

MINNESOTA VALLEY TRANSIT AUTHORITY  
Regular Board Meeting  
January 30, 2013 – 4:30 p.m.  
Burnsville Bus Garage

**Board Members Present:**

Gary Hansen, Eagan  
Eric Zweber, Rosemount  
Clint Hooppaw, Apple Valley  
Jane Victorey, Savage  
Steve Albrecht, Burnsville

**Others Present:**

Beverley Miller, Executive Director  
Lois Spear, Finance Officer  
Michael Abegg, Planning Manager  
Robin Selvig, Customer Relations Manager  
Jen Lehmann, Planner  
Samantha Porter, Operations Manager  
Connie Massengale, Schmitt and Sons  
Tom Pepper, Eagan TWG  
Tom Lovelace, Apple Valley TWG  
Josh Feldman, incoming Eagan TWG  
Lisa Freese, Scott County staff  
Jim Strommen, Kennedy & Graven

**I. Call to Order**

The meeting was called to order at 4:34 p.m. by Chair Gary Hansen. A quorum was present. Chair Hansen noted that Liz Workman was ill and unable to attend the MVTA Board meeting to take her oath of office.

**II. Election of Officers**

Jane Victorey presented the Nominating Committee report, indicating there was consensus on Gary Hansen as Chair (eligible to serve a second term), Clint Hooppaw as Vice Chair and Jane as Secretary/Treasurer (position created with the new Joint Powers Agreement). Gary Hansen asked if there were any other nominations. There being no other nominations, Motion by Jane Victorey and seconded by Steve Albrecht to close the nominations and approve the election of Gary Hansen as Chair; Clint Hooppaw as Vice Chair; and Jane Victorey as Secretary/Treasurer. Motion carried.

Prior to the distribution of the sign-up sheet for committee assignments, Gary Hansen introduced Josh Feldman, the Assistant Finance Director in Eagan. He will be serving as the Technical Work Group (TWG) and finance consultant to the Board in the same capacity that Tom Pepper has served since 1998. The Committee Assignment sheet was then passed around the room. It was noted that the Board will focus on two committees in 2013 – Finance and STA (legislative). It is important to have at least three Board members on each committee. The Committee assignments will be ratified at the February Board meeting.

**III. Public Comments**

Clint Hooppaw thanked Lois Spear and MVTA legal counsel for their attendance at a long meeting of the Apple Valley City Council. Other issues were of concern to the Council, so there were few questions regarding the bonding authority.

**IV. Approval of Agenda**

Motion by Clint Hooppaw and seconded by Steve Albrecht to approve the agenda. Motion carried.

**V. Consent Agenda**

Motion by Clint Hooppaw and seconded by Steve Albrecht to approve the agenda. A roll-call vote followed.

Clint Hooppaw – Aye

Steve Albrecht – Aye

Jane Victorey – Aye

Gary Hansen – Aye  
Motion carried.

Eric Zweber - Aye

## VI. Old Business

### A. *Route Match Presentation*

Mike Abegg gave an abbreviated RouteMatch presentation, noting that Tim Quinn of RouteMatch was unable to attend as he was ill. He will be rescheduled at a future meeting. Abegg talked about information included on the RouteMatch dispatch screen regarding bus operations (5 buses of 99 were behind schedule by 1-5 minutes. No buses were operating more than five minutes late.) AT the end of the Board meeting, he distributed a screen print of the view that dispatchers use.

He also presented a demonstration of the Fixed Route Web Portal, showing how we can track buses in a mapped environment and that the project has some final bug-fixes to be implemented before it can go live. Board members were excited about this option and would like MVTA to promote it when it launches. METRO Red Line buses will be added to this system (and displayed in red.)

Abegg gave an overview of the status of the RouteMatch project, indicating that things are behind schedule but he would not change the decision that was made to implement RouteMatch. There have been delays by RouteMatch, by MVTA and by circumstances relating to implementation with Metro Transit as well as the Transit Signal Priority (TSP) system. All MVTA buses are installed, all drivers are logging into the system and it is in use for dispatchers.

### B. *Adopt Board Meeting Calendar*

Motion by Jane Victorey and seconded by Steve Albrecht that the Board adopt its 2013 calendar, noting that Metropolitan Council members be invited to the July 31 meeting. A copy of the calendar will be sent to the Met Council representatives. The 2013 Driver of the Year dinner will be following the Feb. 27 Board meeting at Rascal's in Apple Valley.

### C. *Purchases by Executive Director*

The list of purchases by the Executive Director was included in the packet.

### D. *Discussion with Met Council*

Representatives from the Met Council were not present, so there was no discussion. Steven Chavez expressed his regrets, indicating he had another meeting to lead.

## VII. New Business

### A. *Title VI update*

Jen Lehmann provided a Title VI update, advising the Board of the changes the Federal Transit Administration (FTA) enacted regarding Title VI of the Civil Rights Act of 1964. A new guidance was issued in October regarding Board-adopted policies covering the definition of a major service change and establishing threshold to ensure there is no disparate impact or disproportionate burden to protected populations. There will be a public hearing in Burnsville on Feb. 7 and the Board is expected to adopt the policies at the March 27 meeting.

### B. *SRF Contract*

Michael Abegg presented a revised memo regarding an agreement with SRF for project management services related to RouteMatch and TransitMaster AVL integration. The quote came in at \$65,869 with hours being as expected and rates being quite reasonable. Funding would be from the MVTA Operating Budget (consultant line item) unless there is an opportunity to determine another way to pay for the project or obtain reimbursement. Motion by Clint Hooppaw and seconded by Steve Albrecht to authorize the chair and executive director to execute a contract with SRF Consulting Group, Inc. for AVL Integration Project Management at a cost of \$65,869. A roll-call vote followed.

Clint Hooppaw – Aye  
Gary Hansen – Aye  
Motion carried.

Steve Albrecht – Aye  
Eric Zweber - Aye

Jane Victorey – Aye

**VIII. Committee Reports**

*A. STA*

Beverley Miller and Gary Hansen discussed the STA Legislative Breakfast, indicating there was good attendance (including the chairs of the House and Senate Transportation Committees). Some 15 legislators were in attendance. Gary Hansen also mentioned that he was quickly pulled into testifying at a House committee meeting and later at a Senate committee meeting. Hansen thanked Robin Selvig for her work in preparing the STA brochure, which included the Legislative Agenda. It was also noted that STA is scheduling meetings with local legislators for Feb. 7 and when the schedule is completed, it will be distributed and other MVTA Board members are encouraged to participate.

Beverley Miller reminded Board members that an STA full Board meeting is scheduled for Monday, Feb. 4 at the Messerli & Kramer new offices.

**IX. Board and Staff Reports / Updates**

Clint Hooppaw mentioned that members of the local Apple Valley delegation were in attendance at a recent Apple Valley City Council meeting and transit was part of the discussion. Gary Hansen indicated the City of Eagan held a similar session with the Eagan delegation.

**X. Adjournment**

Motion by Jon Ulrich and seconded by Clint Hooppaw to adjourn the meeting at 5:34 p.m.

**Minutes Prepared By:** Robin L. Selvig

**Next Regular Meeting Scheduled:** February 27, 2013, 4:30 p.m. Rascal's – Apple Valley (followed by Driver of the Year Dinner).

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 January, July and October will be held on the **FIFTH** Wednesday.

Approved by: Jane E. Victorey Date: 3/27/13

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 13-\_\_\_\_\_

AUTHORIZED LIST OF FINANCIAL INSTITUTIONS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) maintains funds in varying financial institutions in order to operate its business,

WHEREAS, the MVTA currently has accounts only at US Bancorp;

WHEREAS, the financial institutions in which funds are kept for MVTA needs to be approved by the Board,

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate US Bancorp and PMA Financial Network as the official depositories of funds for the year 2013.

Motion to approve Resolution:

Clint Hoopaw

Motion seconded by:

Steve Albrecht

ADOPTED by the Minnesota Valley Transit Authority this 30<sup>th</sup> day of January 2013.

Gary Hanson  
Chair

Attest:

Jane E. Victory

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 13-\_\_\_\_\_

AUTHORIZED LIST OF INVESTMENT BROKERS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) Finance Committee approved investing in other types of investment products;

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate the following organizations as the MVTA's investment brokers:

PMA Financial Network

Motion to approve Resolution:

Clint Hoopaw

Motion seconded by:

Steve Albrecht

ADOPTED by the Minnesota Valley Transit Authority this 30<sup>th</sup> day of January 2013.

Nancy Hansen  
Chair

Attest:

Jane E. Victory

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 13 \_\_\_\_\_

DESIGNATING DATA PRACTICES COMPLIANCE OFFICIAL

BE IT RESOLVED, that the Minnesota Valley Transit Authority (MVTA) designates the Executive Director as the Data Practices Compliance Official pursuant to the Minnesota Data Practices Act.

Motion to approve Resolution:

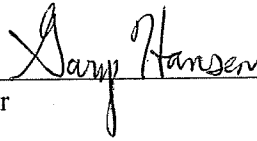
Motion seconded by:

Ayes:

Nayes:

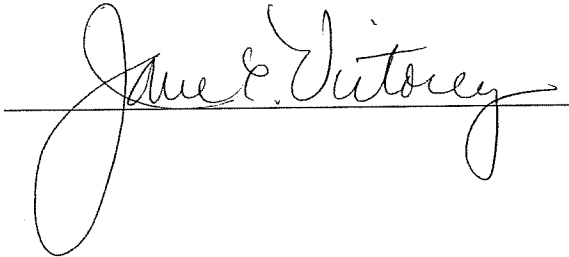
ADOPTED by the Minnesota Valley Transit Authority this 30<sup>th</sup> day of January, 2013.

Chair



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Attest:



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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 13-\_\_\_\_\_

APPROVING 2013 OFFICIAL PUBLICATION

WHEREAS, from time-to-time, the Minnesota Valley Transit Authority (MVTA) has need to publish official notices regarding the business of the MVTA;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA adopt the following official newspaper for 2013: *Burnsville SunThisWeek.*

BE IT FURTHER RESOLVED, that official public notices also be posted on the MVTA's web site at [www.mvta.com](http://www.mvta.com).

Motion to approve Resolution:

Clint Hoggan

Motion seconded by:

Steve Albrecht

ADOPTED by the Minnesota Valley Transit Authority this 30<sup>th</sup> day of January, 2013.

Gary Hansen  
Chair

Attest:

Jane E. Victory

MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 13-\_\_\_\_\_

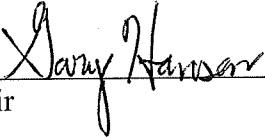
EXERCISE OPTION TO EXTEND AGREEMENT WITH WALLACE CARLSON PRINTING

WHEREAS the Minnesota Valley Transit Authority (MVTA) has need to produce newsletters, letterhead, envelopes, business cards and other "consumable" printing items;

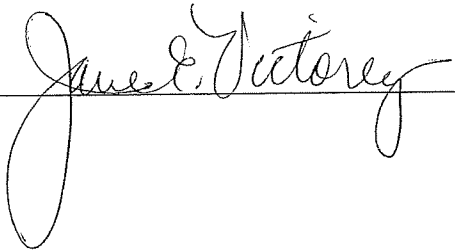
WHEREAS, in December 2010, the MVTA awarded the contract for printing of such items to Wallace Carlson Printing after issuing a request for quotes.

NOW, THEREFORE, BE IT RESOLVED, that the MVTA exercise a one-year option to extend the agreement with Wallace Carlson Printing for calendar year 2013. Rates will increase three percent from the base rate established in 2011 and continued in 2012. The contract will not exceed \$5,000.

ADOPTED by the Minnesota Valley Transit Authority this 30<sup>th</sup> January, 2013.

  
\_\_\_\_\_  
Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 13-\_\_\_\_\_

APPROVING LICENSING AGREEMENT WITH NCOMPASS TECHNOLOGIES

WHEREAS, MVTA requires a source of digital street centerline data; and,

WHEREAS, MVTA entered into a licensing agreement with Lawrence Mapping & Graphics, d/b/a The Lawrence Group in October 2009;

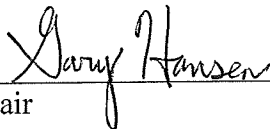
WHEREAS, The Lawrence Group is now known as NCompass Technologies and NCompass Technologies has a master agreement with the Metropolitan Council that provides access to free, standardized mapping data for all regional state and local government agencies through MetroGIS;

WHEREAS, the Met Council updated their agreement with NCompass Technologies in 2011 and as a result, MVTA is required to sign a new access agreement and this approval will authorize MVTA staff to access centerline street data and landmark data for use in ArcGIS and Hastus Geo mapping programs, at no charge..

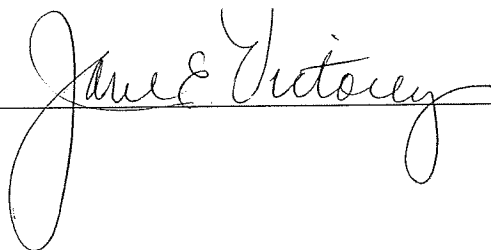
NOW, THEREFORE, BE IT RESOLVED, that the MVTA Board Chair and Executive Director be authorized to enter into an agreement for geographic base files and internet licensing with NCompass Technologies, of Eagan, MN, at no cost, subject to review of form by legal counsel.

BE IT FURTHER RESOLVED, that the MVTA Executive Director be authorized to modify Exhibits 1 and 2 of the Internet Application License as needed, except where such modification requires MVTA Board financial approval.

ADOPTED by the Minnesota Valley Transit Authority this 30th January, 2013.

  
\_\_\_\_\_  
Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 13-\_\_\_\_\_

AUTHORIZING AN AGREEMENT WITH SRF CONSULTING, INC.

WHEREAS, MVTA is working with RouteMatch Software, Inc., and Trapeze Software Group, Inc. to create technical interfaces between the two vendors' software products; and,

WHEREAS, MVTA is in need of additional contract management support during the performance of the interface construction; and,

WHEREAS, SRF Consulting Group, Inc. (SRF) has previously demonstrated skill and knowledge in assisting regional transit agencies with technology integration projects; and,

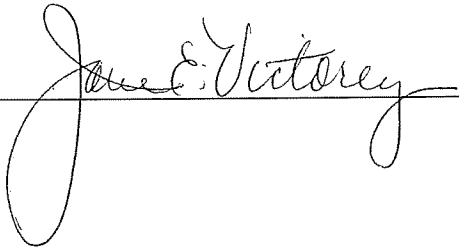
WHEREAS, SRF's proposed project hours and rates are fair and reasonable for the work required by MVTA;

NOW, THEREFORE BE IT RESOLVED that the chair and executive director be authorized to execute an agreement with SRF Consulting Group, Inc., for AVL Integration Project Management, at a cost of \$65,869.

ADOPTED by the Minnesota Valley Transit Authority this 30<sup>th</sup> day of January, 2013.

  
\_\_\_\_\_  
Chair

Attest:

  
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