

DATE: April 11, 2013  
TO: Board Members unable to attend March 27 Regular MVTA Board meeting/TWGs  
FROM: MVTA  
RE: Meeting Summary

Here is a meeting summary of the MVTA March 27, 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 meeting was called to order at 4:34 p.m. by Chair Gary Hansen. A quorum was present.
2. There were no public comments. One item was added to the Agenda under STA regarding a letter of support for an increase in transit funding. The revised Agenda and the Consent Agenda were approved.
3. Sam Pandolfo of RouteMatch led the Board through a status report on the project. Mr. Pandolfo is Director of Project Management; Dale Kartushyn, Route Match Director of Wireless Services, was also in attendance. Completed project elements were highlighted, including the deployment of RouteMatch, more than 1,000 of implementation services to date, hardware installation on 118 vehicles and development of a fixed route web portal.
4. Remaining project elements include resolution of issues with certain tablets crashing (progress is being made and this is RouteMatch's #1 priority; a fix is currently being tested), MVTA's upgrade to version 6.0 of RouteMatch by the end of April, the launch of the Fixed Route Web Portal in early April and integration with Cubic (fareboxes on buses) and a real-time feed to TransitMaster (Metro Transit AVL system) are scheduled for late April to mid-May. Future phases are also in the works, including additional hardware and integration with Transit Signal Priority (TSP) in conjunction with RedLine start-up.
5. The Board then approved a motion by Jane Victorey and seconded by Bill Droste to execute an amendment to the RouteMatch contract for the Phase IIIa of the AVL project, in the amount of \$484,000 (specifically for on-board equipment for buses purchased for I-35W expansion service. These items include Automated Passenger Counting (APC), Automated Voice and Visual Announcement (AVVAS) and Transit Signal Priority systems.)
6. The list of purchases by the Executive Director was included in the packet. Jen Lehmann updated the Board regarding the Title VI plan including the new Major Service Change and Disparate Impact/Disproportional Burden policies. The Board approved the revised plan. Jen also updated the Board regarding MVTA service changes to be implemented along with the launch of METRO Red Line service on June 22.
7. Lois Spear reviewed the status of agreements between the Met Council and the MVTA for both Express Service and Facility Maintenance on Cedar Avenue and the Station to Station Service, Facility Maintenance and Start-up Costs. There will be two master agreements, each with a series of subordinate agreements. Beverley Miller and Lois have been meeting regularly with Arlene McCarthy and Gerri Sutton of the Council to complete these documents. A few issues remain, but should be ready to execute shortly. The MVTA's current agreement with the Council expires March 31.
8. The Board approved entering into a Master Agreement and subordinate agreements related to Express Service and Facilities maintenance subject to final language review by staff and legal counsel. Motion carried.
9. The Board also approved entering into a Master Agreement and subordinate agreements related to Station to Station Service, Facilities Maintenance and Start-up Costs, subject to the additional of some language and also subject to final review by staff and legal counsel. Motion carried. Arlene McCarthy expressed thanks to both Lois and Beverley for their work on these agreements. She also mentioned that

some 30 Standard Operating Procedures (SOPs) have been developed in conjunction with METRO Red Line service operations.

10. Robin Selvig asked the Board to approve an agreement with Mn-IT Services to design and install a fiber link from the MnDOT Fiber along Highway 13 to the Cedar Grove Transit Station. The estimate was not to exceed \$50,000 and will be funded by an agreement with Dakota County. This fiber link is required as part of METRO Red Line start-up operations. Motion by Bill Droste and seconded by Steve Albrecht to approve an agreement between MVTA and Mn-IT services for fiber design and installation from MnDOT fiber along Highway 13 to the Cedar Grove Transit Station. Motion carried on a unanimous roll-call vote.
11. Jane Victorey reported that the Finance Committee met to discuss a number of topics. She then asked Lois Spear to review the amendment to the 2013 Operating Budget. The amendment increases MVST revenue by \$406,305, increases allocated MVST by \$958,000, increases the Salaries and Benefits categories by a total of \$44,398 to support hiring of an additional Customer Service Representative for half of 2013, and decreases the Reserve/Contingency budget by \$44,398 to cover the increase in Salaries and Benefits. Jane Victorey noted that these adjustments bring the MVTA fund balance to about three months of operations, rather than the four months stated in the MVTA policy, but that the Finance Committee believes this is an adequate level. Motion by Jane Victorey and seconded by Clint Hooppaw to approve the budget amendment. Motion carried on a unanimous roll-call vote.
12. The Finance Committee also discussed a procedural change to the MVTA's procurement policy further defining what is required for various dollar-value purchases. Jim Strommen mentioned the Uniform Municipal Contracting Law, which has minimum requirements in these areas. Motion by Jon Ulrich and seconded by Steve Albrecht and the Board approved a change in procedure as follows:

Value of Purchase	Quotes Needed
Under \$500	Open market, no quotes needed
\$500-2,999	Two quotes or Open Market required
\$3,000-9,999	Two written quotes required.
13. Beverley reminded the Board that STA's Legislative Committee will meet at the Eagan Bus Garage on Tuesday, April 2. The Board then discussed a draft letter to be sent to members of the MVTA legislative delegation regarding an increase in funding for transit. Chair Gary Hansen also mentioned that Met Council Chair Susan Haigh also distributed a letter to STA Leaders requesting support for the Governor's budget. Board members were in general agreement proposing that language in the draft letter simply request an increase in funding for transit and that the current funding provided through the Transit Taxing District be retained. Further, the letter requests that Suburban Providers be eligible recipients of these new funds. The letters will be sent via mail to legislators this week.
14. Jon Ulrich mentions that the Scott County Transit Review Board met this morning and that there is ongoing discussion of the possibility of the BlueXpress (Shakopee/Prior Lake transit service) be merged with another agency such as SouthWest Transit or MVTA. MVTA has been invited to appear before the TRB at its April 24<sup>th</sup> meeting. Gary Hansen, Clint Hooppaw and Beverley Miller will represent MVTA at this meeting.
15. Motion by Clint Hooppaw and seconded by Gary Hansen to adjourn the meeting at 6:05 p.m.

Next Meeting: Next Regular Meeting: Wednesday, April 24 at 4:30 p.m. at the Burnsville Bus Garage, 11550 Rupp Dr., Burnsville.