

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
March 25, 2015 – 4:30 p.m.
Burnsville Bus Garage, 11550 Rupp Dr., Burnsville, MN 55337

Board Members Present:

Clint Hooppaw, Apple Valley
Bill Droste, Rosemount
Jane Victorey, Savage
Bill Coughlin, Burnsville
Chris Gerlach, Dakota County
Jon Ulrich, Scott County
Michael Luce, Shakopee
Mike McGuire, Priori Lake

Others Present:

Beverley Miller, Executive Director
Jim Strommen, Kennedy & Graven
Robin Selvig, Customer Relations Manager
Lois Spear, Finance Officer
Josh Feldman, Eagan TWG
Tom Lovelace, Apple Valley TWG
Lisa Freese, Scott County Alternate
Heather Agesen-Huebner, Met Council
Jane Kansier, Senior Project Manager
Bob Crawford, Elko New Market

I. Call to Order

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

II. Public Comments

There were no public comments.

III. Approval of Agenda

Motion by Mike McGuire and seconded by Michael Luce to approve the agenda. Motion carried.

IV. Consent Agenda

Motion by Jane Victorey and seconded by Chris Gerlach to approve the Consent Agenda. A roll-call vote followed.

Clint Hooppaw – Aye
Michael Luce - Aye
Chris Gerlach – Aye
Motion carried.

Bill Coughlin – Aye
Bill Droste – Aye
Mike McGuire – Aye

Jane Victorey – Aye
Lisa Freese – Aye

V. Old Business

A. Award Contracts for BTS Improvements

Jane Kansier provided information regarding Burnsville Transit Station improvement project and requested that the Board award a contract to LS Black in the amount of \$959,152.88 to cover the base bid and two bid-alternates. She further requested that the Board approve Independent Lab Testing be awarded to Terracon in the amount of \$5,040. Motion by Bill Coughlin and seconded by Jane Victorey to approve the contracts. A roll-call vote followed.

Clint Hooppaw – Aye
Michael Luce - Aye
Chris Gerlach – Aye
Motion carried.

Bill Coughlin – Aye
Bill Droste – Aye
Mike McGuire – Aye

Jane Victorey – Aye
Lisa Freese – Aye

B. Cedar Grove Transit Station Update

Jen Lehmann and Jane Kansier provided updates on Cedar Grove Transit Station and the Cedar IPU. With regard to the Cedar Grove Transit Station, it was noted that the MVTA has provided the consultant with significant amount of operational information and has also been working to make sure the design accommodates both METRO Red Line and MVTA Express buses as well as the large

number of connecting buses MVTA operates at Cedar Grove each day. Lehmann also stated that issues of concern include bike steps, accommodations for mobility passengers, emergency access, technology impacts and more. There was a question about the length of the walkway between the existing station and the online station and it was estimated to be 300 feet.

Jane Kansier provided background on the purpose of the Cedar Avenue Transitway Implementation Plan Update and some of the upcoming timelines – including a Policy-Makers Workshop on April 28. It was suggested that the MVTA receive a presentation at its meeting set for April 29. Bill Droste asked when the current MVTA/Met Council contract for Red Line service expires, which is June 2016. Clint Hooppaw noted that he thought it was good that MVTA’s Express Service was being considered as part of the on-line station. He also mentioned that the Palomino Hills Park & Ride should stay part of the discussion for the foreseeable future.

VI. New Business

A. Award Contract for Potential Rider Study

Robin Selvig provided information about the Potential Rider Study and asked the Board to award a contract to Morris Leatherman for this work. There were questions about the methodology of how to reach people these days, with caller ID, cell phones and more. Selvig indicated that this was addressed in the proposer’s response and they have techniques that have been successfully used to commit to a 95 percent statistically valid sampling. Jane Victorey commented that before their city did its recent survey, a news release was distributed to residents asking them to take phone calls from the survey organization. Selvig reported that MVTA would do that as well. Motion by Bill Droste and seconded by Bill Coughlin to approve the contract. A roll-call vote followed.

Clint Hooppaw – Aye
Michael Luce - Aye
Chris Gerlach – Aye
Motion carried.

Bill Coughlin – Aye
Bill Droste – Aye
Mike McGuire – Aye

Jane Victorey – Aye
Lisa Freese – Aye

VII. Committee Reports

A. STA

Beverley Miller introduced two STA initiatives: a suburb-to-suburb demonstration project and the inclusion of an elected representative selected by STA to serve on the Transportation Advisory Board. Jane Kansier provided a brief presentation on these two initiatives and Beverley Miller indicated both bills have been heard in the House and the Senate and are being well received.

VIII. Board and Staff Reports / Updates

A. Shakopee Service Update

Jen Lehmann provided a brief update on Shakopee service, including that the Northern Scott County local service study will be conducted later this year, the demonstration project is in the hopper and a lot of interest is being expressed in that project and would require significant coordination and effort on behalf of employers as well as transit providers. Michael Leek also updated the Board about some activities in the City of Shakopee with existing and/or pending employers that are our will bring significant numbers of jobs to Shakopee. Expanded transit service and funding options are being considered at the city and state levels. Leek also mentioned that the development pending at Canterbury Park could also include an office complex component and will be part of the mix.

B. Insurance Premium Update

Lois Spear reported that the MVTA’s insurance premium came in a slightly below the budgeted amount, but may increase in the “auto” area as MVTA procures a new staff vehicle.

Bill Droste asked that MVTA issue information to Farmington and Empire Township regarding the upcoming Potential Rider survey. He further reported that Met Council Chair Adam Duininck spoke at the recent Mayor's meeting. He would forward the presentation for distribution to the MVTA Board.

Lisa Freese reported that Scott County continues to consider a one-half cent sales tax for road and transit projects. There will be a County Board Meeting on April 7, and then the final decision will be made at the next meeting, depending on the number and type of public comment.

She also suggested that MVTA report any news to Lisa Kohner and/or Claire Robling for the Scott County *Scene* publication distributed throughout Scott County. Robin Selvig stated she would do so.

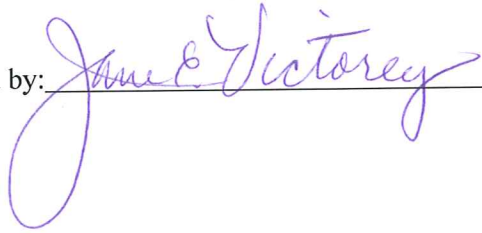
IX. Adjournment

Motion by Bill Coughlin and seconded by Mike McGuire to adjourn the meeting at 5:32 p.m. Meeting adjourned.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: April 29, 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:  Date: 4/29/15

MINNESOTA VALLEY TRANSIT AUTHORITY

RESOLUTION NO. ~~14~~ 025
15

AUTHORIZING AN AGREEMENT BETWEEN MINNESOTA VALLEY TRANSIT
AUTHORITY AND THE MORRIS LEATHERMAN COMPANY

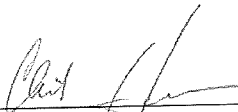
WHEREAS, MVTA wishes to conduct a "potential" rider survey in our service area and developed a scope of work that was presented to four consultants; and

WHEREAS, The Morris Leatherman Company was the only firm to submit a proposal response;

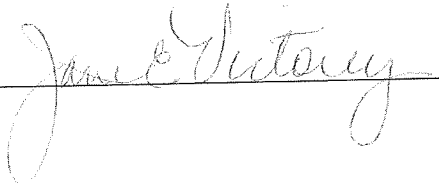
WHEREAS, The Morris Leatherman Company is well known by our cities for the survey work they conduct;

NOW, THEREFORE BE IT RESOLVED that the chair and executive director be authorized to execute an agreement between MVTA and The Morris Leatherman Company for a Potential Rider Survey in the amount of \$20,000.

ADOPTED by the Minnesota Valley Transit Authority this 25th day of March, 2015.


Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 024

APPROVE AGREEMENT WITH L.S. BLACK CONSTRUCTORS, INC. FOR CONSTRUCTION SERVICES RELATED TO CIVIL, LIGHTING, AND LANDSCAPING IMPROVEMENTS AT THE BURNSVILLE TRANSIT STATION


WHEREAS, the MVTA constructed the Burnsville Transit Station in 1995;

WHEREAS, upon approval of the MVTA Board, MVTA staff (Executive Director, Facilities Manager) worked with URS engineers and architects to identify areas in need of rehabilitation, repair or replacement at the Burnsville Transit Station, ultimately reaching agreement on a scope of work and preparation of construction documents;

WHEREAS, bid documents were released in March, 2015, and five qualifying bids were received;

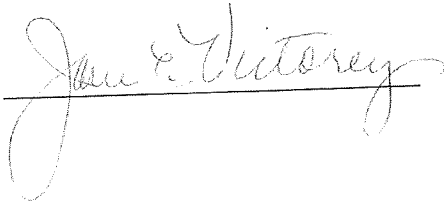
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve a contract between the MVTA and L.S. Black Constructors, Inc., for construction services related to civil, lighting, and landscaping improvements at the Burnsville Transit Station in the amount of \$959,153.

ADOPTED by the Minnesota Valley Transit Authority this 25th day of March, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 023

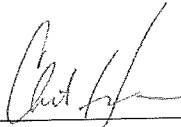
APPROVING AMENDMENT TO AGREEMENT BETWEEN LET'S GET GRAPHIC
CREATIONS, INC. AND MINNESOTA VALLEY TRANSIT AUTHORITY

WHEREAS the Minnesota Valley Transit Authority (MVTA) has ongoing graphics needs, including new small circulator buses in Shakopee, bus shelter branding and signage announcing Wi-Fi at transit stations;

WHEREAS, MVTA issued a Request for Proposal in October to obtain a bus graphics vendor and five firms responded in late 2014 and a contract was awarded to Let's Get Graphic Creations;

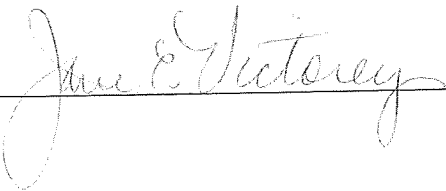
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an amendment to its agreement with Let's Get Graphic Creations, Inc. to provide small bus, shelter and transit station graphics in an amount not to exceed \$3,000.

ADOPTED by the Minnesota Valley Transit Authority this 25th March, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 022

APPROVE AGREEMENT BETWEEN MVTA AND GENERAL SECURITY SERVICES
CORPORATION FOR CAMERA SYSTEM AT BLACKHAWK PARK AND RIDE

WHEREAS, the Minnesota Valley Transit Authority (MVTA) wishes to maintain its facilities and in clean and safe manner; and

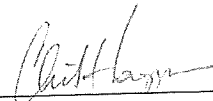
WHEREAS, MVTA staff sought quotes to install video cameras at the Blackhawk Park & Ride and General Security Services Corporation was the low bidder: and

WHEREAS, the Minnesota Legislature provided special funds to the MVTA which were designated for improvements at the Blackhawk Park & Ride;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with General Security Services Corporation to provide a security system at the Blackhawk Park & Ride in the amount \$20,000;

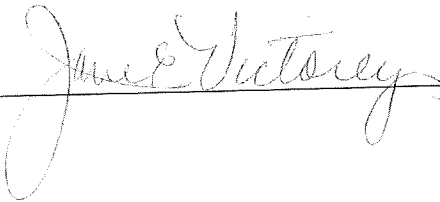
BE IT FURTHER RESOLVED, that the MVTA approve an expenditure of \$4,600 to LOGIS for Network Equipment Procurement and an expenditure of \$5,000 to Master Electric for Camera Conduit Installation.

Resolution adopted by MVTA on March 25, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 021

APPROVE AGREEMENT BETWEEN MVTA AND SCOTT COUNTY NEW OPTIONS FOR
CLEANING SERVICES AT EAGLE CREEK TRANSIT STATION, SOUTHBRIDGE
CROSSINGS TRANSIT STATION AND SAVAGE PARK AND RIDE

WHEREAS, the Minnesota Valley Transit Authority (MVTA) wishes to maintain its facilities and in clean and well-kept manner; and

WHEREAS, Scott County New Options has provided cleaning services to the Eagle Creek Transit Station and the Southbridge Crossings Transit Station in the past; and

WHEREAS, the MVTA wishes to continue this relationship and to expand the services to include the Savage Park and Ride;

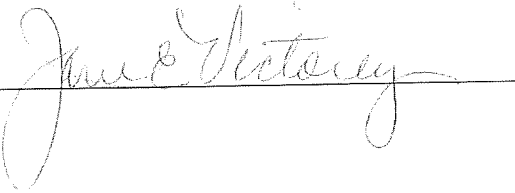
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with Scott County New Options to provide cleaning services to the Eagle Creek, Southbridge Crossings and Savage park and rides.

Resolution adopted by MVTA on March 25, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 020

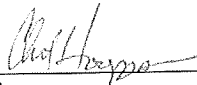
APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN
MVTA AND SEON FOR UPGRADE OF ON-BUS CAMERA EQUIPMENT

WHEREAS, all of the MVTA buses have a Seon video surveillance system installed;

WHEREAS, MVTA currently has Seon model EX8 Digital Video Recorders (DVRs),
which are beyond the end of their useful life and replacement parts are becoming scarce;

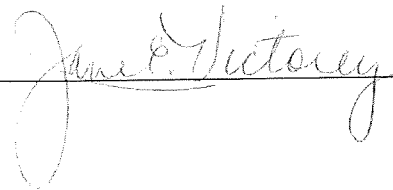
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an amendment to its
agreement with Seon for the purchase of 24 replacement DVR units in an amount not to exceed
\$50,000.

ADOPTED by the Minnesota Valley Transit Authority this 25th March, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 019


APPROVE TRANSFER OF FUNDS TO MET COUNCIL GRANT
FOR ST PAUL AND SHAKOPEE BUS PROCUREMENTS

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

WHEREAS, the Metropolitan Council has a contract with MCI for the procurement of MCI Coach buses and are willing to use that contract to procure five CMAQ buses for MVTA to expand St. Paul service and three CMAQ buses to expand Shakopee service;

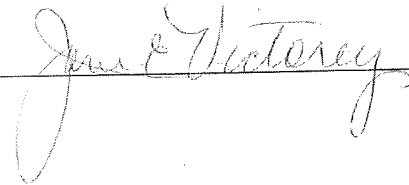
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve the transfer of \$2,850,000 to the Metropolitan Council for the procurement of five St. Paul expansion CMAQ buses and the transfer of \$1,800,000 to the Metropolitan Council for the procurement of three Shakopee expansion CMAQ buses.

Whereupon said Resolution was declared duly passed and adopted by MVTA on March 25, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 018

APPROVE AMENDED AGREEMENT BETWEEN MVTA AND UNIVERSAL SERVICES
FOR TWICE-YEARLY WINDOW CLEANING AT MVTA SITES

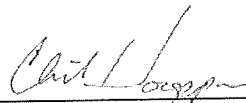
WHEREAS, the Minnesota Valley Transit Authority (MVTA) requires window cleaning at MVTA facilities (transit stations and park & ride sites);

WHEREAS, the MVTA solicited price quotes from three vendors (Fish Window Cleaning, Allen's Building Service and Universal Services) and executed contracts with two of them (Fish and Universal);

WHEREAS, the MVTA terminated its agreement with Fish Window Cleaning in 2014;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an amended, one-year agreement with Universal Services at all MVTA sites for the 2015 season at rates agreed to in the original 2013 contracts of \$14,450 for the season.

Resolution adopted by MVTA on March 25, 2015.



Chair

Attest:

