

AGENDA AND NOTICE OF REGULAR MEETING

MINNESOTA RIVER VALLEY TRANSIT JOINT POWERS BOARD

Wednesday, September 13, 2017 – 2:30 p.m.
Le Sueur City Hall, 203 South Second Street, Le Sueur
Council Chambers/Meeting Room

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES/DISBURSEMENTS**
 - A. July 12, 2017 Regular Meeting
 - B. Disbursements List Approval 07/01/2017 – 07/31/2017
- IV. VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. OLD BUSINESS**
 - A. Retreat/Goal Session
 - 1. Fees
 - 2. Mission
- VI. NEW BUSINESS**
 - A. Promotional Activities
 - B. 2018 Meeting Schedule
- VII. REPORTS**
 - 1. Compliance Manager Report
 - 2. Operation Manager Report
- VIII. ADJOURNMENT**

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE BOARD MEETING JULY 12, 2017

Pursuant to due call and notice thereof, a regular meeting of the Board of the Minnesota River Valley Transit was conducted in the Governors' Room of the Community Center in the City of Saint Peter on July 12, 2017.

A quorum present, Chairperson Carlin called the meeting to order at 2:30 p.m. The following members were present: Susan Carlin, Mark Huntington, Stephen Grams and Kevin Wilke. The following official was present: Saint Peter Finance Director Paula O'Connell.

Approval of Agenda – A motion was made by Huntington, seconded by Wilke, to approve the agenda. With all in favor, the motion carried.

Approval of Minutes/Disbursements – A motion was made by Wilke, seconded by Huntington, to approve the minutes of the May 10, 2017 regular Board meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the May 10, 2017 regular meeting is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

A motion was made by Grams, seconded by Wilke to approve the disbursements list from May 1, 2017 – June 30, 2017. With all in favor, the motion carried.

Gus Bus Contract – Saint Peter Finance Director O'Connell recommended execution of a contract with Gustavus Adolphus College for transit services to provide transportation for Gustavus students on certain evenings during the period September 5, 2017 through May 23, 2019 with the costs (\$37.50 per bus per hour and \$25 per hour for Transit Support Specialist wages) to be reimbursed as outlined in the contract. O'Connell explained the contract was previously executed between the City of Saint Peter and Gustavus and with the service now being provided by Minnesota River Valley Transit, it was appropriate for a new contract to be executed. O'Connell also pointed out that revenue from the contract will be counted as part of the system's twenty percent (20%) match for the operating budget.

In motion by Huntington, seconded by Grams, Resolution No. 2017-07 entitled, "Resolution Approving Transportation Contract With Gustavus Adolphus College" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-07 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

2018 Grant Application – O'Connell recommended approval be provided for submission of the 2018 operating and capital grant applications to the State of Minnesota Department of Transportation, Office of Transit for 2018 in the total operating budget of \$838,275 and a capital budget of \$81,000 for a new bus. O'Connell reminded Board members that if the funding was approved the State would provide 80% for both capital and operating costs with Minnesota River Valley Transit responsible for 20%. O'Connell also noted that the State, even if they approve the grant applications, may not do so in the full amount and if that happens at a level that would require changes to services, staff would return to the Board for further action.

In motion by Wilke, seconded by Grams, Resolution No. 2017-08 entitled, "Resolution Authorizing Submission Of Transit Grant Applications For 2018" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-08 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Finance Director O'Connell recommended approval be provided for submission of the Minnesota River Valley Transit Title VI Transit Plan which is a Federal requirement in order to qualify for State funding for the transit system. O'Connell noted the plan provides information regarding discrimination on the basis of race, color, origin or language and outlines the process to follow if a rider feels they have been discriminated against.

In motion by Huntington, seconded by Wilke, Resolution No. 2017-09 entitled, "Resolution Approving Title VI Transit Plan" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-09 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Next Meeting – Members reviewed the meeting schedule for the remainder of 2017 which includes September 13, 2017 in Le Sueur and November 8, 2017 in Saint Peter.

Retreat/Goal Session Interest – Board members expressed interest in having a retreat or goal session, but asked that it be scheduled right after a regular meeting.

Reports

Compliance Manager Report – Transit Compliance Manager Albers reported he would be submitting an application for the "Commuter Challenge Grant" through the State of Minnesota that, if awarded, would provide funding for marketing efforts like brochures and radio ads.

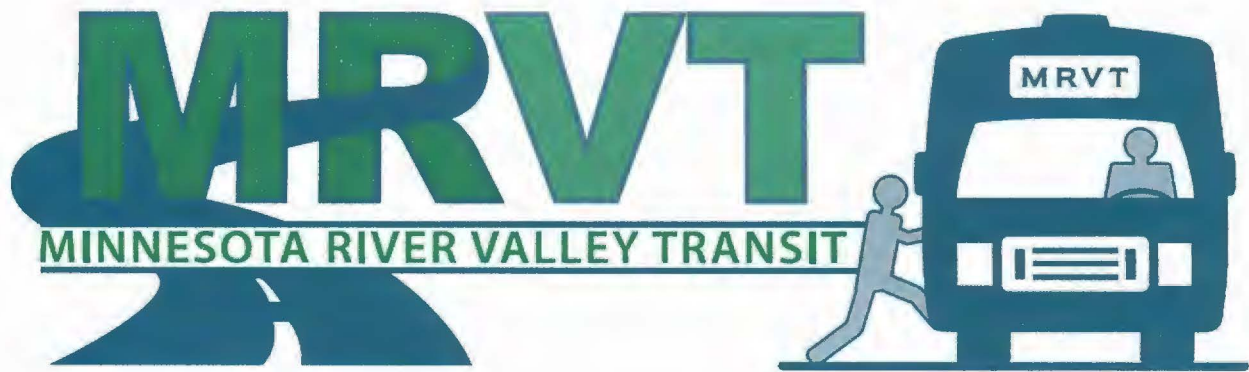
Operation Manager Report – Transit Operations Manager Owen provided an update on ridership on the Mankato route which included 14 in January, 24 in February, 37 in March, 25 in April, 32 in May, and 34 in June for a total of 166 rides. Owen also reported on Saturday ridership levels in Le Sueur which were 29 people riding February-June.

There being no further business, a motion was made by Huntington, seconded by Wilke, to adjourn. With all in favor, the motion carried and the meeting was adjourned at 3:04 p.m.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



TO: Chairperson Carlin
Members of the Board

DATE:

09/07/17

FROM: Todd Prafke
City Administrator

RE: Disbursement List

ACTION/RECOMMENDATION

Include consideration of the disbursements as part of the September 13, 2017 regular meeting.

BACKGROUND

The packet for the September 13, 2017 regular meeting does not at this time include the disbursement list for the period July 1 – July 31, 2017. The list is being prepared and will be distributed at the beginning of the meeting for Board consideration.

MINNESOTA RIVER VALLEY TRANSIT BOARD MEETING
2018

JANUARY 10TH	LE SUEUR
MARCH 14TH	SAINT PETER
MAY 9TH	LE SUEUR
JULY 11TH	SAINT PETER
SEPTEMBER 12TH	LE SUEUR
NOVEMBER 14TH	SAINT PETER