

**MINNESOTA VALLEY TRANSIT AUTHORITY**

Regular Board Meeting  
August 29, 2018 – 4:30 p.m.  
Burnsville Bus Garage

**Board Members Present:**

William Droste, Rosemount  
Bob Coughlen, Savage  
Gary Hansen, Eagan  
Chris Gerlach, Dakota County  
Clint Hooppaw, Apple Valley  
Lisa Freese, Scott County, for Jon Ulrich  
Jay Whiting, Shakopee  
Kevin Burkart, Prior Lake  
Jenni Faulkner, Burnsville, for Dan Kealey

**Others Present:**

Luther Wynder, MVTA Executive Director  
Jim Strommen, Kennedy and Graven  
Bob Crawford, Elko New Market  
Casey McCabe, Prior Lake  
Connie Massengale, Schmitt & Sons  
Heidi Scholl, MVTA  
Jen Lehmann, MVTA  
Aaron Bartling, MVTA  
Tania Wink, MVTA  
Nene Israel, MVTA  
Dawn McGuire, MVTA  
Steve LaFrance, MVTA  
Richard Crawford, MVTA  
Wendy Wulff, Metropolitan Council  
Alene Tchourumoff, Metropolitan Council  
Heather Aagesen-Huebner – Metropolitan Council  
Deb Barber, Metropolitan Council

**I. Call to Order**

The meeting was called to order at 4:33 p.m. by Chair William Droste. A quorum was present.

**II. Public Comments**

There were no public comments.

**III. Approval of Agenda**

MVTA Executive Director noted that a Metropolitan Council report would be added to the end of the agenda. The agenda was approved unanimously.

**IV. Consent Agenda**

A Motion by Jay Whiting and seconded by Clint Hooppaw to approve the Consent Agenda. A roll call vote was taken.

Faulkner – Aye	Hooppaw - Aye	Droste - Aye
McCabe – Aye	Whiting – Aye	
Coughlen – Aye	Hansen – Aye	

**V. Old Business**

None

## **VI. New Business**

### **A. BTS Parking Structure 2018 Repairs**

Steve LaFrance, MVTA Facilities Manager, presented an overview of a proposed contract with Paragon Restoration II, Inc., for parking structure repairs at Burnsville Transit Station (BTS). An assessment of the parking structure was completed in 2018 by Meyer Borgman Johnson. The assessments identified repairs needed to maintain a state of good repair at BTS.

MVTA issued a request for bids for the repairs and received five bid responses. Paragon Restoration submitted the low – responsive and responsible bid of \$146,648.

Commissioner Gary Hansen asked how old the facility was and what the useful life is expected to be. LaFrance said the facility opened in 2002 and that the useful life would be expected to be about 50 years and ongoing repairs and maintenance would be expected.

A Motion by Jenni Faulkner and seconded by Clint Hooppaw to approve the resolution approving the contract with Paragon Restoration. A roll call vote was taken.

Faulkner – Aye	Hooppaw - Aye	Gerlach - Aye
Burkart – Aye	Whiting – Aye	Droste - Aye
Coughlen – Aye	Hansen – Aye	

### **B. Transit Asset Management Plan**

Steve LaFrance, MVTA Facilities Manager, provided an update on MVTA’s Transit Asset Management Plan (TAMP).

In 2016, the Federal Transit Administration published a rule requiring FTA grantees to develop asset management plans for their assets, including vehicles, facilities, equipment, and other infrastructure.

MVTA is required to submit the TAMP to the FTA on Oct. 1, 2018. Additional comments/feedback will be taken from the board through Sept. 14 and MVTA Board approval will be sought at the Sept. 26 MVTA Board meeting.

Alene Tchourumoff, chair of the Metropolitan Council, said it’s important for all transportation agencies to maintain assets in a state of good repair.

## **VII. Committee Reports**

### **A. STA Report**

Luther Wynder, MVTA Executive Director, said the Suburban Transit Association reviewed primary election results at its recent meeting. Discussion also continued regarding ensuring subsidy per passenger figures are uniform between regional transportation agencies.

Alene Tchourumoff agreed that it’s important to have uniform subsidy per passenger calculations on a regional level so “apples to apples” comparisons can be made.

### **B. Management Committee**

#### **1. Draft 2019 Operating Budget**

Tania Wink, MVTA Finance Manager, presented MVTA’s 2019 Preliminary Operating Fund Budget consisting of revenues of \$31,470,089 and expenditures of \$31,114,198, resulting in an addition to the Fund Balance of \$355,890.

MVTA’s Management Committee reviewed the 2019 Operating Budget. Proposed expenditures will increase by 3.15 percent while revenue is budgeted to increase by \$2.3 million.

Commissioner Jay Whiting asked how many additional full-time positions would be included in the 2019 budget. Wink said staff had requested seven full-time positions for next year. The budget includes one full-time position beginning in July of 2019.

Commissioner Kevin Burkart said from a taxpayer’s perspective he was pleased with the employee request. Burkart also requested more budget comparisons to similar-sized agencies as budget discussions continue.

A Motion by Hooppaw and seconded by Burkart to approve the 2019 Preliminary Operating Fund Budget. A roll call vote was taken.

Faulkner – Aye	Hooppaw - Aye	Freese - Aye
Burkart – Aye	Whiting – Aye	Gerlach - Aye
Coughlen – Aye	Hansen – Aye	Droste - Aye

### **C. Partnership Committee**

#### **1. Update on Russell Herder initiatives**

Richard Crawford, MVTA Public Information Manager, provided an update on the work consultant Russell Herder has been doing on education and outreach for the agency.

Since entering into a contract with MVTA, Russell Herder has been working on several targeted initiatives, including promotion of the new Route 420 extension to Dakota County Technical College; promotion of State Fair Express Service; and promotion of new express service to Minnesota Vikings home games.

Russell Herder also has been working on and testing global marketing concepts for MVTA that will be shared with the Partnership Committee and full board when available.

## **VIII. Board and Staff Reports**

### **A. Quarterly Ridership Update**

Aaron Bartling, MVTA Transit Planner, provided an update on second quarter ridership. Total ridership through June was close to 1.4 million, down 1.6 percent compared to 2017. Year-end projections for ridership are expected to be in a range of a 3.7 percent decline to a 3.8 percent increase in ridership.

Routes experiencing the greatest ridership growth were 437, 492, 495 and 497. Routes with the greatest decline were 420, 444 (weekend) and 470.

Bartling also noted that State Fair ridership – at the midpoint of the fair – was running slightly ahead of last year’s record year but ridership on the final weekend would likely determine whether a new record would be set.

### **B. 35W Service Update**

Jen Lehmann, MVTA Planning Manager, and Richard Crawford, MVTA Public Information Manager, provided an update on service and marketing in conjunction with 35W construction.

Ridership on express routes to Minneapolis experienced a 3.5 percent decline in average daily ridership in July.

Intensive marketing efforts prior to the start of 35W construction included billboard and digital marketing outreach as well as collaboration with Metro Transit on a construction pamphlet that was distributed in the Minneapolis skyways and to the business community.

Board Chair William Droste requested additional information concerning customer feedback on downtown delays.

**C. MVTA Service Change Update**

Jen Lehmann, MVTA Planning Manager, updated the board on efforts to publicize proposed route changers intended to improve efficiencies and streamline trips with lower ridership. Staff accepted public feedback on the routes through Aug. 24.

Routes being reviewed include 437, 440, 442, 465, 490/493.

**IX. Met Council Update**

Alene Tchourumoff, chair of the Metropolitan Council, and Wendy Wulff and Deb Barber, Metropolitan Council commissioners, provided an update. Tchourumoff said the council is in the process of developing its preliminary budget and noted that Metro Mobility costs are putting pressure on the general fund.

**IX. Adjournment**

A Motion was made by Whiting and seconded by Burkart to adjourn the meeting at 5:45 p.m. Motion carried unanimously.

**Minutes Prepared by: Richard Crawford**

**Next Regular Meeting Scheduled: Wednesday, September 26, 4:30 p.m., at Burnsville Bus Garage, 11550 Rupp Drive, Burnsville.**

All regularly scheduled Board meetings will be held on the **FOURTH** Wednesday of the month at the posted time and location unless otherwise notified.

Approved by: Date: 9/26/2019