

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
August 24, 2005 – 4:30 p.m.
Burnsville Transit Station

Board Members Present:

William Droste, Rosemount
Bryan Tucker, Savage
Elizabeth Kautz, Burnsville
Will Branning, Dakota County
Tom Pepper, Eagan
Ruth Grendahl, Apple Valley
Jon Ulrich, Scott County
Margaret Schreiner, At-large

Others Present:

Lois Spear, Finance Officer
Troy Beam, Scott County TWG
Dave Zech, Dakota County
Barb Ross, Best & Flanagan
Wally Lyslo, At-Large Alternate
Michael Abegg, Planner
Beverley Miller, Executive Director
Robin Selvig, Customer Relations Manager
Tom Bright, Facilities Manager
Steve Wischmann, KDV
Larry Morgan, TKDA
Terry Olson, TKDA
John Powell, TKDA
Tom Lawell, City of Apple Valley
Jim Westerhaus, Ecolab
Bud Osmundson, Burnsville TWG

I. Call to Order

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

II. Public Comments

There were no comments from the public

III. Approval of Agenda

Item VII. E., Adoption of Scott County Unified Transit Management Plan (UTMP) was added to the agenda. Motion by Elizabeth Kautz and seconded by Jon Ulrich to approve the agenda with the one addition. Motion carried.

IV. Approval of Agenda

Item E was pulled from the Consent Agenda. Motion by Elizabeth Kautz and seconded by Jon Ulrich to approve the Consent Agenda, with the exception of item E. Motion carried.

Item E - Blanket Purchase Order Amendment - was pulled for discussion by Ruth Grendahl. She was concerned about the increase in dollars for Master Electric, when it was previously determined that Peoples and Burnsville Electric are cheaper. It was explained that Master was already at its limit and this was to provide a contingency. MVTA Staff expressed plans to use the lowest-cost vendor, being Peoples and Burnsville Electric. Facilities Manager Tom Bright indicated that Burnsville Electric has been used on some recent projects. Motion by Elizabeth Kautz and seconded by Margaret Schreiner

to approve the amendment to the blanket purchase orders. Motion carried, with Ruth Grendahl abstaining.

V. New Business

A. TKDA

Larry Morgan of TKDA was introduced to lead the MVTA Board through the draft work plan and receive approval to proceed. Mr. Morgan introduced two other members of his organization: Terry Olson and John Powell. Mr. Morgan and Ms. Powell briefly discussed each of the five Conceptual Site Alternatives and indicated that their plan was to review each and come up with a recommendation for expansion at the site. Ruth Grendahl suggested a focus on option five, which deals only with the existing transit station property. Will Branning noted that in order to receive the federal funds, the site must have a connection to Cedar Avenue. TKDA has been in contact with Rhonda Reed of the FTA Region 5 regarding the federal requirements associated with the funding of this project. As part of the plan, TKDA will also develop criteria for evaluating the five concepts and will prepare a two-phase development approach. Margaret Schreiner questioned the number of parking spaces and was concerned that the site may need more parking. The numbers were from the most recent URS report prepared for the county and accepted this summer. Motion by Ruth Grendahl and seconded by Elizabeth Kautz to adopt the work plan for expansion of the Apple Valley Transit Station. Further, the Board directed TKDA to give serious consideration to option 5, which would deal only with the existing property and would involve a multi-level parking deck to accommodate 830 cars. It would not include mixed-use of any type, but would include purchase of a minimal amount of property along Cedar Avenue to facilitate a Cedar Avenue pedestrian connection. Motion carried.

B. Cedar Grove Station

In addition to working on the Apple Valley Transit Station expansion project, the Cedar Group also included funds in 2005 for the Cedar Grove East Transit Station, and the Board was asked to consider hiring a consultant to prepare a concept plan and cost estimates. Given the TKDA is becoming familiar with the MVTA in Apple Valley, it was believed they would be the best consultant of those previously approved by the MVTA Board, for the Eagan work. Motion by Elizabeth Kautz and seconded by Tom Pepper selecting TKDA to prepare a work plan and cost estimates for the Cedar Grove Transit Station. Motion carried. Finally, it was noted that the Cedar Group also indicated that the City of Lakeville and the MVTA should work together to find a site and develop a concept plan and cost estimates, and that there needs to be work at Palomino Hills in 2006. Executive Director Beverley Miller indicated she wanted to get the first two projects off the ground, before tackling the others.

C. 2004 Audit

Bill Droste introduced Steve Wischmann of KDV and invited him to present the 2004 MVTA Audit to the Board. He indicated that it was a clean audit with an unqualified opinion – the best available. He suggested that Board members read the Management's Discussion and Analysis portion of the report. Items that were different in 2004 versus 2003 included the fact that the buses were turned over Met Council and were no longer considered assets of the MVTA.

Financially, Mr. Wischmann indicated that the MVTA came in about \$500,000 under budget, which helped the fund balance grow. Further, the MVTA took a very conservative approach to the MVET revenues. He stated that the State Auditor recently issued an opinion for cities, suggesting that they have 35-50 percent of the operational expenses as a cushion. The MVTA comes in at 48-49 percent. As of the end of 2004, the MVTA's fund balance was nearly \$5.9 million.

Mr. Wischmann then covered the Management Letter, indicating that about the only area of mention, was the segregation of duties (mentioned every year due to the small staff size). He said operations are consistent to prior years, he has no concerns, and the MVTA is in good financial condition. He thanked Lois Spear, MVTA Finance Officer, for her hard and accurate work in preparation of the audit. Motion by Ruth Grendahl and seconded by Elizabeth Kautz to accept the audit. Motion carried.

D. 2006 Budget

Ruth Grendahl then presented the 2006 budget. She indicated that given the size of the fund balance, and the one-time monies received from the legislature of \$1.5 million, the finance committee was comfortable adding some service into the plan. Most other areas are maintained at or near the 2005 level. Among the specific service to be added, is service to the new park & ride at County Road 31 and County Road 46, late evening weekday service on local routes, weekend service in Apple Valley, and other items identified in the Strategic Plan. The Board questioned whether or not the MVTA will have the ongoing funds to support the service expansion. Given that the items are staggered throughout the year, Ms. Grendahl was confident that the service could be monitored and pulled, if necessary.

Ms. Grendahl also distributed a letter from Ecolab. The firm had requested a service extension to meet needs at their new Eagan facility. The service did not meet the initial requirements of the Finance Committee. However, given that Ecolab was willing to contribute \$30,000 toward to cost of the service, the Finance Committee recommended adding it into the plan. Motion by Ruth Grendahl and seconded by Jon Ulrich to adopt the 2006 budget with the Ecolab extension. Motion carried.

VI. Old Business

Dave Zech of Dakota County gave an update on the park & ride located at 15865 Pilot Knob Road. He stated that construction of the park & ride is to begin this week, with the parking lot completed in early November and the building completed in about February. The plan is that lighting will be ready when the surface lot is complete, so MVTA can begin service to/from the site as soon as possible.

With regard to the Agreement, Mr. Zech indicated that a planned meeting has been canceled and another meeting scheduled for Sept. 27 with Dakota County Physical Development Committee. Letters have been received from both the MVTA and Apple Valley regarding the structure of the agreement.

VII. Staff Reports / Update

A. Hennepin County Fuel Contract Update

Michael Abegg gave a brief update on the status of the MVTA's participation in the Hennepin County Fuel contract. He stated that the MVTA will begin purchasing biodiesel from Egan Oil for the Burnsville Garage as of Sept. 1 and for the new Egan Garage when it is complete.

B. Bus Procurement

Mr. Abegg also reported that there will be several procurements before the Board next month, including an order for 10 45' Coach buses and likely 25' Ford Cutaway buses. He stated that work also needs to be done on procuring 40' transit buses, and that the MVTA will lead the charge to make something happen in this regard, in combination with the release of funds from the Met Council. Further information is forthcoming. It was noted that the MVTA is in need of some of these vehicles to accommodate the service plan adopted as part of the budget. Further, it was stated that the MVTA owns 17 buses that are 20 years old – the oldest vehicles in the country.

C. State Fair Service

Robin Selvig reminded Board members of our State Fair service and invited everyone to come on board. New this year is signage on I-35W and I-35E directing folks to the park & ride sites.

D. Oct. 5 Meeting Date

The time of the Oct. 5 meeting now conflicts with the Cedar Group meeting. The Board agreed to meet at 5 p.m., rather than 4:30 p.m. on Oct. 5.

E. Scott County Unified Transit Report

Motion by Jon Ulrich and seconded by Will Branning to adopt the Scott County Unified Transit Report. The Board had heard a presentation in April, and it was tabled at a subsequent meeting because the report had not yet been adopted by Prior Lake. It has now been adopted by the other entities. Motion carried.

VII. Committee Reports

A. STA

Margaret Schreiner reported on STA, indicating that the evaluation of the lobbyist will soon be under way and that both Margaret and Beverley are on the committee. Attendees at the meeting also discussed the distribution of the \$40 million allocated by the legislature. Future lobbying efforts, including change of the transit taxing district and increasing the annual bonding amount were identified. It was noted that Nacho Diaz, Director of Transit Services for the Metropolitan Council, will be retiring sometime after his return from Spain. This leaves the Met Council trying to figure out how transit will be organized in the future.

B. Personnel Committee

Elizabeth Kautz reported that the Personnel Committee had met to discuss the Executive Director's performance review. Information had been assembled by Sandy King of the City of Savage. Ms. Kautz will send an e-mail to all Board members prior to the next meeting and the Board will review this information at the next Board meeting. Kevin Lienau will also be forwarded an e-mail to Board members on this topic.

C. Other

The Board was asked to consider joining the Burnsville Chamber of Commerce. The decision was tabled until the next meeting to provide time to alert the other chambers of this plan, rather than have the MVTA be a member of all chambers in the service area.

VIII. Adjournment

Motion by Ruth Grendahl and seconded by William Droste to adjourn the meeting at 6:27 p.m. Motion carried.

Minutes Prepared By:

Robin Selvig

Next Regular Meeting Scheduled: Oct. 5, 2005, 5:00 p.m. Burnsville Transit Station, Second Floor Conference Room

All regularly Scheduled Board Meetings will be held on the **FOURTH** Wednesday of the month at the posted time at the Burnsville Transit Station Second Floor Conference Room unless otherwise notified.

Approved by: _____

Date: _____