

MINNESOTA VALLEY TRANSIT AUTHORITY

Regular Board Meeting

Oct. 27, 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  
Josh Feldman, Eagan, for Gary Hansen  
Casey McCabe, Prior Lake, for Mike McGuire  
Chris Gerlach, Dakota County

**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  
Lois Spear, MVTA  
Tania Wink, MVTA  
Samuel Noupokou, MVTA  
Bill Forbord, Schmitt & Sons  
Connie Massengale, Schmitt & Sons  
Kyle Klatt, Rosemount  
Steve Albrecht, Burnsville  
Joe Morneau, Dakota County  
Angie Stenson, Scott County  
Patricia Timmons, Elko New Market  
Mary Robison, Met Council

**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**

Tyre Fant, MVTA IT manager, introduced MVTA intern Samuel Nopokou. Mary Robison, introduced herself as a new representative from the Met Council.

**III. Approval of Agenda**

MVTA Executive Director Luther Wynder noted an update on the Marquette corridor would be added as item VIII B. Motion by Clint Hooppaw and seconded by Chris Gerlach to approve the agenda. Motion carried.

**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 Committee<sup>1</sup>**

**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 (157<sup>th</sup> Street Station, Burnsville Transit Station, Egan 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. STA<sup>2</sup>**

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)<sup>1</sup>**

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)<sup>1</sup>**

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<sup>2</sup>

- 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, December 6, 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: Jon Ulrich

Date: 12/06/2017