

MINNESOTA VALLEY TRANSIT AUTHORITY  
Regular Board Meeting  
March 28, 2012 – 4:30 p.m.  
Burnsville Bus Garage

**Board Members Present:**

Gary Hansen, Eagan  
William Droste, Rosemount  
Tom Lovelace, Apple Valley TWG  
Jane Victorey, Savage  
Jon Ulrich, Scott County  
Steve Albrecht, Burnsville TWG  
Will Branning, Dakota County  
Wally Lyslo, At-Large

**Others Present:**

Beverley Miller, Executive Director  
Michael Abegg, Planning Manager  
Bruce Nordquist, AV Community Dev Dir  
Robin Selvig, Customer Relations Manager  
Lois Spear, Finance Officer  
Tom Bright, Facilities Manager  
Glenn Boden, Fleet Maintenance Manager  
Tom Pepper, Eagan TWG  
Connie Massengale, Schmitt & Sons  
James Strommen, Kennedy & Graven  
Joe Morneau, Dakota County TWG  
Samantha Porter, Operations Manager  
Joe Zanmiller, At-Large Alternate  
John Doll  
Michael Zukowski, Ameresco

**I. Call to Order**

The meeting was called to order at 4:31 p.m. by Chair Gary Hansen. A quorum was present.

**II. Public Comments**

There were no public comments.

**III. Approval of Agenda**

One item was added to the agenda: Staff Reports / Updates Item c. regarding the BRT Station Stops on Cedar Avenue. Motion by Steve Albrecht and seconded by Jane Victorey to approve the revised agenda. Motion carried.

**IV. Consent Agenda**

Motion by Will Branning and seconded by Bill Droste to approve the Consent Agenda. A roll-call vote followed.

Will Branning – Aye

Wally Lyslo – Aye

William Droste – Aye

Steve Albrecht – Aye

Jon Ulrich – Aye

Jane Victorey – Aye

Gary Hansen – Aye

Tom Lovelace - Aye

Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes.

**V. New Business**

**A. Introduction to Energy Saving Performance Contracting**

Former State Senator John Doll and Michael Zukowski of Ameresco were introduced and provided some background on performance-based contracting. Sen. Doll indicated that performance-based contracting is a tool to save money. A company such as Ameresco conducts an audit of facilities and develops a detailed plan with a guaranteed savings. If the savings don't come to fruition, it is Ameresco's responsibility to make up the difference. If the savings are in excess of the guarantee, the MVTA would benefit. The "savings" are comprised from grants, rebates and efficiencies gained from capital improvements. Examples include lighting retrofits and heating, ventilating and cooling efficiencies.

Gov. Mark Dayton issued an executive order in April 2011 to help job creation through energy efficiency and established a goal of a 20 percent reduction in energy costs in public buildings using performance contracting. Federal programs are also in place, and most recently, Sen. Al Franken has been suggesting a reduction in energy costs by retrofitting public and private buildings in Minnesota as a job creation tool.

Ameresco has worked with several transit agencies on a national level. A sample "letter of authorization" was provided to MVTA attorney James Strommen. MVTA staff will review this information and report back at the next Board meeting. MVTA Board member Jon Ulrich said Scott County conducted this type of analysis and Burnsville TWG Steve Albrecht said the City did, as well. He said the city did not implement all of the proposed savings plans, but are doing so as funding opportunities are available. Several Board members (Droste, Branning, and Hansen) indicated this sounded like a good program as long as it did not require too much time from MVTA staff.

**B. Purchase of Four Low-floor Arboc Buses**

Lois Spear presented information about the MVTA's purchase of four low-floor Arboc buses. This is a new style bus for the MVTA and is a 16-passenger, 2-wheelchair vehicle based on a GMC chassis on a cutaway-style bus. It is low-floor and kneels and is expected to save a lot of time by not having to deploy the lift for mobility riders. This will be a demonstration project and MVTA will collect data to share with the region as it considers these vehicles for the Metro Mobility fleet.



Motion by Will Branning and seconded by Bill Droste to purchase the four Arboc low-floor buses off the State Contract at a cost not to exceed \$526,000. A roll-call vote followed:

Will Branning – Aye  
Steve Albrecht – Aye  
Gary Hansen – Aye  
Motion carried.

Wally Lyslo – Aye  
Jon Ulrich – Aye  
Tom Lovelace - Aye

William Droste – Aye  
Jane Victorey – Aye

**VI. Old Business**

**A. NovaBus Change Order**

Michael Abegg presented information regarding the change order to the Nova Bus BRT Station-to-Station service procurement. He indicated that there are frequently items to finalize after the initial purchase for buses is placed. This was more significant than some due to the number of issues that were outstanding when the purchase order was placed, including seating styles and the external paint scheme. These are all items that are not part of the state contract and there are funds available in the budget for these items. Motion by Bill Droste and seconded by Steve Albrecht to approve the change order. A roll-call vote followed.

Will Branning – Aye  
Steve Albrecht – Aye  
Gary Hansen – Aye  
Motion carried.

Wally Lyslo – Aye  
Jon Ulrich – Aye  
Tom Lovelace - Aye

William Droste – Aye  
Jane Victorey – Aye

**VIII. Committee Reports**

**A. STA**

Beverley reminded Board members of the STA Legislative Committee meeting at 9 a.m. on Monday, April 2. She indicated that there is a lot of activity at the Legislature. Rep. Beard had a hearing on his bill to change the governance of the Met Council, the distance-based fare increase was not approved (but it is likely that the Met Council will study fare increase opportunities this year) and the Met Council has asked the STAs to consider helping with support for the bonding bill.

**IX. Staff Reports / Update**

Expenses approved by the Executive Director were included in the Board packet, and Beverley provided a brief update on the status of the Rosemount Transit Station to be completed later this year. There will be a ground-breaking event during Leprechaun Days the last full week of July.

Jon Ulrich asked about when he could notify MVTA of his staff alternate (to be Troy Beam). Jim Strommen indicated that the revised JPA has not yet been adopted while waiting for a final decision from Dakota County. Will Branning noted he asked that membership in the MVTA be placed on the agenda in April.

Bruce Nordquist, Community Development Director for the City of Apple Valley addressed the Board and provided a letter that was sent to Will Branning as Chair of the Dakota County Regional Railroad Authority (DCRRA). This letter concerned the BRT station-stops along Cedar Avenue at 140<sup>th</sup> and 147<sup>th</sup> after a meeting with Met Council, Dakota County and City of Apple Valley staff last week. He noted that Apple Valley

(with business support) is in favor of the complete build-out of the stop at 147<sup>th</sup> St., including the pedestrian overpass, in order to meet ridership expectations and safety concerns. He said the City of Apple Valley will continue to work with its partners to achieve the best possible station design along the corridor.

Robin Selvig distributed a flyer reminding Board members of the Strategic Plan Workshop from **8:45-1:15 on Thursday, April 5** at the Holiday Inn in Eagan (2700 Pilot Knob Road – at the intersection of Corporate Center Drive).

**X. Adjournment**

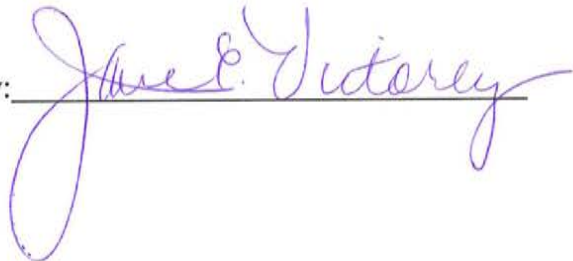
Motion by Tom Lovelace and seconded by Bill Droste to adjourn the meeting at 5:45 p.m.

**Minutes Prepared By:**

**Robin L. Selvig**

**Next Regular Meeting Scheduled: April 25, 2012, 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 except the meetings in February and August will be held on the **FIFTH** Wednesday.

Approved by:  Date: 4/25/12

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

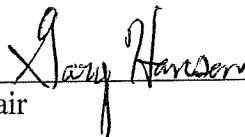
APPROVE EXERCISING OPTIONS TO AGREEMENTS FOR ROUTINE SPRING/SUMMER SERVICES INCLUDING LAWN CARE, IRRIGATION, GLASS CLEANING AND SWEEPING

WHEREAS, the Minnesota Valley Transit Authority (MVTA) requires routine maintenance at all sites during the spring and summer, including lawn care, glass cleaning, sweeping and irrigation services;

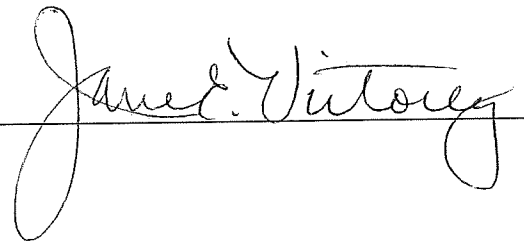
WHEREAS, MVTA approved agreements in 2010 that included options to extend for 2011 and 2012 services. All vendors have performed satisfactorily;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve exercising options as follows: **Lawn care:** *Reliable Property Services/TruGreen – not to exceed 2010 rates plus five percent* (“old” Apple Valley and Cedar Grove Transit Station, Blackhawk, Lakeville Cedar, Palomino Hills and Savage Park & Rides), *TPC – not to exceed 2011 rate plus five percent* (Burnsville, Eagan, and new Apple Valley Transit Stations); **Sweeping:** *Curb-to-Curb – not to exceed 2010 rates plus five percent* (Eagan, new Apple Valley and Cedar Grove Transit Stations, Lakeville Cedar Park & Ride, Burnsville and Eagan Bus Garages), *Huber – not to exceed 2010 rates plus five percent* (Burnsville, Old Apple Valley and 157<sup>th</sup> St. Transit Stations, Blackhawk, Palomino Hills and Savage Park & Rides); **Irrigation:** *Wagner Sod – not to exceed 2011 rate plus 5 percent* (Burnsville, Eagan, and Apple Valley (Gaslight Drive & Cedar Avenue) Transit Stations, Palomino Hills Park & Ride and Eagan Bus Garage); **Glass Cleaning:** *FISH – not to exceed 2010 rates plus five percent* (Burnsville, Eagan, Apple Valley (15585 Gaslight Drive & 15450 Cedar Avenue), 157<sup>th</sup> Street and Cedar Grove Transit Stations, Palomino Hills, Lakeville/Cedar and Heart of the City Park & Rides)

Resolution adopted by MVTA on March 28, 2012.

  
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Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
APPROVE AGREEMENT WITH TRANS ALARM FOR INSTALLATION OF MAGNETIC LOCKS  
TO SEVEN SETS OF DOORS IN THE AVTS PARKING DECK ELEVATOR LOBBY

RESOLUTION NO. 12-\_\_\_\_\_

WHEREAS, When the Apple Valley Transit Station was designed and constructed, the assumption was made that, due to ADA requirements, all three levels of the parking deck must remain accessible at all times for use by the public. the Minnesota Valley Transit Authority (MVTA) requires fire and security monitoring of our sites;

WHEREAS, concerns have been expressed regarding the potential for unsecured space at the site to become a magnet for vagrants, vandals, and those with criminal intentions. Additionally there have been recent episodes of vandalism and crime near the northbound transit station.

WHEREAS, MVTA met with Apple Valley City Council members, Police and city staff to discuss the issue and after consultation with the city's building inspector and fire department staff it was determined that the MVTA would seek proposals to add locks and security hardware to the elevator lobby doors, and then secure the space on the same schedule as the transit stations.

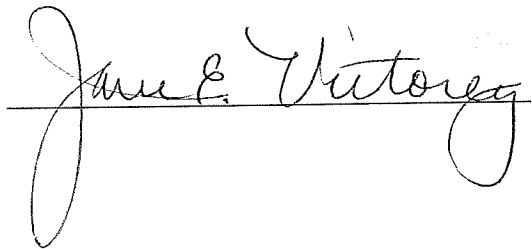
WHEREAS, two proposals were received and based upon pricing and experience with the contractor, staff recommends approving an agreement between MVTA and Trans Alarm, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with Trans Alarm for the procurement and installation of magnetic locks to seven sets of doors in the AVTS parking deck elevator lobby in an amount not to exceed \$6,125 excluding sales tax and shipping/handling.

Resolution adopted by MVTA on March 28, 2012.

  
Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

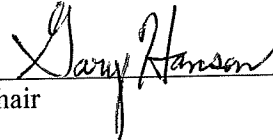
APPROVE AGREEMENT WITH TRANS ALARM FOR CONNECTIONS/PROGRAMMING OF  
ADDITIONAL SECURITY DOOR CONTACTS IN AVTS PARKING DECK/ELEVATOR LOBBY

WHEREAS, concerns have been expressed regarding the potential for unsecured space at the Apple Valley Transit Station (AVTS) to become a magnet for vagrants, vandals, and those with criminal intentions. Additionally there have been recent episodes of vandalism and crime near the northbound transit station;

WHEREAS, it is important to keep AVTS safe and secure for riders, staff and city residents;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with Trans Alarm for connection of seven sets of door contacts and new magnetic locks to existing security system and building access control hardware at a cost not to exceed \$6,325 excluding sales tax and shipping/handling.

Resolution adopted by MVTA on March 28, 2012.

  
Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY  
APPROVE AGREEMENT WITH TRANS ALARM FOR SECURITY DOOR CONTACTS,  
INSTALLATION & PROGRAMMING ASSOCIATED WITH AVTS STATION EXPANSION  
RESOLUTION NO. 12-\_\_\_\_\_


WHEREAS, the MVTA is expanding the northbound Apple Valley Transit Station;

WHEREAS, it is important to keep the Apple Valley Transit Station safe and secure for riders, staff and city residents;

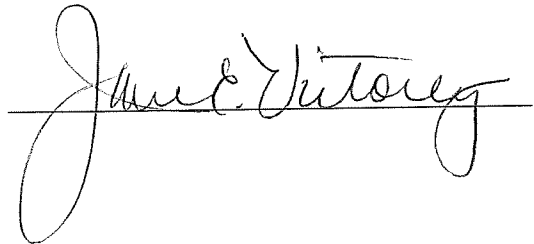
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with Trans Alarm for the procurement of contacts and the associated connections and programming for six sets of doors in the expansion area in an amount not to exceed \$6,425 excluding sales tax and shipping/handling.

Resolution adopted by MVTA on March 28, 2012.

Chair

  
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Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

APPROVE AGREEMENT BETWEEN MVTA AND SOL, INC.  
FOR BUS SHELTER SOLAR LIGHTING PURCHASE AND DELIVERY

WHEREAS, the Minnesota Valley Transit Authority (MVTA) is transitioning from a "flag" system to a system of Bus Stops and has begun to install bus shelters along MVTA routes;

WHEREAS, MVTA plans to install solar lighting systems in shelter locations with limited on-street lighting throughout MVTA's service area to mitigate safety concerns and increase visibility at bus shelters;


WHEREAS, quotes were received from four firms and Sol, Inc. provided the lowest quote and the company has significant experience in solar lighting;

NOW, THEREFORE, BE IT RESOLVED that the MVTA approve an agreement (April 1, 2012-Dec. 31, 2013) with Sol, Inc. for the purchase and delivery of nine solar lighting systems in 2012 at a cost of \$1,725 each (total cost of \$15,525 excluding sales tax).

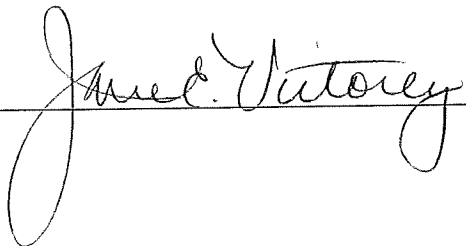
BE IT FURTHER RESOLVED that the contract includes options to automatically renew for years 2014-2015 with price increases, if any, not to exceed three per cent per year.

BE IT ALSO RESOLVED that the Executive Director be authorized to purchase additional solar lighting systems for the contract term, as long as funding is available.

Resolution adopted by MVTA on March 28, 2012.

  
Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

ACCEPT GRANT FUNDS FROM DAKOTA COUNTY REGIONAL RAIL AUTHORITY  
(DCRRA) FOR BRT BUSES AND THEIR COMPONENTS

WHEREAS, in December 2011, the Minnesota Valley Transit Authority (MVTA) authorized purchase of seven BRT buses from NovaBus, a Division of Prevost Car (US) Inc. from the existing State of Minnesota contract for Station-to-Station service on Cedar Avenue;

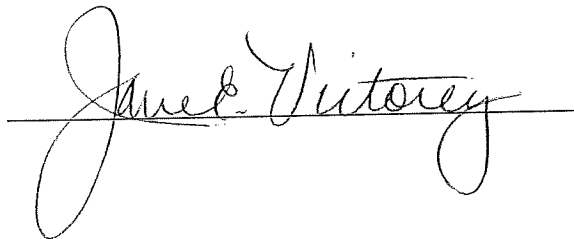
WHEREAS, these vehicles and their aftermarket components are being funded through grants with the Metropolitan Council and the DCCRA; the Met Council grant was previously approved and the DCCRA grant has now been received.

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve execution of a grant agreement with the Dakota County Regional Rail Authority in the amount of \$1,246,410, comprised of CTIB funding of \$948,310 and DCRRA levy of \$316,100 for BRT buses and aftermarket components for the Cedar Avenue Station-to-Station service.

Whereupon said Resolution was declared duly passed and adopted by MVTA on March 28, 2012.

  
Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

APPROVE AGREEMENT BETWEEN MVTA AND ZAHL-PETROLEUM FOR PURCHASE  
OF EQUIPMENT FOR MAINTENANCE BAYS AT BURNSVILLE BUS GARAGE

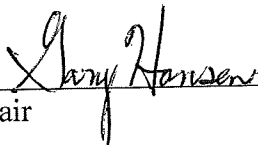
WHEREAS, the Burnsville Bus Garage, unlike at the Eagan Bus Garage, has no hard-piped pneumatic delivery of gear-oil and grease to the maintenance bays;

WHEREAS, BBG mechanics currently use manual hand-held guns and 55-gallon drums on rolling carts with hand pumps to deliver grease and gear-oil to the maintenance bays at BBG;

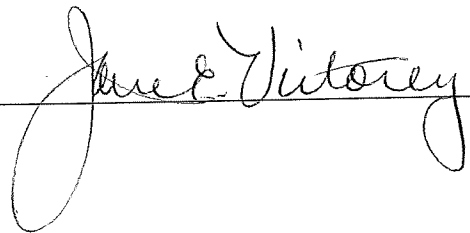
WHEREAS, three proposals were received regarding equipment for the BBG maintenance bays: one from Minnesota Petroleum Service, Inc. and two from Zahl Petroleum Maintenance Co (based on different equipment manufacturers);

NOW, THEREFORE, BE IT RESOLVED that the MVTA approve an agreement with Zahl-Petroleum Maintenance Co. for the purchase and installation of AML equipment including six hose reels and associated piping, pumping and dispensing equipment to provide pneumatic delivery of gear-oil and grease to BBG maintenance area bays, at a cost not to exceed \$13,000.

Resolution adopted by MVTA on March 28, 2012.

  
Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

APPROVING AMENDED AND RESTATED MASTER LEASE AGREEMENT BETWEEN  
METROPOLITAN COUNCIL AND MINNESOTA VALLEY TRANSIT AUTHORITY

WHEREAS, the Metropolitan Council owns and holds title to all vehicles operated by the Minnesota Valley Transit Authority (MVTA);

WHEREAS, the Council adopted Regional Fleet Management Policies and Procedures in September 2010, which required revisions to the previous Lease Agreement;

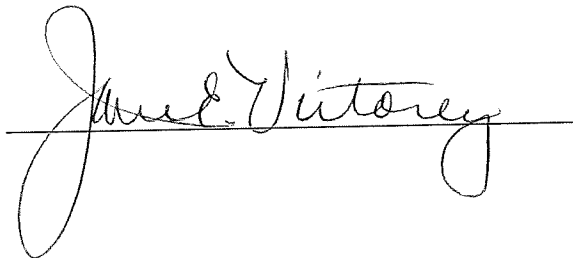
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve execution of an amended and restated Master Lease Agreement (#11M044), incorporating the Regional Fleet Management Policies and Procedures;

BE IT FURTHER RESOLVED that the amended and restated Lease Agreement be effective with respect to each vehicle covered by the lease until Dec. 31, 2016 and that the Lease Agreement shall automatically renew for subsequent one calendar year terms unless either party gives written notice to the other party prior to the beginning of such subsequent calendar year, that it does not wish to renew the Lease Agreement.

Whereupon said Resolution was declared duly passed and adopted by MVTA on March 28, 2012.

  
Chair

Attest:




MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

ACCEPT FUNDS FROM MET COUNCIL FOR FOUR REPLACEMENT SMALL BUSES

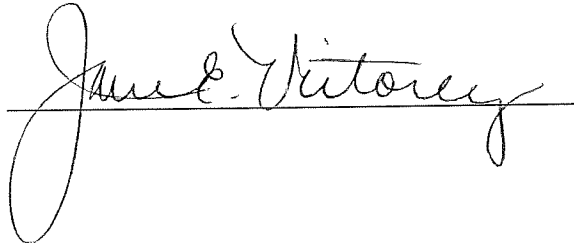
WHEREAS, the Minnesota Valley Transit Authority (MVTA) receives grant funds from the Metropolitan Council;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve execution of a new agreement with the Metropolitan Council for purchase of four small replacement buses in the amount of \$526,000;

Whereupon said Resolution was declared duly passed and adopted by MVTA on March 28, 2012.

  
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Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

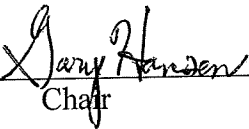
MAINTENANCE AND SUPPORT AGREEMENT WITH REALTIME  
TECHNOLOGIES, INC.

WHEREAS, MVTA has installed a driver training and research simuloar system under a software license issued by Realtime Technologies, Inc.; and,

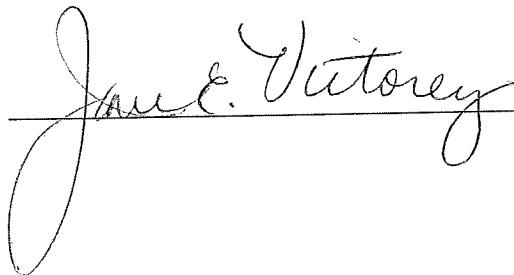
WHEREAS, the system should be maintained in part through a Maintenance and Support agreement with Realtime Technologies, Inc., in order to ensure continued function and upgradability of the system;

NOW, THEREFORE BE IT RESOLVED that the chair and executive director be execute a software maintenance and support agreement with Realtime Technologies, Inc., in the amount of \$16,920 for the period March 2, 2012 through March 1, 2013.

ADOPTED by the Minnesota Valley Transit Authority this 28th day of March, 2012.

  
\_\_\_\_\_  
Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

AWARDING THE PURCHASE OF FOUR SMALL ARBOC BUSES THROUGH THE  
STATE OF MINNESOTA CONTRACT TO HOGLUND BUS COMPANY

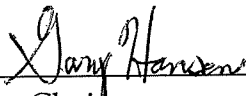
WHEREAS, funding is available for replacing obsolete vehicles in the MVTA  
fleet through the Metropolitan Council;

WHEREAS, the replacement buses are a new low-floor style small bus  
manufactured by Arboc being introduced to the Metropolitan Council fleet and the  
MVTA has agreed to conduct some research as part of this demonstration project;

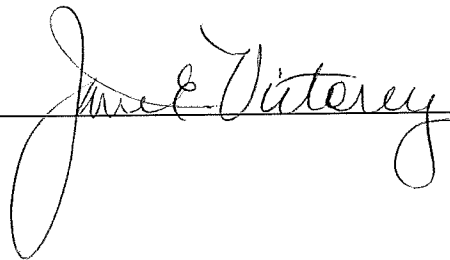
WHEREAS, the buses are available through the State of Minnesota via the  
Cooperative Purchasing Venture of which MVTA is a part;

NOW, THEREFORE BE IT RESOLVED that the chair and executive director be  
authorized to acquire under the terms specified in the State of Minnesota contract FOUR  
(4) Arboc Small Low-Floor buses from Hogleund Bus Company, of Monticello, MN.

ADOPTED by the Minnesota Valley Transit Authority this 28<sup>th</sup> day of March, 2012.

  
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Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

APPROVE CHANGE ORDER ON NOVA BRT BUS PURCHASE

WHEREAS, MVTA has placed an order for the purchase of seven BRT-specific transit buses from NovaBus, a Division of Prevost Car (US) Inc. from the existing State of Minnesota contract for Station-to-Station service on Cedar Avenue;

WHEREAS, during the last several months, major configuration changes have included final paint and graphics specifications, mechanical upgrades, final specifications for seating, flooring, and wall coverings, spare components for unique elements of the Nova Bus product, and bicycle rack designs;

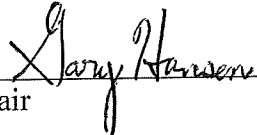
WHEREAS, none of these changes is considered a "Cardinal Change" under FTA regulations and such changes are therefore permissible;

WHEREAS, these changes have increased the projected price per vehicle from \$486,583.01 to \$501,223.08;

NOW, THEREFORE BE IT RESOLVED that the Board authorize MVTA staff to amend the existing Purchase Order with Nova Bus (a Division of Prevost Car {US}) for non-State of Minnesota contract components, to increase the Purchase Order from \$295,617.63 to \$398,098.12;

BE IT FURTHER RESOLVED that the additional cost of the project, \$102,480.49 (\$14,640.07 per bus) be funded through the Dakota County Regional Rail Authority (DCRRA) grant, which is in accordance with the project budget.

ADOPTED by the Minnesota Valley Transit Authority this 28th day of March, 2012.

  
Chair

Attest:

