

MINNESOTA VALLEY TRANSIT AUTHORITY

Regular Board Meeting
September 26, 2018 – 4:30 p.m.
Burnsville Bus Garage

Board Members Present:

William Droste, Rosemount
Bob Coughlen, Savage
Gary Hansen, Eagan
Chris Gerlach, Dakota County
Clint Hooppaw, Apple Valley
Jon Ulrich, Scott County
Jay Whiting, Shakopee
Kevin Burkart, Prior Lake
Dan Kealey, Burnsville

Others Present:

Luther Wynder, MVTA Executive Director
Jim Strommen, Kennedy and Graven
Bob Crawford, Elko New Market
Dan Schmitt, Schmitt & Sons
Connie Massengale, Schmitt & Sons
Heidi Scholl, MVTA
Samantha Porter, MVTA
Steve LaFrance, MVTA
Richard Crawford, MVTA

I. Call to Order

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

II. Public Comments

There were no public comments.

III. Approval of Agenda

Heidi Scholl, MVTA Procurement and Contract Manager, noted that two walk-on items were being added to the consent agenda – a grant agreement between the Metropolitan Council and Minnesota Valley Transit Authority for Support Facility Improvements; and a grant agreement between the Metropolitan Council and Minnesota Valley Transit Authority for Customer Facility Improvements. The agenda was approved unanimously with the two walk-on items listed as Consent Agenda items G. and H.

IV. Consent Agenda

Commissioner Jay Whiting asked that the two walk-on items be pulled for separate discussion after the Consent Agenda. Commissioner Gary Hansen noted that the Board roster of the August minutes should be updated to reflect that he was in attendance at the meeting. A Motion by Jay Whiting and seconded by Gary Hansen to approve the Consent Agenda. A roll call vote was taken.

Hooppaw – Aye	Ulrich - Aye	Burkart - Aye
Hansen – Aye	Whiting – Aye	Gerlach - Aye
Kealey – Aye	Coughlen – Aye	Droste – Aye

V.

A. Grant Agreement between Metropolitan Council and MVTA for Support Facility Improvement Projects.

Heidi Scholl, MVTA Procurement and Contract Manager, said the agreement was a routine item that was received shortly after the agenda had been published. A Motion by Whiting and seconded by Kevin Burkart to approve the agreement. A roll call vote was taken.

Hooppaw – Aye	Ulrich - Aye	Burkart - Aye
Hansen – Aye	Whiting – Aye	Gerlach - Aye
Kealey – Aye	Coughlen – Aye	Droste – Aye

B. Grant Agreement between Metropolitan Council and MVTA for Customer Facility Improvements.

Heidi Scholl, MVTA Procurement and Contract Manager, said this agreement also was a routine item that was received shortly after the agenda had been published. A Motion by Whiting and seconded by Hansen to approve the agreement. A roll call vote was taken.

Hooppaw – Aye	Ulrich - Aye	Burkart - Aye
Hansen – Aye	Whiting – Aye	Gerlach - Aye
Kealey – Aye	Coughlen – Aye	Droste – Aye

VI. **Old Business**

A. Transit Asset Management Plan

Steve LaFrance, MVTA Facilities Manager, presented MVTA’s updated Transit Asset Management Plan (TAMP).

In 2016, the Federal Transit Administration published a rule requiring FTA grantees to develop asset management plans for their assets, including vehicles, facilities, equipment, and other infrastructure.

MVTA is required to submit the TAMP to the FTA on Oct. 1, 2018. The first draft of the TAMP was presented to the Board in August.

With aging infrastructure, limited funding and growing demand for service, MVTA seeks to find better ways to manage and extend the life of existing assets, while optimizing investment in new capital projects.

Commissioner Burkart asked what the budgetary ramifications would be by approving the plan.

MVTA Executive Director Luther Wynder said approval of the TAMP would result in no funding commitment. Any future capital expense requests would be presented to the board through established budgetary processes.

A Motion by Burkart and seconded by Hansen to approve the agreement.

Board Chair William Droste asked for a voice vote on a resolution approving the TAMP. The vote passed unanimously.

B. AVL Update

Tyre Fant, MVTA IT Manager, provided an update on MVTA's Computer-Assisted Dispatch (CAD)/Automated Vehicle Locator (AVL) system implementation along with Milo Thomas, project manager for AVAIL, MVTA's contracted vendor.

Fant said four milestones have completed regarding installation of a new CAD/AVL system and Factory Acceptance Testing (FAT) is scheduled for October.

Executive Director Luther Wynder said the FAT is an important phase in the process when staff will begin to see the new system in operation rather than just on paper. Following successful completion of FAT, the project will move into a pilot testing phase.

Fant also presented a training grid showing the various training programs MVTA departments will be taking prior to launch of the new CAD/AVL system. Wynder noted that training will be a critical piece of the system integration and said that all departments will be participating.

Commissioner Chris Gerlach said the implementation appears to be going well at this point. Wynder said staff is comfortable with the process thus far and checks are in place to ensure items are addressed before the new system is launched.

VII. New Business

None

VIII. Committee Reports

A. STA Report

Luther Wynder, MVTA Executive Director, said the Suburban Transit Association will be nominating new leadership in October. Commissioner Clint Hooppaw is a candidate to be the chair of the organization in 2019. The STA continues to work on its legislative platform for 2019.

B. Partnership Committee

1. Rosemount Legion Parking Lot Update

Richard Crawford, MVTA Public Information Manager, MVTA is interested in working collaboratively with the Rosemount Legion to identify a mutually beneficial arrangement regarding parking at the Rosemount Transit Station, 14550 Burnley Avenue South, which is located across the street from the Rosemount Legion.

Growing ridership has periodically strained parking capacity at the Rosemount Transit Station during weekdays and during winter months (due to snow piles). The transit parking lot typically has ample capacity on evenings and weekends.

MVTA will be working on specifics of a proposal to bring to the Legion's next board meeting on Oct. 17.

2. AllOver Media Contract Update

Richard Crawford, MVTA Public Information Manager, provided an update on the contract with AllOver Media for commercial advertising services on MVTA buses and in MVTA facilities.

The first year of the contract is expected to generate in excess of \$167,635 in revenue for MVTA as a result of several months in which the AllOver Media sales exceeded the

monthly minimum guarantee. In addition, MVTA has used a trade bank to promote new service to Dakota County Technical College; new express service to Minnesota Vikings games; and for promotion of the annual Stuff the Bus campaign, that benefits Dakota and Scott county food shelves.

3. Russell Herder Contract Update

Richard Crawford, MVTA Public Information Manager, provided an update on the work consultant Russell Herder has been doing for the agency.

After considering about 10 potential taglines for MVTA global branding, Russell Herder presented its recommendation of "We Got This" to the Partnership Committee.

Before launching new tagline branding, Russell Herder plans to further develop messaging and conduct internal staff discussions to frame how the new marketing message should be used.

IX. Board and Staff Reports

None

X. Adjournment

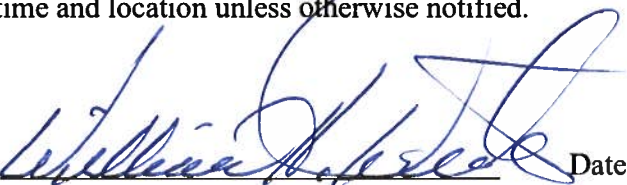
A Motion was made by Droste and seconded by Kealey to adjourn the meeting at 5:23 p.m. Motion carried unanimously.

Minutes Prepared by: Richard Crawford

Next Regular Meeting Scheduled: Wednesday, October 24, 4:30 p.m., at Burnsville Bus Garage, 11550 Rupp Drive, Burnsville.

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:

Oct. 24, 2018