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MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
Dec. 6, 2017 – 4:30 p.m.
Burnsville Bus Garage

Board Members Present:

Jon Ulrich, Scott County
William Droste, Rosemount
Clint Hooppaw, Apple Valley
Dan Kealey, Burnsville
Jane Victorey, Savage
Jay Whiting, Shakopee
Gary Hansen, Eagan
Casey McCabe, Prior Lake, for Mike
McGuire

Others Present:

Luther Wynder, MVTA Executive Director
Bob Crawford, Elko New Market
Jim Strommen, Kennedy and Graven
Tom Lovelace, Apple Valley
Richard Crawford, MVTA
Tyre Fant, MVTA
Steve LaFrance, MVTA
Jen Lehmann, MVTA
Heidi Scholl, MVTA
Aaron Bartling, MVTA
Matthew Rosenbloom-Jones, MVTA
Samantha Porter, MVTA
Dan Rudiger, MVTA
Lois Spear, MVTA
Tania Wink, MVTA
Bill Forbord, Schmitt & Sons
Lindsey Baker, Schmitt & Sons
Kristine Elwood, Dakota County
Joe Morneau, Dakota County
Steve Albrecht, Burnsville

I. Call to Order

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

II. Public Comments

Steve LaFrance introduced Joe Smetana, new facilities.

III. Approval of Agenda

MVTA Board Chair Jon Ulrich noted that a letter from MVTA to the TAC Planning Committee was added to item V. B; item VII was reordered to consider the 2018 Cost of Living Allocation and the 2018 Employee Benefits allocation prior to consideration of the Final 2018 Budget and Final 2018-2023 CIP. Clint Hooppaw also asked to give an update on the Performance Review process for Executive Director Luther Wynder, which was add as item No. 5 under Management Committee reports.

IV. Consent Agenda

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

Droste – Aye

Kealey – Aye

Whiting - Aye

Gerlach – Aye Hooppaw – Aye Victorey – Aye
McCabe – Aye Feldman – Aye Ulrich – Aye

V. Old Business

None

VI. New Business

A. Approve Participation in the State of Minnesota’s Fuel Consortium

A presentation was given by MVTA Procurement and Contract Manager Heidi Scholl regarding participation in the State of Minnesota’s Fuel Consortium. The state consortium has two procurement programs for fuel – a fixed price program and a spot price program. The programs start Feb. 1, 2018, and last through Jan. 31, 2019. Staff requested participation in both programs. Forms are due to the state around Nov. 15 to participate in the programs. An updated report will be provided to the MVTA Board when prices are locked in. Motion by Hooppaw and seconded by Droste to approve participation.

A roll call vote was taken.

Droste – Aye Kealey – Aye Whiting - Aye
Gerlach – Aye Hooppaw – Aye Victorey – Aye
McCabe – Aye Feldman – Aye Ulrich – Aye

VII. Committee Reports

A. Management Committee¹

1. Approval of Contract between MVTA – Sam Schwartz Engineering, DPC for Marquette Avenue Service Recommendations.

MVTA Planning Director Jen Lehmann presented an overview of the proposal designed to assist in determining a path forward for MVTA routes that serve Marquette Avenue in Downtown Minneapolis. Providers have reviewed the corridor at length during the past two years but have struggled to find a permanent solution for improving travel times.

Downtown delays are the No. 1 concern raised by MVTA customers. This summer trips departing Marquette Avenue were at times 10-to-45-minutes late due to construction and other factors. About 70 percent of MVTA’s ridership is on routes that serve downtown Minneapolis and a solution is critical to sustain and grow ridership. MVTA sought out a consultant for a refreshed perspective on the corridor and to learn of additional opportunities to improve reliability and potentially moving forward to pilot a solution. MVTA received two consultant proposals and staff recommended entering into a contract with Sam Schwartz’ proposal in an amount not to exceed \$60,000. Motion made by Gerlach and seconded by Hooppaw to approve.

A roll call vote was taken.

Droste – Aye Kealey – Aye Whiting - Aye
Gerlach – Aye Hooppaw – Aye Victorey – Aye
McCabe – Aye Feldman – Aye Ulrich – Aye

2. Approval of Contract between MVTA – Avail Technologies, LLC for CAD/AVL System

MVTA Procurement and Contract Manager Heidi Scholl provided an update on a contract proposal between MVTA and Avail Technologies. Efforts during the past month since a discussion at the September board meeting focused on contract details and minimizing risk to MVTA. A new CAD/AVL system is being sought to improve onboard technology needs with better service delivery to customers through enhanced route management and automated vehicle locator. The total contract value, including the ITS system implementation, five years of warrant, five years of hosting and five years of SMS service fees is \$2,548,992. Motion made by Hooppaw and seconded by Droste to approve.

A roll call vote was taken.

Droste – Aye Kealey – Aye Whiting - Aye
Gerlach – Aye Hooppaw – Aye Victorey – Aye
McCabe – Aye Feldman – Aye Ulrich – Aye

3. Approval of Contract between MVTA – AllOver Media for Commercial Advertising Services

MVTA Procurement and Contract Manager Heidi Scholl gave an overview of a proposed contract for commercial advertising on MVTA buses and facilities. MVTA issued an RFP in August and received one proposal from AllOver Media. MVTA offered a variety of advertising space on buses (internal and external) and facilities (157th Street Station, Burnsville Transit Station, Eagan Transit Station and Rosemount Transit Station). The minimum contribution to MVTA for allowing advertising space is \$155,000 in Year 1; \$159,650 in Year 2; and \$164,440 in Year 3 of the contract. On a monthly basis, AOM and MVTA will evaluate the monthly net revenue share compared to a minimum monthly guarantee. MVTA will receive the higher of the two monthly amounts. Advertising on buses and facilities will need to comply with MVTA's Advertising Policy to ensure a positive image for MVTA. Motion made by Kealy and seconded by Whiting for approval.

A roll call vote was taken.

Droste – Aye Kealey – Aye Whiting - Aye
Gerlach – Aye Hooppaw – Aye Victorey – Aye
McCabe – Aye Feldman – Aye Ulrich – Aye

B. STA²

Luther Wynder, MVTA Executive Director, gave an update on the recent Suburban Transit Association meeting and continued discussions on RMVST and MVST funding. Wynder said the Met Council wants suburban providers to propose a MVST percentage to be distributed via block grant. The STA members are working with the Council to determine the percentage for distribution and also the allocation of those funds. Approvals on the funding plans are expected in December.

C. **2018 Operating Budget (Board Memo & Resolution Included)**¹

MVTA Finance Director Lois Spear presented an overview of the 2018 Preliminary Operating Fund and Debt Service Fund Budgets. The board was presented with a Preliminary 2018 Operating Fund Budget consisting of revenues of \$30,268,267, expenditures of \$31,077,268, use of fund balance for Prior Lake and Shakopee local match of \$90,000 resulting in a use of fund balance of \$719,001. The final approval of the 2018 Operating Budget will occur at the December 2017 Board meeting. Refinements will be made to the budget at that time based on the 2017 year-end forecast. Motion made by Whiting and seconded by Hooppaw for approval.

A roll call vote was taken.

| | | |
|---------------|---------------|----------------|
| Droste – Aye | Kealey – Aye | Whiting - Aye |
| Gerlach – Aye | Hooppaw – Aye | Victorey – Aye |
| McCabe – Aye | Feldman – Aye | Ulrich – Aye |

D. **2018 Operating Budget (Board Memo & Resolution Included)**¹

MVTA Finance Director Lois Spear presented an overview of the 2018 - 2023 Capital Improvement Plan. The preliminary plan request calls for the appropriation of:

- \$5 million for the replacement of nine 40-foot buses.
- \$1.1 million for expansion buses – two 40-foot buses for Route 495.
- \$.8 million for vehicle overhaul and rehab.
- \$1.4 million for improvements to our public and support facilities including \$.5 million for debt service.
- \$.1 million for technology improvements.

Motion made by Victorey and seconded by Droste.

A roll call vote was taken.

| | | |
|---------------|---------------|----------------|
| Droste – Aye | Kealey – Aye | Whiting - Aye |
| Gerlach – Aye | Hooppaw – Aye | Victorey – Aye |
| McCabe – Aye | Feldman – Aye | Ulrich – Aye |

VIII. Board and Staff Reports ²

- A. **Third Quarter Ridership Report** -- MVTA Planner Aaron Bartling gave an overview on third-quarter ridership statistics. Highlights included:
 - Total ridership over 2.2 million, up 1 percent compared to this time last year.
 - Weekend service continues to see the most growth compared to 2016 (up 17 percent).
 - September saw MVTA's highest average daily weekend ridership to date, at 1,760 riders/day.
 - Routes with greatest growth: 492, 493, 495 (weekday/weekend), 497, 499
 - Routes with greatest decline: 426, 437, 444 (weekday/weekend), 470
 - Fall Park + Ride Count set a new record with 3,539 cars counted (up 9 percent compared to Fall 2016).

- B. MVTA Executive Director Luther Wynder gave a report on a meeting conducted with MVTA and Met Council staff on the afternoon of Oct. 27 on future use of the Marquette corridor in Downtown Minneapolis. Met Council staff has been reviewing a potential corridor for the proposed Orange Line and their analysis indicated Stop Group C is their preferred alternative. MVTA staff has requested additional information about other prospective Stop Groups. Wynder said MVTA plans to continue to use Stop Group C at this particular time. Also, the MVTA Board may be called on to provide another letter outlining MVTA's continued usage of Stop Group C.

- C. MVTA Board Chair Jon Ulrich informed the board that his term as chair will be up at the end of the year and the board will need to elect a new chair at the first meeting in January

IX. Adjournment

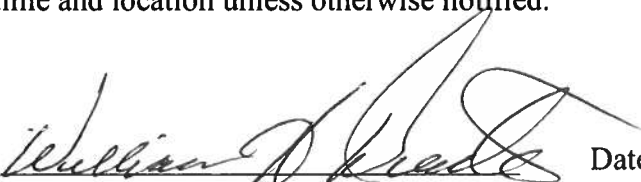
A Motion was made by Hooppaw and seconded by Gerlach to adjourn the meeting. Motion carried.

Minutes Prepared by: Richard Crawford

Next Regular Meeting Scheduled: Wednesday, Jan. 31, 2017, 4:30 p.m. Burnsville Bus Garage, 11550 Rupp Drive, 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.

Approved by:



Date: Jan. 31, 2018