

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
October 2, 2016 – 4:30 p.m.
Burnsville Bus Garage

Board Members Present:

Jon Ulrich, Scott County
Gary Hansen, Eagan
Clint Hooppaw, Apple Valley
Jane Victorey, Savage
Bill Droste, Rosemount
Casey McCabe, Prior Lake
Chris Gerlach, Dakota County
Mike Luce, Shakopee

Others Present:

Luther Wynder, Executive Director
Connie Massengale, Schmitty and Sons
Joe Morneau, Dakota County TWG
Trish Timmons, Elko New Market
Lisa Freese, Scott County
Heather Ageson Huebner, Met Council
Bill Forbord, Schmitty and Sons
Heidi Scholl, Contracts/Procurement
Robin Selvig, Customer Relations Manager
Tom Lovelace, Apple Valley TWG
Angie Stenson, Scott County
James Strommen, Legal Counsel
Kyle Klatt, Rosemount TWG
Lois Spear, Finance Officer
Jen Lehmann, Planning Manager
Nick Bishop, Accountant
Lindsay Baker, Schmitty and Sons
Kristi Sellwood, MVTA Customer Service
Aaron Bartling, Planner

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

There were no public comments until later in the meeting when Clint Hooppaw noted that the outer Burnsville Bus Garage doors were locked and Board members and others were unable to get into the building. Luther Wynder assured everyone that this would be resolved.

III. Approval of Agenda

Motion by Gary Hansen and seconded by Michael Luce to approve the agenda. Motion carried.

IV. Consent Agenda

Motion by Bill Droste and seconded by Michael Luce to approve the Consent Agenda with the exception of the September meeting minutes. A roll-call vote followed.

Gary Hansen – Aye

Clint Hooppaw – Aye

Bill Droste – Aye

Mike Luce – Aye

Chris Gerlach – Aye

Casey McCabe – Aye

Jon Ulrich – Aye

Jane Victorey - Aye

Motion carried.

Jane Victorey noted that she was not at the September Board meeting. Motion by Gary Hansen and seconded by Bill Droste to approve the September meeting minutes. A roll-call vote followed.

Gary Hansen – Aye

Clint Hooppaw – Aye

Bill Droste – Aye

Mike Luce – Aye

Chris Gerlach – Aye

Casey McCabe – Aye

Jon Ulrich – Aye

Jane Victorey - Abstain

Motion carried.

V. Committee Reports

A. Management Committee

Heidi Scholl provided an update from the Management Committee:

- DAS – letter has been sent to MTS and receipt confirmed but no further communication
- CAD/AVL – agreement previously approved by Board with Met Council has changed and will be before the Board again in December.

Jen Lehmann also provided an update from the Management Committee:

- Orange Line Stop Groups – Orange Line has made decision to use MVTA stop groups in downtown Minneapolis. MVTA and other Suburban Transit Providers have significant concerns about this and precedents that maybe set. Want Board members to be aware of this in any upcoming meetings/conversations.

B. STA

Luther Wynder reported on the STA Meeting that took place earlier today. Suburban transit agencies are looking at creating concept maps for the future, there was discussion of Route 495 and future S2S service, STA expects to be before the Legislature for the additional \$4 million of its initial S2S request that would include other SouthWest Transit, Maple Grove Transit and Plymouth MetroLink. There may be a special session, but the focus would be on the Affordable Care Act premium increases. It's possible a tax bill could also be considered, but the window is closing quickly. Legislative Breakfast set for Jan. 23 at 7:30 a.m. – details to follow. STA expects to focus on the legislative agenda after the election.

VI. Old Business

None

VII. New Business

None

VIII. Board and Staff Reports / Updates

A. MVTA Board

Jon Ulrich reported on the Board's interest in learning and gaining knowledge in transit and transit-related issues at future Board meeting. He specifically mentioned interest is use of Certificates of Participation (COP) to fund projects. He also mentioned a discussion of CTIB and local counties to determine how we can work together.

B. MVTA Staff

1. Robin reminded Board members of the upcoming Top Women in Finance for which Lois Spear will be recognized on Nov. 17. There are still seats available at the MVTA table, so Board members wish to attend, they should contact Robin.
2. Heidi Scholl reported that no new bids were submitted for the Blackhawk Park & Ride shelter, due to the unique nature of the project. However, she and Samantha Porter have a new plan based on shelters located in Rochester, MN and given that the grant funds do not expire at the end of 2016, they will be back before the Board again. Motion by Gary Hansen and seconded by Michael Luce to reject all Bids received in response to the RFP for a shelter at Blackhawk Park & Ride. Motion carried.
3. Aaron Bartling and Jen Lehmann reviewed the Future Growth Concept Map and invited Board members to study the map and offer information about items to be added to the map. It will be a work-in-process and an evolving document. It was also presented to the Technical Work Group (TWGs) at a meeting prior to the Board meeting. Luther Wynder commended Aaron for creating this document and Clint Hooppaw mentioned it was well presented and in a good format.
4. Aaron Bartling reviewed the ridership graph included in the packet, noting that ridership is down slightly from the same period in 2016, but in September MVTA had its highest ever average weekend ridership. He also noted that regional Park & Ride counts were conducted in September and those numbers were also down slightly, which is consistent with regional and national transit trends.
5. Luther Wynder reported on Route 495:
Ridership:
 - Total Ridership: 7,692 (through 10/24)
 - Average daily ridership in week 9 is up 27% for weekday and 47% for weekend (compared to week 1)
 - Highest ridership day to date: 172 riders (Thursday, 9/29)Marketing:
 - All door hangers were delivered in Prior Lake, Savage and Shakopee
 - Commuter Fairs at SanMar and Entrust Datacard
 - Pending Fairs with Amazon (9) and Mystic (6)
 - Met with Fed Ex, pending meeting with Amerisource Bergin
 - Job Fair at Canterbury on 11/2
 - 495 Facebook post: 743 “link” clicks, 179 page likes, 897 “post” likes, 53 comments, 125 shares = 60,422 impressions (\$1,400 spent)
 - Coasters printed
 - Met with Bill VonBank and still working on a River South bus wrap
 - Kristi attended Prior Lake Senior Expo and met with the Council on Churches in St. Paul

Service Planning:

- Mystic Lake will begin shuttle service on December 1 with direct service between the casino and MRTS.
- MVTA and Amazon/Integrity staff have a call to discuss service and bus stop amenities in early November.
- Effective with November service changes:
 - The first morning trip is slightly modified to provide both eastbound and westbound service at Amazon
 - There will be two additional westbound trips each day departing MOA at 9:20 pm and 10:45 pm

6. Jen Lehmann gave a brief update on the Regional Solicitation. She said the scores were released last week. MVTA submitted for three projects: Service Expansion (Apple Valley to Dakota County Technical College) rated 9th of ten projects; Modernization (Increase Route 444 frequency) rated 13th of 13 projects; and Transit Management Organization (Create TMA in Dakota/Scott Counties) rated 3rd of six applications. She also noted that in the Bike/Ped category, City of Burnsville rated 8th of 39 projects for sidewalk improvements in the area of Highway 13 and Cliff Road.

IX. Adjournment

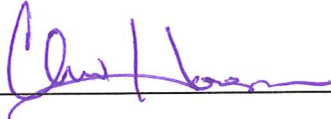
Motion by Bill Droste and seconded by Chris Gerlach to adjourn the meeting at 5:11 p.m.
Motion carried.

Minutes Prepared by:

Robin Selvig

Next Regular Meeting Scheduled: Wednesday - December 7, 2016, 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 March and August will be held on the **FIFTH** Wednesday.

Approved by:  _____

Date: 12/7/2016

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16-060

APPROVE AMENDMENT NO. 2 TO AGREEMENT WITH SRF CONSULTING GROUP, INC.
FOR PROJECT MANAGEMENT SERVICES

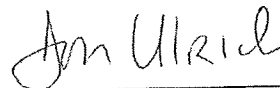
WHEREAS, MVTA has an agreement with SRF for Project Management Services, many associated with the implementation of MVTA's CAD/AVL system; and

WHEREAS, SRF Consulting Group, Inc., submitted a proposal to complete the work; and

WHEREAS, these services are still needed and SRF will hold contract pricing firm;

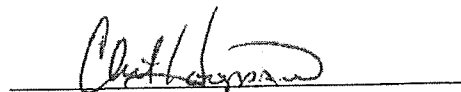
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve Amendment No. 2 to the agreement with SRF Consulting Group, Inc., extending the termination date to June 30, 2018 while holding the contract amount unchanged at \$154,561.

ADOPTED by the Minnesota Valley Transit Authority this 26th day of October, 2016.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16-061

APPROVE AMENDMENT NO. 3 TO AGREEMENT BETWEEN
MVTA AND HASTUS - GIRO

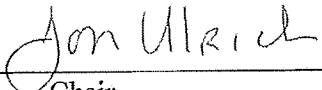
WHEREAS, the Minnesota Valley Transit Authority (MVTA) has been using the Hastus – Giro scheduling software since 2006;

WHEREAS, the MVTA requires an ongoing license agreement for use of the software;

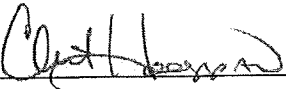
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve Amendment No. 3 to the agreement between MVTA and Hastus-GIRO, Inc., in the amounts of \$19,555 for period of Feb. 16, 2017 to Feb. 15, 2018; \$20,045 for period of Feb. 16, 2018 to Feb. 15, 2019; and \$20,545 for period of Feb. 16, 2019 to Feb. 15, 2020.

ADOPTED by the Minnesota Valley Transit Authority this 26th day of October, 2016.

Attest:



Chair



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 16-062

APPROVING AMENDMENT NO. 4 TO AGREEMENT WITH REDPATH AND COMPANY
FOR VARIOUS FINANCIAL SERVICES

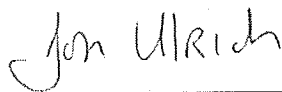
WHEREAS the Minnesota Valley Transit Authority (MVTA) is required by law to conduct annual financial audits;

WHEREAS, the MVTA is also required to have a single audit completed if federal money is received;

WHEREAS, the MVTA has successfully worked with Redpath and Company since 2011;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve Amendment No. 4 to the agreement between the MVTA and Redpath and Company for various financial services at a cost of \$32,735 for the year ending December 31, 2016 and \$32,870 for the year ending December 31, 2017.

ADOPTED by the Minnesota Valley Transit Authority this 26th October, 2016.



Chair

Attest:

