

DATE: June 27, 2013  
TO: Board Members unable to attend June 26 MVTA Board meeting/TWGs  
FROM: MVTA  
RE: Meeting Summary

Here is a meeting summary of the MVTA June 26, 2013 regular meeting of the MVTA Board of Directors. Supplemental materials and meeting hand-outs are posted at [http://www.mvta.com/MVTA\\_Board.html](http://www.mvta.com/MVTA_Board.html).

1. The MVTA Board was called to order at 4:31 p.m. and a quorum was present.
2. There were no public comments. Two items were added to the Agenda under “Old Business” – Realtime Maintenance Agreement and Christus Victor Lease Extension. The revised Agenda was approved. There were several questions regarding items on the Consent Agenda: 1) Liz Workman wondered about this item and the Board was informed that the CMAQ grant process did not allow for cost escalators at the time of this grant award; 2) Liz Workman asked about how service would be funded after the three years of grant funds were used. The Board was informed that the Agency is then expected to pick-up the cost as part of the budget. Depending on the service, there also be other resources, such as CTIB funding; 3) Clint Hooppaw commented on the Apple Valley Layover project and suggested that Apple Valley TWG Tom Lovelace and perhaps others be convened to smooth the process for approvals and construction to the extent possible. Motion by Clint Hooppaw and seconded by Jane Victorey to approve the Consent Agenda, which was approved via a unanimous roll-call vote.
3. David Mol of HLB Tautges Redpath presented the 2012 Audit Review to the Board. He reviewed the reports issued by Tautges Redpath and offered the following comments:
  - MVTA received a “clean opinion” on the Financial Statements
  - There were no items noted regarding internal controls
  - There were no findings on non-compliance with regard to the Minnesota legal Compliance Audit Guide
  - The “single audit” was completed because MVTA received more than \$500,000 (actually received \$4.8 million) in federal monies
  - There were no changes to policies, no disagreements with management and no difficulties performing the audit.
  - He said it was a “good report.”
4. Year-end figures: Revenues for 2012 were \$18,366,000 and expenditures were \$17,983,000. MVTA’s fund balance increased by \$11,000 and falls below the Met Council’s minimum target of 25 percent. With increased MVST revenues, MVTA expects its fund balance to be increased to the minimum target and hopefully get closer to the maximum target (35 percent), which is still below MVTA’s Financial Management Policy of 40 percent.
5. The Board accepted the 2012 Audit Review by HLB Tautges Red Path. Board members thanked MVTA staff for their work to receive this positive audit report
6. Tom Bright provided background regarding the request to increase the fees paid to Stantec for the Rosemount Transit Station project. Stantec submitted a request for payment of additional fees in the amount of \$42,631. MVTA staff scrutinized the fee request and whittled it down to \$19,750.25 based on unforeseen circumstances associated with the contaminated soils, well variance and project scope changes. The Finance Committee recommended approval of the payment. There was much discussion by the Board regarding whether or not to pay this additional amount, especially given that the vendor appeared to have “low-balled” their initial quote in order to get MVTA’s business. After significant discussion, Motion Dan Kealey and second by Jon Ulrich to approve the additional fee payment. Motion carried on a roll-call vote with Liz Workman dissenting.

7. Lois Spear provided information about the need to authorize use of MVST monies to fund the local share of the Rosemount CMAQ service at about \$35,000 per year. The Finance Committee also reviewed this item and recommended approval. Questions centered on how to best plan for the cost of this service after three years and there was discussion about the fact that 69 percent of MVTA revenues are via MVST funds, but MVTA doesn't know far in advance what we might be receiving. Beverley mentioned the possibility of additional funding via the legislature, otherwise it would be absorbed by the MVTA budget and if there are not sufficient dollars, other adjustments would have to be made. Motion by Jon Ulrich and seconded by Bill Droste to authorize use of MVST funds to cover the local share of the Rosemount CMAQ service. Motion carried on a unanimous roll-call vote.
8. Beverley provided a brief STA update indicating that there would not be a meeting in July, but that STA would begin to work on the legislative agenda for next session. The June meeting provided a recap of the legislative session and there was also discussion regarding awards to key legislators.
9. Michael Abegg presented a memo regarding the need to extend our maintenance agreement with Realtime Technologies for the simulator system. Next year, staff will seek quotes for a multi-year renewal. Motion by Liz Workman and seconded by Bill Droste to approve the maintenance agreement. Motion carried on a unanimous roll-call vote.
10. Robin Selvig presented a memo regarding the need to extend the lease with Christus Victor Lutheran Church for another year. Motion by Clint Hooppaw and seconded by Dan Kealey. Motion carried on a unanimous roll-call vote.
11. Lois Spear requested approval for the transition from ADP to the LOGIS HR/Payroll system. The additional cost is expected to be about \$500 per year. Motion by Clint Hooppaw and seconded by Dan Kealey. Motion carried on a unanimous roll-call vote.
12. Beverley Miller expressed thanks to the MVTA Board for their participation at the Red Line Launch activities on Saturday. All Board members were in attendance. Initial reports indicated a successful launch. She also expressed thanks to MVTA staff for their efforts in the preparation and launch of service.
13. She commented that MVTA has two new staff members, both of whom will be introduced at the next Board meeting: Executive Transit Assistant (already on board working in Customer Service/Operations) Billy Le and IT Administrator Tyre Fant (who begins July 8).
14. Finally, she reported that she, Lois and Terry Heaton had a conference call with Moody's that went very well. Beverley reported she recently received an e-mail noting MVTA has an A-3 rating indicator, which is very good news.
15. Dan Kealey updated MVTA on the status of 12<sup>th</sup> Avenue reconstruction beginning July 15 and that there is a meeting at 10 a.m. on July 9. Tom Bright will be attending for MVTA.
16. Motion by Jon Ulrich and seconded by Clint Hooppaw to adjourn the meeting at 5:56 p.m.

Next Meeting: Next Regular Meeting: Tentative (subject to possible cancellation) Wednesday, July 31 at 4:30 p.m. at the Burnsville Bus Garage, 11550 Rupp Dr., Burnsville. If there is no July meeting, next meeting would be Wednesday, August 28 at 4:30 p.m. at the Burnsville Bus Garage, 11550 Rupp Dr., Burnsville.