

MINNESOTA VALLEY TRANSIT AUTHORITY  
Regular Board Meeting  
April 27, 2016 – 4:30 p.m.  
Burnsville Bus Garage

**Board Members Present:**

Clint Hooppaw, Apple Valley  
Bill Droste, Rosemount  
Gary Hansen, Eagan  
Jane Victorey, Savage  
Jon Ulrich, Scott County  
Michael Luce, Shakopee  
Mike McGuire, Prior Lake  
Chris Gerlach, Dakota County

**Others Present:**

Luther Wynder, Executive Director  
Greg Madsen, Kennedy & Graven  
Bill Forbord, Schmitt and Sons  
Gene Abbott, Savage Alternate  
Tom Lovelace, Apple Valley TWG  
Lisa Freese, Scott County Alternate  
Heather Agesen-Huebner, Met Council  
Steve Albrecht, Burnsville TWG  
Kyle Klatt, Rosemount TWG  
Joe Morneau, Dakota County TWG  
Josh Feldman, Eagan TWG  
Bob Crawford, Elko New Market  
Connie Massengale, Schmitt and Sons  
Trish Timmons, Elko New Market Alternate  
Jane Kansier, Senior Project Manager  
Lois Spear, Finance Officer  
Nick Bishop, Accountant  
Aaron Bartling, Planner  
Casey McCabe, Prior Lake TWG

**I. Call to Order**

The meeting was called to order at 4:30 p.m. by Chair Jon Ulrich. A quorum was present.

**II. Public Comments**

Ulrich administered the Oath of Office to Gene Abbot, of the Savage City Council.

**III. Approval of Agenda**

Motion by Bill Droste and seconded by Michael Luce to approve the agenda. Motion carried.

**IV. Consent Agenda**

Motion by Jane Victorey and seconded by Mike McGuire to approve the Consent Agenda. Motion carried.

**V. Old Business**

None

**VI. New Business**

**A. Purchase of REACH Passenger Information Systems**

Jane Kansier requested the Board approve a contract with REACH Media Network for the purchase of passenger information signs at the Burnsville Transit Station. These signs are funded by the customer information portion of the I-35W CMAQ grant. The purchase includes 8 exterior screens, one interior totem enclosure and 2 interior screen displays. The contract also includes a software license fee for three years. Commissioner Droste asked about the license fee after year 3 of the Contract. Kansier noted we would renegotiate the contract at that time. Commissioner Luce asked who would be responsible for maintaining the sign. Kansier noted MVTA staff would do the primary maintenance, but the contract includes some support. Motion by Bill Droste and seconded by Tom Lovelace to approve the Contract with REACH Media Network. A roll-call vote followed.

Tom Lovelace – Aye  
Josh Feldman – Aye  
Mike McGuire – Aye

Steve Albrecht– Aye  
Bill Droste – Aye  
Michael Luce – Aye

Jane Victorey – Aye  
Jon Ulrich – Aye

Motion carried. (NOTE: Alternates and/or TWGs voted on this item as Board members were delayed in getting to the meeting due to a locked-door issue.)

**VII. Committee Reports**

*A. STA Legislative Update*

Luther Wynder reported the STA met last week. There is a transportation bill in committee at the Legislature, but a compromise has yet to be reached. There should be some movement in the next three weeks. Jon Ulrich reported that SouthWest Transit has provided a rough draft of their plan for the SWT share of the suburb to suburb replacement service. Jane Kansier reported MVTA is working on a draft service plan and will bring something to the Board in May.

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

*A. MVTA Board*

Jon Ulrich asked about an appropriate time for a Board retreat. The last retreat was held prior to the merger with Shakopee and Prior Lake, so there are new Board members in addition to a new Executive Director. The Board should give this some thought for future discussion.

*B. MVTA Staff*

*1. First Quarter Ridership Report*

Aaron Bartling presented the 2016 1<sup>st</sup> quarter rider report. He noted ridership is down slightly, but that can be attributed to the dip in January ridership. Rider numbers in February and March are consistent with the previous year.

*2. Report on Job Classification Study*

Jane Kansier noted she and Luther Wynder met with our consultants to go over preliminary results. We plan to present results in June or July.

*3. Update on Shakopee Business and Transit Service Needs*

Luther Wynder reported on recent meetings with Shakopee business owners and their transit needs. Jane Kansier reported on a recent meeting with Representative Loonan about potential suburb to suburb transit needs. Jon Ulrich stated there is a need for commitment from employers for a last mile solution and other transit solutions. Luther Wynder stated employers seemed very positive about collaborating. Jon Ulrich also discussed potential for a TMA in this area. Scott County staff and MVTA staff will work together to determine which agency should file a grant application.


**IX. Adjournment**

Motion by Clint Hooppaw and seconded by Chris Gerlach to adjourn the meeting at 4:53 p.m. Motion carried.

**Minutes Prepared By: Jane Kansier**

**Next Regular Meeting Scheduled: May 18, 2016, 4:30 p.m. Burnsville Bus Garage, 11550 Rupp Dr., Burnsville, MN.**

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 March and August will be held on the **FIFTH** Wednesday.

Approved by:  Date: 5/18/2016

MINNESOTA VALLEY TRANSIT AUTHORITY

APPROVE AGREEMENT WITH REACH MEDIA NETWORK FOR PASSENGER  
INFORMATION SYSTEMS AT BURNSVILLE TRANSIT STATION

RESOLUTION NO. 16- 029

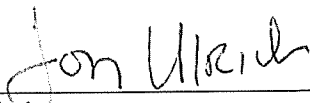
WHEREAS, MVTA has remaining I-35W CMAQ and RTC funds to install customer information systems along I-35W;

WHEREAS, MVTA explored a number of options and would like to move forward with REACH;


WHEREAS, The REACH solution's initial cost (year one) is: \$47,751.47; and both year two and year three will have an ongoing software license fee of \$800. After year three, MVTA will review the contract and available product to determine next steps;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA authorize the Chair and Executive Director to enter into an agreement with REACH Media Network to purchase and install passenger information signs for Burnsville Transit Station in the amount of \$47,751.47 with ongoing software license fees of \$800 per year for years two and three of the agreement.

Resolution adopted by MVTA on April 27, 2016.

  
\_\_\_\_\_  
Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 16- 030

APPOINTING TYRE FANT AND LOIS SPEAR TO AS DIRECTOR AND ALTERNATE TO  
THE LOGIS BOARD

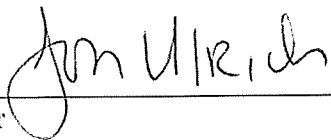
WHEREAS the Minnesota Valley Transit Authority (MVTA) authorized the MVTA to join LOGIS (Local Government Information Systems), a joint powers agency, and signed the Joint and Cooperative Agreement;

WHEREAS, LOGIS requires each participant in the Joint and Cooperative Agreement to appoint a director and alternate director to serve on the LOGIS Board;

WHEREAS, the agreement states that the agencies shall appoint, as their directors and alternates, their chief administrative officer and employees with general management responsibilities, and that these appointees serve until their successors are appointed and qualified;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA appoint Tyre Fant, IT Administrator, and Lois Spear, MVTA Finance Office, as the Director and Alternate Director to represent the MVTA on the LOGIS Board.

ADOPTED by the Minnesota Valley Transit Authority this 27<sup>th</sup> April, 2016.

  
Chair

Attest:

  
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MINNESOTA VALLEY TRANSIT AUTHORITY

APPROVE AMENDMENT NUMBER ONE WITH CADY BUILDING MAINTENANCE TO  
INCLUDE CLEANING OF ADDITIONAL BUS SHELTERS IN BURNSVILLE

RESOLUTION NO. 16- 031

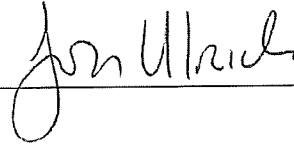
WHEREAS, the Minnesota Valley Transit Authority (MVTA) has an agreement for  
cleaning of at the Heart of the City Park & Ride;

WHEREAS, the MVTA has need for cleaning of an additional area of the Heart of the  
City Park & Ride and also has need for cleaning at three new shelter locations;

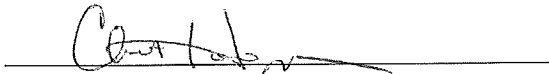
NOW, THEREFORE, BE IT RESOLVED, that the MVTA authorize the Chair and  
Executive Director to enter into an agreement with Cady's Building Maintenance, Inc. for  
cleaning of an additional area at the Heart of the City Park & Ride in addition to three new bus  
shelter locations at a cost of \$3,165 annually.

Resolution adopted by MVTA on April 27, 2016.

Chair



Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY  
RESOLUTION NO. 16 -032

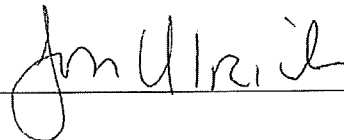
APPROVE ONE-YEAR EXTENSION TO AGREEMENT WITH SERVICE FIRST  
CONSULTING FOR DATA BASE DESIGN AND MAINTENANCE SERVICES

WHEREAS the Minnesota Valley Transit Authority (MVTA) has need to occasionally create data bases;

WHEREAS, the MVTA has successfully worked with Service First consulting since 2003 on critical data base projects, including the Customer Service Database and the Fare Database;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve a two-year extension (through May 31, 2018) to the agreement between the MVTA and Service First Consulting, Inc. for data base design and maintenance work at the rate of \$90 per hour.

ADOPTED by the Minnesota Valley Transit Authority this 27<sup>th</sup> April, 2016.

Chair 

Attest:

