

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
January 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
Bill Coughlin, Burnsville
Jon Ulrich, Scott County
Michael Luce, Shakopee
Mike McGuire, Prior Lake

Others Present:

Jane Kansier, Interim Executive Director
Jim Strommen, Kennedy & Graven
Bill Forbord, Schmitt and Sons
Robin Selvig, Customer Relations Manager
Josh Feldman, Eagan TWG
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
Lois Spear, Finance Officer
Nick Bishop, Accountant
Heidi Solheid, Contract and Procurement Manager
Kristi Sellwood, Customer Service Representative
Aaron Bartling, Planner
Brad Larson, Savage TWG
Casey McCabe, Prior Lake TWG
Kristine Elwood, Dakota County
Connie Massengale, Schmitt and Sons

I. Call to Order

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

II. Election of Officers

Jane Victorey presented the 2016 Nominating Committee Report. Motion by Bill Coughlin and seconded by Gary Hansen to approve the slate of officers as follows:

Chair: Jon Ulrich

Vice Chair: Bill Droste

Secretary/Treasurer: Clint Hooppaw

Motion carried. Jon Ulrich thanked Clint Hooppaw for his exceptional service to the MVTA.

The Committee Assignments sign-up sheet was distributed to the Board.

III. Public Comments

There were no public comments.

IV. Approval of Agenda

Motion by Mike McGuire and seconded by Clint Hooppaw to approve the agenda. Motion carried.

V. Consent Agenda

Motion by Gary Hansen and seconded by Michael Luce to approve the Consent Agenda. Kristine Elwood of Dakota County asked a question about the EBG Surplus items, stating purchase date/source of funds should be shared regarding the surplus items. Staff noted all of the surplus items were

purchased prior to the garage expansion. Staff will update the resolution and will provide an update of the results at the February meeting. A roll-call vote followed.

Clint Hooppaw – Aye
Gary Hansen – Aye
Mike McGuire – Aye
Motion carried.

Bill Coughlin – Aye
Bill Droste – Aye
Michael Luce - Aye

Jane Victorey – Aye
Jon Ulrich – Aye

VI. Old Business

None

VII. New Business

A. MnDOT Letter

Aaron Bartling reviewed a draft letter that MVTA proposes sending to MnDOT regarding upcoming construction on I-35W at Lake Street. He noted the modeling conducted for the project has not included transit impacts while considering road closures. He reviewed the proposed letter, paragraph by paragraph. Motion by Bill Coughlin and seconded by Bill Droste to send the letter. Motion carried.

VIII. Committee Reports

A. STA

Jane Kansier provided a brief STA update, noting the Suburb-to-Suburb service on Route 494 began on Jan. 19 (one of the year’s coldest days so far) and there will be ribbon-cuttings at the four stations on Feb. 4. The STA Legislative Breakfast will take place at the League of Minnesota Cities Building at 8 a.m. on Monday, Feb. 22, followed by a STA Board meeting about 9:30 a.m.

B. Management Committee

Jane Kansier reported that after discussion at the Management Committee, work has continued on the contracts between the MVTA and the Met Council for the METRO Red Line and Cedar Facilities/Express service. She reported that several emails have been exchanged, but a face-to-face meeting may be necessary to complete the final details. MVTA and Met Council are nearly agreed on the Red Line contract, but there is still at least one “sticking-point” regarding the Express service specifically related to Route 475. Jon Ulrich suggested a Board member attend the meeting, if needed to get the job done. At this point, Jane Kansier stated she believed that the contracts would be completed by staff.

C. Interview Committee

Clint Hooppaw provided an update on the Executive Director search. KL2 Connects received a total of 22 candidates, 11 of whom were deemed qualified for the position. She conducted interviews with each of the 11 and narrowed the list to five that were presented to the Interview Committee. On Jan. 21, the Interview Committee reviewed the candidates via video conference with Celia Kupersmith. It was decided that all five would be brought in for interviews. The Interview Committee will conduct the interviews on Thursday, Feb. 18 and then will recommend who should be interviewed by the full Board. The Full Board will interview one or more candidates at a special meeting on Friday, Feb. 19 at 12:15 p.m. at the Burnsville Bus Garage. A new Executive Director is expected to be named at the Board meeting on Feb. 24.

IX. Board and Staff Reports / Updates

A. Ridership

Aaron Bartling reported on 2015 year-end ridership, stating that there were back-to-back months with record Average Weekday Ridership (September and October). Red Line ridership was steady (nine percent of the ridership) with the previous year, Shakopee/Prior Lake ridership was about six percent of the total. MVTA’s routes accounted for 85 percent of the ridership. The Board asked

about how low gas prices have impacted ridership and it was suggested that this information and other external factors be maintained in the ridership database. It is too early to see the impact of low gas prices because ridership drops in December. But, January and February should provide some indications of the impact of low gas prices.

B. *Orange Line*

Aaron Bartling also provided a brief update regarding the Orange Line, noting that the Dakota County Regional Rail Authority approved the plan for the Burnsville Station at Travelers Trail with a platform on Burnsville Parkway at I-35W. This service is slated to begin in 2019. Discussion is also continuing regarding the timing of service to Lakeville and Burnsville “south” – the Burnsville Center area. This service would likely begin in 2021, following a year of construction in 2020.

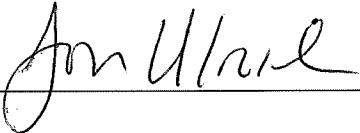
X. **Adjournment**

Motion by Bill Coughlin and seconded by Bill Droste to adjourn the meeting at 5:01 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: February 24, 2016, 4:30 p.m. Cherokee Steakhouse – Eagan (followed by Bus Operator of the Year Dinner).

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: 2/24/2016

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16- 021

APPROVING 2016 OFFICIAL PUBLICATION

WHEREAS, from time-to-time, the Minnesota Valley Transit Authority (MVTA) has need to publish official notices regarding the business of the MVTA;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA adopt the following official newspaper for 2016: *Burnsville Eagan SUNThisweek.*

BE IT FURTHER RESOLVED, that official public notices also be posted on the MVTA's web site at www.mvta.com.

Motion to approve Resolution:

Gary Hansen

Motion seconded by:

Michael Luce

ADOPTED by the Minnesota Valley Transit Authority this 27th day of January, 2016.

Jon Ulm
Chair

Attest:

Chad H.

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16- 002

AUTHORIZED LIST OF FINANCIAL INSTITUTIONS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) maintains funds in varying financial institutions in order to operate its business,

WHEREAS, the MVTA currently has accounts only at US Bancorp;

WHEREAS, the financial institutions in which funds are kept for MVTA needs to be approved by the Board,

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate US Bancorp and PMA Financial Network as the official depositories of funds for the year 2016.

Motion to approve Resolution:

Gary Hansen

Motion seconded by:

Michael Luce

ADOPTED by the Minnesota Valley Transit Authority this 27th day of January 2016.

Jim Ulrick
Chair

Attest:

[Signature]

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16- 003

AUTHORIZED LIST OF INVESTMENT BROKERS

WHEREAS, the Minnesota Valley Transit Authority (MVTA) Finance Committee approved investing in other types of investment products;

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority designate the following organizations as the MVTA's investment brokers:

PMA Financial Network
US Bank Trust

Motion to approve Resolution:

Gary Hansen

Motion seconded by:

Michael Luce

ADOPTED by the Minnesota Valley Transit Authority this 27th day of January 2016.

Jim Ulrich
Chair

Attest:

Chiff

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16 004

DESIGNATING DATA PRACTICES COMPLIANCE OFFICIAL

BE IT RESOLVED, that the Minnesota Valley Transit Authority (MVTA) designates the Executive Director (or his/her designee) as the Data Practices Compliance Official pursuant to the Minnesota Data Practices Act.

Motion to approve Resolution: Gary Hansen

Motion seconded by: Michael Kuce

Ayes: 8

Nays: 0

ADOPTED by the Minnesota Valley Transit Authority this 27th day of January, 2016.

Chair

Jon Ulrick

Attest:

Christie

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16- 005

AUTHORIZED PAYMENT OF STA DUES

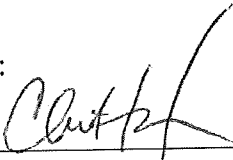
WHEREAS, the Minnesota Valley Transit Authority (MVTA) is a member of the Suburban Transit Association through its seven cities (Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount, Savage and Shakopee);

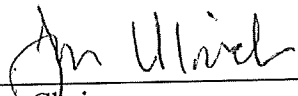
WHEREAS, the dues amount for 2016 is \$43,705, primarily used to pay Messerli & Kramer for their legislative efforts and administrative services on behalf of STA;

NOW, THEREFORE, BE IT RESOLVED, that the Minnesota Valley Transit Authority authorize payment of \$43,705 for the 2016 STA dues.

ADOPTED by the Minnesota Valley Transit Authority this 27th day of January 2016.

Attest:





Chair

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16-006

AUTHORIZED DISPOSAL OF SURPLUS ITEMS VIA MINNESOTA STATE SURPLUS
SERVICES IN ARDEN HILLS

WHEREAS, Items no longer needed at Eagan Bus Garage during and after the Remodel Project were brought to a warehouse owned by Schmitt and Sons;

WHEREAS, these items have been stored by Schmitt's since December 2013 at no charge;

WHEREAS, in January 2016, MVTA asked MN State Surplus Services to review all of the items and determine if the item had value (to be auctioned at Arden Hills) or no value (to be scrapped);

WHEREAS, all of the surplus items were pre-Eagan Bus Garage expansion;

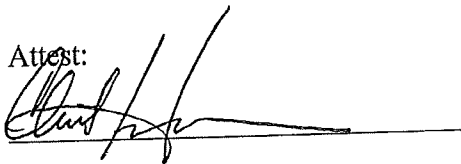
NOW, THEREFORE, BE IT RESOLVED, that the MVTA and Schmitt and Sons be authorized to deliver valuable items to Arden Hills for auction through the Minnesota State Surplus Services;

BE IT FURTHER RESOLVED that any remaining items be scrapped. All funds received for the scrapped items will be awarded to Schmitt and Sons as their 'payment' for storage, travel (Arden Hills and scrap yard), and employee efforts. Funds received from MN State Surplus Services would be received by MVTA, per the MN State Surplus Services' pay structure..

ADOPTED by the Minnesota Valley Transit Authority this 27th day of January 2016.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16- 607

APPROVE AGREEMENT BETWEEN MVTA AND SRF FOR SERVICES RELATED TO
THE 2016 REGIONAL SOLICITATION

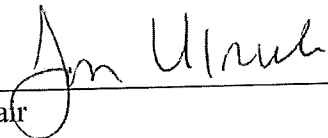
WHEREAS, The Regional Solicitation for Transportation Funding is the region's competitive process for securing federal transportation funding;

WHEREAS, MVTA has identified four grant projects: Robert Street Connector, American Boulevard/494 Connection, MVTA – Metro Transit Orange Line, and Crowd Based Route Development;

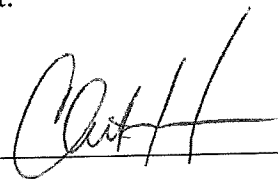
WHEREAS, MVTA issued an RFP to three firms: SFR, Kimley-Horn, and SEH, seeking assistance in determining the viability of the grant projects and ultimately writing the application for 1-4 grants.

NOW, THEREFORE, BE IT RESOLVED that the MVTA enter into an agreement with SRF in an amount not to exceed \$40,000 for review of grant projects and writing of the actual grants for the regional solicitation.

Whereupon said Resolution was declared duly passed and adopted by MVTA on January 27, 2016.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16- 008

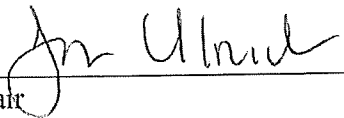
AMEND AGREEMENT BETWEEN MVTA AND METROPOLITAN MECHANICAL
CONTRACTORS, INC. (MMC) FOR HVAC SERVICES

WHEREAS, the MVTA has an agreement with MMC for HVAC services and routine preventative maintenance at MVTA sites;

WHEREAS, the MVTA would like to have the Eagan Bus Garage "Commissioned" now that the expansion project is complete, and commissioning will assist with the HVAC system working more effectively;

NOW, THEREFORE, BE IT RESOLVED that the MVTA approve Amendment #1 to the agreement with MMC in the amount of \$10,200 to commission Eagan Bus Garage.

Whereupon said Resolution was declared duly passed and adopted by MVTA on January 27, 2016.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY

APPROVE ADDITIONAL LICENSES FOR ASSET WORKS (FLEET MAINTENANCE)
SOFTWARE AND UPGRADE TO VERSION 15

RESOLUTION NO. 16- 009

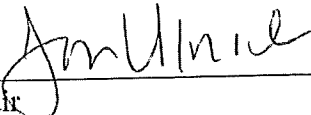
WHEREAS, the Minnesota Valley Transit Authority (MVTA) has a software system to organize and track fleet maintenance;

WHEREAS, the MVTA has need to increase the number of licenses for the system by 10 to a total of 180;

WHEREAS, the MVTA also plans to implement Version 15, which will offer additional functionality for MVTA/Schmittty and Son's users;

NOW, THEREFORE, BE IT RESOLVED, the Board approves the purchase of additional licenses, the Version 15 upgrade, and training related to the AssetWorks fleet maintenance software for a total of \$9,300.

Resolution adopted by MVTA on January 27, 2016.


Chair

Attest:

