

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
June 24, 2015 – 4:30 p.m.
Burnsville Bus Garage, 11550 Rupp Dr., Burnsville, MN 55337

Board Members Present:

Clint Hooppaw, Apple Valley
Eric Zweber, Rosemount
Jane Victorey, Savage
Chris Gerlach, Dakota County
Jon Ulrich, Scott County
Mike McGuire, Prior Lake
Josh Feldman, Eagan
Michael Luce, Shakopee
Steve Albrecht, Burnsville

Others Present:

Beverley Miller, Executive Director
Jim Strommen, Kennedy & Graven
Robin Selvig, Customer Relations Manager
Lois Spear, Financial Officer
Tom Lovelace, Apple Valley TWG
Heather Agesen-Huebner, Met Council
Jane Kansier, Senior Project Manager
Joe Morneau, Dakota County
Peggy Moeller, CPA, Redpath
David Sandberg, MVTA Intern
Casey McCabe, Prior Lake TWG
Connie Massengale, Schmitt & Sons
John Arvidson, Schmitt & Sons
Jen Lehmann, Transit Planning Manager
James Clark, Messerli & Kramer
Sherry Munyon, Capitol Access
Lisa Freese, Scott County Alternate

I. Call to Order

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

II. Public Comments

There were no public comments.

III. Approval of Agenda

There was one addition to the agenda under Old Business regarding accepting Met Council Funds. Motion by Chris Gerlach and seconded by Michael Luce to approve the amended agenda. Motion carried.

IV. Consent Agenda

Motion by Mike McGuire and seconded by Jane Victorey to approve the Consent Agenda, following a question about the SRF contract amendment. It was clarified that the contract was adding \$43,436 to the existing \$27,350. A roll-call vote followed.

Clint Hooppaw – Aye

Jane Victorey – Aye

Josh Feldman – Aye

Jon Ulrich - Aye

Eric Zweber – Aye

Michael Luce - Aye

Chris Gerlach – Aye

Mike McGuire – Aye

Steve Albrecht - Aye

Motion carried. Resolutions approved as part of the Consent Agenda are attached to the Minutes.

V. Committee Reports

A. STA

James Clark and Sherry Munyon were in attendance to present an update from the recently Legislative Session. Clark indicated STA went into the session with three objectives: 1) Have an elected STA representative to TAB; 2) Fund a demonstration project using existing corridors and facilities within the corridors; and 3) Include “STA” in any language in the Transportation Bill.

For the first time ever in statute, the Legislature agreed with the STA's position regarding TAB and a new member of TAB will be elected by STA at its June 22nd Board meeting. A demonstration project was well received by the legislature, with the idea of working with employers in the corridor to leverage the best possible solution. STA's goal is a very effective project, although funding was reduced from the original request of \$5 million to \$2 million over 2015-2016. Clark expressed appreciation to Jen Lehmann and Jane Kansier for their efforts to describe and map out the proposed demonstration project. Only a minimal, "lights-on" transportation bill was passed, but Clark noted that the Senate did include STA language in its bill. Down side to STAs was the delay in the sales tax exemption for Joint Powers Entities. STA will continue to work with the League of Minnesota Cities and the Association of Minnesota Counties on this issue. MVTA Board members are reminded of the STA Board meeting on Wednesday, July 22 from 11:30 a.m.-1 p.m. at the Messerli offices in St. Paul.

B. Management Committee

Peggy Moeller of Redpath and Company provided the Auditor's Report. Five reports were issued:

- Opinion on the Fair Presentation of the Financial Statements (MVTA received a Clean, unqualified opinion on the Financial Statements)
- Report on Internal Controls (one item noted regarding Audit Adjustments)
- Report on Compliance with Minnesota Legal Compliance Audit Guide for Political Subdivisions (various tests conducted; one finding of noncompliance related to an Outstanding Indebtedness Form submission)
- Communication to Those Charged with Governance (no disagreements with management, no financial statement misstatements, no significant difficulties encountered in performing the audit and expression of thanks to Finance Office Lois Spear for her efforts with the auditor)
- Federal Compliance Audit (Single Audit) (no findings of noncompliance reported for 2014)

With regard to the financial results, MVTA entered the year with \$24,950,571 in Revenue plus \$3,562,638 in Capital projects and \$486,242 in Debt Service. Expenditures were \$22,461,776 plus \$4,027,950 in capital projects and \$486,200 in Debt Service. MVTA's fund balance increased by \$2,550,953 to \$9,075,026, which is near the maximum target of 35 percent (3.67 months of funds).

It was noted that while MVTA ridership is up, fare revenue per rider is down. This is due, in part, to the fact that there has been no fare increase since 2008. Concern was expressed by Board members regarding the downward trend in farebox recovery. Motion by Jane Victorey and seconded by Michael Luce to accept the auditor's report. Motion carried.

Beverley Miller and Clint Hooppaw provided background regarding the development of a third amendment to the RouteMatch contract, which remains unresolved. The original agreement was executed in August of 2011 and two amendments have been executed to date. RouteMatch has taken exception to the accrual of liquidated damages and is not inclined to set specific deadlines for the completion of work. Work on the Automated Passenger Counting System and the Cubic Interface continues. Other work may take a backseat until some future time.

Robin Selvig reviewed a revised memo regarding the FTA funds for the Driver Assist System (DAS), ensuring that MVTA is protected if we cannot satisfactorily agree to conditions set forth by the FTA. Motion by Steve Albrecht, seconded by Michael Luce and carried on a unanimous roll-call vote.

Beverley Miller reviewed the discussion at the Management Committee meeting regarding the Personnel Policies, noting the Committee recommended adoption. Motion by Michael Luce, seconded by Jane Victorey and approved by a unanimous roll call vote.

VI. Old Business

A. Cost Allocation Plan

Lois Spear provided updated information about the MVTA’s Cost Allocation Plan and a model that has been agreed to between the Met Council and MVTA. Updated figures for 2012 have been calculated and will be forwarded to the Council. Figures for 2013 and moving forward will then be generated. Motion by Michael Luce, seconded by Jane Victorey and approved by a unanimous roll call vote.

B. Accepting Met Council Funds

Lois Spear also covered a new memo regarding a grant agreement between MVTA and the Metropolitan Council for Automated Passenger Counters and Automated Voice/Visual Annunciation on five new Arboc buses, as well as the striping of the buses. MVTA requested \$84,500, but Paul Colton at the Council expressed availability of \$57,650. MVTA will work with the Council and our own budget to ensure funds are available for this work. Motion by Mike McGuire, seconded by Michael Luce. A roll-call vote followed.

Clint Hooppaw – Aye
Jon Ulrich - Aye
Chris Gerlach – Aye
Motion carried.

Jane Victorey – Aye
Eric Zweber – Aye
Mike McGuire – Aye

Josh Feldman – Aye
Michael Luce - Aye
Steve Albrecht - Aye

VII. New Business

None

VIII. Board and Staff Reports / Updates

A. I-35W Update

Jen Lehmann provided a brief update on renewed talks regarding the I-35W BRT project, including a discussion of Station locations. She mentioned their will likely be a report to the MVTA Board by Metro Transit in August. She also noted that significant construction is pending on I-35W in 2-3 years, so the MVTA is making notes about what has worked and not worked with regard to the Cedar closures to ensure the best possible service during the I-35W closures.

IX. Adjournment

Motion by Steve Albrecht and seconded by Michael Luce to adjourn the meeting at 5:46 p.m. Meeting adjourned.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: June 24, 2015, 4:30 p.m. Burnsville Bus Garage, 11550 Rupp Dr., 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 except the meetings in April and September will be held on the **FIFTH** Wednesday.

Approved by: Jane E. Victorey Date: Aug. 26, 2015

MINNESOTA VALLEY TRANSIT AUTHORITY
TRANS ALARM ELEVATOR/FIRE/SECURITY MONITORING AGREEMENTS
RESOLUTION NO. 15- 030

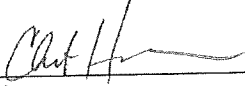
WHEREAS, the Minnesota Valley Transit Authority (MVTA) requires fire and security monitoring of our sites;

WHEREAS, Trans Alarm has been under contract for elevator and/or security and/or fire monitoring at Apple Valley/Cedar, Burnsville, Cedar Grove, Egan, Rosemount and 157th St. Transit Stations and at the Burnsville and Egan Bus Garages;

WHEREAS, contracts expired Jan. 15, 2015 so MVTA took the opportunity to renegotiate the agreement whereby the MVTA contract would be signed with a rider (approved by MVTA legal counsel) addressing issues of concern to Trans Alarm;

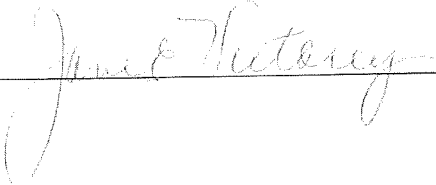
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve a contract for the remainder of 2015 with Trans Alarm for elevator and/or security and fire monitoring at Apple Valley/Cedar, Burnsville, Cedar Grove, Egan, Rosemount and 157th St. Transit Stations and Burnsville/Egan Bus Garages at a total cost for 2015 at a cost not to exceed \$3,000.

Resolution adopted by MVTA on June 24, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15-031

AUTHORIZE AMENDMENT TO AGREEMENT BETWEEN MINNESOTA VALLEY
TRANSIT AUTHORITY AND SRF CONSULTING, INC.

WHEREAS, MVTA is working with our AVL System to implement new components such as the Cubic Fare Integration and we also require assistance with Automatic Passenger Counting data validation or acceptance by the Federal Transit Administration; and,

WHEREAS, SRF Consulting Group, Inc. (SRF) has previously demonstrated skill and knowledge in assisting regional transit agencies with technology integration projects; and,

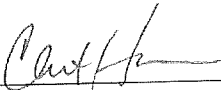
WHEREAS, SRF's proposed project hours and rates are fair and reasonable for the work required by MVTA; and

WHEREAS, MVTA needs additional hours of service to complete the work on the AVL System including core issues, the Cubic Interface Testing and additional research on the feasibility of stand-alone APC and AVVAS systems;

NOW, THEREFORE BE IT RESOLVED that the chair and executive director be authorized to execute an amendment to the agreement between MVTA and SRF Consulting Group, Inc., for Project Management initiatives (phases one and two), in the amount of \$43,376.

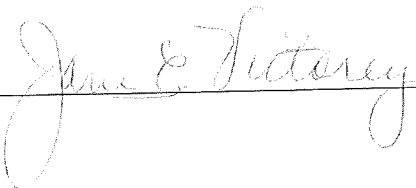
BE IT FURTHER RESOLVED that the amendment reference completion of Phase One by Dec. 31, 2015 and Phase Two by Dec. 31, 2016.

ADOPTED by the Minnesota Valley Transit Authority this 24th day of June,
2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 032


ACCEPT FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the MVTA completed a request for grant funds in 2013 to expand the fleet of buses with the Driver Assist System (DAS);

WHEREAS, earlier this year, the Federal Transit Administration (FTA) announced that the MVTA would be awarded funds;

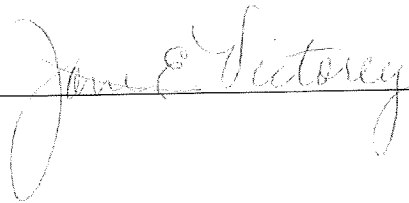
NOW, THEREFORE, BE IT RESOLVED, that the MVTA accept funds in the amount of \$1,790,014 from the FTA to add 11 buses to the MVTA's DAS fleet, subject to all conditions put forth by the FTA being met.

ADOPTED by the Minnesota Valley Transit Authority this 24th June, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 033

APPROVE GRANT AGREEMENT WITH MET COUNCIL

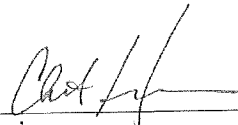
WHEREAS, the MVTA and the Metropolitan Council have executed grant agreements for a variety of projects:

WHEREAS, the MVTA is receiving a new grant agreement for procurement and installation of technology and graphics on the new Arboc vehicles;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA enter into an agreement with the Metropolitan Council for procurement and installation of technology and graphics in the amount of \$84,500;

\$ 57,650.00

Whereupon said Resolution was declared duly passed and adopted by MVTA on June 24, 2015.



Chair

Attest:

