

MINNESOTA VALLEY TRANSIT AUTHORITY

Regular Board Meeting

October 24, 2018 – 4:30 p.m.

Burnsville Bus Garage

Board Members Present:

William Droste, Rosemount
Gary Hansen, Eagan
Chris Gerlach, Dakota County
Tom Lovelace, for Clint
Hooppaw, Apple Valley
Jon Ulrich, Scott County
Jay Whiting, Shakopee
Dan Kealey, Burnsville

Others Present:

Luther Wynder, MVTA Executive Director
Jim Strommen, Kennedy and Graven
Matthew Rosenbloom Jones, MVTA
Heidi Scholl, MVTA
Jen Lehmann, MVTA
Aaron Bartling, MVTA
Nene Israel, MVTA
Tyre Fant, MVTA
Richard Crawford, MVTA
Connie Massengale, Schmitt & Sons
Bill Forbord, Schmitt & Sons
Lisa Freese, Scott County

I. Call to Order

The meeting was called to order at 4:34 p.m. by Secretary/Treasurer Chris Gerlach. A quorum was present.

II. Public Comments

There were no public comments. Gerlach noted that commissioners were asked to sign copies of Legal Compliance for 2018 Audit forms distributed at the meeting.

III. Approval of Agenda

Gerlach noted that one item – a letter regarding the 2018 Regional Solicitation Evaluation Process – would be added for discussion as Item V.B. under Old Business. A Motion by Dan Kealey and seconded by Gary Hansen to approve the agenda. Motion passed unanimously.

IV. Consent Agenda

A Motion by Jon Ulrich and seconded by Kealey to approve the consent agenda. A roll call vote was taken.

Ulrich – Aye
Hansen – Aye
Kealey – Aye

Lovelace - Aye
Gerlach – Aye

V. Old Business

A. Marquette Study

Jen Lehmann, MVTA Planning Manager, presented an informational update regarding an MVTA-led study of the Marquette corridor designed to increase transit capacity, improve travel speed and reliability, and enhance transit appeal and convenience.

In the fall of 2017, the MVTA Board approved a contract with Sam Schwartz consulting to review service on the Marquette Avenue corridor in downtown Minneapolis and provide recommendations.

MVTA operates 12 routes that provide approximated 140 outbound trips each weekday on Marquette Avenue. The transit-only corridor opened in 2009 as part of a Unified Partnership Agreement. Regional providers have reviewed the corridor at length but have struggled to find a permanent solution for improving travel time reliability. Reliability has deteriorated in recent years.

The final report for the study was issued this spring and MVTA has created an internal work group and has discussed recommendations with suburban providers.

Delays on the corridor result in direct costs to MVTA. If peak hour trips are 10 minutes late, that equates to annual costs of \$250,000.

Commissioner Jon Ulrich asked whether MVTA could start trips earlier to help address delays. Lehmann said the delays on the corridor are inconsistent and variability is unpredictable. Executive Director Luther Wynder also noted that there is a cost – \$3,000 per day – associated with staging more buses downtown and there are currently not enough locations available to stage buses.

Study recommendations focus on four areas: improved enforcement, improved intersection striping, uniform standard operating procedures, and left-turn solutions. Regarding left-turn solutions, suburban provider staff members support no left turns on northbound Marquette to improve traffic flow.

Next steps in the process include reviewing recommendations with suburban transit providers and Metro Transit and working to move recommendations forward. Plans also call for discussing the possibility of another transit corridor in Minneapolis.

Board members also indicated support for conducting a field trip on an afternoon route in the corridor.

B. Approval of Letter to the Transportation Advisory Board Regarding the 2018 Regional Solicitation Evaluation

Jen Lehmann, MVTA Planning Manager, provided background on the 2018 Regional Solicitation Process.

Every two years the Regional Solicitation process allocates federal funds to locally initiated projects to meet regional transportation needs. As the region's designated Metropolitan Planning Organization, the Metropolitan Council works with the Transportation Advisory Board to review and allocate funds for roadway, bridge and transportation projects.

MVTA submitted four projects for consideration this year: Orange Line Connector – Transit Expansion; Burnsville Bus Garage Modernization – Transit Modernization; Burnsville Transit Station Modernization – Transit Modernization; and Eagan Transit Station Modernization – Transit Modernization.

Metro Transit and Minneapolis/St. Paul projects tend to score higher due to the location of the projects in the urban core, which captures a higher ridership potential and increases use and density scores. Suburban projects tend to score lower since ridership and development is not as dense, putting suburban transit providers at a disadvantage in the Regional Solicitation process.

MVTA drafted the letter to be sent to the Transportation Advisory Board requesting that one award be given to a suburban transit project within each application type.

A Motion by Hansen and seconded by Ulrich to approve the letter. A voice vote was taken by Chair William Droste. The motion passed unanimously.

VI. New Business
None

VII. Committee Reports

A. STA Report

Luther Wynder, MVTA Executive Director, said the Suburban Transit Association will be meeting Oct. 29 and topics will include nominations for STA leadership positions, the Marquette Corridor study, and follow up on the 2018 Regional Solicitation process.

B. Management Committee

1. AVTS Modernization Consultant Services

Heidi Scholl, MVTA Procurement and Contracts Manager, presented a contract for approval for Apple Valley Transit Station Modernization Consulting Services.

On Aug. 30, 2018, MVTA issued a request for proposals for Apple Valley Transit Station Modernization Consulting Services. MVTA received five responsive and responsible proposals.

MVTA's Selection Committee consisted of Samantha Porter, MVTA Transit Director; Steve LaFrance, MVTA Facilities Director; and Matt Saam, City of Apple Valley Public Works Director.

After initial evaluation, the top three consultant firms were scheduled for interviews. After review of all submitted information, MVTA is confident moving forward with TKDA. The contract amount is \$460,000. MVTA is requesting that the MVTA Board delegate authority to MVTA's Executive Director for change orders not to exceed 10 percent of the contract amount.

A Motion by Gerlach and seconded by Tom Lovelace to approve the contract. A roll call vote was taken.

Ulrich – Aye

Hansen – Aye

Kealey – Aye

Whiting - Aye

Lovelace - Aye

Gerlach - Aye

Droste - Aye

2. Executive Director Review

Heidi Scholl, MVTA Procurement and Contracts Manager, provided an overview of the process planned for the annual review of the Executive Director.

The timeline includes issuing a draft of performance review forms Nov. 2, 2018, with performance review documents due by Jan. 30, 2019. The schedule calls for creating a board memo and resolution for the Feb. 27, 2019, MVTA Board meeting regarding the Executive Director's performance review.

VIII. Board and Staff Reports

A. Third Quarter Ridership Report and Parking Count Update

Aaron Bartling, MVTA Transit Planner, provided an overview of the third quarter ridership and recent parking count at MVTA parking facilities.

Total ridership through the third quarter was 2,186,325 (down 1.6 percent compared to this time last year). Average daily weekday ridership was 11,110 and average daily weekend ridership was 1,745.

Weekend service and reverse commute continue to see growth compared to 2017 (8.8 percent and 10.5 percent, respectively), while Flex service has the greatest decline (6.3 percent).

Bartling said year-end projections (excluding State Fair ridership) are expected to be between a 2.6 percent to a .6 percent decline.

Commissioner Kealey asked what the projections were for how the regional fare increase in 2017 would affect 2018 ridership. Executive Director Luther Wynder said the fare increase was expected to impact ridership. Wynder also noted that about 35 percent of the overall 2018 decline is attributed to ridership on the Red Line.

Bartling shared findings from the Parking Count conducted on Sept. 26 at MVTA parking facilities. The number of vehicles counted at MVTA facilities was down 9 percent compared to last fall. Other regional providers also experienced decreases compared to last year. Bartling indicated that the count at Burnsville Transit Station was an outlier and was a factor in the decrease but he noted that the annual count is a one-day snapshot in time. This year license plate data was collected and will be available for review later this year.

B. CAD/AVL – Factory Acceptance Testing

Tyre Fant, MVTA IT Manager, presented information about the Factory Acceptance Testing for MVTA's new CAD/AVL system.

Staff from MVTA participated in the Factory Acceptance Testing process in Pennsylvania during the second week of October. MVTA's consultant described the Factory Acceptance Testing as positive overall and the issues identified are ones that can be resolved.

Updates

Richard Crawford, MVTA Public Information Manager, provided an update on the upcoming Stuff the Bus collection that will benefit Dakota and Scott county food shelves.

MVTA will be collecting donations for the food shelves at six Cub Food Stores and two Hy-Vee Stores in our service area. The collections will begin the week after Thanksgiving on Wednesday, Nov. 28, and continue through Sunday, Dec. 9.

IX. Adjournment

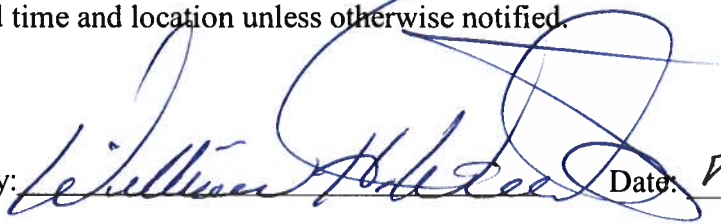
A Motion was made by Droste and seconded by Whiting to adjourn the meeting at 5:30 p.m. Motion carried unanimously.

Minutes Prepared by: Richard Crawford

Next Regular Meeting Scheduled: Wednesday, December 5, 4:30 p.m., at Burnsville Bus Garage, 11550 Rupp Drive, Burnsville. (This will be the combined November/December meeting.)

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: DEC. 5, 2018