



AGENDA AND NOTICE OF REGULAR MEETING

MINNESOTA RIVER VALLEY TRANSIT JOINT POWERS BOARD

Wednesday, March 8, 2017 – 2:30 p.m.

Governors' Room, Saint Peter Community Center
600 South Fifth Street, Saint Peter, MN 56082

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES/DISBURSEMENTS**
 - A. January 25, 2017
 - B. Disbursements List Approval 02/01/2017 – 02/28/2017
- IV. VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. OLD BUSINESS**
 - A. Radio/Phone/Computer Update
 - B. Corridor Route Utilization
- VI. NEW BUSINESS**
 - A. Promotion Grant Funding Opportunity with Vine (Tri-County) Update
 - B. Employee Update (New Hires by Saint Peter)
 - C. One-Off Services Provided
 - D. Customer Service Issues
 - E. Bus Donation – Sister City Program
 - F. Next Meeting
 1. May 10, 2017 (Location?)
 - G. Others
- VII. REPORTS**
 1. Compliance Manager Report
 2. Operation Manager Report
- VIII. ADJOURNMENT**

MINNESOTA RIVER VALLEY TRANSIT
OFFICIAL PROCEEDINGS
MINUTES OF THE BOARD MEETING
JANUARY 25, 2017

Pursuant to due call and notice thereof, a regular meeting of the Board of the Minnesota River Valley Transit was conducted in the Council Chambers Meeting Room of the City of Le Sueur on January 25, 2017.

A quorum present, Chairperson Carlin called the meeting to order at 2:39 p.m. The following members were present: Stephen Grams, Susan Carlin, Kevin Wilke, and Mark Huntington. The following officials were present: Saint Peter City Administrator Todd Prafke, interim Le Sueur City Administrator Jasper Kruggel, and Saint Peter Finance Director Paula O'Connell.

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

Approval of Minutes – A motion was made by Grams, seconded by Huntington to approve the minutes of the December 12, 2016 regular Board meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the December 12, 2016 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Radio/Phone/Computer Update – Transit Compliance Manager Albers provided a report on the status of the new radio system. Albers indicated the FCC license had not yet been approved and staff hoped the approval and subsequent installation of the radio system would occur at the beginning of February. Albers also noted that staff was working around the lack of radio system for local service calls. Transit Operations Manager Owen provided a report on the work being done by the Transit Support Specialists since the radio system is not yet in place and indicated that dispatching of calls for service was still being done in Le Sueur. Board Member Grams emphasized his belief that staff should be answering the phones "Minnesota River Valley Transit". Transit Compliance Manager Albers also reported that fiber has been installed in Le Sueur for use by Transit and the City of Saint Peter's Computer Technician was working on computers to be used in both the Le Sueur and Saint Peter transit offices.

Corridor Route Connection Locations – Staff provided reports on the corridor route service and Owen indicated the route had at least one passenger a day although the beginning and end locations varied. Albers reported staff was investigating the possibility of creating a pre-scheduled Saturday ride program and indicated the schedule for the corridor route is now available on the Saint Peter and Le Sueur websites.

Adoption Of Meeting Rules – City Administrator Prafke presented the proposed rules for operation of the Board. Members discussed the regular meeting schedule with a consensus that meetings every other month beginning in January of each year would be appropriate. In motion by Grams, seconded by Wilke, Resolution No. 2017-01 entitled "Resolution Approving Minnesota River Valley Transit Board Operational Rules" was introduced with a modification to indicate that meetings would take place in odd-numbered months. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2017-01 is contained in the Minnesota River Valley Transit Board book entitled Minnesota River Valley Transit Board Actions 1.

Lease Agreement Update – City Administrator Prafke reminded Members that lease agreements with both the City of Saint Peter and the City of Le Sueur had been approved by the Board for use of space by Minnesota River Valley Transit in each City’s buildings.. Prafke noted that copies of each lease would be retained by Minnesota River Valley Transit as well as by each City.

Driver/Rider Guidelines – Albers and Owens provided information on the proposed guidelines to be followed by both Bus Drivers and system passengers and outlined changes that had been made based on discussion at the last Board meeting. Member Grams asked which way wheelchair users should face when using the bus lift. Albers indicated that whichever way was more comfortable for the passenger and driver was fine. Wilke asked about Personal Care Attendants (PCA) paying fares. MnDOT Department of Transit Representative Janice Klassen noted the rules would exempt the PCA from having to pay. In motion by Wilke, seconded by Huntington, Resolution No. 2017-02 entitled “Resolution Establishing Bus Driver Guidelines“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-02 is contained in the Minnesota River Valley Transit Board book entitled Minnesota River Valley Transit Board Actions 1.

Grams asked about Medical Assistance riders use of alternative services. Klassen provided information on MnDOT’s concern about where funding should come from for services of that type. Members requested additional clarification on the provision for service animals to be on the bus. In motion by Huntington, seconded by Wilke, Resolution No. 2017-03 entitled “Resolution Establishing Rider Guidelines“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-03 is contained in the Minnesota River Valley Transit Board book entitled Minnesota River Valley Transit Board Actions 1.

Promotion Grant Funding Opportunity With Vine (Tri-County) – Saint Peter Finance Director O’Connell provided background on a possible joint grant opportunity with Vine Faith in Action which was administering the tri-county transit system. O’Connell noted that the State’s “Commuter Challenge Grant” program would provide funding for systems to promote the value of transit through advertising and other means without any local match requirement. O’Connell reported that VINE had a specialist to run their promotional efforts and if grant funds were awarded for the Minnesota River Valley Transit program, VINE would receive the funds and act on behalf of MRVT to jointly promote both transit systems. Member Grams expressed concerns that working jointly with another transit system would result in a “bungled” message that wouldn’t benefit Minnesota River Valley Transit. Staff and Klassen indicated that the general promotion of the value of public transit would benefit all recipients and that staff would work closely with VINE to ensure Minnesota River Valley Transit is promoted. In motion by Wilke, seconded by Huntington, Resolution No. 2017-04 entitled “Resolution Authorizing Participation In The 2017 Commuter Challenge Grant“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-04 is contained in the Minnesota River Valley Transit Board book entitled Minnesota River Valley Transit Board Actions 1.

Strategic Planning in Fall – Saint Peter City Administrator Prafke provided a report on a plan to develop a five year strategic plan for Minnesota River Valley Transit as required by the State of Minnesota. Prafke noted that the State requirement would most likely begin in 2018 and stated it was necessary to start the work by this fall to accomplish that timeline.

Employee Update – Transit Operations Manager Owen provided a report on the recent hires of additional transit staff and reported that it may be necessary to hire an additional Transit Support Specialist and one more Bus Driver. Owen also stated the newly hired individuals included three full-time Transit Support Specialists and one Bus Driver and the remainder of the new hires were part-time employees.

Scheduling – Staff reported that the current schedule is meeting needs, but to meet scheduling needs as use increases, a recommendation may be made to include hiring an additional part-time Transit Support Specialist.

One-Off Services – Owen reported that no requests for one-off (episodic) services had been received since the new year.

Customer Service Issues – Staff reported there had been no significant customer service issues since the merger and that transit employees will continue working to ensure that any customer service issues are promptly addressed.

Next Meeting – Members discussed whether there was a need to have a board meeting in February and staff indicated they would review the need for Board action and if none, the February meeting would be cancelled and notices sent out.

Reports

Members asked for a slight change to the next meeting agendas so that reports are provided by operations and compliance staff rather than by the City of Le Sueur and the City of Saint Peter.

Owens and Albers each provided a short update on their activities since the last meeting.

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 3:41 p.m.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

Report Summary

Fund Summary

Fund	Payment Amount
227 - PARA-TRANSIT FUND	36,269.83
Grand Total:	36,269.83

Account Summary

Account Number	Account Name	Payment Amount
227-20702	DUE TO PAYROLL FUND	66.92
227-21701	FEDERAL WITHHOLDING ...	8.08
227-21702	STATE WITHHOLDING PA...	3.52
227-21703	FICA TAX WITHHOLDING ...	11.04
227-21704	PERA WITHHOLDING PAY...	12.63
227-21712	MEDICARE PAYABLE	2.56
227-21719	HEALTH SAVINGS CONTRI...	0.93
227-49804-305	MEDICAL FEES	270.00
227-49804-381	ELECTRIC UTILITIES	180.68
227-49900-103	VEHICLE MAINT AND REPA..	162.92
227-49900-112	DRUG, ALCOHOL TESTING...	122.00
227-49900-113	ADVRTING, MRKTING, PR...	4,484.00
227-49900-114	LEGAL, AUDITING, PROFE...	166.00
227-49900-116	OFFICE SUPPLIES	2,085.28
227-49900-117	LEASES/RENTALS (ADMIN....	2,385.02
227-49900-121	FUEL EXPENSE	1,636.94
227-49900-122	PREVENTIVE MAINTENAN...	231.04
227-49900-123	CORRECTIVE MAINTENAN...	380.65
227-49900-141	PROP & LIAB INSURANCE	21,343.00
227-49910-119	OTHER DIRECT ADMIN CH...	2,700.93
227-49910-124	TIRES	15.69
Grand Total:	36,269.83	

Project Account Summary

Project Account Key	Payment Amount
None	36,269.83
Grand Total:	36,269.83