

**MINNESOTA VALLEY TRANSIT AUTHORITY**

Regular Board Meeting  
June 27, 2018 – 4:30 p.m.  
Burnsville Bus Garage

**Board Members Present:**

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

**Others Present:**

Luther Wynder, MVTA Executive Director  
Jim Strommen, Kennedy and Graven  
Bob Crawford, Elko New Market  
Patricia Timmons, Elko New Market  
Connie Massengale, Schmitt & Sons  
Joe Morneau, Dakota County  
Lisa Freese, Scott County  
Tom Lovelace, Apple Valley  
Heidi Scholl, MVTA  
Tania Wink, MVTA  
Jen Lehmann, MVTA  
Richard Crawford, MVTA  
Nene Israel, MVTA  
Dawn McGuire, MVTA  
Lois Spear, MVTA

**I. Call to Order**

The meeting was called to order at 4:31 p.m. by Chair William Droste. A quorum was present.

**II. Public Comments**

There were no public comments.

**III. Approval of Agenda**

MVTA Board Chair William Droste noted that there were no changes to the agenda, which 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.

Gerlach –	Burkart - Aye	Feldman - Aye
Ulrich – Aye	Whiting – Aye	Hooppaw – Aye
Coughlen – Aye	Kealey – Aye	Droste - Aye

**V. Old Business**

**A. MVTA – Dakota County, DCTC Service Agreement**

Heidi Scholl, MVTA Procurement and Contract Manager, requested the board to delegate authority to the Executive Director to approve a Joint Powers Agreement between MVTA and Dakota County for providing service to Dakota County Technical College beginning this fall.

Gerlach – Aye  
Ulrich – Aye  
Coughlen – Aye

Burkart - Aye  
Whiting – Aye  
Kealey – Aye

Feldman - Aye  
Hooppaw – Aye  
Droste - Aye

## **VI. New Business**

### **A. Report from Auditor/ Accept Comprehensive Annual Financial Report**

Tania Wink, MVTA Finance Manager, introduced Peggy Moeller, CPA, with Redpath and Company. Moeller provided an overview of the 2017 Comprehensive Annual Financial Report. The 2017 audit did not produce any findings.

The audit produced a “clean opinion,” meaning the MVTA financial statements present fairly, in all material respects, the financial position of MVTA in accordance accounting standards.

Burkart said the Management Committee recently had a healthy discussion concerning the internal financial controls that are in place. Burkart also requested that staff prepare information to present at a future board meeting regarding the fluctuation in regionally allocated motor vehicle sales tax (RMVST) funds and motor vehicle sales tax (MVST) funds received by MVTA.

A Motion by Kevin Burkart and seconded by Whiting to accept the Comprehensive Annual Financial Report. A roll call vote was taken.

Gerlach – Aye  
Ulrich – Aye  
Coughlen – Aye

Burkart - Aye  
Whiting – Aye  
Kealey – Aye

Feldman - Aye  
Hooppaw – Aye  
Droste - Aye

### **B. Adopt-a-Shelter**

Richard Crawford, MVTA Public Information Manager, provided an overview of an Adopt-a-Shelter Program MVTA proposes to begin.

The program would be similar to “Adopt-a-Highway” programs that allows members of the public to volunteer to help keep public property clean. Currently, MVTA has about 25 shelters – primarily in Burnsville and Egan – that would be eligible. However, additional shelters are being added in the service area.

Commissioner Jon Ulrich suggested a recognition program that would include signage at specific shelters noting the names of community members who have adopted a shelter.

## **VII. Committee Reports**

### **A. STA Report**

Luther Wynder, MVTA Executive Director, indicated there have been informal discussions with the Met Council and STA representative regarding regional reporting.

STA also has discussed recognizing legislative aides for their assistance in public policy discussions. Commissioner Ulrich encouraged MVTA to conduct separate award recognition events whenever STA gives out awards to officials in MVTA’s service area.

### **B. Management Committee**

## 1. Amendment of Operating Budget

Tania Wink, MVTA Finance Manager, provided information on the 2018 Operating Fund Budget amendment.

Since the adoption of the 2018 Operating Budget, there have been two major adjustments affecting the budget involving the motor vehicle sales tax (MVST) and regionally allocated MVST (RA-MVST) resulting in a \$2.4 million impact to MVTA's budget.

MVTA's statutory share of MVST was reduced by \$.2 million due to the decline in the MVST forecast. For 2018, MVTA budgeted for \$5.4 million for RA-MVST funding. However, when the Met Council calculated the 2018 RA-MVST in early January, MVTA's share turned out to be \$3,208,964.

The funding shortfall also reduced MVTA's fund balance from 26 percent to 25.6 percent.

Since implementation of the 2018 budget, MVTA realized some additional revenues but an additional budget reductions of \$.5 million are planned in salaries and benefits (\$58,000); Professional Services (\$117,250); Marketing (\$40,000); Materials (\$5,000); Bus Operations (\$16,000); Administrative Expenses (\$210,000).

Wink said the trend in motor vehicle sales tax funding has been down and that will be included in discussions of the 2019 budget.

Commissioners asked for follow-up information at an upcoming board meeting regarding MVST and RM-VEST.

A Motion by Hooppaw and seconded by Chris Gerlach to approve the amendment of the Operating Budget. A roll call vote was taken.

Gerlach – Aye

Ulrich – Aye

Coughlen – Aye

Burkart - Aye

Whiting – Aye

Kealey – Aye

Feldman - Aye

Hooppaw – Aye

Droste - Aye

## 2. Amendment of Capital Budget

Tania Wink, MVTA Finance Manager, provided information on an amendment to the 2018-2023 Capital Improvement Project budget.

The Management Committee reviewed the 2018-2023 CIP budget and recommended reducing the authorization in 2017 by \$350,000 and increasing the authorization by \$350,000 in 2018. The authorization would be reduced from \$11,532,770 to \$11,182,770 in 2017 and increased from \$8,493,509 to \$8,842,509\* in 2018.

Wink said amending the 2018-2022 CIP presents a more accurate picture of MVTA's capital funding and allows staff to proceed with obtaining funding for the completion of needed projects, including Apple Valley Transit Station parking and design engineering.

(\*The minutes include corrected funding figures for the CIP in 2017 and 2018).

A Motion by Whiting and seconded by Dan Kealey to approve the amendment to the CIP Budget. A roll call vote was taken.

Gerlach – Aye

Ulrich – Aye

Coughlen – Aye

Burkart - Aye

Whiting – Aye

Kealey – Aye

Feldman - Aye

Hooppaw – Aye

Droste - Aye

## VIII. Board and Staff Reports

**A. Apple Valley Transit Station Modernization**

Richard Crawford, MVTA Public Information Manager, provided an update on an MVTA presentation to the Apple Valley City Council by Executive Director Luther Wynder and Crawford on June 14. MVTA provided updates on 35W construction service, Apple Valley ridership, operations at Apple Valley Transit Station, and plans for expansion at AVTS.

**B. Board Reports**

Dan Kealey noted he had received positive feedback from an MVTA customer who liked the new interiors in the new MCI vehicles that were recently put in service.

**IX. Adjournment**

A Motion was made by Hooppaw and seconded by Gerlach to adjourn the meeting at 5:34 p.m. Motion carried unanimously.

**Minutes Prepared by: Richard Crawford**

**Next Regular Meeting Scheduled Wednesday, July 25, 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: Aug. 29, 2018