

DATE: June 28, 2012
TO: Board Members unable to attend June 27 Regular MVTA Board meeting/TWGs
FROM: MVTA
RE: Meeting Summary

Here is a meeting summary of the MVTA June 27, 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. The meeting was called to order at 4:31 p.m. by Vice Chair William Droste. Roll call was taken and a quorum was present.
2. There were no public comments. One item was added to the agenda regarding participation in the State of Minnesota Fuel Consortium. The Board agreed to add the item to the Consent Agenda. The Agenda and the Consent Agenda were then approved.
3. Dave Mol of HLB Tautges Redpath, Ltd. joined the Board at the table to review highlights of the 2011 Audit. This is the first year that HLB Tautges Redpath has conducted the MVTA audit. Mr. Mol reported that the “The financial statements present fairly, in all material respects, the financial position of the Authority in accordance with accounting standards. In other words, a “clean (unqualified) audit.”
4. He also reported that there were no items of note regarding the MVTA’s internal controls, based on discussions with staff and testing of transactions. He also reported there were no findings of non-compliance regarding the Minnesota Legal Compliance Audit Guide, and there were no difficulties encountered in performing the audit or any disagreements with management.
5. As of 12/31/11, the MVTA incurred \$17,029,000 in general fund expenses with and \$17,341,000 in revenues with a year-end fund balance of \$5,280,614. Fund balance was 27 percent of expenses and according to Met Council policy should range between 25 and 35 percent of expenses. Transit operations consumed the largest portion of the budget – 77.7 percent. The largest change with regard to revenues from 2010 was the decrease in capital grants in 2011. The Board accepted the financial statements as presented. Jane Victorey thanked Lois Spear and Beverley Miller for their work on the audit.
6. Lori Peterson provided Board members with a packet of material related to the Annual Review of the Executive Director. She indicated a copy of the review document will be forwarded via e-mail in the next week or so; Beverley Miller will provide a summary of activities for the past year. Documents are due on Aug. 5. Information will be compiled and will be considered in a closed session at the Aug. 29 Board meeting.
7. Beverley Miller reviewed the STA Executive Director’s meeting, noting that the group determined there will be no legislative awards presented this year. There was discussion about moving the Legislative Breakfast before session begins (perhaps in December) and about sharing like agendas with the Met Council and also determining differences with the Council. Will Branning reported on the special meeting he called related to SouthWest Transit plans associated with STA Membership. Discussion focused on the fact that STA, as a single voice, is much stronger than the voices of each individual agency. SouthWest will determine its plan at the Board meeting expected to take place in November.
8. Branning also noted that he will be wrapping up his term as STA Chair and MVTA Board members should take a look at this opportunity. Jon Ulrich asked about the possibility of STA getting involved at TAB meetings.

9. Will Branning reported that the Regional Railroad Authority and the full Dakota County Board approved joining the MVTA on a 5-2 vote. MVTA attorney Jim Strommen is working with the County attorney regarding any final language changes in the Joint Powers Agreement.
10. While expressing concerns about increased costs, the MVTA Board approved an amendment to the agreement with SRF for design and construction management of the 140th and 147th St. Stations on the Red Line. MVTA holds the contract with SRF and has an agreement with the Met Council to pay these costs. The increases were related to requests made as a result of the shifting of responsibility from MVTA to Met Council.
11. Beverley Miller reviewed the draft Memorandum of Understanding between the MVTA, Met Council and Dakota County. Will Branning noted that the Regional Railroad Authority approved the document subject to approval by MVTA and Met Council. Met Council was also slated to act on the item on June 27. Miller noted that MVTA's approval is contingent on the agency being named the provider of service on the Red Line. The MVTA also added language to its approval that provides for modifications to roles and responsibilities as additional stages are added to the project. Motion by Clint Hooppaw and seconded by Jane Victorey to approve the agreement with the MVTA's contingencies. Motion carried on a roll-call vote with Branning abstaining.
12. The Board approved an agreement with MnDOT for the final documentation of the archaeological undertaking at the Rosemount Transit Station site. Motion by Will Branning and seconded by Clint Hooppaw to approve the agreement. Motion carried on a unanimous roll-call vote.
13. Shaun Morrell and Michael Abegg provided an update and presentation on the Automatic Vehicle Locator (AVL) system currently being implemented. RouteMatch was the selected vendor. The Samsung Galaxy Tablet was shown as the data collected used by drivers on the bus. Drivers log in daily and get their trip manifest. As they drive the route, times are collected via gps and tracked for review by dispatchers or later review. About half of the MVTA drivers have been training on use of the system.
14. The dispatcher interface was displayed, showing how dispatchers can keep track of buses and their timeliness (early, on-time, late) and how dispatchers can communicate with drivers. Playback of a route can also be reviewed, and will likely be used by planners as well as customer service staff.
15. The web portal for MVTA's customer information is not complete, but the Carson City, NV system was displayed to give Board members an idea of what can be viewed. The map is cleaner than the standard map used in the "dispatcher" module and is very customer friendly. Michael Abegg then showed work he has started regarding display of information for the web-site, mobile devices, etc. in a format very similar to that used with many European transit systems.
16. MVTA is still working on transmitting data from RouteMatch to the Met Council, but is "getting close." Will Branning asked about the cost of the system vs. the money that would have been spent on the regional TransitMaster system. Abegg noted that the MVTA has committed to spend about 50 percent of the cost but is getting far greater value given the specificity to MVTA needs and operational procedures. Maintenance (estimated between \$134,000 and \$174,000 with TransitMaster) is expected to be about \$100,000 per year, primarily for costs related to the cell usage. MVTA has contracted with Sprint, via the State Contract, for this service. Another demonstration is tentatively scheduled for October.
17. Purchases by the Executive Director were included in the Board packet.
18. A brief Marketing Update was included in the Board packet.

19. Corrine Heine indicated that there is nothing new to report regarding the Rosemount lease. With regard to the Eagan Bus Garage, the plat was filed with the City of Eagan without the Met Council signature. The City will review the documents and may require a larger escrow deposit from the MVTA given no signature from the Council.

20. Motion by Bill Droste and seconded by Jon Ulrich to adjourn the meeting at 6:20 p.m.

Next Board Meeting: July meeting is tentatively canceled; next meeting is Wednesday, Aug. 29 at 4:30 p.m. at the Burnsville Bus Garage (accommodate Met Council Representative schedules).