newly opened Rosemount Transit Station. This would be an amendment to MVTA's existing agreement with Trans Alarm. First responder to an alarm is Hannon Security and second is the Rosemount Police. Motion by Will Branning and seconded by Dan Kealey. Motion carried on a unanimous roll-call vote.
7. The Board discussed the draft calendar for 2013. Beverley Miller noted that there are two meetings scheduled for the fifth Wednesday of the month – January and October – so there can be representation by Metropolitan Council members. Motion by Dan Kealey and seconded by Bill Droste. Motion carried. Chair Hansen also established a nominating committee comprised of Vice Chair Bill Droste, Secretary/Treasurer Jane Victorey and Clint Hooppaw to present a slate of officers at the January 2013 Board meeting.
8. The Board was asked to extend the contract between MVTA and Schmitt and Sons for two years, with changes as outlined in the Board packet. Rates will increase two percent in each of the option years (2013 and 2014) and rates have been established for mechanics and facilities personnel. Beverley Miller has reviewed the changes with Schmitt and Sons and these items were previously reviewed by the Finance Committee. Motion by Jane Victorey and seconded by Clint Hooppaw to approve the contract extension. Motion carried on a unanimous roll-call vote.

9. Beverley Miller noted that the MVRTA has budgeted for and is requesting approval for purchased of a new file server and related computer and video conferencing equipment. Board members questioned the cost of the video conferencing service to support non-standard systems. There was also discussion regarding the possibility of Board members participating in a Board meeting via video conference. Jim Strommen indicated that this is possible and as long as our by-laws are silent, could be implemented. Voice only participation is not allowed under open-meeting law, but participation by video conference is allowed. Strommen will provide further advice to the MVRTA on this topic.
10. Board members decided to test the system for a year and then decide if it is worth the cost of the additional service. Motion by Jane Victorey and seconded by Clint Hooppaw. Motion carried on a unanimous roll-call vote.
11. Tom Bright sought the Board approval to purchase door-locking hardware and a security system for the Rosemount Transit Station. This is a standard expenditure associated with opening a new facility. Motion by Will Branning and seconded by Bill Droste. Motion carried on a unanimous roll-call vote.
12. Tom Bright also presented information regarding the need to replace two 15-horsepower make-up air unit blower motors at the Eagan Bus Garage. This was discovered during a preventative maintenance inspection. Board members asked why this was not just approved using the Executive Director's authority and Beverley Miller noted that if information is available in time for a Board meeting, she would prefer that the Board approve these items, so she is judicious with her approval of expenses. Motion by Dan Kealey and seconded by Jon Ulrich. Motion carried on a unanimous roll-call vote.
13. Tom Bright presented information to the Board regarding disposal of contaminated soil from the Rosemount Transit Station site. The soil is not hazardous waste, but does need to be disposed of in a specific method and in this case if is 5,500 cubic yards to be disposed of at a rate of \$25.84/cubic yard. This expenditure was reviewed by the Finance Committee and will be paid for, in part, by using the MVRTA Fund Balance. Motion by Dan Kealey and seconded by Jane Victorey. Motion carried on a unanimous roll-call vote.
14. Lois Spear presented the Operating Budget to the Board, in a format reviewed by the Finance Committee and in the same form as it was presented to the Board in draft form. The budget consists of revenues of \$21,393,963, expenditures of \$22,196,963 and use of fund balance of \$803,533. Motion by Will Branning and seconded by Clint Hooppaw to approve the Operating budget for 2013. Motion carried on a unanimous roll-call vote.
15. Lois Spear then presented the Capital Improvement Program for 2013-2018 in the same form previously given to the Board. Motion by Clint Hooppaw and seconded by Jane Victorey to adopt the 2013-2018 CIP with several notes: 1) Met Council fund the local match for CMAQ-approved projects; 2) Met Council apply the "three months of fund balance" to the "expansion" budget. Motion carried on a unanimous roll-call vote.
16. In order for the MVRTA to recover indirect costs associated with federal CMAQ grants, the MVRTA must establish a cost allocation plan. Proposals were sought from two vendors and Maximus was the only firm submitting a proposal. The Board is being asked to approve an

agreement with Maximus to develop this cost-allocation plan and monitor/update it for the next three years. It is understood that by implementing this plan, the MVTA will be able to recover a significant amount of indirect costs – in the amount of 14 percent. Motion by Clint Hooppaw and seconded by Bill Droste. Motion carried on a unanimous roll-call vote.

17. The Finance Committee reviewed benefit plans from various member cities and is recommending an increase for MVTA staff from \$950 per month to \$1,000 per month. Motion by Bill Droste and seconded by Dan Kealey. Motion carried on a unanimous roll-call vote.

18. At the last Board meeting, Lori Peterson presented information to the Board regarding implementation of a Health Savings Plan for post-employment health-related costs. The Board approved the plan and is now being asked to adopt the policy that will guide the plan. This was reviewed and approved by the Finance Committee. Motion by Dan Kealey and seconded by Jane Victorey. Motion carried on a unanimous roll-call vote.

19. The special AVL Committee met prior to the full board meeting to receive an update on the MVTA's AVL project and understand work yet to be completed. Michael Abegg presented the Board with a memo and a power-point presentation. Initial deployment of the RouteMatch system by MVTA has been slowed by some technical issues, but the system is up and running. However, a portion of the project was to develop regional compatibility, defined as an interface with the Transit Control Center. This project has dragged along for many months and now the opening of the METRO Red Line is creating additional challenges. Trapeze's offer to perform the necessary work has become very costly and will likely be an MVTA expense (should be recoverable as part of the funds set aside for implementation of the AVL system for MVTA). This is to be a temporary solution. The Board was asked to take action as follows:

- Affirm commitment to RouteMatch AVL
- Concur with *temporary* TransitMaster deployment, acknowledging shortcomings
- Direct staff to proceed quickly with integration elements that can have early delivery (e.g. TSP)
- Authorize contract with Trapeze not-to-exceed \$750,000 with work due at end of 2013.

Motion by Will Branning and seconded by Gary Hansen authorizing a contract with Trapeze. Motion carried on a unanimous roll-call vote.

20. Beverley Miller reported that the date for the STA Legislative Breakfast has been set for Jan. 14 at the Kelly Inn. There is a legislative committee meeting on Dec. 14.

21. Motion by Will Branning and seconded by Clint Hooppaw to adjourn the meeting at 6:41 p.m.

Next Board Meeting: Next meeting is Wednesday, Jan. 30, 2013 at 4:30 p.m. at the Burnsville Bus Garage.